

**2019-2020**  
**Parent Information Package**

This booklet will provide you with information for  
the Early Explorers Preschool Program

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**Early Explorers**  
**Preschool**



**Integrated Learning**

**Preschool Cell Phone**  
250.981.5918

**Museum Phone:**  
250.562.1612

**Location:**  
333 Becott Place  
in Lheidli T'enneh Memorial Park

[www.theexplorationplace.com](http://www.theexplorationplace.com)

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# Staff Contact List

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## INTEGRATED LEARNING TEAM

## EARLY CHILDHOOD EDUCATORS

**Catherine Lehocki, ECE**

**Hyland, Leah, ECEA**

250.981.5918 or 250.562.1612 x243

[grow@theexplorationplace.com](mailto:grow@theexplorationplace.com)

## PROGRAM COORDINATOR

**Kimberly Carlton**

250.562.1612 x243

[learn@theexplorationplace.com](mailto:learn@theexplorationplace.com)

## MANAGEMENT

**Robyn Curtis, Manager—Integrated Learning**

250.562.1612

Cell: 250.981.5915

[robyn@theexplorationplace.com](mailto:robyn@theexplorationplace.com)

## INVOICES & PAYMENT

**Barb Laass, finance officer – 250.562.1612 ext 228**

[finance@theexplorationplace.com](mailto:finance@theexplorationplace.com)

# Integrated Learning Philosophy

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*“To teach a child is to allow children to think for themselves, to discover and create. To teach is to lead children to respect their thoughts, discoveries, relations and the thoughts of others.”*

-Newfoundland Teachers Association, 1994

*Past Present + Future: Making History Together* is the mission of The Exploration Place. Encompassing the Future pillar of what we do is the Integrated Learning department, which includes the Early Explorers Preschool, Fort George Explorers after-school program, and Science Alliance camps.

The foundation of Integrated Learning is to fully engage children, helping them make connections by bringing interdisciplinary concepts together into meaningful associations. STEAM learning, lessons in heritage and current events, kindergarten-readiness, and social-emotional literacy concepts are all synergized into the play and activities children are participating in while in our programs. We believe that the best way to learn is by doing, and fully subscribe to the adage, “Hands On, Minds On”. Our goal is to recognize and nourish the individual strengths and learning styles of the children in our programs, and we do so by ensuring that our curriculum is integrative, hands-on, learner-centered, and most of all, fun! By integrating science, technology, heritage, and innovation into all aspects of our quality programming, children will emerge with the foundation of the skills and knowledge necessary to excel in our ever-changing world.

The Early Explorers Preschool Program is an inclusive, play-based learning environment for potty-trained children between the ages of 2.5 and 5\*. Your child will enjoy a science-based curriculum, balanced with circle time, art, songs, and gross motor play, set in a safe, nurturing, and stimulating environment that will enhance every child’s sense of self-esteem and security. Our programs feature a well-rounded, interactive structure with a foundation grounded in hands-on educational and social experiences for children with one another, our Integrated Learning team, and other departments within The Exploration Place.

The Integrated Learning department educates up to 45 school aged children and 80 preschoolers daily. Our team is made up of qualified Responsible Adults and Early Childhood Educators with a genuine love for working with and educating children. Situated in a museum + science centre environment within beautiful Lheidli T’enneh Memorial Park, this program is unlike any other in our area.

*\*Note: As a licensing regulation, in order to enroll in our program, children must be a minimum of 30 months of age, and must be turning 36 months (3 years) before December 31<sup>st</sup> of this calendar year.*

# Early Explorers Objectives

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1. Lay a solid foundation for further learning using Integrated Learning curriculum
2. Offer quality preschool experience with a focus on learning through play
3. Develop a sense of personal space (hands to your own body)
4. Begin to share and cooperate with others in group activities
5. To be responsible for individual behaviour and actions
6. To show greater ability to self-regulate intense feelings (i.e. anger)
7. Begin to show self-control by following classroom rules
8. Express interest and self-direction in learning
9. Develop friendships with others
10. Recognize parents as those who know their children best and to support them in their parenting role

## Other Integrated Learning Programs

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- Fort George Explorers After-School Program
- Science Alliance Summer Day Camps
- Fort George Explorers Summer Camp
- Science Alliance Spring Break Camps

Please check our website for more information about our other Integrated Learning programs.

