

# Brentwood Nursery School Society Parent Manual



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

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## Welcome

Dear Parents:

Welcome to Brentwood Nursery School Society, a parent participation preschool and a registered non-profit society.

We have prepared this handbook in the hope that all parents have a better understanding of what is involved in becoming a participating parent at Brentwood Nursery School.

Brentwood Nursery School is very fortunate to be operated by enthusiastic, participating parents and dedicated teachers. The main objective is to provide a positive first school experience in a safe environment, which aids social development and responsibility, as well as intellectual, creative and physical development.

Brentwood Nursery School prides itself on offering an excellent preschool program. We are able to offer a program of this quality through the cooperation of parents and teachers. Parents offer their valuable time to the preschool on duty days and through their assigned jobs. Because of this volunteer work, teachers have the ability to focus attention on their time spent in the classroom with the children. Brentwood Nursery School is fortunate to have four fully qualified teachers. Through collaboration the teachers offer an exciting, reflective program based on the children's interests.

If you wish to learn more about our Constitution and its Bylaws, you may write to:

**Registrar of Companies**  
**2nd Floor - 940 Blanshard St.**  
**Victoria, B.C.**  
**V8W 3E6**

Please take the time to familiarize yourself with the Preschool by reading this manual. We hope you and your children find your experience at Brentwood Nursery School enjoyable and rewarding.

## Mission Statement

*To foster the wonder of a child. To collaborate as a community and inspire early learning.*

## About Parent Participation

Brentwood Nursery School exists because of the unique relationship between the teachers and the families of the preschool. The teachers provide exceptional teaching skills, history and direction for the families at the school and the parents perform the administrative and maintenance jobs as well as provide classroom support. There are four areas that each family is committed to completing to the best of their ability once registered with the school. Each of these is outlined in more detail below. Your family will have the following responsibilities: an assigned volunteer job, assigned duty days throughout the year, attendance at general meetings and participation in mandatory school fundraising events.

**Each family is assigned a volunteer job** and each job is significant. Each “job” is imperative for the school to function as well as it does. Jobs range from laundry, gardening, helping to organize a fundraising event, or being a member of the executive committee of the society. The commitment required for each job is different. The simpler jobs run for the whole year. The fundraising jobs are labor intensive but are finished over a four/five-month period. Parents can state their preferences for their jobs but cannot be guaranteed the job of their choice. For more information on parent jobs refer to the document [Parent Job Outline](#) which can be found on our website (<http://brentwoodpreschool.com>, click “Registration” then scroll down to “Downloadable Forms”). There are a limited number of parent job opt-outs available, and parents contribute \$400 to the preschool in lieu of a parent job. These spots are assigned by lottery. You can indicate on your registration document if you would like to be included in the lottery.

**Each family is required to help out in the classroom for duty days** on a regular basis. This means being in the classroom during class time, assisting the teachers, cleaning up etc. Duty days will happen on average every four-seven weeks. For more information refer to the [Duty Day Participation & Responsibilities](#) page.

**Each Family must attend a minimum of three general meetings** for parents, held at the school in the evenings five times per year. The content of these meetings ranges from meeting to meeting; for example: preschool orientation, guest speakers, teacher presentations of classroom happenings, and preschool society business. For more information refer to [General Meetings](#) page.

**Each family is expected to participate in fundraising** for the school. There is one mandatory fundraiser that all families are required to participate in. We also have several non-mandatory fundraisers that families may participate in. Parents are encouraged to enlist the assistance of extended family or friends to help out. For more information refer to [Fundraising](#).

## History

Brentwood Nursery School was first located in Christ the King Church. In 1980 a group of very dedicated parents led by Leslie Abe and teacher Darlene O'Krainetz decided to formally organize the Preschool by incorporating the school as a non-profit society under the Society Act of British Columbia. The preschool was then relocated to Brentwood Elementary School. The preschool was successful in obtaining a grant from the Vancouver Foundation that helped update the equipment. Together with organization, hard work, and the desire to have a quality program for the children, the Brentwood Preschool Community of parents and teachers set the foundation for a successful preschool.

Originally, the preschool consisted of one class of four year olds. In September 1982, a class of three year olds was added. In 1985, the Preschool expanded again, to its current size of four classes, operating five full days and enrolling seventy-two children.

Due to increased demand for classroom space at Brentwood Elementary School the preschool was forced to search for an alternative facility in 1992. Once again, the Brentwood Preschool community of parents and teachers banded together to identify alternatives that would ensure the survival of the preschool. With the Burnaby Association for the Mentally Handicapped (now called Burnaby Association for Community Inclusion or BACI), who were also seeking a facility, the current facility was built and named The Brentwood Cooperative Children's Centre. As a result of a generous donation from the Burnaby School Board the building is located on the grounds of Brentwood Elementary School. The centre is divided into two sections. Brentwood Nursery School operates its preschool program on one side of the facility and BACI operates a before and after school program on the other side. Donations and fundraising by parents, and a generous grant by Women's Equality, enabled the preschool to fully pay for the building in its first year of operation.

Throughout the years the Brentwood Preschool community of dedicated parents and teachers have worked together to oversee many projects. A covered deck was built in 2000, and by 2005 it was enclosed to add additional classroom space. This addition included an art studio or "atelier" as the teachers call it, a larger cubby area and a small office.

In the spring of 2013 fundraising efforts and countless parent volunteer hours went towards executing a landscape design voluntarily produced by two UBC Landscape Architect Graduates, Travis Martin and Quyen Tran. By 2016, we had fundraised to fix the exterior of the building envelope, protecting against water damage and giving the outside of the school a much needed facelift.

Over the years, the esthetics of Brentwood Nursery School has changed. However the dedication of the families and teachers of the school have remained the same since its incorporation in 1980. This dedication has provided a quality program for children, which is recognized throughout the community.

## Hopes for Classroom Learning

**When children leave our program, we hope they will...**

**Trust** in themselves as valued, competent, and capable people who are motivated to think about new ideas and seek new understandings.

**Trust** that they will be listened to and respected by peers, teachers, and families and that these people will be there to support, encourage, care, and advocate for them.

**Believe** that they are active creators of knowledge and history.

**Believe** in, and take action for, equality.

**Know** that they can take on many roles including researcher, observer, creator, documenter, theorist, meaning maker, negotiator, leader, participant, and friend.

