



PARENT HANDBOOK

Director – Kristin Pue

kpue@clachurch.com

A ministry of Christian Life Assembly

21277 56th Avenue

Langley, BC V2Y 1M3

T. 604-530-7344 ext. 1249

sunbeamstaff@clachurch.com

Every *child* has the Right to be
Respected...

The Right to *Dream*

...The right to be *loved* and
cared for

...Gifts that should be
recognized and valued

...The right to *achieve* their
God-given *potential*

...the need for *unconditional*
love

Ideas and Philosophy of Sunbeam Preschool & Childcare

Sunbeam Preschool is a ministry of Christian Life Assembly and is a non-profit organization. It been in operation since March 1976, and has grown from an enrollment of six children to an enrollment of up to eighty children per year. The childcare centre is a new addition to Sunbeam as of September 2015.

Our educational goals and objectives are based on the belief that children learn through play, exploration, discovery, and positive interactions with adults and other children. Our program is intentionally structured in order to give the child the opportunity to explore through play, to make choices, and to interact with other children and adults in the classroom.

A child's process of growth is sequential. This is reflected in the repeated routines of our day and through the themes and activities planned for the year. These routines and themes also allow freedom for each child to grow at his/her own pace socially, emotionally, physically, intellectually and spiritually.

We believe that each child is created in God's image, each with their own unique gifts, talents and abilities. We respect them and do our best to provide for their needs by giving them the personal attention that they require.

Christian Education

Sunbeam is a Christian based centre. We present this in an "everyday" way such as "Look at the beautiful weather God gave us today" or "God made you so special". We do share some bible stories throughout the year, and we do share prayers at circle and meal times.

We do **NOT** teach individual church doctrines but we do share with the children that:

- **God made the world and everything in it**
- **God made you and our families and He loves us and takes care of us**
- **The Bible is God's Word and has wonderful stories that we learn about**
- **Jesus is God's Son who came to earth as a baby, died and rose again and lives in heaven, and we will see Him again.**
- **Jesus is our friend and loves to hear us pray and sing**
- **Church is a place to sing and learn more about God**

-PRESCHOOL CURRICULUM-

Phonics Program

Sunbeam Preschool incorporates concepts from the "Fun Family Phonics Program" in our 4-year-old program. This will be taught to the children once a week during our circle time including, letter recognition, shape and sounds as well as tracing and writing of the letters.

Art Program

Throughout the year, we will introduce different artists to our 4-year-olds attending our preschool program. During these classes we will introduce facts about an artist and his or her work, media and methods. Various musicians and musical styles will be shared with the children. The children will be given opportunities to use good quality art media to produce a number of projects.

Vocabulary fitting with each of these areas of the fine arts will be introduced. For example, topics such as Mozart, and the Renaissance will be taught in circle times. Other activities that will be offered through out the year include fieldtrips and special guests. We believe that regular exposure to music and the other Fine Arts increases a child's ability to learn, to take in information and apply it appropriately to life.

Field Trips

Beginning in October, we take the children on field trips to places in our community. Parents and caregivers are always encouraged to join us and, on most trips, may be required to accompany your child. We do charge a \$50 fee at the beginning of the year to cover any additional field trip costs so that we do not have to collect money each time we go somewhere! This fee also covers emergency kits and helps with classroom supplies.

Fundraising

Each month we send out Scholastic book flyers. We will collect orders back each month, and any orders that are made will give us as a school certain bonus rewards. We can use these rewards to purchase new books, toys and supplies for our school. Scholastic has some great books and toys that they offer each month! We also may do a couple other fundraising things through the year. Examples of these may be Purdy's chocolates, Neufeld Farms, etc.

Christmas Concert

At Christmas time each child in preschool is involved in presenting the Christmas story through songs, story & costume. This will be followed by a time of food & fellowship. There will not be normal classes this day, but the concert will be during class time.

Graduation Day

In June we hold an annual graduation ceremony for our 4-year-old preschoolers celebrating their promotion to Kindergarten. It is an evening where we celebrate with our families and share highlights of the school year. There are no classes held this day.

Childcare Curriculum

Our childcare centre will have a monthly theme that they build curriculum upon. This will be taken from teacher's ideas, as well as some of the collected preschool themes. At times (Christmas, Easter etc) they will follow the preschool schedule.