***The Exploration Place provides all children enrolled in our Integrated Learning programs with unique opportunities and experiences in a fun, non-intimidating environment that fosters social, physical, emotional, and intellectual development.***

## Staff Qualifications

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The Exploration Place Integrated Learning team is made up of a unique and dedicated group of qualified Early Childhood Educators, Early Childhood Educator Assistants, and Responsible Adults with a genuine love for working with children. All of our Integrated Learning staff members meet the criteria outlined in the Community Care and Assisted Living Act and the Child Care Licensing Regulations. Our staff members:

- Are 19 years of age or older
- Have completed and cleared a criminal record check
- Have current First Aid and CPR certificates
- Have a valid ECE/ECEA certificate, or
- Have a valid Responsible Adult certificate, or have received a minimum of 20 hours of education in child development, guidance, health/safety, and nutrition (Responsible Adults may help out or provide sick day coverage in preschool classes)
- Receive continued professional development

# Preschool Streams

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## MONDAY-WEDNESDAY-FRIDAY (3 days/week)

|    |                  |
|----|------------------|
| am | 8:45am – 11:15am |
| pm | 12:15pm – 2:45pm |

## TUESDAY-THURSDAY (2 days/week)

|    |                  |
|----|------------------|
| am | 8:45am – 11:15am |
| pm | 12:15pm – 2:45pm |

## PROGRAM CLOSURES

Our preschool program follows the School District #57 calendar. Preschool will NOT be in session on SD#57 Professional Development Days, Statutory Holidays, Winter Break or Spring Break. Please see the SD#57 2019-2020 calendar printed at the end of this package.

## SEPTEMBER 2019

Preschool will begin on Monday, September 9, 2019 (Mon/Wed/Fri classes) and Tuesday, September 10, 2019 (Tues/Thurs classes).

## WINTER BREAK 2019

We will be CLOSED during Winter Break: December 23, 2019 – January 3, 2020. There will be no preschool during this time.

## SPRING BREAK 2020

We will be CLOSED during Spring Break: March 16, 2020 – March 27, 2020. There will be no preschool during this time.

# Program Fees

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## MONDAY-WEDNESDAY-FRIDAY (3 days/week)

|                    |  |
|--------------------|--|
| <b>\$185/month</b> | morning (8:45-11:15am) or afternoon (12:15-2:45pm) |
|--------------------|--|

## TUESDAY-THURSDAY (2 days/week)

|                    |  |
|--------------------|--|
| <b>\$155/month</b> | morning (8:45-11:15am) or afternoon (12:15-2:45pm) |
|--------------------|--|

## ADDITIONAL CHARGES

|              |  |
|--------------|--|
| <b>+\$10</b> | Late Pick-up (applies if you arrive after 11:15am or 2:45pm to pick up your child and for each period of 15 minutes following) |
|--------------|--|

## PROGRAM ENHANCEMENT FEE

|             |   |
|-------------|---|
| <b>\$35</b> | This non-refundable annual fee goes directly to our preschool program, and is payable upon registration with your deposit |
|-------------|---|

## DISCOUNTS

|   |   |
|---|---|
| <b>50% off<br/>Family<br/>Membership!</b> | At the time of registration, each family will receive the option to purchase a family membership for 50% off! |
|---|---|

# Invoicing

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## DEPOSIT/PROGRAM ENHANCEMENT FEE

A non-refundable, non-transferable deposit of \$75 plus a \$35 Program Enhancement Fee is required to secure a space for your child in our program. All deposits are credited to your **last** month's fees for preschool. Please note that your deposit holds the space for the following month's registration only. We will not hold spaces for multiple months in advance of your chosen registration date.

## INVOICES AND PAYMENT

Invoices are emailed two weeks prior to the payment due date. Payments are due on the 1<sup>st</sup> of the month for that month's program. If the payment due date falls on a statutory holiday, payment will be processed on the next business day. Families paying by Pre-Authorized Debit (PAD) will be given the option to split their monthly fees, with half being payable on the 1<sup>st</sup> of the month, and the remainder being payable on the 15<sup>th</sup> of the month. Any payments returned due to insufficient funds will be subject to a \$25 processing fee. Parents will be notified by email, phone call, and hard copy letter if payment is returned, after which parents will have 5 business days to contact our Finance Officer before preschool privileges are suspended.

## PRE-AUTHORIZED PAYMENT

After your deposit and Program Enhancement Fee is paid, all subsequent monthly preschool payments must be made by preauthorized payment methods only. We offer the option to pay by Pre-Authorized Debit directly from your bank account, or you may place a credit card on file with us. Please see front desk for the available forms to set up your preferred method of payment.

## PRESCHOOL FEES

You are responsible for the fees pertaining to the days you have registered for. Cancelling your child's enrollment\* or changing classes requires 30 days' notice, and this notice should be given prior to invoices being mailed out. If your child is sick, on vacation, or not attending for any other reason, you are still responsible for the fees for that day.