**Know** that they can learn from others and with others.

**Know** that being a part of a community involves having fun with people as well as the space to be alone.

**Know** that every action causes reactions and respect the interdependence of people, places, and things in the world around them.

**Know** that they can use materials and language - both written and oral - to communicate.

**Know** how to use the many possibilities of materials and tools to express ideas, be creative, communicate, and problem solve.

**Know** how to ask questions to guide their learning and use various methods to help find answers and explore possibilities.

**Know** how to be with others respectfully by listening, caring, collaborating, and recognizing every person's unique contributions.

**Know** how to be themselves and feel confident expressing their emotions and thoughts.

**Question** themselves, peers, teachers, and families to provoke thinking, reflection, understanding and new learning.

## Our Teachers

Brentwood Nursery School employs experienced qualified teachers who not only meet the standards of the Community Care Facilities Licensing Board but are also innovative in the field of Early Childhood Education. The teachers participate in ongoing education and keep themselves up to date with current trends in the field of Early Childhood Education. They are dedicated to our community and invest an incredible amount of heart and time in their work.

## Philosophy

We believe children, families, and teachers are a part of our learning community. Learning is a life-long process that happens through interaction with each other and the environment.

We respect the diversity of children in the preschool and value the vibrancy this brings to our community.

We recognize that this diversity brings with it different learning styles, beliefs, and values.

We listen to children as the basis for offering meaningful experiences which allow children to explore their theories and engage with each other's ideas. In these experiences, we strive to meet each child's learning style.

We focus on experiences that build relationships, children's sense of belonging, and promote critical thinking.

We provide children with opportunities to revisit their ideas allowing them to gain different perspectives, identify gaps in their existing theories, and create new knowledge.

We embark on longer term investigations in response to ideas children, teachers and families are exploring.

We collaboratively reflect on this process in order to deepen our learning as a community.

## Teacher Biographies

### **Cristina Primerano**

I completed my Early Childhood Education Certification at Capilano College in 1999. While on practicum I got hired on at the Vancouver Child Study Centre. I taught there for nine years in both their 2 year old and 3-4 year old preschool programs. In the Spring of 2002, I was fortunate to be a part of the Canadian Delegation to travel to Reggio Emilia, Italy to study their world renowned schools. In 2011, a position came available at Brentwood and I joined this amazing team of dedicated educators. I strongly believe in the importance of engaging children's minds through meaningful experiences and providing them with ample opportunities to feel successful, competent and self-confident. I am also very aware of the importance of documentation, not only to make children's learning visible but also to give children the opportunity to revisit past experiences.

I am married and have two amazing daughters. Stefonia graduated from Brentwood Nursery School in the 2007-2008 school year and Adriana graduated in the 2009-2010 school year. I am very excited and looking forward to meeting all the families and together creating a strong sense of community.

### **Marina Giovinazzo**

I believe that children are unique individuals that are capable of anything. I believe that it is our job as adults, to teach children to believe in themselves and to teach them that they have the ability to accomplish anything. It is important to work together: children, teachers, families and community to make learning exciting and to provide an environment where children feel comfortable to express themselves.

I have been teaching since 1995 at Brentwood Preschool. Over the years, I have seen the physical appearance of the preschool change however the dedication from the teachers and families of Brentwood stays the same. This is what makes Brentwood Preschool unique and a special place to be.

I have four children of my own, three of them have graduated from Brentwood Preschool and one is in the four year old program.

The preschool years are the most memorable. Enjoy every moment!

### **Melanie Castro Shibaoka**

I first came to Brentwood Preschool as a practicum student in 2003. I was hired as a teacher the following year and have been here ever since. This year I am not only a teacher at the school, but I will be experiencing our Brentwood community as a parent as well. I am so excited to embark in this new journey for my family!

I believe that children are learners, eager to discover the world around them. Through inquiries and work within the arts, we can acknowledge and encourage children's ideas, beliefs, problem solving, and negotiation skills. We can open spaces for them to communicate their interests, desires, and intentions. I believe that it is our role as teachers to provide opportunities for critical thinking and tools needed to test theories. This forms a community that embodies value, collaboration, recognition, inspiration, and purpose of oneself and others.

I am looking forward to another year here at Brentwood Preschool to work closely with the teachers and families. I hope to create meaningful and memorable moments for our children's early years of learning.

### **Julie Kamiya**

I completed my Early Childhood Education Certificate at Capilano University along with my Special Needs and Infant Toddler Certificate. I worked at a preschool on UBC campus for 7 years prior to joining this incredible team at Brentwood in 2012.

My teaching practice is founded on the value of relationships and the strong image of the child. I believe children are active learners that are constantly re-evaluating and reinterpreting what is placed in front of them. I view education as a collaborative journey of discovery, self-expression and inquiry driven by children and teachers. I find passion in my work when children ask questions, share stories, challenge one another and imagine new possibilities.

In May 2016, my husband and I were blessed with the birth of our first child. I am so excited to begin my teaching journey with this new parent perspective.

### **Danielle Elliot**

I was first introduced to Brentwood Nursery School during my studies at Burnaby Community & Continuing Education where I learned inside its walls and then went on to join the team for the completion of my final practicum in January 2017. Now, as I close my little home daycare after ten



wonderful years, I feel so fortunate to be starting this new chapter working and learning alongside this passionate group of educators and families.

I believe children to be eager and active learners, excited about the possibilities within the world around them. I feel, as educators, we should foster an environment that promotes this zest for inquiry and discovery within a respectful, caring and collaborative environment. A space that puts a strong emphasis on healthy relationships and one that values and endeavours to draw out each unique role of every child amongst their learning community.

## Class Format

### Weekly Schedule

There are two fully qualified teachers for each session. There is also one duty parent for each session who is an asset to the smooth running of the preschool program.

Three year olds classes are twice a week and four year olds classes are three times a week. Please note these days/times change annually giving the three year old children the same days/times going into their four year old year with the addition of a Friday Class. Teachers generally stay with the same class throughout the two years.