Late Policy:

Last pickup in the childcare is 5:45pm. Please remember that our staff work all day, and have families that they would like to get home to, some travelling 30+ minutes to and from work.

A late fee of \$5 for every 5 minutes or portion thereof will be paid to the staff member that is on the closing shift. So between 5:46-5:50 you will owe \$5. Between 5:50-5:55 you will owe \$10, between 5:55-6:00 you will owe \$15 and so on. This will need to be paid in cash to the staff member, and if it is not paid at pickup, it will have to be paid before your child can stay at daycare the next day.

*This also applies to preschool pickup times after 11:30am/3:00pm

*Please note a preschool child must be potty trained, as preschool is not licensed to change diapers. If an accident occurs, parents will be required to come right away.

Preschool Class Schedule & Fees

The centre is funded through the school fees which are due on the **1st of each month.** Our **3-year-old program** is on **Tuesdays and Thursdays.**

We have a morning class from **9-11:30am** and an afternoon class from **12:30-3 pm.** The 3-year-old program **costs \$168 per month.**

Our 4-year-old program is on **Mondays, Wednesdays and Fridays.** We have a morning class from **9-11:30am** and an afternoon class from **12:30-3 pm.**

The 4-year-old program **costs \$207 per month.**

Our preschool schedule consists of 10 months:

September – June; with classes beginning after labor day in September and finishing the around the middle of June.

We are closed for 2 weeks at Christmas, 2 weeks at Spring Break and any statutory holidays, including Good Friday & Easter Monday. The staff may take 1-2 Professional development days throughout the year but you will be given fair notice of these dates if that happens. Our monthly fees are prorated over the year to include these closures, so fees remain the same each month.

Childcare Centre Schedule & Fees

The childcare centre will be open 12 months of the year, closed for 2 weeks at Christmas break, following the Langley School district, closed one week in the summer (dates given at least 6 months in advance) and we are closed on all statutory holidays, including Good Friday & Easter Monday. Staff may take 1-2 Pro-D Days through the year for conferences or curriculum planning and advance notice will be given.

The centre's hours will be 7:30am – 5:45pm Monday through Friday

Monthly Fees: (Fully potty trained)**

Full time (5 days a week) - \$925 per month

Please note we typically only do full time spaces. Part time rates will be given on an as available basis

(We are currently a part of the Childcare Fee Reduction Initiative, so prices after that fee reduction are listed on our website at www.sunbeampreschool.com/childcare)

****If your child is not potty trained please add \$75 per month to above fees**

Monthly Fees are subject to change at any time

Communication between staff and parents

At Sunbeam we wish to maintain open, ongoing communication with parents/guardians. Parents are encouraged to communicate with staff when the need arises.

Resolving conflict:

- Parents are encouraged to discuss their concerns/disagreements with the staff involved first
- If a family has difficulty in resolving conflict with the staff person involved, they may request discussion of the issue with the manager or director of the program.

Concerns and complaints procedures

If the parent has a concern or complaint about a staff member, a student teacher, or another child:

- The parent should discuss the matter with the staff member involved. If the conflict is not resolved, then:
- The parent should discuss the matter with the director. If it is the director they are having difficulty with or they are not satisfied with the response then:
- The parent should discuss the matter with the Family Life Pastor
- If their concern is not satisfactorily dealt with, a letter to the Church administrator may be written, where it will be addressed accordingly.

Photographs and videotaping

The staff, and parents like to take pictures and occasionally videotape the children on field trips, special occasions, and participating in every day activities. Sunbeam will assume we have permission for your child to be photographed and/or video taped and that the picture can be displayed in our rooms, or to you via our Lillio app, unless otherwise notified. Pictures will not be displayed on any social media. If we want to use pictures for our website, we will specifically ask permission for that.