## AFFORDABLE CHILD CARE BENEFIT (SUBSIDY)

The Exploration Place accepts the provincial government Affordable Child Care Benefit (formerly Child Care Subsidy). Please speak with our Finance Officer if you are applying and to obtain necessary documents. For ACCB information or to renew your ACCB, please contact the Ministry office at 1-888-338-6622 or visit: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>. Parents/guardians who receive ACCB are responsible for paying the difference between the benefit and the program fees.

**Please contact our Finance Officer with any questions about the Affordable Child Care Benefit, invoicing, or payment at 250.562.1612 ext. 228 or email [finance@theexplorationplace.com](mailto:finance@theexplorationplace.com).**

***\*If you wish to cancel your child's enrollment, please contact our ECEs at least one month in advance. For all other invoicing inquiries, please contact the Finance Officer.***



# Parent Communication

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## NOT ATTENDING\*

If your child will not attend preschool on a particular day, please call or text the Early Explorers cell phone (250.981.5918) BEFORE your preschool session commences; once our ECEs are in session, you may be required to leave a message.

***\*Please do not email or call the museum's land line as staff will not take a message and will direct you to the cell phone.***

## UP-TO-DATE CONTACT

If there is a change of address, phone number, email address, or your child's medical/custody concerns, please inform the preschool staff immediately of these changes. This ensures we can properly contact you and care for your child(ren). Monthly invoices, newsletters, and important information are sent by email to the email address provided upon registration.

## ACCIDENTS & EMERGENCIES

It is essential that you keep us informed of current phone numbers so that we can notify you or your emergency contact in case of an accident or emergency. In the case of an emergency/disaster situation, we will attempt to contact parents/guardians as soon as possible.

## MONTHLY NEWSLETTERS

A newsletter is sent out each month with information regarding activities, special events, and other notes relevant to the preschool program. Please take the time to review the newsletter as there may be important messages. We deliver these items electronically, out of concern for the environment. In addition to our newsletter, you can find information about what we are doing at preschool by keeping an eye on:

- The whiteboard located on the sign-in/sign-out table. This will tell you everything we are doing/have done that day!
- The bulletin board above the sign-in/sign-out table. This will have a copy of our newsletter, as well as additional information we want to be sure you are aware of.
- Ask us about the Remind app. This allows you to text a number specific to your class, which will add you to the class Remind list. This enables us to quickly let you know by text about where we will meet each day, or other important information before class begins.

## LOST & FOUND

There is a lost and found bin located in the preschool space near the sign-in desk. Please ask one of the Integrated Learning staff if your child is missing an item. As lost & found items are accumulated, we will send out a reminder to parents to check the bins for any missing items. Due to limited space, items not claimed within three months will be donated to a local charity.

# Snack

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Please pack one or two healthy snack items for your child to eat during snack time while at preschool. Snack time generally only allows for children to consume one or two snack items; if you pack more snacks than your child is able to eat during our allotted snack time, we will be sure that those items return home. We encourage children to eat their healthy snacks first, and then any treats afterwards. The Early Explorers Preschool is a tree-nut and peanut-free program due to allergies of both staff and participants.

We are also a waste-reduced program. We have compost and recycling bins onsite, which will be available to the children. Please consider packing your child's snacks in re-usable containers to help reduce waste and encourage conservation behaviours in your child.

Below are some healthy snack ideas:

- fruit cups and apple sauce
- fresh fruit & veggies
- dried fruit / raisins
- pickles
- buns
- mini bagels
- tortillas
- pretzels
- granola bars (nut-free)
- meat
- cheese
- yogurt
- crackers



# A Day at the Museum

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The following schedule is a typical day at the museum in the Early Explorers Preschool Program. However, each day may be different as it depends on planned activities and weather. Please note that all times are approximate.

|                                   |  |
|-----------------------------------|--|
| <b>8:45/12:15-<br/>9:15/12:45</b> | Drop Off Outside for Active Play (30 mins)   |
| <b>9:15/12:45-<br/>9:30/1:00</b>  | Snack & Child-Lead Socialization/Table Talk (15 mins)  |
| <b>9:30/1:00-<br/>9:55/1:25</b>   | Discovery Time/Free Play (25 mins)   |
| <b>9:55/1:25-<br/>10:35/1:55</b>  | Day 1: Learning Activities/Creative Expression/Arts and Crafts<br>Day 2: Letter Sheets (30 mins) |
| <b>10:35/1:55-<br/>10:55/2:25</b> | Circle/Story Time (30 mins)  |
| <b>10:55/2:25-<br/>11:10/2:40</b> | Wrap-up Games or Learning Activity (15 mins)   |
| <b>11:10/2:40-<br/>11:15/2:45</b> | Home Time Routine (5 mins)   |

## ARRIVAL PROCEDURE

When you drop your child off at our program, you must sign your child in and ensure that a preschool teacher is aware that you are dropping your child off. Please notify us prior to the start of your preschool session on any day that your child will be absent. Please notify a staff member if your child will be picked up by another adult (if they are not on the authorized pick up list, we will require written authorization). Please let a staff member know about any pertinent information about your child's night or morning that may be helpful to staff.

