

Brentwood Nursery School Society  
Parent Manual



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

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### COVID-19 Note:

Please note that for the 2021-2022 year, there is an additional **COVID-19 Safety Policy** document to be read in conjunction with this manual.

## 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  
200 - 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 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 \$500 to the preschool in lieu of a parent job. These spots are granted based on preschool needs. You can indicate on your registration document if you would like to be considered.

**Each Family must attend General Meetings** for parents, held at the school in the evenings four 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 are two mandatory fundraisers 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 were 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. Since then, we have continued to update and maintain the school including roofing and HVAC updates with support from the parents the Province of BC.

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 Preschool 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 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 at Brentwood Preschool since 1995. Over the years, I have seen the physical appearance of the preschool change however the dedication from the teachers and families of Brentwood remains the same. This is what makes Brentwood Preschool unique and a special place to be. I have four children of my own, all of them have graduated from Brentwood Preschool. 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 and was hired as a teacher the following year. Over the years, I have truly found my home here, with the wonderful teaching team and families I work with. I also had the pleasure of being a parent at the preschool when my son attended the program. 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, forming a community that embodies value, collaboration, recognition, inspiration, and purpose of oneself and others. I am looking forward to another year here at Brentwood to work closely with the teachers, children and families. I hope we can create memorable moments for our children's early years of learning and look forward to the adventures we will face together!

### Julie Kamiya

I completed my studies in Early Childhood Education at Capilano University along with my Special Needs and Infant Toddler Certificate. I taught 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.

The birth of my son in 2016 deepened my sense of empathy for families and enriched my life as a wife, mother, and educator. I look forward to continuing my teaching and learning journey with all of you.

## 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-old classes are twice a week and four-year-old 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 2021/22 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 2022/2023 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

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

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

Painting	Material Exploration (Clay, Paper, etc.)
Science	Building
Water Table	Puzzles
Outdoor play	Dramatic Play
Sand	

**Snack Time** Duty parent will provide snack for the class; give packaged snack to teacher at drop off and teacher will distribute to children according to our COVID policy

**Clean up** All children work together to clean up the activities throughout the classroom.

**Circle Time** All children come and sit together for stories, music, movement, and group games. Discussion of current projects and plan for next day.

**Dismissal**

## Gradual Entry

We begin each school year with a gradual entry as 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.

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.

- 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.  
Explain to your child when and who will pick them up from Preschool.  
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. 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. Notices 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.

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

## Non-Instructional Days

There are four professional development (Pro-D) days spread throughout the year. These will be announced with as much notice as can be provided. These days are important to keep our teachers current and at the top of their field.

In addition, 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 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 meetings for children moving on to kindergarten when needed.

## Pick Up & Drop Off Policy

### Protocol

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-ups 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 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.

## Snack

Each family will be assigned to bring snack 4-5 times throughout the school year.

If it is your snack Duty Day, please place your snack in a bag and pass it onto the teacher at the door at drop off. During play time, we will have open snack and invite children to join the snack table if they choose to. We will be following COVID policies and procedures directed by BCCDC and licensing regulations. Each child will have their own area and individual plate and their own cup. We have water here at the preschool and will be serving that along with the snack. The teacher doing snack will be the only one preparing and serving the children.

To meet policies and procedures directed by BCCDC and licensing regulations, we are asking that all food products for snack be individually packaged. Unfortunately, we cannot accept any opened or prepared food from home or baked goods. Please remember that this is just a snack, not a meal. You do not need to purchase or bring a lot of food. An example of snack could be 4 apples, cheese string, and a box of crackers. Another example could be yogurt with a small box of arrowroot cookies and a bundle of grapes. Here are some other snack choices:

- Veggies and dip
- Fruit
- Crackers
- Popcorn
- Granola Bars
- Yogurt (tubes or mini cups)
- Cheese
- Ham or salami slices
- Pepperoni sticks

## 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**

In celebration of your child's birthday, the whole class will sing to your child at circle time.

