

CREATIVE EDGE PRESCHOOL PARENT HANDBOOK 2020/2021

WELCOME

Welcome to Creative Edge Preschool – a division of Creative Edge School of Arts. Our mission statement is: “building self-esteem through the arts” where we foster a family setting and promote a feeling of confidence and safety for both parent and child.

This handbook has been prepared with lots of useful information and should be read completely and thoroughly. **Please return the attached Health Form by the first class.**

OUR STAFF

Creative Edge staff members are carefully chosen to reflect our commitment to providing a safe, positive and caring environment for the children we teach. All have undergone criminal records checks and all preschool instructors keep up-to-date first aid training. Each class has an ECE qualified instructor as well as a qualified assistant instructor.

VIEWING AREA

Creative Edge also places a great deal of importance on providing for each parent, the confidence that their child is in a safe and caring environment. This is why we have had one-way mirrors installed into all of the classrooms. Feel free to observe the class at any time from these windows. **Please note that during the pandemic, viewing area is only open to one parent at a time as needed**

REGISTRATION REQUIREMENTS

- In order to be in our preschool program, children must be up to date on public health immunizations. Documentation is required.
- All children must be able to use the washroom unassisted. This means all children must be toilet trained. Pull-ups and diapers are not permitted.
- A health form must be completed which includes a recent photo of your child.
- A **valid email address** is needed for additional communication purposes.

PRIOR TO 1st CLASS

- There will be a parent/teacher open house usually scheduled for the end of the summer
- All required documentation must be handed in prior to enter class on their first day

INCLEMENT WEATHER

Creative Edge reserves the right to cancel classes if the roads are unsafe and/or if the schoolboard cancels school operations in this district. On inclement weather days you can phone us, 1 hour before class time, for a recording as to whether or not we will be open. Classes which need to be canceled due to weather conditions cannot be made up.

PROGRAM CURRICULUM AND OBJECTIVES

The “Preschool” program provides many areas for preschoolers to experience and learn from. Class activities will be centered on monthly themes.

Our “*fine arts curriculum*” includes quite a comprehensive variety of well-planned activities including: arts & crafts, singing, dance and movement and rhythm instruments. There are also educational activities, which include: counting, printing, colors, shapes, sign language, and counting in French.

Free play in the main classroom and big toy room encourages social interaction through games, puzzles, building toys, dress up and other creative play. Teaching the kids to follow directions, instructions and the process of getting used to class routines also form part of the objectives.

Creative Edge preschool students will also be invited to be part of a large stage production each year at the Abbotsford Arts Centre.

CHILD DROP OFF AND PICK UP PROCEDURE

NEW *Covid-19 Social distancing and Safety protocols will be in effect throughout the dance studio and preschool areas. Creative Edge requires anyone entering the building to follow the posted safety protocols for the health and safety of our students, families and staff.

Parents please **bring and wear a mask** during drop off and pick up times. The use of **Hand sanitizer** and a **health check** will be performed upon arrival. **One parent only** during drop off and pick up times and a **staggered drop off and pick up** will help us adhere to social distancing rules and decrease hallway congestion. Please speak to the front counter staff if you have any questions or concerns regarding these safety measures.

When arriving and leaving the facility, it is the parents’ responsibility to have their children supervised at all times. At Creative Edge we do encourage students (and their siblings) to be on their best behavior at all times (including no running in the halls).

When leaving the studio through the main front doors, please have children wait before opening the door and exit together with a parent. Our younger students are not permitted to open the door unaccompanied or play in the fenced outdoor area unsupervised. Please discuss these rules with your child and reinforce.

Please be sure and sign your child in and out each class on the sheets provided. If unexpectedly you need to send another person, you are required to phone and let us know.

Any person picking up your child for the first time should have a piece of ID on them to show the teacher. If the parent does not inform us, and an unauthorized person comes to pick up, an attempt to contact the parents will be made. If the parent cannot be contacted the child will not be released.

If a child is not picked up by end of class time the teacher will attempt to contact the parents or emergency contact to pick up the child. When no individuals can be contacted the caregiver will keep the child with her until parents arrive. If, after a reasonable amount of time, we are unable to reach a parent or emergency contact we are required to contact the Ministry of Children and Families. The teachers will not release a child to someone who appears unable to provide safe care for the child.