## DEPARTURE PROCEDURE

Your child must be picked up by 11:15am/2:45pm daily. When you arrive to pick up your child, please check in with front desk and a staff member will let you know where your child is located. Parents/guardians/authorized pick-ups must sign the child out and check with staff for any messages about the child's day. Always ensure that an Integrated Learning staff member is aware that you are taking your child home. **A CHILD WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT/GUARDIAN OR AUTHORIZED PERSON LISTED ON THE REGISTRATION FORM UNLESS WE HAVE WRITTEN CONSENT FROM YOU.** Photo identification will be required to verify the identity of the person pickup up your child. Please do not be offended, we do this for your child's safety.

## EMERGENCY DRILLS & EMERGENCIES

Children will participate in a brief fire drill once a month to learn about fire safety. We will also conduct a disaster preparedness drill once annually. Children are expected to follow all emergency drill rules (i.e. listening to teachers, staying in line) during the drill. Please make sure your child has a pair of indoor shoes as they will not have time to change into their outdoor shoes for these practices.

In the event that we need to evacuate the building, a staff member will notify you and tell you where your child can be picked up.

It is very important that you keep us informed of current telephone numbers so that we may notify you or your emergency contact in the case of an emergency.

## GALLERY TIME

An important aspect of our program is providing children access to our changing exhibits and galleries. The Exploration Place will provide many opportunities for children to visit these spaces, and participate in guided activities led by our Community Engagement and interpretive staff.

## OUTDOOR PLAY

Weather-permitting, we spend at least 30 minutes engaged in active play outdoors each day as required by Northern Health Community Care Licensing Regulations. During inclement weather, we will have active play time indoors. During the winter, we do not go outside when the temperature is -15 degrees Celsius or colder (including wind-chill). It is our policy to not allow children who are not appropriately dressed to participate in outdoor winter activities. Please make sure your child comes dressed appropriately to go outside (i.e. boots, coat, mitts, hat, snow pants in winter). Whenever possible, we will try to outfit a child not dressed appropriately with gear from the lost and found, but proper sizes are not always available.

Adhering to our Active Play and Screen Time policy, we ask that you send your child ready to participate in indoor and outdoor active play. Children should arrive with clothing that will not restrict their movement, and footwear that will allow running and jumping.

## EXPLORERS URBAN GARDEN

The Urban Garden is open from Spring to Fall and children will be given ample time to participate in various projects related to planting, growing, and caring for plants and food items. This is an important aspect of our program during the Spring and Fall months, and children will spend time in the garden weekly. Please see our monthly newsletters throughout the year for additional information.

## INDOOR SHOES

All children who attend our Early Explorers Preschool Program must wear indoor shoes. Please make sure your child has a pair of indoor shoes on his or her first day of preschool. An extra set of clothes and underwear should also be brought on the first day of preschool; these items can be stored in your child's cubby or in his/her backpack. Children who do not have indoor shoes will be outfitted with affordable "croc"-style shoes and the cost of these shoes will be added to your monthly invoice.

## POTTY TRAINING REQUIREMENT

The Early Explorers Preschool program is not equipped to licensing standards to diaper children, and all children in the program are required to be fully potty-trained. Children must not be reliant on diapers or Pull-Ups, and must be able to wipe themselves. While we certainly appreciate that parents may want to contain any potential accidents, we are not set up for diapering in our facility. Northern Health Community Care Licensing does not require programs classified as “Preschool” to have a changing area, and requires any facility that is diapering children to have a “sturdy surface for changing diapers”, which we do not have in our preschool classroom. We also do not have additional Pull-Ups on hand, which can make it difficult if a child does have an accident in preschool, as we do not want any child to have to sit through a class in a soiled Pull-Up. Changing a child also results in us having to bring in additional staff members to ensure that the child:adult ratio is maintained.

We realize children of all ages have accidents, and we will always help a child as much as we are able in this situation. We ask parents to send their child with a spare change of clothing and underwear, which can be used in the event of an accident, and we also do have some extra underwear and clothing in our bathrooms just in case.

The only exception to this rule is when a child with special needs has a one-on-one support worker, who is authorized to change a child, and has brought in a temporary changing surface for the use of that child.