The class schedule for 2017/18 is as follows:

\*3AM = 3 year old morning class; 3PM = 3 year old afternoon class; 4AM = 4 year old morning class; 4PM 4 year old afternoon class

Monday	Tuesday	Wednesday	Thursday	Friday
3AM 9:15-11:15	4AM 9:15-11:45	3AM 9:15-11:15	4AM 9:15-11:45	4AM 9:15-11:45
4PM 12:45-3:15	3PM 1:15-3:15	4PM 12:45-3:15	3PM 1:15-3:15	4PM 12:45-3:15

The class schedule for 2018/19 is to be determined but might look like this:

Monday	Tuesday	Wednesday	Thursday	Friday
4AM 9:15-11:45	3AM 9:15-11:15	4AM 9:15-11:45	3AM 9:15-11:15	4AM 9:15-11:45
3PM 1:15-3:15	4PM 12:45-3:15	3PM 1:15-3:15	4PM 12:45-3:15	4PM 12:45-3:15

### Daily Routine

**Arrival:** 3AM @ 9:15 am      4AM @ 9:15 am      3PM @ 1:15 pm      4PM @ 12:45 pm

**Group Meeting**      Discussion of current project and activities in the classroom.

**Activity Time**      Children participate in projects and move independently around activity centers:

- Painting
- Science
- Water Table
- Material Exploration (Clay, Paper, etc.)
- Building
- Puzzles

- Play dough
- Sand
- Outdoor play
- Dramatic Play

- Open Snack**      Duty family provides a healthy snack and children decide if and when they are hungry.
- Clean up**      All children work together to clean up the activities throughout the classroom.
- Group Time**      All children come and sit together for stories, music, movement, and group games. Discussion of current projects and plan for next day.
- Dismissal**      **3AM @ 11:15 am**      **4AM @ 11:45 am**      **3PM @ 3:15pm**      **4PM @ 3:15pm**

### Gradual Entry

Beginning preschool imposes a strain for many children in which a few may object to leaving their parent (particularly the three-year olds) or are uneasy about the new environment. You can be reassured that this is quite normal for young children and that the teachers are very good about helping your child adjust.

In September a slow intake program takes place for the three-year-old children in which each group (half of the class - 8 children) will attend for one hour instead of two hours. This enables the teachers to get acquainted with each child and make the adjustment for children easier (no snack is required this week or duty parent). Gradual entry schedules will be provided to parents at the first General Meeting in September.

On the first day of preschool, parents are welcome to stay. If your child requires more time to adjust you may wish to discuss this with the teacher.

The slow intake program usually takes place for one week after which the regular full class (16 children) attends for 1½ hours. At the teachers' discretion the third week of classes may be running their regular hours or continue for 1½ hours for an additional week for an additional adjustment period for the children.

Since each child responds to separation and the new environment differently, each will be handled to suit his/her needs. You may want to follow the suggestions listed below to aid your child's transition into Preschool.

- Attend the open house with your child or arrange a visit to the classroom with the enrollment parent.
- Talk to your children about what to expect in preschool, such as opportunities to make friends and be involved in many activities and exciting learning experiences.
- Ask them about their ideas or feelings regarding the new school trying to focus on the positive aspects of going to preschool.
- Read books about preschool or preschool activities with your child.
- Involve the whole family. (Example: "Let's show grandma or grandpa your school. This will be your special place to play")
- Allow your child to pick out a favorite, comfortable outfit to wear to school.

- Allow your child to bring a special comfort blanket or stuffed animal (toys are not recommended) for a short period of time.
- Explain to your child when and who will pick them up from Preschool.
- Remind them about your duty day.
- If your child is upset, please discuss this with the teacher.

If your child is someone who will need more time with gradual entry and may need extra support with separation, please discuss this with the teachers so that they can create a plan with you that best suits your child. In creating a plan for separation, you may be required to stay for a portion of the class with your child. Siblings are not allowed in the classroom during gradual entry (or at any time during the year). For more information, please speak to a teacher.

### Suitable Attire

The preschool can get quite warm and children can get messy when involved with materials, projects and cooking activities so please ensure your child dresses appropriately so that they feel comfortable with these activities (no new clothes). Each year, you can pick up one Brentwood Preschool T-Shirt at the September Orientation meeting for your child. Additional Brentwood Preschool T-shirts can be purchased from the Vice Presidents ([vicepresident@brentwoodpreschool.com](mailto:vicepresident@brentwoodpreschool.com)) for \$10 each. Please make sure that your child's shoes have non-slip soles.

The class may go outside, therefore, please provide suitable outerwear for your child.

If boots are worn to preschool please send indoor shoes or rubber-soled slippers for your child to wear while inside the classroom.

**Please mark your child's backpacks, jackets, slippers, boots, sweaters, mittens, hats, etc. with their name.**

### Special Events & Field Trips

Throughout the year we celebrate special events and generate our own special days with field trips, parties, visitors, etc. Notice of these occasions are provided at the end of class announcements, by email or at general meetings.

To provide a first-hand opportunity for the child to enrich his/her background of experience, our program includes a number of excursions. These field trips are arranged, whenever possible, on regularly scheduled preschool days. However, occasionally, it may be necessary to switch preschool days or preschool times in order to accommodate certain field trips.

Please note that field trips are for preschool children only. Therefore you are asked not to bring siblings on field trips. The reason for this rule is that safety and education of the preschool children is always the teachers' first priority and parents are asked to assist the teachers to ensure that the children are safe, well supervised and have a great time. Field trips also provide you with an opportunity to have some fun one on one time with your child.

Transportation to field trip destinations are arranged through parent volunteer drivers.

## Professional Development Days

The teachers are passionate about Early Childhood Care and Education and strive to stay up to date with the current trends in ECE by participating in and hosting conferences and workshops.

There are three professional development days planned throughout the year. The teachers take several factors into account when scheduling pro-d days:

- School District 41 (Burnaby) pro-d days and,
- How many “No School” days (ie. holidays, etc) each class has and try to keep them equal.

Parents will be notified of professional development days through the general meetings, monthly calendar and reminder emails.

## Pick Up & Drop Off Policy

### Protocol

It is important to come on time as your child will miss out on important discussions/information if they are late. When you bring your child to preschool, please wait in the cubby room with your child until the teachers open the doors to the classroom. You can help your child to find his/her cubby and place his/her belongings in it. Once the doors are open, please initial the sign in book, as the teacher greets your child, and welcomes them into the classroom.