A child will NOT BE RELEASED if:

- Persons picking up a child appear incapable of providing safe care (i.e. appears to be impaired by alcohol or drugs)
- An unauthorized person attempts to pick up a child
- A person arrives to pick up a child and a custody or court order is on file that restricts that person access to that child

If a child is not released the preschool will then use the child's contact numbers to call other parent/guardian and/or emergency numbers. If contact cannot be reached the child will still not be released and further procedures will be taken (i.e. calling a health officer).

Keep in mind that we have other classes to run and other children to care for, so it is important **NOT TO ARRIVE EARLY FOR DROP OFF, OR LATE FOR PICK-UP OF YOUR CHILD.** If a parent is late more than once, they may be asked to pay the wages of the staff member who remains with the child.

We do ask that pets not be brought into the facility at any time, unless the pet is a medical assistance dog.

PARENT ACCESS

Parents will have reasonable access to their children at any time. If a parent's access to a child is restricted or denied, a copy of a legal document must be provided for the child's file.

TYPICAL CLASS ROUTINE

During the Covid-19 pandemic we are limiting class sizes to 14 and students will be divided into two cohort groups of 7 that will be kept the same each week. This allows us to limit the size of the children's social groups. Teachers and staff will wear masks and/or face shields. Please note we will be implementing a no contact rule between students and organizing work stations and activities to best maintain physical distancing. However, parents sending their children to preschool must be comfortable knowing that a 2m distance will always not realistically be

maintained. Plans and protocol are subject to change as we progress through the year. We will communicate with parents before implementing any new policies.

Students hang up coats in the hallway and put on their inside shoes before entering the classroom.

There is a sign in/sign out book for parents, at the classroom door entrance. To keep the preschool room clean from outside shoes we encourage the parents to say goodbye to the children at the door.

- **20 – 35 MINUTES OF FREE PLAY** – *may include dress-up, puzzles, building toys, books, kitchen center, large car mat, puppets etc. Children learn to play with each other sharing toys and often working together to build things. Teachers encourage interaction and getting along with one another. There will be a station which will change monthly with themes such as “Grocery Store”, “Bakery”, “Flower Shop” etc. We will also have teacher assisted tables where students will perform a task such as hammering nails, following patterns, sorting objects and many other activities. Playdough and sensory tables will also be out as will a science table with insects etc.*
- **10 – 15 MINUTES OF A GROUP GAME** - *i.e. memory game, bean bag games (for balancing and coordination), drama games, finding colors and shape games, partner games, circle games.*
- **CIRCLE TIME** - *our circle time is centered around monthly themes (i.e. hibernation, dinosaurs, insects, circus, health and safety, community workers, plants, nursery rhymes, etc.) We discuss what day of the week it is, our number and letter of the week, shape of the week, and counting from one to ten in English and in French. We also use flashcards to reinforce learning of colors, shapes, numbers etc. In addition, we learn our letters in sign language which helps the children to better, understand the alphabet. We sing songs (often related to our monthly theme) and we read stories and perform finger plays.*
- **CRAFT TIME** (in our craft room) - *One teacher sits at the main craft table and helps the children with their craft. In addition to the main craft table we have other tables including painting, junk art and cutting and we also have language arts and math activities where the children can learn shapes, numbers and letters both by tracing and copying. Children also learn to use safety scissors. At the end of craft time each child has their own basket to keep their crafts in. They learn their basket by the picture on it and some children can also recognize the basket number as well. In Spring Time the art room is home to a special long-term life-cycle project such as hatching chicks or butterflies.*
- **SNACK TIME** – *Following information for future purposes only, we will not be serving snack during preschool hours during the Covid-19 Pandemic.* Upon signing your child in each day we will tell you on the sign in sheet what the snack will be for that day. Healthy snacks are provided for the children (i.e. crackers, arrowroot cookies, cup of fruit

or vegetables). Please be sure and advise the teachers of severe allergies and fill out any allergies on your child's "Health Form". On party days we will have sign-up sheets for parents to bring healthy snacks. You will be able to see our 'snack today' column on the sign in/out book.

