

# Tiny Tots Licensed Preschool

*"a building block for your child's future"*



**[www.greatervernonrecreation.ca](http://www.greatervernonrecreation.ca)**

*Recreation Services  
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250-550-3671*

# Tiny Tots

*3-4 years*

Dear Parents/Guardians:

We are pleased to welcome you and your child to the world of Tiny Tots.

During the year to come, we will treat your child to many new and familiar experiences. Through play and education, we touch on cognitive, physical, emotional and social growth of the children in our care. Along with introducing your child to the ABC's and 1,2,3's, experiences will come from all forms: art, stories, music activities, physical play, field trips, special classroom visitors (e.g.: Police, Santa Claus, etc.) and cooking or baking activities.

Tiny Tots is a program which offers your child a variety of unique experiences in a licensed preschool setting with ECE qualified, dedicated and caring staff. The program is designed to develop your child's sensory and perception skills, as well as to provide a positive environment for building social relationships with other children. We have the use of a gymnasium and an outside playground where children are allowed to play and interact with others as well as take part in more structured activities which help them develop their coordination and motor skills.

Participants in our 4 year old classes will also experience the Fun Family Phonics, a colorful and interactive program designed to help teach your child to read.

# Our Philosophy

*We endeavor to provide the children entrusted to our care with experiences and opportunities to grow, socially, emotionally, physically, creatively and cognitively in a safe and caring environment. Children will learn if given a wide variety of educational opportunities in an organized flexible program.*

# TINY TOTS PRESCHOOL PROCEDURES

## **BACK PACK:**

Your child needs a back pack **every day** to hold their snack, completed art projects and in winter – shoes, snow pants, hat and mitts.

## **CLOTHING:**

Children must wear footwear during class. Running shoes are highly recommended for both gym days and outside days. During the winter, if your child is wearing boots please ensure that your child is provided with other shoes (please no slippers).

**Labelin:** Please put your child's name on backpack, snack bag (on front of bag for easy viewing) and removable clothing.

## **Gym Day or Outside Day?**

Please note the following schedule which remains the same throughout the preschool year:

<b>Class</b>	<b>Gym Day</b>	<b>Outside</b>
<b>Mon/Wed/Fri morning</b>	<b>Mon</b>	<b>Wed/Fri</b>
<b>Mon/Wed morning</b>	<b>Mon</b>	<b>Wed</b>
<b>Mon/Wed afternoon</b>	<b>Mon</b>	<b>Wed</b>
<b>Tues/Thurs morning</b>	<b>Tues</b>	<b>Thurs</b>
<b>Tues/Thurs afternoon</b>	<b>Tues</b>	<b>Thurs</b>
<b>Fri only</b>	<b>1<sup>st</sup> Fri of ea month</b>	<b>Fri</b>

If the weather is uncooperative, we will remain in the classroom and an alternative activity such as music & movement will occur.