For these reasons, we do ask that children please be brought to preschool in underwear. Please trust that we are used to children having accidents, and we will do our best to keep every child safe, happy, and comfortable while they are at school. If you do not feel that your child is ready to come to preschool in underwear, please contact the teachers to evaluate whether your child is ready for our program.

## CLOTHING

Please bring a change of clothing (including underwear and socks) for your child on their first day of preschool; these items can be kept in your child’s cubby or in his/her backpack. Please also remember that time is spent outdoors daily, regardless of weather conditions (unless it is colder than -15 degrees Celsius including wind-chill). Please ensure your child has appropriate clothing; the weather conditions as they leave for school in the morning may vary significantly from the weather conditions after the school day is done. Please mark your child’s belongings with their name, and remember that they come to play, have fun and get dirty!

Please send children in clothing and footwear that will not restrict their movement, and will allow them to safely engage in active play.

## HOME TOYS

Children may bring toys from home for show-and-tell **only**; we will ask that all toys from home remain in each child’s cubby or backpack before and after show-and-tell. The Exploration Place and its staff are not responsible for lost or broken items.

## PLANNED ACTIVITIES

Each month, the Early Explorers Preschool staff plan activities based on a theme. These activities range from guest speakers, museum-specific activities (i.e. Rotten Pumpkin Festival in November, Chinese New Year in February), STEAM programs, and crafts. “Parties” are also scheduled on major holiday months such as

Halloween and Christmas. Please check the monthly newsletter for more information about these activities, and speak to a staff member if you have questions or concerns.

## PARENT INVOLVEMENT

We welcome and encourage parents and guardians to visit our program any time.

# Museum Policies

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The following policies have been put in place for the health and safety of your child.

## WELL CHILD POLICY

We are unable to provide care for your child when the following symptoms are present:

- undiagnosed or unexplained pain
- sore throat or difficulty swallowing
- fever of 38 degrees Celsius or higher
- nausea and vomiting
- unexplained diarrhea with nausea, cramps, or vomiting
- difficulty breathing, wheezing, or persistent coughing
- coughing or runny nose with yellow or green mucous discharge
- severe itching, unexplained rash, or infection
- communicable disease (i.e. chicken pox, head lice, pink eye, etc.)

# I NEED TO STAY HOME IF...

| I HAVE A<br>FEVER   | I AM<br>VOMITING  | I HAVE<br>DIARRHEA  | I HAVE A<br>RASH  | I HAVE<br>HEAD LICE  | I HAVE AN<br>EYE INFECTION  | I HAVE BEEN IN<br>THE HOSPITAL  |
|---|---|---|---|--|---|---|
|  |  |  |  |  |  |  |
| Temperature of<br>100.4<br>or higher  | Within the<br>past 24<br>hours  | Within the<br>past 24<br>hours.   | Body rash<br>with itching<br>or fever.  | Itchy head,<br>active head<br>lice.  | Redness, itching,<br>and/or "crusty"<br>drainage from eye.                          | Hospital stay<br>and/or<br>ER Visit   |

## I AM READY TO GO BACK TO SCHOOL WHEN I AM....

|  |  |   |  |   |  |  |
|--|--|---|--|---|--|--|
| Fever free<br>for 24 hours<br>without the use<br>of fever reducing<br>medication<br>i.e. Tylenol, Motrin | Free from<br>vomiting for at<br>least 2<br>solid meals | Free from<br>diarrhea<br>for at least<br>24 hours | Free from rash<br>itching, or<br>or fever.<br>I have been<br>evaluated by<br>my doctor<br>if needed. | Treated with<br>appropriate<br>lice treatment<br>at home and<br>proof is<br>provided to<br>nurse. | Evaluated by<br>my doctor<br>and have note<br>to return<br>to school | Released by<br>my medical<br>provider to<br>return to<br>school. |
|--|--|---|--|---|--|--|

Your child may not return to preschool until s/he is symptom-free for 24 hours and well enough to participate in all aspects of our program, including outdoor play (this may extend to 48 hours in the case of a larger outbreak of illness). In the case of some communicable diseases, we may require notice from a doctor that your child is healthy and ready to return to preschool.

If your child is ill, please keep them at home and inform a staff member by calling or texting our cell: 250.981.5918. This will help us reduce the spread of common childhood illnesses. This information is kept confidential.

If your child becomes ill during the day, we will contact you and request that you come and pick your child up. If we cannot reach you, we will call the emergency contacts you listed on your child's registration form. We will provide a quiet, supervised area for your sick child to rest until they are picked up. Please pick up your child within thirty minutes of our call to you.