During dismissal parents are requested to wait outside the preschool and the teachers will release one child at a time. Please do not crowd or block the exit door as you wait for the children to be released. This procedure ensures an orderly dismissal. If you need to pick your child up early please warn your child and the teacher before class.

If someone else will be picking your child up after class, it is important to let the teachers know at the beginning of the class. If the teachers do not know the person picking up your child, please bring a photo of that person to show the teachers. If you do not have a photo, please leave the person's full name with the teachers. The teachers will require photo identification from this person at pick up time. If you do not notify the teachers that someone else will be picking up your child, or the person picking up the child does not match the photo or ID given to the teacher, then the child will not be dismissed from school. Instead, the teachers will contact you or your emergency contact.

**If someone is NOT permitted to see, visit, or pick-up your child please advise your teacher immediately.**

### Punctuality

You must make every effort to bring your child to preschool on time as we have a meeting to explain the day's activities. You must pick up your child immediately upon dismissal of the class. If you know you are going to be late please make alternative arrangements with another parent or family member to watch or pick up your child. If there is an emergency, please phone the preschool (604-291-7203).

Repeated late pick up's are not acceptable. Families are expected to be at the doors when they open. The teachers keep track of when you are late. If you are late you will be asked to sign out your child with the time of your arrival. If there are **three** or more documented late pick up's you will receive a warning from the teachers. This will be followed up with a monetary penalty of \$100 if you do not pick up your child on time. If these warnings are not taken seriously you and your child will be asked to leave the school permanently.

### Transportation

Arrangements for the transportation to and from preschool remain the responsibility of each parent. You may form carpools as you wish but advise the teacher of these arrangements and any changes. If any person other than the parents will be picking up your child, please advise your teacher.

### Parking

Parking is available in the turnaround along Delta Avenue. Please **DO NOT** park in the parking lot adjacent to the west side of the preschool as this is required for Brentwood Elementary School, particularly for the special needs classes and school bus.

## Field Trips

Field trips happen periodically throughout the year. If parent volunteers are required a sign-up sheet will be posted. In some instance, parents may be asked to help transport children on field trips. Please remember children are not safe sitting in the front seat if there is an airbag. Volunteer drivers should ensure they have adequate number of seatbelts and car seats and are properly insured (minimum \$2,000,000 liability). If your child will be absent on a field trip please inform your teacher.

## Emergency & Disaster Policy

Please take note so you know the protocol in the event of special circumstances, an emergency or disaster. Please pay particular attention to details regarding pick-up if any of these were to occur.

### No Heat

The teacher will:

- a. Dress the children in warm clothing
- b. Contact the parent to pick up child
- c. Close school

### Illness of a Teacher

- a. The remaining staff member will try to acquire a second parent volunteer if not already arranged by the ill teacher.
- b. If there are not two staff plus one volunteer or one staff and two volunteers, the Preschool will be closed and the parents phoned to pick up their child. This is a licensing regulation.

### Snow

- a. The teacher and the Co-Presidents will decide whether or not to close the preschool.
- b. Each parent will be emailed by the teacher, and the Facebook page will be updated by the Co-Presidents.

### In the Event of a Fire

- a. The children will be kept in the care of the preschool at our outdoor designated area adjacent to the turn-a-bout.
- b. Parents will be contacted and will be expected to have their child picked up as soon as possible by a responsible adult suggested on your enrollment form.
- c. If the preschool needs to relocate for safety, our local emergency location is **Brentwood Elementary School, 1455 Delta Avenue**. In the case of relocation is necessary, the teachers will bring the school's Earthquake/Emergency kit. This kit that consists of enough supplies - such as food and water - for 72 hours
- d. If the preschool relocates, the teachers will send out an email as well as make contact with the class representatives who will notify parents of the location to pick up their children.

### In the Event of an Earthquake

- a. The children will be kept in the care of the preschool at our outdoor designated area adjacent to the turn-a-bout.
- b. Parents will not be phoned but will be expected to have their child picked up as soon as possible by a responsible adult suggested on your enrollment form.
- c. If the preschool needs to relocate for safety, our local emergency location is Brentwood Elementary School, 1455 Delta Avenue. In the case of relocation is necessary, the teachers will bring the school's Earthquake/Emergency kit. This kit that consists of enough supplies - such as food and water - for 72 hours

- d. If the preschool relocates, the teachers will notify our out of province emergency contact. The teachers will give information to this contact regarding our relocation, health and safety of the children, and the place and time for the parents to pick up their children. Parents will call the emergency contact to receive the above information.

*Out of Province Emergency Contact:*

*Joanne Merkosky*

*(403) 541-2733*

Joanne is an owner and director of 5 preschools in Calgary, Alberta. She has been kind enough to be our out of province emergency contact.

**\*Parents: please be aware to only call this out of province emergency contact in the case of an emergency/disaster\***

**Critically injured children should not be moved unless in danger. No one should return into the school unless authorized to do so.**

### **Fire Drill**

- a. When the alarm sounds:
- b. Children will evacuate the classroom by way of the outside door as quickly as possible, led by one teacher and the duty parent. The other teacher will gather first-aid kit, emergency cards, attendance binder and cell phone.
- c. On leaving the building we will proceed to the allocated station (adjacent to the turn-a-bout) where attendance will be taken.
- d. Re-entry of the building will occur after the “all clear” bell is sounded which will be a number of short rings of the school bell.

### **Earthquake Drill**

- a. First sign of an earthquake:
- b. Teachers and duty parent will help children drop and take cover (tables, climber), being sure to face away from windows, falling objects and overhead fixtures.
- c. Once tremors have stopped teachers will survey the area and begin evacuation procedure, (one teacher and duty parent will gather children and the other teacher gathers first-aid kits, emergency cards, attendance binder and cell phone).
- d. If further tremors occur during evacuation teachers and duty parent will help children drop and cover.
- e. If the exit is blocked, teachers will use the nearest exit or break a window.
- f. Then proceed to the designated meeting area on field - and teachers will take attendance.



## Duty Day Participation & Responsibilities

As a Parent Participation Preschool one parent is required to assist the teachers during each class. In addition to assisting the teachers, time in the classroom gives parents the opportunity to be directly involved with their child's schooling experiences. Your duty day is always during your child's class time.