Preschool Daily Schedule

| | |
|------------------------------------|---|
| 9:00 am & 12:30 pm | Doors Open <ul style="list-style-type: none">-Please ensure that you child has used the washroom before class starts-Please take out you child's snack, water bottle and place in top part of child's cubby.-Notify the teachers if someone other than you will be dropping off or picking up your child.-Limit visiting to outside and keep your younger children with you.-Children can find toys that are out to play with while everyone arrives |
| 9:15 am & 12:45 pm | Outside/Gross Motor Play time |
| 10:00 am & 1:30pm | Come in from outside, change, pray and have Snack time |
| 10:30 am & 2:00pm | Art/Free play time – children will play with the toys while one teacher calls children over a few at time to do an art project |
| 11:15 am & 2:45 p.m | Clean up, change shoes, Circle and goodbye |
| 11:30 am & 3:00 p.m | Pickup Time |

Childcare Daily Schedule

| | |
|---|---|
| 7:30 – 9:15am | Open doors. Free play time. (Breakfast for anyone who brings)/art |
| 9:15 | Clean up and circle |
| 9:40 | Wash and Snack (fruit and yogurt encouraged). |
| 9:40 | Books/puzzles |
| 10:20 | bathroom, change shoes, – coats on |
| 10:30 | Outside – playtime/walk – If weather is bad then we will use the East Chapel for gross motor play |
| 11:20 | 3 Year olds inside to diaper/wash for lunch |
| 11:30 | 4 Year olds inside to wash for lunch |
| 11:30- 12:00 | Lunch |
| 12:00 | Devotional at the table |
| 12:15 | Books/puzzles as children finish eating Toileting/diapering. |
| (12:25 Preschool friends over to preschool) | |
| 12:30-1:15 | Nap time/Quiet time (45min on mat, books 10 min, quiet toys) |
| 1:15-2:00 | Quiet activities for non-sleepers |
| 2-2:30 | Art/ Free play/diapering |
| 2:30 | clean up/wash hands |
| 2:35 | Snack |
| 3:05 | Movement circle (rainy days only) |
| 3:20 | Bathroom, diapering change shoes, – coats on |
| 3:25-5pm | Outside/Gross Motor play |
| 5/5:20 | Inside – wash hands |
| Until close | Table/free play/snack |
| 5:45 | Centre closed |

Discipline

The philosophy at Sunbeam is to offer your children a warm, nurturing and safe environment.

Our approach to discipline includes reflected feelings, redirection, and using positive reinforcement.

Behavior guidance practices will be appropriate for the age and developmental level of the child and include setting and reinforcing limits, promoting cooperation, and supporting autonomy.

Under **NO** circumstances will there be corporal punishment of any kind. Sunbeam Preschool & Childcare will not allow hitting, slapping, shoving, withholding food, or a child to be left unattended during a “thinking time” period.

Challenging Behaviours

Sunbeam Preschool is committed to working with families and community resources to provide support and intervention for children with challenging behaviors.

Challenging behaviors are defined as behaviors displayed by a child that:

- Become challenging to staff and/or other children
- Are harmful to the child, other children or adults
- Interfere with a child’s learning, development and success at play
- Are not preventative through the implementation of usual guidance and discipline techniques

After staff has identified a child with challenging behaviors they will record anecdotal observations of behaviours. These will be discussed with the parents/guardians. Staff will access any community resources available to support the child and an individual behaviour plan will be implemented.

If the implemented plan is unsuccessful, staff will discuss other childcare options with the parents/guardians and childcare services will be withdrawn. A letter of dismissal will be presented to the parents/guardians.

Sick/Illness Policy

Parents are advised to keep their children at home if the following conditions occur:

- complaints of unexplained pain
- excessive runny nose, stuffed up nose, yellow/green coloured discharge
- fever over 100 F or 38.3 C
- sore throat or trouble swallowing, coughing
- infected skin or eyes
- headache or stiff neck
- severe itching of body or scalp
- unknown or suspected communicable diseases
- vomiting and/or diarrhea
- an undiagnosed rash on any part of their body
- if a family member is ill with anything contagious

A child may return to the program once these symptoms have disappeared for a **minimum of 48 hours**, or they have been prescribed antibiotics and have completed 48 hours on the medication, or with the written approval of a family health physician, or medical health officer.

Children who develop pink eye must be treated with prescribed medication for 48 hours before returning to the center.

If your child has come in contact with/or has **Hand, Foot, Mouth disease**, we ask that you keep them home for a **minimum one week time period**. This is a VERY contagious virus and can spread quickly in an early childhood setting. All sores have to be completely dried up/scabbed over in order to return.