We understand that it is stressful for parents and employers when children become ill; our well child policy is in place to protect all of the children as well as the staff that care for them daily.

## IMMUNIZATION

The Ministry of Health Services of the Province of British Columbia recommends that your child's immunizations be up-to-date before your child enters a group program like our preschool. We must have written record of your child's immunizations on file. If an outbreak of communicable disease occurs, non-immunized children will be excluded immediately, for their safety. In the event of an outbreak, Community Care Facilities Licensing will be notified.

## MEDICATION

Only medications that are prescribed by a doctor can be administered by our staff. We ask that parents personally deliver any prescription medications to us and complete a Permission to Medicate Care Plan. Please ensure that the medication is in the original container with the prescription label attached. We will keep the medication in our medication lock box (or in the refrigerator if required).

If your child carries an inhaler for asthma, an epi-pen for allergies, or other medication for illness or disease, we require that you meet with our staff prior to your child starting preschool with us to create a care plan that ensures all of our staff are aware of your child's condition(s) and aware of the steps necessary to properly care for your child in case of emergency.

## FOOD ALLERGIES

Please make sure our staff is aware of any food allergies or restrictions that your child has. Also, please remember that our program is peanut-free and tree-nut free. We will ask your child to return any snacks containing peanuts or nuts to their backpacks to be eaten at home.

## CARE PLANS

If your child requires special or additional care due to allergies, disabilities, or other reasons, please contact one of our preschool staff members to set aside a time to meet to discuss your child's needs. We cannot confirm your child's registration without consultation to ensure we can meet your child's needs. Failure to disclose a medical or behaviour issue to us will result in de-registration and removal of the child from our program.

## LATE PICK-UP

Please remember that your child must be picked up by an authorized person by 11:15am/2:45pm daily. If you have arrived after the pick-up time, there is a fee of \$10 per child for every 15-minute period (or portion of). This fee will be added to your next invoice. Please note the three late pick-ups in any six month period may result in withdrawal of services.

If your child is not picked up five minutes after closing time and there has been no contact with the parent/guardian, the staff will:

1. Check the sign-in sheet for any information regarding alternate arrangements for the day's pick-up
2. Call parents/guardians at home/work/mobile numbers to remind them of pick-up required.
3. If the parents/guardians cannot be reached after fifteen minutes, emergency contacts will be called.
4. If the parents/guardians and emergency contacts cannot be reached after thirty minutes, staff will call the Ministry for Children and Family Development Emergency Services who will take your child into care until a parent or guardian can be located.

## CHILD RELEASE POLICY

**A CHILD WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT/GUARDIAN OR AUTHORIZED PERSON LISTED ON THE REGISTRATION FORM UNLESS WE HAVE WRITTEN CONSENT FROM YOU.** Until our staff members get to know you, they will ask for photo identification. Please do not be offended, as we have your child's safety in mind. All people, including parents, should be prepared to show photo identification when picking up children.



A child will not be released from the program when the person appears incapable of providing safe care (i.e. intoxication/drug use). Staff will suggest that the parent/guardian or authorized pick up person call a friend/taxi for alternate transportation. If staff feel a child is at risk and the person makes the decision to drive, staff will call the police.

A child will not be released from care when the person who arrives to pick up the child is not listed on the emergency card or registration form unless the parent/guardian has provided us with written consent for this individual (this includes friends or family members that the child knows; written authorization is still required).

A child will not be released from care to a person who is unable to provide proper photo identification (driver's license, provincial identification card).

## CUSTODY

Please provide us with a copy of any custody agreement or court orders in place for your child's file. We will act in accordance with these legal documents. If you do not have any legal documents, the enrolling parent/guardian must provide us with written information about access. We will act in accordance with this written information.

If custody issues create conflict in our program (i.e. non-custodial parent attempting to pick-up child at a time not specified in the custody agreement) and this places the child, staff, and other children in our program at risk, we will ask you to make alternate care arrangements.

Parents/guardians that require copies of our files relating to their child's care for personal or court use will be charged a \$75 administration fee. Copies of requested documents will be provided to both parents. Please allow at least two weeks for us to process these requests.

## WITHDRAWAL

**We require at least 30 days' written notice if you intend to withdraw your child from our program.** Please provide us with written notice by the first of the month for withdrawal the following month. An additional month's fee will be charged if the required notice is not given. Please contact your teachers or the Manager to discuss withdrawal from the program.

## GUIDANCE PROCEDURE

Our goal is to provide a secure, healthy learning environment in which children may feel safe. Guidance is an integral part of the preschool program, aiming to provide a safe and healthy environment for children.

Children are encouraged to become self-disciplined as they learn appropriate and acceptable ways to treat themselves and others and their environment.