Your class representative prepares a monthly calendar which outlines preschool activities and lists the parent scheduled for each particular day of preschool. Your class representative keeps track of the number of duty days completed. Generally, you will have five opportunities to be a duty parent through the year.

**If certain days are more suitable** for you to be on duty, please let your class representative know at least one month in advance. Please ensure you arrive on time for your duty days. You should plan to stay a minimum of 30 minutes after class to help the teachers.

**If you wish to trade your day** with another parent you are responsible for contacting other parents to make the change however you must also inform your class representative and post the change on the bulletin board.

**If you are unable to make your scheduled duty day** because of sudden illness of you or your child or in the event of a family emergency, please (1) inform the teachers immediately, (2) inform your class representative in order to advise the best way to find a replacement and to re-schedule your duty day.

**It is the school's policy that duty days must be attended by family members only.** It is most common for the attendee to be a parent however you may have another member of your family (grandparent, aunt or uncle) do your duty day if a parent cannot attend. The person should be significant to your child as it is a special day for them to share their school experience with the family. Please ensure that family members are well informed about their responsibilities before they come. Also, if possible, please introduce that person to the teachers before they come in the classroom.

In the classroom and on the playground, the teachers have the overall responsibility for the program, teaching methods, discipline, and health and safety measures. As a duty parent, you are there as the teachers' assistant. If help is required with difficult situations, please ask for a teacher's assistance.

Being a part of a parent participation preschool enables you to be a part of the classroom, the learning experiences, and our community. We hope that you will value your duty days and see them as opportunities to see first-hand how the Preschool operates and to observe your child in a classroom setting. It will also be a special day for your child, as they will have special roles to participate in. Due to licensing regulations requiring each child present in the classroom to be registered, when you are here for a duty day you cannot bring any other children with you.

Generally your role is to assist the teachers to ensure the smooth running of the classroom. You will be busy helping the children and at the same time observing how your child interacts with others.

Here is a helpful guideline in the basic duties for a duty day parent:

### *During Activity Time*

- Mark artwork, craft work, etc. with the child's name (top left corner, lower case letters).
- Join children in play, reading stories, dressing dolls, table activities, etc.

### *Snack time*

- Help children wash and dry hands before snack time.
- Put snack out for the children. Please help them with their snacks, if required.

### *During Clean Up and Circle Time*

- Empty water table (PM class only).
- Join children at circle.

### *Dismissal*

- Assist the children with coats, shoes, etc.
- Clean tables. Stack chairs.
- Wipe and clean kitchen counters, sink and children's sink
- Clean up bathroom. Wipe sinks and counters. Wipe down toilet.
- Empty small garbage into large garbage can and take it out when it  $\frac{3}{4}$  full.
- Vacuum floors.

### *Miscellaneous Duties*

- Help in washroom when necessary.
- Answer phone if required and take messages.

## **Snack**

Parents should bring a healthy snack (cut up fruit or vegetables, crackers & cheese, etc.) for the whole class to share. Water is available for the children at school. There will be an adult supervising the snack area at all times for the health and safety of the children. The teachers can provide a handout of food suggestions that can be brought for the children if requested. Food and beverages will not be used at any time as a form of reward or punishment for the children.

Open snack gives the children an opportunity to see and taste different food. The children spend less time focused on what they brought and comparing with friends and more time interacting with each other during a shared meal.

Healthy eating is encouraged therefore please do not include candy, chips, chocolate bars, gum or pop. Dental Hygienists do not recommend such food as raisins, fruit chews or roll-ups as they tend to stick to the teeth.

## **Allergies and a NUT FREE Classroom**

Please be aware that we are a PEANUT AND NUT FREE preschool. Always check for allergies in your class and in the Preschool when providing snacks for your child or the class. If you have questions about acceptable foods please check with the teachers in advance.

## **Birthdays**

Your class representative will schedule a duty day on or near your child's Birthday. On this scheduled day you are welcome to celebrate your child's birthday with an appropriate birthday snack for the entire class. Individual mini portions are recommended such as mini muffins, mini cupcakes, cookies, etc. Drinks, plates and cups are optional. Please check for allergies in your class when providing snack for the class.

In celebration of your child's birthday, the whole class will meet at the snack table, sing to your child and have the birthday snack together before the end of class.

If you do not wish to celebrate your child's birthday in this way please inform your class representative at least a month in advance.

### **Cooking Days**

Cooking days are usually once a month on the first Wed/Thursday/Friday of the month. On cooking days the children help to prepare a special snack in the classroom. We enjoy cooking all types of food and welcome parent involvement. If you would like to participate, talk to the teachers and your class rep to coordinate your duty day with a cooking day. Although children enjoy participating in the cooking days they may not always enjoy eating the snack. Therefore, parents are asked to provide some fruit or vegetables to go with the cooking day snack.

## **Health & Illness Policy**

### **When to Inform Teachers**

Please do not send your child to preschool if there is any question of illness. If your child is sick (not feeling well, has a cold, has a fever, a continuous runny nose, upset stomach, diarrhea, etc.) do not bring your child to school. Let your child rest and fully recover before bringing them back to school. Please do not come yourself if you are ill. This will help prevent other children, families, and teachers from getting ill as well.

Notify the teacher if your child has a communicable disease or is going to be away for more than two preschool days. If your child is absent due to a serious illness or contagious disease, please notify the teachers immediately as the teachers must reported to our Health Nurse.

It is not necessary to phone the teacher if your child will only be away for one or two days unless a field trip is planned and your child can not attend.

### **Nutrition Policy**

Please be aware that we are a PEANUT AND NUT FREE Preschool. Always check for allergies in your class and in the Preschool when providing snacks for your child or the class.

If your child has a life-threatening allergy, ask a teacher for a "Child Life Threatening Allergy Information Form". This form will need to be filled out by you and your child's doctor. The information on this form is vital, as it will inform the school of your child's allergy, symptoms, emergency treatment and care plan. We would also like you to create a poster for your child, with their photo, including the above information. This poster will be posted at school for everyone to be aware of.

### **Medication**

If your child has a prescribed medication, the teachers will need written permission from the parents to administer the medication on the "Care Plan Form" or the "Child Life Threatening Allergy Information Form". The parents and child's doctor must complete this form. If your child is allowed to self-administer the medication, then this must be indicated on the form.