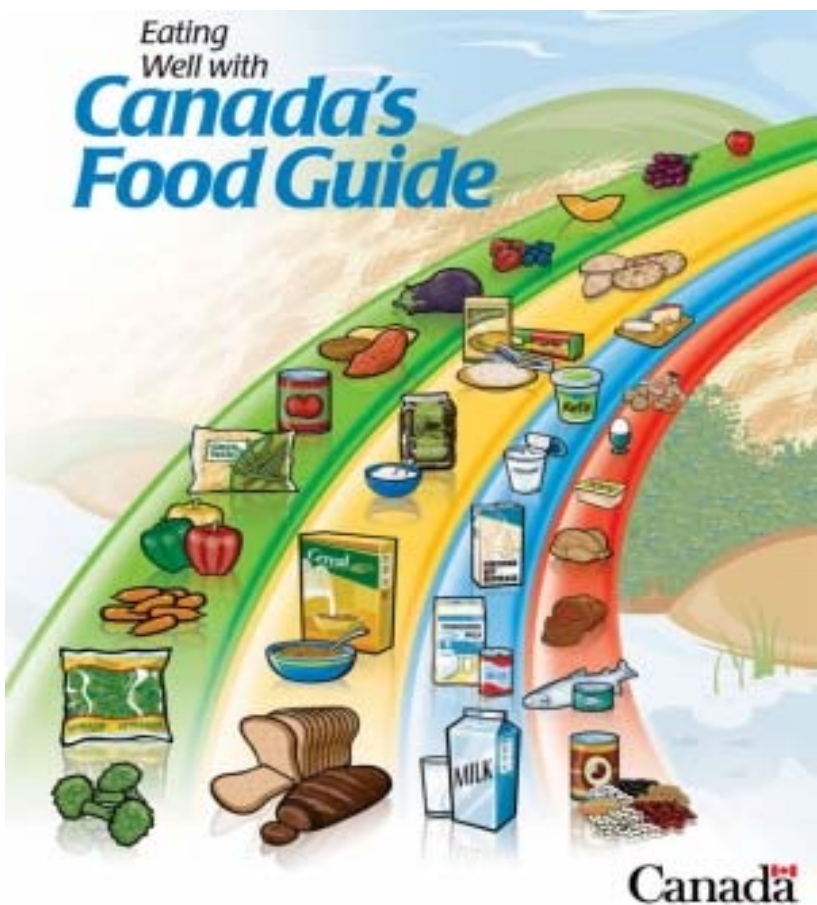
## SNACKS:

Snack time is a wonderful opportunity for your child to socialize and review “manner” skills. At Tiny Tots we promote healthy eating. Parents and/or guardians must provide a healthy food and drink, determined by Canada’s Food Guide, every day for your child or children, unless otherwise noted. If a child is consistently coming to preschool with unhealthy snacks, the teacher and/or manager will discuss this matter with you directly.

All perishable food items must be accompanied by an ice pack in your child’s snack bag, such as yogurt, cheese slices, meat slices, mayonnaise, etc.

On special days when we provide snack time, the information will be placed in our newsletters. If parents/guardians bring in food and/or drink to the preschool for all children to share, such as a party day, a recipe card or the label off a bought package must be provided for our records.

We thank you for your cooperation with these licensing requirements.



Please note our building is designated as PEANUT FREE.



**HEALTH:**

If your child is not feeling well he/she is not likely to have a good time at Tiny Tots. If your child is not feeling well please think of his/her health and the health of others and consider keeping them at home.

If your child becomes ill while at Tiny Tots, we will contact the parent(s) or alternate emergency contact to ask that the child be picked up. Your child will be kept as comfortable as possible until a guardian arrives to pick them up.

Please contact the classroom telephone number within 24 hours after diagnosis of a communicable disease (pink eye, head lice, etc.) so we may take necessary precautions and notify other parents.

There will be no medications given unless prescribed by a physician and provided we have a *Permission to Administer Medication* form and copies of the prescription and instructions from the physician.

**WASHROOM USE BY CHILDREN:**

Children should be toilet trained before attending Tiny Tots. Children must tell (ask) the staff before leaving the room to go to the washroom. Staff will keep an eye on the bathroom area to ensure the child's safety, but at a distance to allow them privacy.

To reduce the spread of bacteria staff will ensure that proper hand washing is done after bathroom use.

**DISCIPLINE/GUIDANCE:**

We are acutely aware of our role as models to the young children in our care. Therefore, positive behaviour is demonstrated and reinforced throughout everyday activities to help build the child's self-esteem and confidence. Expectations are outlined and explained to the children.

**Guidance methods include:**

- Discussion
- Re-direction to another activity
- Short term withdrawal of a privilege
- Time away - is when a child is slightly removed from the group and activity for a short period of time. This gives the child an opportunity to regroup and compose him/herself.