- **ACTIVE PLAY POLICY** – We typically spend the last 20-25 mins of class in the playroom or the outdoor play area. Our Playroom is set up in one of our large dance studios with gross motor skill play items such as: bouncy castle, slide, roller coaster, balance beam, gym mats and more. When weather permits we enjoy some fresh air in our fully fenced, outdoor play area. Children enjoy outdoor games, such as hopscotch, hula-hoop, chalk, and imaginative play in the playhouses.
- **MUSIC** - Music time uses rhythm instruments to learn to follow rhythms. Children also enjoy playing their instruments and singing along. Please note – we have a no screen policy in place at Creative Edge Preschool.
- **DANCING GAMES** – during each class we teach dance routines where the children learn how to follow instructions while being taught different actions. Some of our favorites are: Bird Dance, Hokey Pokey, Mulberry Bush, Stretch it out, Lion Hunt, Freeze dance, Peppermint Twist, Limbo, Marching song, Color song etc.
- **DISMISSAL** – after signing out parents will wait in the hallway and the teacher will dismiss their child to them. Parents will then enter the art room and help their child collect their things from their baskets. Before you leave make sure you have picked up any newsletters reminding parents of special days, things to bring to class, show and tell dates, fieldtrips, parties etc.
- **SCREEN TIME POLICY** – Preschoolers will have no "screen time" with the exception of an occasional short video they will watch on a special Party Day.

DISCIPLINE POLICY

Occasionally, a situation arises within the class where a child has done something that requires special attention from a teacher. The teacher will redirect the child to another activity and/or take the child with them to another area in the preschool space to calm down and re-focus. If the problem is ongoing, the teacher will speak to the parent and try to resolve it with the parents help. If a situation continues and the safety of the other children is at risk, you may be asked to withdraw your child from the program or switch to another Creative Edge program (eg. Parent and Tot Dance or Parent and Tot Art) where the parent attends with the child and together you can work towards preparing them for independence in a classroom.

Our goal is to assist children in developing self-control, respect, self-confidence, self-discipline and sensitivity in their interactions with others. We will work hard to establish clear, consistent and simple limits and state them in a positive way. The teachers will also reinforce good behavior with words and gestures.

HEALTH & SAFETY

If your child becomes ill during the class, your child will be kept comfortable until we are able to reach you to pick up your child. Teachers will not give medicine to students while in school. Our only exception is an EpiPen for severe allergies in which case the parent will need to sign a permission slip to give medication.

Any child that is not well enough to participate in the total program should not attend the center. Please inform the center if your child has a communicable disease. The following symptoms may act as a guideline keeping your child away from class.

- Covid-19 Symptoms (most common symptoms include fever, dry cough and fatigue). Verbal screening for Covid-19 will occur at each drop-off as well as no-touch temperature checks for students and staff.
- During the covid-19 pandemic, if the child has travelled outside of the country we ask that you refrain from sending them to class for 14 after your return
- Symptoms which require children to be excluded from Child Care Facilities
- Pain - any complaint of unexplained or undiagnosed pain
- An acute cold with fever, runny nose and eyes, coughing and sore throat.
- Difficulty in breathing-wheezing or persistent cough
- Fever (100°F/38.3°C) accompanied by listlessness may be an early sign of illness that requires a physician's attention.
- Sore throat or trouble swallowing
- Infected skin or undiagnosed rash
- Headache or stiff neck
- Diarrhea, nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral infection that is very easily passed from one child to another. The child should be kept home until all symptoms have passed. Nausea and vomiting may be an early sign of illness that require a physician's attention.
- Severe itching of body or scalp
- Children with known or suspected communicable disease (Parents are required to inform the school in this event)
- Any child that is not well enough to take part in the regular program of the facility. In any of these cases, you should seek medical advice for treatment

LOST/MISSING CHILD POLICY

We anticipate no such incidents, but as a precaution we have implemented the following procedures:

As soon as we realize that a child in our care is missing from the group, we will secure the other children with one of the preschool teachers while the other begins a search of the immediate area.

After two minutes we will expand the search area and get as many people involved as we can in the search.

After ten minutes we will call the police and inform them of the child's name, age, weight, height, clothing and footwear and record the file number that the police will give us.

Then we will call the parents to inform of what has happened, what is being done, and that we will call them back in a few minutes to update them.

When the child is found we will contact the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible.

As a follow-up we would assess the problem and make changes, if necessary, to avoid the risk of a similar incident. As well, we would further educate the children in our care about the importance of staying with the group.