If ANYONE in your household has been diagnosed with a contagious illness we do ask that you keep your child home until that person is better. We ask that you take extra precaution in this area, as we want to keep all of the children, families and staff safe & healthy so that we can keep providing quality care!

Children must be well enough to participate in ALL program activities both indoors and outdoors.

MEDICATION

Staff will not administer medication unless a full medication consent form is completed.

If there is a medical concern, a care plan must be put in place prior to the beginning of your child's attendance in the school. Please see the director for more information.

PLEASE DO NOT PUT VITAMINS IN YOUR CHILD'S SNACK BAGS.

If your child will be away from class or you need to reach us, the best way is to text our cell phone's (childcare 604-789-4646 and preschool 604-789-6335)

You can also mark your child absent or send a message via the Lillio app. Alternatively, emailing the director is also an option

Unscheduled Closure

The staff will attempt to keep the school open unless, in their opinion, the well being and safety of the children or staff is jeopardized.

In the case of adverse weather conditions, power failure, lack of heat, or other emergency conditions, if an unscheduled closure is necessary, staff will attempt to contact first all parents/guardians by using our Lillio app, email and phone, and then move on to the emergency contact person(s).

Refunds will not be given for missed days due to unscheduled closures as these are most of the time beyond our control.

If the Langley School District chooses to close their schools, or CLA closes the building due to weather, we will also close.

Confidentiality

All verbal and written information about preschool children, families and employees will be confidential.

In the case of legal custody, written consent of both parents will be required before information is released or withheld unless required to do so by law. Parents are asked to communicate and arrange their own situations so as to minimize confusion for our staff. Duplicates of communication material can be requested and will be made available for pickup during preschool hours. We will not be responsible for emailing or mailing material as it is our practice to send communication home via the children's cubbies which is to be taken home by the person responsible for picking up the child.

Custody and Access Agreements

Without a court order or separation agreement, Sunbeam assumes that both parents have custody of the child and cannot accept the responsibility of deciding which parent has legal custody. In the absence of a legal document parents/guardians and or family members must sign a written agreement confirming authorization for pick up and access to information about the child. Without a custody or court order on file, staff cannot deny access to either parent.

Changes in custody, living arrangements, addresses and phone numbers must be reported in writing to the director immediately.

Individual situations may be discussed with the director.

It is imperative for the parent to give a note to a staff member listing the name and phone number of anyone who is coming to drop off and /or pick up the child other than themselves. Sending a message in our Lillio app or to our preschool/childcare cell phones is recommended.

The staff will check the identification of any pick up person they have not met before, even if such a person is the parent of the child.

Child Release Policy

A child will not be released to an individual who has not been authorized by the parent or legal guardian to do so. In the case where the parent or legal guardian *appears* to be intoxicated or incapable of providing safe care, these following steps will be taken:

- Staff will offer to call a relative or friend or taxi to pick up the parent and child
- If the parent insists on driving the child, staff will inform him or her that doing so would be breaking the law and endangering the child. Staff will tell the parent clearly that they will call the police. Be prepared to tell them where the car is going (probably home), and if possible, describe the car. If you are worried that the child may be at risk staff must report this to the: **Ministry for Children and Family Development (604) 514-2711.**

If the parent becomes unreasonable or threatening, the security staff at CLA & the police will be contacted.

Failure to pickup a child:

If a parent fails to pick up their child, the following steps will be taken: Staff will try to contact both parents/guardians at all given numbers. If they cannot be reached then the emergency contacts will be called. If they are not able to be reached, then after a 45 minute period, the staff will contact the **Ministry for Children and Families** and report the situation to them.

This incident and any others will be reported and documented in the centre's log book.

Child Abuse Policy and Procedures

A child is in need of protection under the **Family and Child Service Act** if he or she is:

- Abused or neglected so that his/her safety or well being is endangered
- Abandoned
- Deprived of necessary care through death, absence or disability of his/her parent
- Deprived of necessary medical attention
- Absent from his/her home in circumstances that endanger his safety or well being
- A child has signs of excessive bruising or slap marks

Abuse or neglect, need not have occurred already for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated, there are grounds to believe a child is in need of protection, the legal obligation to report applies. Our responsibility is to report suspicions/disclosures, not to determine if abuse has taken place.

