



THANK YOU FOR CHOOSING YOUR COMMUNITY ARTS COUNCIL'S PRESCHOOL OF THE ARTS PROGRAM

Enclosed you will find:

Information Brochure

Policy Information

Registration Form

Sample Timetable

To register your child:

Please complete the registration forms and return them to the Community Arts Council of Prince George at 2820 15th Avenue.

Please include:

- \$20.00 registration fee
- First and last months fee paid in full upon registration
- Fee and remaining payments may be paid by postdated cheques, Visa, or Mastercard. The fees will be charged to your account the 1st of each month. Receipts will be issued for income tax purposes in December and June.

Please feel free to call the office if you have any questions

PH: (250)562-4526 FAX: (250)562-0436

Email: preschoolofthearts@studio2880.com

“Opening the doors to creative learning”



Preschool of the Arts is a full preschool program incorporating the alphabet, numbers, seasons, months of the year, days of the month, listening skills, kindergarten readiness, working with peers, and much more. We also explore the many facets of the arts from the finer topics of visual to pottery, literary as well as an introduction to the many creative people within our community.

PROGRAM SESSIONS/FEEES

- | | | | |
|------------------------|-------------------------------------|----------------|-------------|
| • 3-5 year olds | Monday, Wednesday, Friday morning | 9:00am-11:30am | \$150/month |
| • 3-5 year olds | Monday, Wednesday, Friday afternoon | 12:00pm-2:30pm | \$150/month |
| • 3-5 year olds | Tuesday, Thursday morning | 9:00am-11:30am | \$120/month |

1. \$20.00 non-refundable registration fee due at time of registration
2. First and last months fees paid in full upon registration
3. Fees and remaining payments may be paid by postdated cheques, Visa, Mastercard or AMX; to be charged to the account the 1st of each month. Receipts will be issued for income tax purposes in December and June.
 - There is no reduction in the monthly fee for vacation time or christmas and spring break
 - \$25.00 will be charged for any N.S.F. cheques

- In order to reserve your child's space, full fees must be paid for any period of time in which your child is away from the center, such as vacation, sickness or other absence.
- Failure to pay fees by the 15th of the month will result in a notice of cancellation of your child's space.
- A month's notice must be issued via withdrawal form one calendar month prior.

POLICIES

These policies are intended to serve as a guideline in the development of a satisfactory preschool arrangement. It is to help us openly discuss expectations and responsibilities in providing an environment that promotes optimum growth, development, and well-being of the child. Preschool of the Arts is a non-profit organization that provides high quality childcare and meets the standard set by the Community Care Facility Licensing Board.

ENROLMENT GUIDELINES

- The ages of the children enrolled in the Preschool of the Arts range from 3-5 years.
- Child must be a minimum of 34 months of age.
- All children must be toilet trained.
- We reserve the right to determine suitability and readiness of the child within the program. We also maintain the right that any child not suitable or ready for the program may be asked to withdraw.
- Please dress your child in comfortable play clothes and appropriate for the weather.
- Inside shoes must be worn by the children at all times. These may be left at the Preschool of the Arts.
- Please provide non-marking shoes.
- Please label all your child's belongings.
- A change of clothes is required and can be stored in your child's backpack.

PLEASE SEND THE FOLLOWING:

- Healthy nut free snack
- Indoor shoes
- Change of clothes
- Weather appropriate clothing for outside

PLEASE LEAVE AT HOME:

- Toys from home unless they are requested for our special days or show and tell.
- War toys or guns – preschool is a safe, weapons free environment
- Candies, gum, chocolate bars, soda or junk food.

OUTSIDE POLICY

When we are not in an art session we will be outside during our group time, weather permitting. Please send your child with weather appropriate clothing. We will not be going outside if the temperature is -15 or below including wind chill, strong winds, rainy or very wet, blizzard, or icy conditions.

EMERGENCY PROCEDURE

Fire drills will be practised monthly. In the case of an emergency and we need to evacuate the building, the children will be taken to the Jack Bryan Room in the building beside the preschool and parents will be contacted. In case of a community evacuation the children will be taken to the College of New Caledonia.

HOURS OF OPERATION

Preschool of the Arts operates September- June. The program follows the School District #57 holidays, it is closed all statutory holidays, spring break,

and christmas holidays. Please adhere to the regular scheduled class times.

LATE PICK-UP POLICY

1st Late Pick-up: No charge A verbal reminder by the staff of the hours of operation.

2nd Late Pick-up: No charge A written reminder will be issued.

3rd Late Pick-up: \$1:00 per minute late Invoiced will be issued.

4th Late Pick-up: \$3:00 per minute late Invoiced will be issued.

5th Late Pick-up: \$5:00 per minute late Invoiced will be issued.

6th Late Pick-up: A \$15:00 surcharge will be added per month for the remainder of the school year and the late policy to be reset.

NUTRITION POLICY

The children are requested to bring a nutritious snack from home each day. Good nutrition is emphasized at all times. We ask that healthy snacks such as veggies and dip, fruit, crackers, cheese, yogurt ect. be brought. Items such as chocolate bars, chocolate dipped granola bars, candy, chips, and soda are not considered as part of a healthy snack. We do have special treats on occasions such as halloween, christmas, valentines, birthdays ect. If a child in the program has any sever food allergy we will inform the families and ask for that particular food not to be brought into the program.

WITHDRAWAL POLICY

You may withdraw from the program at any time. One months notice of withdrawal is required. A withdrawal form needs to be filled out and submitted to the registration office. Fees are still applied on a monthly basis. If your child attends one or more days during that month you will be charged for the entire month, remaining months will be refunded.