CHILD ABUSE POLICY

Teachers are required by law to report suspected or disclosed abuse to the appropriate authorities: The Ministry for Children and Families and or Licensing. This is something we always hope will not be necessary, but the procedures are designed to protect the child. It is the responsibility of the Ministry of Children and Families to investigate and decide if abuse has occurred. Teachers are not permitted to contact the parent unless specifically directed to do so by the Ministry of Children and Families or the Police. Please remember, our concern, as always, is for the safety and well being of your child.

RECORDING AND REPORTING ACCIDENTS AND INCIDENTS

The Purpose of an incident report is to ensure that incidents are reported and reviewed within our facility and by the community care facility-licensing staff. This process will help prevent recurrence and promote high standard of care, safety, health and dignity of the children in our care.

A licensee is responsible to immediately notify a parent or emergency contact if, while under the care or supervision of the licensee, a child becomes ill or is injured, or is involved in, or may have been involved in a Reportable Incident such as:

- Aggressive or unusual behavior by a child towards other persons, including another child, which has not been appropriately assessed in the child's care plan.
- Attempted suicide by a child to take his or her own life
- Death of a child
- Disease outbreak or occurrence of a disease above the incident level that is normally expected
- Emergency restraint used that is not approved and documented in a child's care plan

- Emotional abuse-any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetuated by a person not in care.
- Fall, of such seriousness, experienced by a child, as to require emergency care by a medical practitioner or transfer to a hospital
- Financial abuse:
 - the misuse of the funds and assets of a child by a person not in care
 - the obtaining of the property and funds of a child by a person not in care within the knowledge and full consent of the child or the child's parent.
- Medication error in the administration of a medication, which adversely affects a child or requires emergency intervention or transfer to a hospital.
- Missing or wandering person
- Motor vehicle injury to a child that occurs during transit by a motor vehicle while the child is under the care or supervision of the licensee.
- Neglect-the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision.
- Other injury to a child that requires emergency care by a medical practitioner or transfer to a hospital.
- Physical abuse-physical force that is excessive for, or is inappropriate to, a situation involving a child and perpetuated by a person not in care.
- Poisoning-the ingestion of a poison or toxic substance by a child.
- Service delivery problem-any condition or event, which could reasonably be expected to impair the ability of the licensee or his or her employees to provide care, or which affects the health, safety or well-being of children.
- Sexual abuse-any sexual behavior directed towards a child by an employee of the licensee, a volunteer or any other person in a position of trust, power or authority, and includes
 - any sexual exploitation, whether consensual or not
 - sexual activity between children if difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.
- Unexpected illness of such seriousness that it requires a child to receive emergency care by a medical practitioner or transfer to a hospital.

INSTRUCTIONS AFTER RECEIVING NOTIFICATION

After receiving notification of an Incident, the facility staff member receiving the report will complete an Incident form. The staff member's supervisor/manager will review the information on the incident form, sign it, remove and retain the top copy and immediately forward the Licensing Officer's copy to the local Health Authority, and the Funding Agency copy to the Funding Agency.

- A photocopy of the Facility follow-up will be forwarded to the local Health Authority.
- A licensee must notify the medical health officer within 24 hours after

- a child is involved in, or may have been involved in, a reportable incident while under the care or supervision of the licensee, or
- it comes to the attention of the licensee that a child enrolled in the community care facility has a reportable communicable disease

NON-REPORTABLE INCIDENTS

A record of minor accidents, illnesses and unexpected events involving children that do not require medical attention and are not reportable incidents.

FIRE SAFETY AND EMERGENCY EVACUATION

Children and staff will be educated about what to do in an emergency.

In case of a fire, we will sound the alarm and the building will be evacuated. We will meet in front of Studio D, unit 560, located beside Choices grocery store. The fire department will be called and we will not go back into the building until the all-clear has been announced.

In case of an earthquake we will evacuate the building through the nearest safe exit.

Fire drills will be practiced monthly and earthquake drills will be practiced yearly.

FIRE EVACUATION PROCEDURE

1. Ring the bell
2. Gather all students together
3. Do a head count
4. The assistant teacher exits with the students through the closest, marked exit while the head teacher gathers the attendance records, student records and first aid kit.
5. The head teacher makes a final scan of the premises to ensure all persons have been evacuated
6. Students assemble at Studio D, located beside the grocery store or Rendezvous Restaurant where a second head count is taken
7. 911 emergency is contacted by the head teacher
8. Wait for the emergency response team to arrive
9. Teachers maintain the health and safety of the students until they return to the building or reunite with their parents/guardians

Earthquake Evacuation Procedure

1. Stay calm.
2. Children are instructed to line up at the safest exit door to take them to the exterior of the building.
3. Teachers do a head count.

