

# CREATIVE EDGE PRESCHOOL PARENT HANDBOOK 2023/2024



## WELCOME

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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. **From the back of this handbook please remove, fill out and return the attached Health Form, a recent photo of your child and a copy of their immunization records by the first day of class.**

## OUR STAFF

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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 ECE qualified instructors as well as a qualified assistant instructor as needed.

## VIEWING AREA

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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 one-way mirrors in all of the classrooms. Feel free to observe the class at any time from these windows.

## REGISTRATION REQUIREMENTS

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- 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

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- Preschool Open House, August 23<sup>rd</sup>, 5-7pm. This date is subject to change, but you would be notified early August if it changes.
- All required documentation must be handed in prior to entering class on their first day.

## INCLEMENT WEATHER

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Creative Edge reserves the right to cancel classes if the roads are unsafe and/or if the schoolboard

[creativeedgebc.com](http://creativeedgebc.com)

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**

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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, and sign language

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**

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Please keep children home if they are experiencing any symptoms of communicable illnesses such as cough, very runny nose, fever, headache, upset stomach, diarrhea, rash on hands and feet, lice, etc. If your child had any Covid-19 symptoms please consult the CDC website to determine if their symptoms require you to keep them home.

Morning Drop Off Procedure:

As parents and students arrive they can enter through the lobby and head towards the preschool classroom located at the end of the hall. Children may choose any empty hook in the coatroom and hang up their backpack and jacket. Non marking inside shoes are required. Please have your child practice putting on their shoes independently, (velcro or slip on shoes are recommended.) Children bring their water bottles inside the classroom so please take them out before leaving the coatroom. A teacher will sign in and greet your child as they enter the classroom to start the day.

Pick Up Procedure: Children will be picked up inside Creative Edge and released to families from the main preschool classroom. Under parents' care, children will change into their home shoes and collect all belongings from the coatroom, making sure they have their water bottle. Each class, parents are asked to pick up their child’s dry art and crafts from their labeled green baskets located in the art room.

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 going outside

and exit together with a parent. Our younger students are not permitted to exit, or play in the fenced outdoor area, unsupervised. Please discuss these rules with your child and reinforce.

Parents please be sure to communicate face to face with the teacher at drop off to make sure they have signed your child in and let them know who is picking up your child that day. If unexpectedly you need to send another person for pick up, 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 or play area at any time, unless the pet is a medical assistance dog.

## **PARENT ACCESS**

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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**

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

A teacher will welcome and sign in your child before entering the classroom. To keep the preschool room clean from outside shoes we ask parents to say their goodbyes at the door.

## TYPICAL DAILY ROUTINE

<i>AM CLASS</i>		<i>PM CLASS</i>
9:15-9:40	Welcome /Gym or outside play	12:00-12:20
9:40-9:50	Coatroom/hand washing	12:20-12:30
9:50-10:20	Circle time / Music & Movement	12:30- 12:55
10:20-10:35	Handwashing / Snack	12:55-1:05
10:35- 11:00	Art Room	1:05-1:30
11:00-11:20	Freeplay	1:30-1:50
11:20-11:30	Goodbye song & Dismissal	1:50-2:00

\*Teachers may change the daily schedule as needed. Often free play and outside time/gym are switched when the weather is nice or the students have lots of extra energy.

- **20 – 25 MINUTES OF FREE PLAY** – *may include dress-up, building toys, puzzles, books, kitchen center, large car mat, trains, 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 “Farm”, “Grocery Store”, “Bakery”, “Flower Shop” etc. We often have teacher assisted tables where students will perform a task such as hammering nails, following patterns, sorting objects and many other games and activities.*
- **CIRCLE TIME** - *Our circle time is centered around monthly themes often related to the seasons Ex. Fall theme (back to school, all about me, harvest, apples, pumpkins, Halloween and forest animals.) Our curriculum also includes many fun Mini themes with favorites such as dinosaurs, zoo, space, nursery rhymes, farm, community helpers, and a special circle time for each alphabet letter of the week..*  
*A typical circle time includes a special theme related (picture book, flannel story or basket story,) welcome song, name recognition song, theme related songs with traditional melodies, calendar, fingerplays, and turn taking games. As the children’s whole body listening skills progress our calendar time will also increase. Through songs we count the days of the month, learn the seasons, days of the week, and months of the year. During circle time students will practice many school readiness skills ex. sitting criss cross, raising hand to speak, turn taking, rhyming, counting to ten in french and english, math, shapes, and letter recognition and sound. Sign language is practiced in many of our classroom songs such as our welcome and goodbye songs as well as our letter of the month. After circle time we do 10-15 minutes of Music and movement.*

- **10-15 MINUTES OF MUSIC AND MOVEMENT TIME WITH GROUP GAMES, MUSICAL INSTRUMENTS OR DANCING GAMES**

**GROUP GAME** - *i.e. parachute, obstacle course, memory game, bean bag games (for balancing and coordination), drama games, finding colors and shape games, partner games and turn taking circle games.*