If, after the staff, have tried a variety of guidance techniques and a child is still requiring extra individual attention, the lead teacher and/or manager will discuss with the parent or guardian further strategies. On some occasions we may request that the parent or guardian should be available for immediate pick-up at any time during school hour's when/if necessary. In addition, at this time, all field trips will require the attendance of this child's parent or guardian. If after every effort has been made to correct a problematic situation, it may be necessary for management to decide to discontinue a child's attendance.

Termination of enrollment may be the result of:

- Abuse of other children, staff or property
- Disruptive or dangerous behavior
- The preschool's inability to meet the child's needs.

### **ENTRANCE/EXIT:**

To access the classrooms please enter the Boys & Girls Club building through one of the blue doors located at the northwest corner of the building. In order to be completely ready to give your child our full attention, our doors will be open a few minutes before class begins. During class times, the doors are kept locked for your child's safety; however if you need access to your child at any time, there is a buzzer at door #1 which rings in the classroom. At the end of the class please wait outside by the green doors until we unlock them.

### **PICK UP:**

The Discovery Room (Door #1) morning classes and All afternoon classes: **pick up is in the classroom.** Please note: Due to staff clean-up and/or preschool classes to follow, please try to stay in the classroom no longer than 5-10 minutes past pick-up time. If more discussion is required (re: your child) the teachers will happily set up a scheduled meeting. Thank you for your consideration on this matter.

Morning classes of the Ogoogo 4 yr old program (Door#2): **children will be picked up outside the building.** We ask each family to please wait by the fence until all the children have exited the building and the teacher has positioned herself where she can safely monitor the children leaving.

### **AUTHORIZED PICK UP:**

Children will only be released to those responsible adults designated on their information forms. Parents/guardians are responsible in keeping your forms, including those authorized to pick up your child up to date. If a child is not picked up by a designated person at the end of class we will make every effort to contact the parents/guardians or alternate emergency contacts for **up to 1 hour.** If this is unsuccessful, the Ministry for Children and Families has indicated to us that their office **must** be contacted.

### **ALLEGED IMPAIRED AUTHORIZED PICK UP:**

The Ministry's Act states: **"It is the staff's legal responsibility to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child"**.

If a staff member believes that a child will be at risk, the staff person in charge will:

- offer to call a relative or friend to pick up the person and child...or

If the person is driving a vehicle, the staff person will explain that driving while under the influence of drugs or alcohol is against the law and staff is obligated to ensure the safety and well-being of the children and adult.

The staff will:

- offer to call a relative or friend to pick up the person and child...or
- offer to call a cab ...or

If the presumed impaired person chooses to get in the car with or without the child, staff will:

- inform the parent that if they get in the car with or without the child they will contact the RCMP ...and
- contact the Ministry for Children and Families.

### **PARKING:**

**Please do not park in the turn-around in front of the building. This is not a parking area and must be kept clear for emergency vehicles like ambulances and fire trucks.** Cars illegally parked are subject to bylaw enforcement and may be ticketed and/or towed away at the owner's expense. Please park in one of the three designated parking areas to the north, south or west of the Boys & Girls Club building.

### **CHILD ABUSE:**

By law, everyone is expected to report suspected child abuse. The Child, Family and Community Service Act states that all children in the Province of BC **“are entitled to be protected from abuse, neglect and threat of harm”**. The Act also states that any **“person who has reason to believe that a child needs protection must promptly report the matter”** to the Ministry for Children and Families. It is therefore essential for organizations delivering child care to have current policies and procedures about child abuse that:

- 1) reflect an understanding of the legal requirements and the reporting process.
- 2) respect the confidential nature of the information.

Clearly stated, if staff have reason to believe that a child is in need of protection from abuse, neglect or threat of harm they are legally obligated by law to report their beliefs to the Ministry for Children and Families and will do so.