4. Teachers are responsible to collect the classroom student list (attendance sheet), pen, cell phone, and emergency earthquake kit.
5. Teachers will check that the exit route is safe and clear. (no fallen trees, telephone lines, electric power lines, etc ... }
6. Using the buddy system the children will exit in pairs with one teacher in front and one in the back. When exiting, the children will be directed to move directly away from the building and to cover their heads.
7. The Teachers will escort the class to the designated safe meeting place, Rendezvous Restaurant, or, if blocked or unsafe to get to our safe meeting place, in front of Studio D beside the grocery store.
8. Once at the designated safe meeting place, attendance will be taken, children will be cared for and supervised, and all parents will be contacted.
9. Children will remain under our supervision until a family member or friend authorized to pick up your child arrives to assume responsibility for the child.
10. Staff will have emergency response roles.

CLOTHING

Comfortable, washable clothes that are easy for your child to manage on their own are suitable for school. Overalls are often too difficult for children to manage. A backpack with a change of clothes is also recommended. Please do not send your child to school in bare feet even in the warmer months. It is mandatory to wear socks to class. Please be sure your child brings a pair of non-skid slippers or inside shoes to school each day. Slip on or Velcro type shoes are suggested so your child can put on their shoes independently. Please send a water bottle every class with your child's name clearly labeled, the water fountain is not open during the covid-19 pandemic. Outdoor shoes and a jacket will be needed for use in our fenced outdoor play area, when weather permits.

BIRTHDAYS

Teachers will acknowledge children's birthdays by giving out a small birthday prize in class. During the covid-19 pandemic we are not able to allow birthday treats to be brought and shared.

FIELD TRIPS

We will go on 2-3 field trips each year. Parents are required to join us on these events or have an alternate person participate with your child. More information will be provided as we approach the field trip dates. We may ask for a consent form to be signed by the parent.

PERFORMANCES

Our preschool students are invited to join with the dance and drama classes at Creative Edge for our Productions in June at the Abbey Arts Centre. In this exciting show, they perform a memorable dance routine and also a song for the parents. It is a very entertaining show that you won't want to miss. Occasionally a teacher may find a student not wanting to participate and will inform the parent if this happens. As the shows are optional for preschool students, if a parent chooses not to have their child attend please inform the teacher before the show date. Students will also do a small performance at the school in December. These performances will be on the stage in our Theatre Room.

PRESCHOOL FINE ARTS ENRICHMENT CLASSES

Check our schedule or drop by the front desk to find about our many preschool fine arts enrichment classes available at Creative Edge, and you can visit us online to register for these and other programs we have available for your entire family: www.creativeedgebc.com

CREATIVE EDGE PRESCHOOL - HEALTH INFORMATION FORM

A recent photo of your child and photocopy of immunization records is required to be attached to this health form

REGISTRATION DATE:		CANCELLATION DATE:	
Child's Name:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
		Birthdate:	
Address:		Phone:	
Mother's Name:	Phone:	Work/Cell:	
Father's Name:	Phone:	Work/Cell:	
MEDICAL INFORMATION			
Family Doctor	Phone	Care Card #	
Immunizations Up to date <input type="checkbox"/> Yes (attach a photocopy of records)			
At which health unit can which the original records be found?			
List any medical concerns or allergies:			
EMERGENCY CONTACTS INFORMATION (Other than parent)			
Name:	Phone:	Work/Cell	
Name:	Phone:	Work/Cell	
Out Of Town Contact:	Phone:	Work/Cell	
PERSONS AUTHORIZED TO PICK UP CHILD <input type="checkbox"/> Mother <input type="checkbox"/> Father			
Other Persons authorized to pick up child	Relationship to child:	Phone	
1.			
2.			
3.			
LIST ANY PERSONS NOT AUTHORIZED FOR PICK UP			
1.			
2.			
Health Release			
I authorize a staff at Creative Edge School of Arts to call a medical practitioner or ambulance in the case of accident or illness of my child, if the parent cannot immediately be reached.			
Signature of Parent:		Date:	