**MUSIC** - *Music time uses rhythm instruments such as egg shakers, drums, tick tock blocks, rhythm sticks and xylophone to learn to follow rhythms. Children also enjoy playing their instruments and singing along with the teacher or song. Please note – we have a no screen policy in place at Creative Edge Preschool.*

**DANCING GAMES** – *Children learn simple dance routines and actions often using dancing scarves and learn how to follow instructions through dance and music. Some of our favorites are: Charlotte Diamond songs, Hap Palmer, Raffi, Bird Dance, Hokey Pokey, Mulberry Bush, Stretch it out, Lion Hunt, Freeze dance, Peppermint Twist, Limbo, Marching song, Color song etc.*

- **SNACK TIME** – *A sign will be posted with the snack of the day outside the drop off door at the beginning of class. Healthy kid friendly snacks are provided for the children (i.e. crackers, arrowroot cookies, dry cereal or raisins). 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.*
- **CRAFT & FINE MOTOR TIME** (in our art 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 student led tables including painting and process art, playdough, games and puzzles, safety scissor cutting practice and sensory tables. Sensory tables are filled with small items such as beans, rice, dry pasta, pom poms, sand or water and coordinates with the learning theme such as insects, ocean, ice cream, arctic or forest animals, dinosaurs, flower garden ect... We also have a variety of language arts and math activities where the children can learn shapes, numbers and letters both by tracing and copying. 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.*
- **ACTIVE PLAY POLICY** – *We typically spend the first 20-25 min 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 Connect 4, obstacle courses such as the floor is lava, hula-hoop, chalk, and imaginative play in the playhouses. In late spring we often use the outdoor play space as an outdoor classroom and have our circle time, music & movement and art activities outside.*
- **DISMISSAL** – *parents will wait outside the main classroom door and the teacher will dismiss their child to them.*

- **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**

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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**

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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.

Children who develop symptoms of concern during class will be separated from the other students while awaiting pick up.

- 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**

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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**

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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**

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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**

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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**

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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**

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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.

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## **CLOTHING**

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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. Please send a change of clothes in a ziplock or reusable bag to use in case of: toileting accidents, or getting wet/dirty in the art room or outside. A backpack is also recommended to hold personal belongings, please keep toys and stuffies at home except during show and tell days. Please send a water bottle every class with your child's name clearly labeled. Indoor shoes are required. 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 do not send your child to school in bare feet even in the warmer months. It is mandatory to wear socks to class. Outdoor shoes and weather appropriate will be needed for use in our fenced outdoor play area, when weather permits.

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## **BIRTHDAYS**

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Teachers will acknowledge children's birthdays by giving out a small birthday prize in class.

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## **FIELD TRIPS**

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We will go on 2-3 field trips each year, provided that our usual venues have re-opened for field trips following the pandemic. 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.

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## **PERFORMANCES**

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Our preschool students are invited to join with the dance and drama classes at Creative Edge for our Productions in June at the Abbotsford 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**

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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](http://www.creativeedgebc.com)

### Class options are as follows:

Twice/Week program for children ages 3-5:

Mon/Wed *OR* Tues/Thurs Mornings 9:15am-11:30am . \$152/mo

Mon/Wed *OR* Tues/Thurs Afternoons 12pm-2pm . \$136/mo

Kindergarten Readiness 3<sup>rd</sup> day add-on for children born in 2019 (or holding back from K. this Sept.):

Fridays 11:30am-2pm . add \$63/mo to your 2x/wk price

Once/Week program for ages 3-4 *or* 3<sup>rd</sup> day add-on for children born in 2020:

Fridays 9:15am-11:00am . \$70/mo ( or add \$50/mo to your 2x/wk price if using as 3<sup>rd</sup> day)

To register and set up payment installments you will need:

- *an online account with us (program is called Amilia) using your current e-mail address*
- *your Visa or Mastercard or, to if you wish to set up E-Checks, you will require your banking information: Account #, Branch #, Transit/Institution #*
- *basic contact information and home address*

Upon registration, the 2023/2024 school year registration fee is collected for each child, in addition to tuition for the month of September. This initial payment is **non-refundable**. Please review the cancellation policy in the Terms and Conditions section once you reach the Checkout.



## 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\*

<b>REGISTRATION DATE:</b>		<b>CANCELLATION DATE:</b>		
Child's Name:	Male	Female	Non-Binary	Birthdate:
Address:				Phone:
Mother's Name:	Phone:		Work/Cell:	
Father's Name:	Phone:		Work/Cell:	
<b>MEDICAL INFORMATION</b>				
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:				
<b>EMERGENCY CONTACTS INFORMATION (Other than parent)</b>				
Name:	Phone:		Work/Cell	
Name:	Phone:		Work/Cell	
Out Of Town Contact:	Phone:		Work/Cell	
<b>PERSONS AUTHORIZED TO PICK UP CHILD</b> <input type="checkbox"/> Mother <input type="checkbox"/> Father				
Other Persons authorized to pick up child	Relationship to child:		Phone	
1.				
2.				
3.				
<b>LIST ANY PERSONS NOT AUTHORIZED FOR PICK UP</b>				
1.				
2.				
<b>Health Release</b>				
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:	