If your child needs medication at school, it is the parents' duty to supply the school with the medication. The teachers will keep the medication in a safe area, where it is not accessible to the children.

In the case of an allergic reaction, the teachers will follow the child's care plan, record the reaction on the child's records, and inform the parent. Depending on the severity, the teachers will immediately call an ambulance and contact child's parents/emergency contact.

### **Illness During Class**

If a child becomes ill during class time, the teacher will call the parents to come and pick up their child from the school. If the parents are unavailable, then the teachers will call the child's emergency contact.

### **Injury During Class**

If an incident occurs during class time and your child is injured the teachers will:

- Give appropriate first-aid treatment
- Notify the parents immediately if necessary or discuss the incident after class
- Call for an ambulance or doctor if necessary
- Record the incident in the school's injury report book

### **Responding to Abuse**

Teachers have a duty to report any and all suspected child abuse.

For the safety and protection of all children:

*Section 14 of the Child, Family and Community Service Act (RSBC 1996) Chapter 46 (the "Act") requires every person who has reason to believe that a child needs protection under Section 13 must promptly report the matter to a director or a person designated by a director, as defined in the Act.*

This is taken with all seriousness and should the need arise the teachers would contact the Ministry of Children and Family Development as the first course of action in responding to alleged abuse of children by Adults.

## Channels of Communication - Who to talk to about what

### **The Teachers**

The teachers are happy to talk with you about any concerns you may have regarding your child's progress or preschool activities after the class has finished. You may wish to set aside a time when you both can talk in private.

Please keep your teacher informed about any serious illness or changes at home or elsewhere (baby-sitters, work, etc.) which may affect your child's behavior. Such as:

- a death, illness or separation of a family member, friend or pet.
- changes in routine at home.
- a new baby-sitter or family member.
- new fears, anxieties, sibling conflicts, etc.

### **Your Class Representative**

Your class representative is your liaison with the executive committee. The executive committee meets the first Tuesday of each month to discuss the administrative matters of the preschool.

Concerns about administration, fundraising, preschool business or your duty days should be directed to your class representative.

**\*Any information given to your teacher or an executive member is kept confidential.**

## Finding Information - Where to Look

Finding information is your responsibility. Minutes of meetings are posted each month. Make sure you read the notices posted on the Parent Board by the entrance and in the cubby area.

### Website

<http://www.brentwoodpreschool.com>

The website is a good starting point to find the school calendar, forms, parent manual updates, fundraising totals and general information.

### General Meetings

General meetings are held in September, October, February, April and May. In November or December, a social event (Silent Auction) is planned in lieu of a general meeting. General Meetings are the best way to keep up to date with preschool events occurring outside the classroom. Teachers inform us about class activities and projects, special guests to the classroom, field trips and the expected events of the month. The Co-Presidents and other executive members update preschool business and fundraisers. They are an excellent opportunity to voice your ideas and concerns.

At the April general meeting, the preschool arranges to have special guest speaker(s) who provide parent education in such areas as parenting and children's health and welfare.

Because these meetings are so important it is recommended that at least one parent for each child/family attends. A deposit is requested to guarantee attendance of at least 3 out of 5 meetings throughout the year. If this requirement is met your deposit will be refunded in June. Please don't forget to sign the attendance sheet at the beginning of each meeting. The December social event does not count towards your 3 meetings; however, we hope to see at least one family representative attend as it is also an important fundraiser for our school.

Emergency babysitting is available at the preschool for a nominal fee of \$5.00/family per meeting for those parents who have no alternative means of childcare for that evening. Please sign up in advance for these services. The sign-up sheet is posted in the preschool entrance.

Note: Emergency babysitting will not be available during the Silent Auction Social.

### The Notice Board

Your class notice board is something that should be checked each preschool day as new information and sign-up sheets are frequently added. There is a notice board for each class and includes such things as:

- Your monthly class calendar and any changes to it.
- Upcoming events or field trips.
- Messages from the teachers.
- Sign-up sheets for field trip drivers and party supplies.
- Baby-sitting for monthly meetings.

### Facebook/Instagram

Our school is also on Facebook <https://www.facebook.com/brentwoodnurseryschool>. Follow us on Facebook for reminders about upcoming events as well as information or pictures of the students at school. Any children pictured will be photographed from behind. We also maintain an Instagram account <https://www.instagram.com/brentwoodpreschool>.

## E-mail Directory

To contact executives and teachers about preschool business, please use the following e-mails:

Teachers	<a href="mailto:teachers@brentwoodpreschool.com">teachers@brentwoodpreschool.com</a>
Co-Presidents	<a href="mailto:president@brentwoodpreschool.com">president@brentwoodpreschool.com</a>
Co-Vice-Presidents	<a href="mailto:vicepresident@brentwoodpreschool.com">vicepresident@brentwoodpreschool.com</a>
Registrar	<a href="mailto:registrar@brentwoodpreschool.com">registrar@brentwoodpreschool.com</a>
Secretary	<a href="mailto:secretary@brentwoodpreschool.com">secretary@brentwoodpreschool.com</a>
Treasurer	<a href="mailto:treasurer@brentwoodpreschool.com">treasurer@brentwoodpreschool.com</a>
3AM Class Rep	<a href="mailto:3AMClass@brentwoodpreschool.com">3AMClass@brentwoodpreschool.com</a>
3PM Class Rep	<a href="mailto:3PMClass@brentwoodpreschool.com">3PMClass@brentwoodpreschool.com</a>
4AM Class Rep	<a href="mailto:4AMClass@brentwoodpreschool.com">4AMClass@brentwoodpreschool.com</a>
4PM Class Rep	<a href="mailto:4PMClass@brentwoodpreschool.com">4PMClass@brentwoodpreschool.com</a>

## Fundraising

The preschool participates in a number of fundraisers throughout the year.

Money made from the efforts of fundraising assists with pursuing larger updates to the preschool. As well, it enables the preschool to purchase additional equipment and supplies, provide field trips and other beneficial expenditures including special guest speakers. Money made from the efforts of fundraising assists with the day-to-day costs of running the preschool.

One fundraiser per school year is mandatory for all families enrolled in the preschool. If you do not wish to participate in the mandatory fundraiser you must donate \$50.00 to the preschool in lieu of this effort. This payment is due by the end of the mandatory fundraising campaign.