Any persons who has reasonable grounds to believe that a child (or children) is in need of protection is required legally by **Section 7** of the **Family and Children Service Act** to report the matter. This can be done through the Ministry for Children and Family Development. **The office can be contacted at (604) 514-2711**

INCLUSION POLICY

Sunbeam values each child as equal. Any child needing extra support will be treated the same as other children, included in all activities and experiences. Our staff will always do our best to implement positive changes to accommodate any needs, and extra staff will be brought on when required. If one to one support is required, that will need to be put in place prior to the child starting at our centre. This can be determined with the director.

ACTIVE PLAY POLICY

Sunbeam Preschool & Childcare recognizes the importance of physical activity for young children. Their bodies and minds require physical activity throughout their day.

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate by running, jumping etc.

Active play helps to promote healthy growth and development, as well as promotes children's confidence, improves concentration, problem solving skills. Active play also provides opportunities to develop social skills with their peers.

Our daily indoor and outdoor active play policy:

- Ensure that children from our childcare group receive 60 mins per day of active outdoor play time.
- Ensure that preschool children receive 30 mins per day of active outdoor play time.
- Increase indoor active play time and create an active play space in the East chapel or conference hall so that the total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoor and outdoor) that promote physical activity.

SCREEN TIME POLICY

Sunbeam has a program that focuses on learning through play, and teaches social and cognitive development, so we do not use screen time to fill time slots in our day.

We will make sure that:

- Screen time is less than 30 minutes per day (15 min in preschool)
- That if screen time is used, it is only used for educational purposes, in group activities such as circle or special days.
- All attempts will be made to avoid exposing children to marketing & advertising

Preschool Year One

Our goals for your child at Sunbeam Preschool for the first year include personal development in the following areas:

- Socialization, communication and confident interaction with the peer group as well as teachers
- Listening skills and learning to follow 2 to 3 point directions
- Independence and self confidence
- Development of dexterity; fine and gross motor skills
- Language development
- Introduction to recognizing, spelling and writing his/her name
- Shape and colour recognition
- Developing his/her musical ear
- Spiritual awareness and beginning a relationship with the loving God
- Stimulation of creativity through various art forms and media

Preschool Year Two

Our goals for your child at Sunbeam Preschool in the second year include building on the goals of preschool year 1 and focusing on:

- Understanding scientific concepts in nature
- Alphabet letter recognition; sounds and writing
- Using and understanding days of the week and months of the year
- Recognizing, spelling and writing their own name
- Sequencing of events
- Basic math concepts, counting, number recognition
- Proper language usage and sentence structure
- Assembling of a self-activity book, to journal activities and learning through the year.

These goals will also be worked on in the childcare setting as well, to ensure we work towards having your child ready for kindergarten!

Children's Belongings - Preschool

Each child will be given a cubby for his or her coat, boots and personal belongings.

Children are required to wear a pair of Velcro or slip-on shoes, please no dress/party shoes unless it is a special day such as Christmas Concert etc.

Toys and items of value must remain at home unless it is your child's special day.

We cannot assume responsibility for materials brought from home. Lost articles that are not claimed will be given away.

We want to enjoy the outdoors when we can and if it is not raining too hard.

Please ensure that your child has the appropriate dress for our BC weather.

Rain: rain boots, rain jacket, rain pants or muddy buddy

Snow: snow boots, snow pants, warm jacket, mittens and hat

Warm weather: shorts, t-shirt, sun hat, sunscreen

Each child should have a change of clothes, including socks and underwear, **at all times in their backpacks** in case his/her clothes get wet while playing inside or outside. All items and belongings **must** be labeled with the child's name.

Children's belongings - Childcare

Same as above, but each child in the childcare centre will need to have a change of clothes and a water bottle that remains at school.

Each child will also need a single sheet, pillow and blanket for naptime. A special stuffed animal is also welcome. These items need to be brought labelled with the child's name. These will remain at the centre while your child is enrolled.

Centre Priorities

PLEASE REMEMBER:

- To send your child in comfortable play clothes and running/play shoes or boots (slippers in the classroom are allowed), something they can put on and take off themselves! **No dress shoes please.**
- Inform teachers of carpools, change of person(s) in pick up or drop off, sickness, little sleep etc.
- Please escort your child **directly to the classroom door, DO NOT send them to the door by themselves.** Safety is of utmost importance.
- Class time is for your preschool child, ***please visit other parents outside.***
- No running in the entrance, stairways or hallways.