Early Childhood Educators will:

- Be caring and respectful to all children, using appropriate verbal and physical interaction

- Use guidance strategies that focus on the child's behaviour rather than the child (it is the behaviour that is unacceptable, never the child)
- Provide clear, consistent limits
- Use verbal direction and redirection for guidance, stating expectations in a positive fashion, allowing the children time to respond
- Recognize and encourage positive behaviour
- Validate children's feelings
- Encourage children to use adults as a resource when having difficulty
- Supervise children at all times

If a child is not managing in a situation and has been reminded and redirected, they will be asked to leave the situation that is causing that behaviour. If a situation needs immediate attention (i.e. an imminent threat to other children or themselves,) these actions will take place:

- Stop the action immediately (non-negotiable standard)
- Talk to the child(ren) about the situation and attempt to resolve the conflict by encouraging them to come up with ideas on how to resolve the conflict, or how they could have handled the situation differently
- Be sure to validate the feelings of the child(ren) and discuss the experience with the child(ren)
- If necessary, child(ren) will be asked to take some time away from the situation, but in close proximity to the rest of the class. This allows the child(ren) to calm down, and halts the behaviour so that the child(ren) can reorient themselves towards positive behaviour and gain self-control.
- The child(ren) will then decide when they think they are ready to rejoin the group/situation.

## RULES AND GUIDELINES

**Please no (*the following behaviours violate our Zero-Violence Policy*):**

- |                  |               |           |                 |
|------------------|---------------|-----------|-----------------|
| •wrestling       | •horseplay    | •hitting  | •slapping       |
| •punching        | •head-butting | •pushing  | •pulling        |
| •throwing        | •poking       | •tripping | •verbal insults |
| •kicking         | •threats      | •yelling  | •swearing       |
| •name-calling    | •racial slurs | •biting   | •scratching     |
| •use of a weapon | •pinching     |           |                 |

### Inside Rules

- Walking feet
- Keep your hands and bodies to yourself
- Use inside voices and kind words
- Respect the museum and the toys and use them gently
- Always stay in the designated space
- No throwing objects inside the museum
- Always ask a teacher before using the washroom
- If you need help, ask a teacher or classmate
- All toys are for sharing; leaving a toy alone shows other children that you are finished playing with it
- Put toys away when finished playing with them
- Respect your own body, teachers, and other children
- Use your words and listening ears with others
- Keep toys and activities in designated area

## **Galleries & Exhibits**

- No running or playing tag/hide-and-go-seek
- No tapping on animal cages
- Ask gallery staff or a teacher if you want to touch or take out animals
- One person in the slide at a time
- Leave the blocks in the block area - no blocks on the boat, in the slide, or in the tunnels
- Wear only indoor shoes on the boat
- Keep the sand in the dig pit
- Circular structures must stay on the ground (no rolling them)

## **Outside – Playground**

- Always wear your pinnie (no choice; this is a safety rule!)
- Stay on the woodchips
- Keep your shoes on your feet
- Use the playground properly – no climbing on the train or the outside of slides
- Slides are for going down, not running up
- If there are little children around watch out for them and let babies use the baby swings
- If you have to go to the washroom or need a drink, ask a teacher first

## **Outside – Fields**

- Always stay in the boundaries that the teachers have shown
- Always wear your shoes
- Respect nature – no pulling grass, flowers or hurting the trees

# **TERMINATION OF SERVICES**

When an issue or conflict occurs, our staff will make every attempt to work with families to resolve the issue in a way that is mutually satisfactory to all parties, provided the arrangement does not:

- Compromise the mission and values of The Exploration Place
- Put staff, the child, or other participants at risk
- Diminish the value of programming for staff or other participants

All situations are dealt with on an individual basis, taking into account the specific needs and circumstances of the family. After meeting with and working with the family, and making every attempt to resolve the situation, the Manager—Integrated Learning, in consultation with the CEO, may come to the decision that it is not appropriate for a child to continue involvement in our programs. The following are some situations where termination of services may occur:

- **Behavioural Concerns**

The Exploration Place makes every effort to accommodate all families and children. However, we may not always be equipped with the resources to deal effectively and appropriately with a child whose behaviour requires ongoing significant intervention or supported child development services. (eg. persistent unprovoked physical violence, persistent bullying, verbal harassment of peers or staff, unauthorized departure from the facility). The Manager—Integrated Learning, will make every effort to

link the family and child to appropriate services. In the event that such services are unavailable, it may not be possible for the child to successfully continue in our program.

- **Unresolved Custody Issues**

If a family's custody issues result in continuous conflicts at our facility (eg. non-custodial parent continually attempting to pick the child up at a time not specified on the court order), and places the child, staff, and other children at risk, the family may be asked to make alternate care arrangements.