### **NEWSLETTERS:**

Each month you will receive a letter notifying you of special events such as show and tell, field trips, cooking needs, etc. **PLEASE ATTACH IT TO YOUR CALENDAR AT HOME SO IT DOES NOT GET LOST.** Calendars are posted in the hallway for your viewing. If a parent is wishing for more information of the day's activities, please inform the teacher who can provide more details.

### **FIELD TRIPS:**

We need help with field trips. They are an important part of your child's program and without your assistance, will have to be cancelled. If you have agreed to help and you find you cannot attend, please let us know as soon as possible in order for us to find someone else.

Some of the field trips which involve driving will occur in the fall and spring. **Parents are required to safely transport their child to scheduled field trips.** If you do not have a vehicle available for transport, it is the responsibility of the parent/guardian to make arrangements. In the winter months, other events such as walking trips, guest appearances, and fun gym days will occur.

**EMERGENCIES:**

In the event of fire, your child will be taken to the Recreation Centre Auditorium by the instructors. Should the recreation complex area need to be evacuated the children will be walked to the Civic Arena located at 30th Street and 39th Avenue.

**STATUTORY HOLIDAYS, ETC:**

There are no classes on all statutory holidays as well as “days in lieu of” holidays. We follow the school calendar for Christmas and Spring Break. However, Tiny Tot classes do take place on “Pro-D” days.

**VISITING:**

Parents are welcome to visit anytime. We do ask that you let instructors know in advance of visits in order to coordinate with other visitors or activities that may be taking place.

**PAYMENTS:**

**Payments for Tiny Tots have been balanced over the entire year.** This allows you to have a consistent payment each month rather than paying more for months like October and less during months like December. Payments can be made by post-dated cheque or pre-authorized credit card and are processed on the first day of each month September through May. The registration Deposit will be applied to the June payment. Please note that there is a \$25 service charge for all NSF cheques and for Insufficient Funds on credit cards not resolved within one week.

**WITHDRAWING YOUR CHILD:**

If you will be withdrawing your child at any point, we need to be notified two weeks in advance in order to do the paperwork and try and fill the vacancy. Charges or refunds given will be made according to when notice is given. If you need to withdraw your child on short notice the two week requirement will be applied and you will be charged for the upcoming two week period.

**CLASSROOM TELEPHONE NUMBERS:**

**Ogopogo Room:** Head Instructor 250-.549-5197

Please note, this phone does not have an answering machine service. To leave a message after school hours, please phone 542-3121 ext 114.









**Discovery Room** - upstairs at end of hallway:

Lead Instructor... 250-542-3121 extension 114.






**THANK YOU** very much for your co-operation in all of these matters. We are looking forward to a fun filled year! If you have any concerns **please feel free** to talk to the Lead Instructors; Lisa Goble and Kristy Donald. If you would like to discuss an issue with the Tiny Tots Manager please feel free to stop in and see me or contact me by phone at 550-3671 or by email at [swright@vernon.ca](mailto:swright@vernon.ca). My office is located in the Recreation Centre.

***Shayne Wright, Recreation Programmer***  
**Manager, Tiny Tots Preschool 550-3671**

# Schedule for Ogopogo Room Morning Classes

<p>1. <b>Arrival</b></p> 	<p>2. <b>Circle Time</b></p> 
<p>3. <b>Free Play</b></p> 	<p>4. <b>Tidy Up</b></p> 
<p>5. <b>2<sup>nd</sup> Circle</b></p> 	<p>6. <b>Snack Time</b></p> 
<p>7. <b>Gym / Outside</b></p> 	<p>8. <b>Goodbye</b></p> 

# Schedule for Discovery Room Morning Classes and Ogotogo Room Afternoon Classes

<p>1. <b>Gym or outside</b></p> 	<p>2. <b>Circle Time</b></p> 
<p>3. <b>Free Play</b></p> 	<p>4. <b>Tidy Up</b></p> 
<p>5. <b>2<sup>nd</sup> Circle</b></p> 	<p>6. <b>Snack Time</b></p> 
<p>7. <b>Goodbye</b></p> 