Families enrolling in the preschool after September will have their mandatory fundraising responsibilities pro-rated. If fundraising for the year has been completed a pro-rated donation will be payable.

Any other donations do not replace fundraising involvement but are always welcomed and a tax receipt is provided on request.



## Registration & Withdrawal

### Registration

Notification of registration for the following year begins in October. Please visit the website to download and print the latest copies of the registration forms to fill out for your child. Please return your completed registration to the Registrar promptly.

#### **Returning Families (child moving from 3 year old class to 4 year old class):**

For those in the 3 year old program, re-registration to return to the 4 year old class will begin in December. You will keep your same time slot (morning or afternoon) for the 4's program, unless you want to change classes. We increase the class size from 16 to 20 spots for the 4's program, so 4 new spots will become available.

Returning Families **MUST** have their registration documents complete, cheques signed, and job preferences submitted by the last day of classes in December before Christmas Break. These are 3 year olds currently enrolled at Brentwood Preschool who are intending to return for the 4 year old program. "Returning Student Registration" documents can be found on the website under the "Registration" tab, and will also be emailed out to each class. Documents can be dropped off in the Registrar's mailbox in the cubby room.

If you want to switch from the 3PM class and register for the 4AM class (or visa versa), please submit a class change request using the Waitlist Application Form. Change requests need to be done by the last day of classes in December to be considered for a change the following September. Spots are assigned on a first come first serve basis. The registrar will send more information, deadlines and the registration package closer to the time.

#### **For all other families:**

The registration process is a 3 step process: submit waitlist application; respond to contact from registrar to accept spot; submit registration materials. Please review the details below outlining each of these steps.

#### Step 1 - Waitlist application

Once you are on our waitlist, we start to fill spots in January for the September school start. Spots are offered to families on a first come, first served basis giving priority to siblings of children currently enrolled at the school, then to alumni families who have attended the school in the past and then to new families to the school. All waitlist registration documents **MUST** be emailed to the Registrar. All emails are time stamped and filed accordingly. All waitlist and registration documents can be located on the school's website at <http://www.brentwoodpreschool.com> under the "Registration" tab.

**Sibling Families** - Family currently has a child registered at Brentwood Preschool and wishes to enroll another for September. Children of current teachers also fall under this category. Sibling families **MUST** email their waitlist documents to the Registrar ([registrar@brentwoodpreschool.com](mailto:registrar@brentwoodpreschool.com)) by December 31<sup>st</sup> in order to be considered for a spot the following September. Siblings can go on the waitlist anytime in the year they turn 2 years old.

**Teachers' Children** - Teacher is currently teaching at Brentwood Preschool and wishes to enroll their own child at the preschool. Follow same procedures as for Sibling Families.

**Alumni Families** - Family has previously attended Brentwood Preschool but not currently enrolled. Parents who are former students (legacy) also fall under this category. Alumni families **MUST** email

their waitlist documents to the Registrar ([registrar@brentwoodpreschool.com](mailto:registrar@brentwoodpreschool.com)) by December 31<sup>st</sup> in order to be considered for a spot the following September. Alumni families can go on the waitlist anytime in the year they turn 2 years old.

**Legacy Families** - Parent previously attended Brentwood Preschool and wishes to enroll their child at the preschool. Follow same procedures as for Alumni Families.

**New Families** to Brentwood Preschool can register their children *anytime in the year they turn 2 years old*. We have an extensive waitlist; it is therefore recommended that waitlist documents be emailed to the Registrar ([registrar@brentwoodpreschool.com](mailto:registrar@brentwoodpreschool.com)) by the end of January in order to be considered for a spot the following September. After spots have been offered to siblings and alumni, then we move down the New Family waitlist.

### Step 2 - Accepting the offer

The Registrar will begin moving through the prioritized waitlists in January for registration in the upcoming September. The Registrar will call to offer a spot, which you must respond to promptly or the Registrar will continue down the list. When you accept and confirm with the Registrar that you would like to take a space at the school, the Registrar will send you a confirmation letter.

### Step 3 - Submit registration materials

You will then be directed to download and complete the appropriate registration package. Registration packages, cheques and parent job preferences **MUST** be completed fully or you will forfeit your spot. Documents are to be dropped off at the preschool on the registration date provided in the confirmation letter.

Documentation of your child's immunization records or a letter stating you have chosen not to immunize your child is required to enroll in the preschool. Please submit photocopies of your child's immunization record to the Registrar during registration.

### **Not offered a spot?**

If a space opens up suddenly during the school year and needs to be filled quickly the Registrar will call through the lists in priority sequence, leaving messages where possible, and immediately proceed to the next name. The space will go to the first interested respondent.

### **Registration Notes:**

Parents must sign the Parent Agreement at the first general meeting, which is a school orientation that takes place in September before your child's first day of class. Signing the agreement is an indication that they intend to accept the responsibilities outlined and abide by the preschool rules. A reference copy is provided below.

The Executive Committee reserves the right to assign spots to some families.

### **Withdrawal**

If it becomes necessary to withdraw your child from the preschool, you must give **one month's notice** in writing to the **Registrar**. If this notice is not given, your security deposit will be kept.

As it would be impossible for the Preschool to fill a vacancy for the end of the year, no refund of fees or security deposit will be made for withdrawals after March 1 and the school fees will still apply.

**Please Note:** Registration fees are non-refundable.

## Fees

Tuition is set in the preceding school year and is presented in the registration package. For the 2017-2018 school year, tuition for 3 year olds is \$120/month and 4 year olds is \$180/month.

### **Non-refundable registration fee (\$100) + refundable meeting deposit (\$40) + refundable security deposit (one month's tuition)**

If the school year is completed, the security deposit will be used towards the June tuition. If withdrawal occurs before the end of the year, this deposit will be refunded as long as one calendar month's notice is given in writing on the FIRST day of the month. If we do not receive one full month's notice, your deposit will not be refunded.

*Refundable meeting deposit* is for mandatory attendance at general parent meetings (Reimbursed in June as long as you have attended all general meetings (Sept, Oct, Feb, Apr, May). Exceptions will be made for up to 2 absences per year in case of emergencies.

