



Kids in the Grove

Preschool Parent Handbook

WE MAKE LEARNING FUN!

Welcome to Kids in the Grove Inc.

This parent handbook is designed to introduce you to Kids in the Grove programs & policies. We appreciate your interest and participation in our program and look forward to getting to know you & your child! Working together is important in order to be able to provide the best care for your child.

Our Philosophy

To offer a safe and nurturing environment that supports social, emotional, intellectual and physical development. We recognize every child's unique ways of learning and adapt our activities to meet each child's specific needs. Most importantly we provide your child with a fun and encouraging setting to build self-confidence and a positive self-esteem.

Our History

Kids in the Grove Daycare Inc. formerly known as (JK Kids Club) began at James Kennedy Elementary School in 2002. JK Kids Club moved to Topham Elementary School in the summer of 2004; changing its name to Kids in the Grove. In September 2007, Kids in the Grove expanded; opening another facility at West Langley Elementary School!! Our Child Care Facilities are licensed under the Community Care Facilities Act to care for children 3-12 years of age. We are proud to meet and exceed Licensing Requirements by providing trained and educated staff, appropriate child – staff ratios, and proper facility environment and equipment. Even though we are a separate entity and not part of the school curriculum; we still hold a strong & communicative relationship with our host schools. This is important to us as, we are caring for their students and families as well.

Our Kids in the Grove Family

About the Owner

Kimberly Swain- Wishinski, Owner/Operator of Kids in the Grove has been a resident of Walnut Grove for 30+ years; attending both West Langley Elementary & Walnut Grove Secondary Schools. Kimberly & her Husband have 2 Sons who attend West Langley Elementary. Kimberly has been an active participant in the community; working with children since her early adolescence. Seeing a need for a daycare that was convenient to working families, Kimberly opened JK Kids Club in 2002 operating out of local schools. Since then, our name has changed, but our belief has not; "to provide a trusting, open and fair atmosphere so the students can have the ability to express themselves in a comfortable and confident manner".

!

Our Managers & Staff

Our Managers, Lauren & Sharon are both acting Head Preschool Teachers, overseeing programming, curriculum and operations. Lauren & Sharon are our longest standing staff members and secondary contacts to Owner Kimberly, if and when she is absent from the centers.

Our Preschool Teacher Assistants are both Angela, Jessica & Nerina; along with our other Preschool/Out of School Care staff...

All staff holds their Early Child Education Certificate, First Aid, Criminal Record Check, References, Immunization Status, and Medical Clearance. Staff continuously updates their certificate through workshops and classes.

Our Locations

Office

Owner: Kimberly Wishinski
Cell: 604-619-0267
Email: grovekids@gmail.com

Topham Elementary School

21555-91st Avenue
Langley, B.C. V1M 3Z3
Manager: Lauren Micono Lewis
Phone: (604) 888-2713
Cell: 604-996-2437

West Langley Elementary School

9403-212th Street
Langley B.C. V1M 1M1
Manager: Sharon Carroll
Phone: (604) 882-2779
Cell: 604-996-2463

Hours of Operation

Preschool

9:00 - 11:30

Preschool & Daycare

Topham 9:00-2:30
West Langley 8:45-2:15

Out of School Care

7:00-9:00 / 2:00-6:00
Pro D Days / Breaks 7:00-5:45

Stat Holidays we are CLOSED!

Registration

Enrollment

To register your child we require,

\$50 Non-refundable Annual Registration Fee
(Both a registration & reservation fee)
Pre-Auth Debit Form Filled out & Signed
KITG Reg Form / Parent Agreement
Fraser Health Form

Children must be toilet trained! The use of pull-ups is also accepted, as your child is on his/her way to toilet training!

Withdrawal/Change of Registration

Parents are to notify Management providing one month's notice of withdrawal or decrease of attendance. If the required notice is not given then one month's fee will be charged to you in lieu of notice. Should any problems or concerns arise during your child's attendance at our Facility; we reserve the right to have your child withdrawn from our program without retribution and with at least 2 weeks ***Note: we will make all efforts to rectify the problems before this step is taken.***

Government Subsidy

Parents waiting on Government Subsidy Approval MUST enroll and compensate Kids in the Grove the amount of their registration until approval and subsidy payment is received, once Kids in the Grove has received the funds, a reimbursement cheque will be issued to the parent.