NUTRITION POLICY

- For preschool, please send a few **healthy** snacks with your child.
- For childcare, please send at least **3 healthy** snacks and a **nutritional lunch** with your child. We are able to heat up items for your child if needed, we just ask that you send them in a separate container. Please make sure amount of food is appropriate for the length of day your child is there. Thermos' and ice packs are very helpful!
- Some lunch ideas may include: a sandwich, cheese & crackers, wraps, salad, veggies & dip, pizza buns, pasta, leftovers from dinner.
- **Do not send** candy, pop, juice, or chocolate bars.
- **WE ARE A NUT FREE SCHOOL**

Registration & Tuition Policies

**The Director is available by email, phone or by appointment as requested.

Registration Fee - Preschool

This **non-refundable** \$50 fee is payable at the time of registration. If more than one child is being registered then each additional child is \$25 each. It is a Sunbeam policy that registration will not be accepted if past or current tuition fees are in arrears.

Registration fee – childcare

This **non-refundable** \$100 fee is payable at the time of registration. If more than one child is being registered then the additional children are \$50 each. It is centre policy that registration will not be accepted if past or current tuition fees are in arrears.

Payment Options

Tuition payment information is due upon registration.

- 1). Pre-Authorized debit - Payments are taken on the 2nd of the month.
- 3). Visa / MasterCard (completed form required) Payments are taken on the 1st of the month.
- 4) Affordable Childcare Benefit – must be in place before the start of the school year and must be renewed *by the parents before* the expiry.
- 5). Annual: tuition fees may be paid for the entire school year in one payment post dated for July 1st of the school year.
- 6) For preschool, first payment is due July 1, and is non-refundable even if you withdraw. Automatic payments will take place from September through May with July's payment covering June's tuition.

Please inform the director if you are experiencing financial difficulties so we can discuss and perhaps arrange an alternative payment plan.

NSF / Declined Credit Card / PAD Transactions

A \$15.00 service charge will be charged to you for each declined payment transaction. Sunbeam Preschool & Childcare reserves the right to withdraw services if fees are 30 days past due, payments are not received or if a mutually agreeable fee payment plan has not been discussed and presented to the director.

Please Note – any disruptions regarding your finances are your responsibility. Notification must be submitted in to the director if there is a change in payment method. If this is not received in a timely manner Sunbeam Preschool & Childcare **will not** be responsible for any charges that you may incur.

Overdue Accounts

Fees that are overdue are subject to a late fee.

Sunbeam Closures

The preschool and childcare centre is closed on all statutory holidays, with both Good Friday and Easter Monday being observed. Sunbeam will follow the Langley School district closure at Christmas break. The preschool will be closed for 2 weeks at Spring break, following Langley district's closure. The childcare may also close for 1 week in the summer. Exact dates will be given each year, with lots of notice. The Pro D days assigned by the public school district are not necessarily observed at Sunbeam, but our staff may take 1-2 Pro-D days to attend conferences or do curriculum planning. Please note all monthly fees are pro-rated over the year to include any closure days, so each month is the same.

Missed Days Policy

The centre is under no obligation to provide refunds or make up classes/days due to vacation (short or extended), sickness or choosing to keep your child home. Any exceptions to this policy may be discussed with the director.

Withdrawal from program or changes to enrolment

It is understood that the registration is for the full 10 month term of classes in the preschool and the families have agreed to attend for the full term. In the childcare centre it is typically a 12 month term depending on registration date.

Families withdrawing from the program **must notify the director in writing at least 30 days prior to the next payment date**. Failure to do so will result in charges equivalent to one month of fees per child. The one month's preschool fees that you pay upfront in the summer are put towards June's fees and are non-refundable, no matter when you withdraw.

There is also a 30 day notice (prior to the next monthly payment) needed for any changes to childcare enrolment – changes in the amount of days attended per week etc. If there is failure to give 30 days notice in withdrawal or changes from the childcare centre, a month's fees will be forfeited. (If withdrawal is given in the middle of the month, the following month's fees will still apply)

Eg. Withdrawal for April 1 requires written notice by March 1