For these three items write one cheque dated April 1 of the current year for **\$260 for 3yr olds** and **\$320 for 4yr olds**.

### **Tuition (3 Payment Options)**

- a. **One cheque** for the year dated Sept 1 of the school year (3yr olds = \$1,080 and 4yr olds = \$1620)
- b. **Two cheques**  
One for Sept-Jan classes dated Sept 1 of the school year (3yr olds = \$600, 4yr olds = \$900)  
One for Feb-May classes dated Feb 1 of the school year (3yr olds = \$480, 4yr olds = \$720)
- c. **Nine monthly cheques** for Sept-May (3yr olds = \$120 and 4yr olds = \$180)  
All cheques to be dated the 1<sup>st</sup> of every month from September 1 to May 1.

Note: The full year's tuition is divided across 10 months starting September 1<sup>st</sup> and ending June 1<sup>st</sup>. Therefore September and June require a full month's payment even though the preschool does not operate for the full month. All cheques are to be submitted with enrollment. Please put them in an envelope marked with your name, your child's name and class.

### **Any NSF cheques will be surcharged \$25.00.**

All outstanding balances must be paid within 10 days of notification. If payment is not received the Preschool reserves the right to terminate enrollment.

In the event of a financial difficulty, please approach or call the Co-Presidents or Treasurer to advise them of your situation.

## Non-Instructional Days

The teachers work for a total of 20 days (prorated) in September (before classes start) and in June (after classes are finished).

In September, teacher responsibilities include, but are not limited to:

- Cleaning and setting up classroom (furniture, displays, and equipment are relocated during the summer months).
- Stock taking and purchasing materials/supplies for start up.

- Organizing and displaying supplies, materials, and equipment including storeroom, art shelves, and book shelves.
- Reviewing registration information and preparing emergency cards.
- Ensuring health, fire and safety standards are in place.
- Planning and conducting (2) orientation meetings with the families of 3 year olds and 4 year olds.
- Initial program planning.
- Speaking with returning and potential preschool families.

In June, teacher responsibilities include, but are not limited to (teachers complete some of these responsibilities without pay throughout the year; they are compensated for the entire month of June in lieu of overtime pay):

- Completing 'memory books' and arranging the four year olds' year end celebration of their entire two-year preschool experience.
- Preparing displays and equipment for summer cleaning and storage.
- After hours shopping for classroom supplies.
- Preparing for General Meeting presentations.
- Meetings with families and professionals from BC Centre for Ability.
- Attending transition meeting for children moving on to kindergarten when needed.

## Parents' Agreement (Reference Copy)

1. \_\_\_\_\_ I, the undersigned, have carefully read the Parents' Manual of Brentwood Nursery School Society and agree to follow its policies.
2. \_\_\_\_\_ I will conduct myself in an appropriate manner and I understand that inappropriate behaviour towards the teachers or other parents will not be tolerated. I understand in this occurrence, my enrollment in the school may be reviewed by the Executive Committee and possibly terminated.
3. \_\_\_\_\_ On my participating days, I agree to arrive on time and stay for clean-up. I will not bring other children to the preschool. If I cannot be present, I will trade duty days with another parent.
4. \_\_\_\_\_ I will not send my child to school if there is any question of illness, nor will I come myself if I am ill. If my child contracts a communicable disease, I will notify the teacher immediately.
5. \_\_\_\_\_ I understand that, in the classroom, the teacher has overall responsibility for the program, teaching methods, discipline, and health and safety measures.
6. \_\_\_\_\_ I will be prompt in bringing my child to and picking him/her up from preschool. I understand that car pools may be arranged privately among the parents, but that the preschool does not accept responsibility for such transportation.
7. \_\_\_\_\_ I agree to have my child transported to and/or from the preschool for planned field trips provided that proper and adequate supervision is available.
8. \_\_\_\_\_ I authorize the teacher to send my child home accompanied by my emergency person if he/she appears ill, and in case of emergency, to call a qualified physician (my family doctor if possible).
9. \_\_\_\_\_ I will keep the teacher informed of any event or change of routine at home, which might affect my child's behaviour.
10. \_\_\_\_\_ If I have any questions about my child, or the preschool program, I will direct them to the teacher. I will direct any queries or suggestions about the administration of the preschool to the Executive Committee.
11. \_\_\_\_\_ If it becomes necessary to withdraw my child from the preschool I will give one month's notice in writing to the Enrollment Person (Registrar I) or my one month's dues in lieu of notice. Withdrawal after March 1 is not allowed.
12. \_\_\_\_\_ I am willing to accept a job within the preschool organization or serve on the Executive and understand that completion of assigned jobs is mandatory for continued enrollment. If I do not fulfill my parent job, my child will face immediate withdrawal from the school.
13. \_\_\_\_\_ I will present proof of my child's current immunization (optional) and birth certificate. These documents are to be submitted with my registration form.
14. \_\_\_\_\_ In case of injury to my child while in the care, custody or control of the preschool, I hereby waive all claims against the preschool in excess of general liability insurance carried by the preschool (\$2,000,000 as of June 2004). In case of an emergency, my child will be taken to the nearest hospital and attended to by the physician on duty.
15. \_\_\_\_\_ I understand that I am expected to attend a minimum of three General Meetings throughout the school year. My deposit to guarantee my attendance will be refunded in June if this request is met (required General Meetings occur in September, October, February, April and May).
16. \_\_\_\_\_ I understand that a charge of \$25 will be charged for NSF cheques and that I am obligated to pay the school my outstanding balance within 10 days of being notified. If I fail to do so I understand that the school reserves the right to terminate enrollment.
17. \_\_\_\_\_ I understand that fundraising is an integral part of the operating budget for the preschool and if I do not participate in the mandatory fundraiser, I am obligated to donate \$50 to the preschool at the close of the fundraising campaign.
18. \_\_\_\_\_ I will expect that my status in the preschool will be reviewed by the Executive Committee if I am delinquent in any of the above commitments.
19. \_\_\_\_\_ I, or someone I have given permission to, must be present to pick up my child at dismissal time. If there are 3 or more documented late pick ups, I will receive a warning from the teachers followed up with a monetary penalty of \$100 if I do not pick up my child on time. If these warnings are not taken seriously, my child and I will be asked to leave the school permanently.