If you cease to be the legal guardian of the child in our program, our contract with you will become void, and the child will be de-registered from our program.

- **Philosophical Differences**

Occasionally, the needs and opinions of a family do not fit with the principles, policies, and procedures of The Exploration Place. The Manager—Integrated Learning, will try to promote discussion to come to agreeable terms with the family. If this is not possible, or the mutual trust and confidence between The Exploration Place and the family are negatively impacted, it is in the best interests of the family to seek an alternate arrangement that is more in line with their needs and beliefs. The Exploration Place reserves the right to ask any family to find a more suitable arrangement under these circumstances.

- **Inappropriate Conduct**

If a family member verbally or physically harasses, threatens, or commits a violent act toward a staff person, child, or other family involved in the program, services will be terminated.

- **Late Pick-up Issues**

If The Exploration Place is unable to satisfactorily resolve problems of late pick-up with a family, services may be terminated. Services may be terminated if late pick-up occurs three times in a six-month period, or if parents/guardians fail to pay the late payment fees associated.

- **Non-Payment of Fees**

The Manager—Integrated Learning, in consultation with the Finance Officer and CEO, reserves the right to terminate services in the event of default of fee payment.

## PARENTAL CONCERNS

The Exploration Place and its staff strive to offer exemplary programs, and are continuously improving our Integrated Learning programming. If you have questions or concerns about our policies, procedures, or staff, we encourage respectful, open communication between all families and our Integrated Learning team. It is important that you contact us in a timely manner if you have concerns. When there is a delay in addressing concerns, it affects our ability to resolve the issue.

The Manager—Integrated Learning is responsible for ensuring that The Exploration Place policies and standards are followed, and that all issues and concerns are addressed to the satisfaction of all families and staff. If you feel that your concerns are not being addressed or resolved, please bring your concerns to the Manager.

You are encouraged to contact the Manager at any time:

**Robyn Curtis**

**[robyn@theexplorationplace.com](mailto:robyn@theexplorationplace.com)**

**250.562.1612**

# Kindergarten Readiness

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At Early Explorers, we are preparing children for Kindergarten in many ways. Almost everything that we do at preschool gives them skills that they will use in Kindergarten and throughout their whole lives. We believe in learning through play, so when we sit and listen to a story, when we play an organized game, or even when we have discovery time and free play, children are learning life-long skills.

While at circle, we discuss the letters of the alphabet with a new letter each week; we go over the calendar and talk about the days of the week and the months of the year; and, we play many games that help children with their memory, turn-taking, and language development. While they sit and listen to a story, they are using their imagination; and by paying attention and listening, they are showing respect for the person who is telling the story.

Organized activities are a great time for gaining interpersonal and pro-social skills, whether asking for a turn and waiting patiently, sharing with other children, or following instructions.

During discovery time and free play, children make decisions about what toy they want to play with, and decide what they want to do with their time. They interact with other children, use their imaginations, take turns, problem solve, and gain many other skills that they will use throughout their lives.

Each week, with the introduction of a new letter, we sit together and work on that letter. We discuss the letter and practice holding a pencil; it is a great achievement for the preschooler when they finish printing a letter and get to take it home and show off their awesome work!

Early Explorers Preschoolers are exposed to many learning activities, toys, and situations through play during the day that build on many lifelong skills. Our Early Childhood Educators are fully engaged with the children and help guide them in the development of these important skills.



# 2019-2020 SCHOOL CALENDAR

## AUGUST

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

August 5: BC Day

## SEPTEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

September 2: Labour Day  
September 3: Non-Instructional Day  
September 4: Back to School  
September 27: Non-Instructional Day

## OCTOBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

October 14: Thanksgiving  
October 25: Non-Instructional Day(Provincial)

## NOVEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

November 11: Remembrance Day  
November 29: Non-Instructional Day

## DECEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Dec. 23 - Jan. 3: Winter Vacation

## JANUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

January 6: Back to School  
January 31: Non-Instructional Day

## FEBRUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

February 17: Family Day

## MARCH

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

March 16-27: Spring break

## APRIL

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

April 10: Good Friday  
April 13: Easter Monday  
April 24: Non-Instructional Day

## MAY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

May 18: Victoria Day

## JUNE

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

June 25: Last Day of School  
June 26: Administrative Day

## JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

July 1: Canada Day

**LEGEND:**  School/Statutory Holidays  
 Non-Instructional Days

## Questions or Concerns

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If you didn't find the answer you were looking for in this parent package, feel free to call us at  
250.562.1612 ext 243