Siblings Enrolled

There will be a 10% discount for the second child enrolled which will be subtracted from the monthly amount.

PRESCHOOL, EARLY LEARNING & KINDERGARTEN READINESS

2.5 - 4 YEARS

Our preschool curriculum is an important component to our center. Preschool prepares your child for kindergarten! Our preschool program supports the *Ministry of Education's Early Learning Framework* using a wide variety of activities and key learning tools to aid in the learning process.

Phonics Program (Circle Times)

-students learn to write, pronounce & recognize letters of the alphabet using songs, stories and sign language.

One on One Work/Phonics

- teachers work with each student, reviewing letters using large phonics alphabet practice sheets*
- students pronounce/sound out the letter and the word/picture coinciding with the letter on the sheet*
- students draw the letter and color the picture*

One on One Work/Mathematics

- teachers work with students practicing their sequencing, basic adding & subtracting using toys*
- practicing their patterns with toys*
- teachers use flashcards to review number recognition*

Art/Creativity

-open-ended art and directed art is available to students all day

Physical Development

- students have use of their school's gym & equipment*
- students have use of their school's playground*
- music & movement activities are also used in the classroom*

Open Communication with Home Schools

-we work closely and communicate with our home schools teachers to ensure that our curriculum is helping prepare our preschool students for kindergarten entry.

A Preschooler's Day

Circle Time

Phonics Songs & Stories

Show 'N Tell, Share our Bear, Blog our Frog

Free Play

Stations – Art, Housekeeping/Imagination, Phonics Notebooks One on One with Teacher

Clean-Up Time!

Song & Tidy

Snack

Peanut-Free, Nutritious Snack!

Circle Time

Music, Story time, Sharing, Felt Stories,

Outdoor Play (weather permitting) “Wednesday’s School Gym”

Active Play, Fine Motor Skills, Nature Walk

Dismissal

Goodbye Song and chat with parents!

Continues if Preschool & Day Care....

Lunch

Peanut Free, Nutritious Lunch!

Free Play / Outdoor Play

Circle Time

Story Time, Phonics, Felt Stories

Dismissal

Snacks... Please bring a reusable drink container / water bottle, and litter less snacks and items so as to help us support our home school's recycling program! Healthy snacks and lunches please no candy or gum! Also **Peanut Free** items to help our allergy friends be safe and comfortable during their stay 😊

Clothing... Please have your child dress in appropriate weather permitting, worry-free attire! This allows them to enjoy their play outside in all kinds of weather and their play time inside with all our various stations...art can get messy but it's all about having fun too 😊

Our New Friends to KITG

Each center has 2 new sets of friends that your child will have the opportunity to bring home with them! During your new friends stay with you, please share with us by writing in their journal, drawing or placing photos in the journal and don't forget to brush their teeth before bed 😊

Guidance & Discipline

Kids in the Grove Preschool staff believe that discipline should be taken in a more positive approach. Behavior that is acceptable should be praised and encouraged. This allows the child to feel good about themselves and their behavior. Asking a child to stop and think about his/her unpleasant behavior allows the child to teach themselves self-control. Our program policy assists children in using their words to talk out their problems or to use redirection to eliminate a conflict situation. We encourage children to express their feelings and work with each other to help each other feel good. Under NO circumstances will corporal punishment be used. No child will be subjected to ridicule, sarcasm, labeling or demoralizing.

Your Role as Parents/Guardians 😊

There are many types of parents...Mom, Dad, Stepmom, Stepdad, Grandparents, and more! No matter who you are, each of you plays a very important role in your child's life! We have an open door and encourage open communication with you and our preschool staff! Please share with us your child's temperament, likes/dislikes, favorite items, how they sleep and eat, any happy or sad events that have happened, a fear...All of these items help us to better understand your child during their stay with us.

Custody Arrangements

If a family has specific custody agreements or court orders, ***a copy must be provided to our staff and will be kept in that child/s files.*** If the parents or guardians live separately, ***staff expects the information given by the enrolling parent/ guardian to be accurate.*** For ***without custody agreements or court orders on file, we cannot deny access to the non-enrolling parent or guardian.*** A copy of pick up and access schedules should be authorized and signed by both parents and kept in the child's file.

Health & Safety Plans

All staff is required to sign a Health & Safety Plan for both "Playground Use" and "Washroom Use". These plans are to ensure that staff will abide and uphold all safety measures to ensure the safety of the students during outside play as well as; during trips to & from the school washrooms.