BEHAVIOR MANAGEMENT

Preschool of the Arts is a safe environment for children. We use positive methods and approaches to guidance. We believe each child is an individual and will differ in activity level, interests, concentration, sensitivity and level of development. We as early childhood educators accept this individuality and use a number of different guidance techniques. Children are made aware of our rules, guidelines and boundaries at the onset of the program and reminded of them regularly. They are given input into these guidelines and consequences of undesirable behavior.

At Preschool of the Arts praise, encouragement, modeling, setting consistent limits and effective communication are used at every opportunity. Our goal is to guide the children in a positive manner and to provide them with the tools to solve conflicts that may arise. The following techniques are used at all times within the preschool:

- a) Setting clear, consistent guidelines
- b) Remind, redirect, remove
- c) State limits in a positive way
- d) Offering choices
- e) Natural and logical consequences
- f) Reinforcing appropriate behaviors

CONFLICT RESOLUTION POLICY

Preschool of the Arts recognizes that conflict is a natural part of relationships between people. In order to deal with conflicts that arise between the children in our care, we have adopted the following policies:

1. In the event of a dispute between children the staff shall follow these steps to reduce the negative effects of the conflict:
 - Staff will immediately stop the conflict and calm the involved children
 - In event of physical action between the children, staff shall first assess then treat any possible injuries
 - Once the children are calm and separated, staff shall engage the children in a conflict resolution process

- Each child will be asked, in turn to explain the problem and their feelings about the conflict
 - The children (and staff) will present possible solutions to the conflict and/or more effective ways to deal with a similar conflict in the future.
 - All parties will agree on a solution to the conflict and consequences if the solution is not adopted.
 - Staff will monitor the problem to ensure that the solution is adopted and conflict resolved, repeating the conflict resolution process if necessary
2. Staff will inform parents or guardians in the event that their child is involved in a conflict that requires the implementation of the conflict resolution process.
 3. Staff recognizes that not all children are suited to the program. Staff also recognizes that they may not have the expertise or resources to deal with all possible problems that may arise. At a last resource, staff reserves the right to remove the child from the center.

SICK POLICY

This program has a goal to provide a healthy, germ free environment for our staff and children. Hand washing is the most important part preventing the spread of germs. Please be sure to help your child wash their hands upon arrival to the center.

Responsibilities of Parent	Responsibilities of Preschool
Parents will inform this facility of a serious illness or contagious disease in the family.	Staff will report a case of communicable disease to the Public Health Nurse within 24 hours.
Parents will ensure that the child is free of symptoms before returning to the program. This may require a doctor's approval in the case of communicable disease.	Staff will notify parents immediately if a child becomes ill or injured. If a parent cannot be reached, the emergency contact will be notified.

<p>Medications will be administered by parent only. Exception to asthma medication.</p>	<p>Staff will contact a physician or ambulance if necessary. All costs incurred are the responsibility of the parents or guardian.</p>
<p>Parents will keep, or take, their child home if the child has one or more of the symptoms listed in this policy (see below)</p>	<p>Staff will provide a quiet, supervised area for a child who becomes sick while at this facility. Parent will be contacted immediately for pick-up of child.</p>
<p>Parents will provide information on the care of a recuperating child when the child returns to the center, providing that the child is able to continue with the program symptom free without the aid of over the counter medications.</p>	<p>Staff will maintain valid First Aid Certificate at all times.</p>

You are required to keep, or take a child home when the child is suffering from one or more of the following symptoms or is not well enough to take part in the regular program of the Preschool of the Arts.

- Complaints of unexplained or undiagnosed pain
- Acute cold with runny nose and eyes, coughing and sore throat
- Difficulty in breathing- wheezing or persistant cough
- Acute, unexplained fever
- Sore throat or trouble swallowing
- Severe itching of the body or scalp
- Infected eyes or skin
- Undiagnosed rash
- Headache or stiff neck
- Unexplained diarrhea or loose stool which may be accompanied by nausea, vomiting or abdominal cramps
- Known or suspected communicable diseases

The center DOES NOT have extra staff to care of sick children. Parents must notify Preschool of the Arts within 24 hours of the diagnosis of a serious illness or communicable disease in their child or the exposure of their child to a serious illness or communicable disease in any member of their family. ULTIMATELY, THE CARE OF THE CHILD IS THE PARENTS OR GUARDIANS RESPONSIBILITY.

SAMPLE TIMETABLE

8:50am/11:50am

Boot room open. Parents are required to stay with their child in the boot room until 9:00am/12:00pm when preschool starts.

9:00am/12:00pm

Preschool classroom is open. Free choice of constructed work or play activity. Your child may choose to do creative art projects, such as painting, drawing, or sculpting with playdough. They may also choose to go to the blocks, housekeeping, puzzle, and quiet area. They may also explore the sensory table or water table.

9:40am/12:40pm

Five more minutes until clean-up announced. Though the singing of a song the children are alerted that we will be putting the toys away soon.

9:45am/12:45pm

Clean-up time. We all work together. After clean-up the children will do their bathroom jobs, the children will all go to the bathroom at this time.

10:00am/1:00pm

Group/outside time. Creative movement, music, dance, or drama classes/outside activity.

10:30am/1:30pm

Snack time. Good nutrition is emphasized, independence encouraged. Once the children are finished snack they will be able to look at books from the library shelf until everyone is finished snack.

11:00am/2:00pm

Circle time. This is our time for songs, finger plays, word and number games, storytelling, and other meaningful discussions with the children.

11:30am/2:30pm

Good-bye time

** Preschool of the Arts has a set schedule/ routine that we follow daily. The children learn our routines and can anticipate "what's happening next". At times there may be slight changes in our routine to accommodate special events, visitors and needs of the children.**

Welcome to



Where we are...

"opening the doors to creative learning"

prince george & district
community
arts
council