Allergies: Students with Allergies or Special Concerns MUST have a "Care Plan" filled out by parents/guardians and on file for staff use.

Illness

Students who become too ill to participate in activities should not be in attendance. If your child becomes ill at the center, we will call you! If you are not available then we call your emergency contact. If the situation becomes urgent, then staff will follow the emergency procedures. *If your child becomes sick during attendance at school, we cannot for the health of the other students have your child attend.

Please phone us and keep your child at home if they:

- Have a contagious infection, including pink eye.
 - Have a communicable disease.
- Have a fever over 38 degrees Celsius.
 - Are vomiting or have diarrhea.
- Have a skin infection or undiagnosed rash.

Any communicable diseases, contagious infection, pink eye; will be reported to Licensing & Public Health.

Medication

Our staff can only administer medication (prescription or non-prescription) when a Permission Administer Form has been filled out and signed by the parent. All medications must be in their original containers showing dosages and information. The forms can be picked up at our center. ***The medications will be kept in a locked up location.***

Attendance

Required by Licensing our child –staff ratios: 1 staff-8 students, 2 staff - 16, 3 staff - 20

Sign In/Sign Out "Licensing requires all parents to sign their child in & out!" Sign in sheets are provided on a daily basis by the entrance and exit of the classroom.

Release of a Child

*Please inform us if you have made special arrangements for someone to pick up your child, even if that person is on the registration form. All staff sign a "Release of a Child" policy form so as children are released into that persons care safely! **Staff will only release a child to an "authorized person", who is adequately able to care for the child. Staff will not release a child under 12 years of age to anyone without picture ID.***

Late Pick Up

Please be sure to pick up your child before program ends! It is against licensing regulations to have our programs mixed at any time! With having one classroom we have to keep our preschoolers separate from our out of school care students.

If possible, please phone us and let us know you are running late so we can reassure your child.

In the event that a child is not picked up by the closing time the following procedures will be demonstrated:

- Staff will attempt to phone the parents .
 - If there is no answer, staff will call the emergency contact on the registration form.
 - If no one answers there, and the child has not been picked up by then we will contact Emergency Services of the Ministry for Children and Families. A note will be left on the door explaining where the child is.
- We would write a notice to the family requesting a consultation.
 - Consult with professional support services.
- Request for additional staff support through the Ministry of Children and Families.

Files

Children's registration forms and all other documentation will be kept in files stored in a secure storage area. Access to children's files will be restricted to those who need the information.

Emergency Procedures

When children are in our care, their health and safety is our main focus. So, to promote

health and safety we ensure a clean, safe and well-maintained environment. All First Aid Kits, Emergency Contact Information, Allergy and Medical Alerts are kept in the classroom, and taken with us on all field trips. Please keep us informed and update of any and all changes in your information, including your current phone numbers. All our staff members are familiar with the Emergency Procedures Manual. Fire and earthquake drills will be scheduled and practiced on a regular basis. All drills are kept dated and documented in a binder filed in the classroom.

Facility Closures

In case of Power Outages; you, the parent, must have alternate child care arrangements. This is not negotiable. To operate without electricity, lights, heat, etc... is not providing a proper environment for your children. This of course, is based on time of year and weather conditions outside. If the school is closed due to snow; we will not be open.

Special Note: We are required to follow the rules and regulations set forth by Licensing, and not by the school board. Even though we are located within the school, we are not part of the school structure or curriculum. We are a separate entity, operating within the boundaries and confines of the school structure.

Should there be any Labor Disputes that do not revolve around the Employees at this Centre (i.e. Teachers Strike); the Facility will not be responsible for any lost time and all fees will still be expected in full. Note: In lieu of a Strike, all avenues & efforts will be explored to keep the Facility open.

Suspected Child Abuse

Any abuse that is suspected to have occurred at daycare and preschool premises, is to be reported to Licensing at **604-587-7610**. If any abuse is suspected to have occurred outside the daycare and preschool, is to be reported to the Ministry of Child and Family Development at **604-660-2421**.

Concerns

We encourage families to discuss any and all concerns they may have regarding any aspects of our program. As it is important that we, the staff, know all of our families needs and requests. Your opinions and comments are valuable to our program. We are committed to reaching appropriate and amicable solutions in a timely manner