If you'd like to include a small birthday treat for the class in your snack that day, we will serve it during our open snack. The birthday treat is welcomed, but not necessary.

## Health & Illness Policy

### 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.

## 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, and April currently via ZOOM. 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.

The preschool arranges special guest speaker(s) to come in to provide parent education in such areas as parenting and children's health and welfare.

Because these meetings are so important it is expected that at least one parent for each child/family attends. Please don't forget to sign the attendance sheet at the beginning of each meeting. While attending the Silent

Auction is not required, 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	teachers@brentwoodpreschool.com
Co-Presidents	president@brentwoodpreschool.com
Co-Vice Presidents	vicepresident@brentwoodpreschool.com
Registrars	registrar@brentwoodpreschool.com
Secretary	secretary@brentwoodpreschool.com
Treasurer	treasurer@brentwoodpreschool.com
3AM Class Rep	AM2021-2023@brentwoodpreschool.com
3PM Class Rep	PM2021-2023@brentwoodpreschool.com
4AM Class Rep	AM2020-2022@brentwoodpreschool.com
4PM Class Rep	PM2020-2022@brentwoodpreschool.com

## 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 also assists with the day-to-day costs of running the preschool.

Two fundraisers per school year are mandatory for all families enrolled in the preschool. If you do not wish to participate in the mandatory fundraiser you must donate \$30.00 to the preschool in lieu of this effort for each mandatory fundraiser. 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

Returning Families (Currently enrolled 3 year old class re-enrolling 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 in each class.

Returning Families MUST have their Registration Form, Pre-Authorized Debit Agreement (PAD) , Parent Job Preferences, and Parent Agreement submitted by the last day of classes in December before Christmas Break. These are 3-year-old currently enrolled at Brentwood Preschool who are intending to return for the 4-year-old program. "Returning Student Registration" will be emailed out via DocuSign.

### Class Change:

If you want to switch from the 3PM class and register for the 4AM class (or visa versa), please submit a class change request to the registrars at registrar@brentwoodpreschool.com. 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 to families.

### For all other families:

The registration process is a 3-step process: submit online 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

All waitlist registration documents **MUST** be completed online on the school's website at: <https://www.brentwoodpreschool.com/registration.html> according to your child's year of birth. **New waitlists open on January 1, 12:00 AM for applicants turning 2** in that calendar year (Ex: if your child is born in 2015, they can join the waitlist on Jan 1, 2017.) 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 Priority Families, then to New Families.

### Priority Families:

Families who have previous or current family member in the Preschool (sibling or parent was a student or teacher). These families get prioritized during registration. We maintain a separate waitlist for these families. This priority ends on **October 31 of the year prior to starting classes**, after October 31, those families not already on the waitlist would use the New Family Waitlist.

*Example: A sibling born October 31 of 2015. They can join the priority waitlist between Jan 1, 2017 through October 31, 2017. If they join the waitlist in November 2017, they would have to join the new family waitlist.*

### New Families:

Families that are new to Brentwood Preschool can add their child to the waitlist *anytime in the year they turn 2 years old* by completing the "new families" waitlist registration form via <https://www.brentwoodpreschool.com/registration.html>. After spots have been offered to Priority Families, spots will be offered to those on the New Family waitlist.

*Example: A child born February 2015 with no previous connections to the preschool. They can be added to the waitlist from January 1, 2017 until June 2020, for entry at any time that there is an opening.*

## Step 2 - Accepting the offer

The Registrar will begin moving through the prioritized waitlists in January for registration for the upcoming September school year. The Registrar will email to offer a spot, which you must respond to promptly or the Registrar will continue down the list. The parent must confirm via email if they would like to accept the spot.

## Step 3 - Submit registration materials

You will be sent a confirmation letter and registration package via DocuSign from the registrars. 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 scanned copies of your child's immunization record and attach it to your DocuSign registration package.

### Declined to Register?

Please note that if you decline to register when offered a spot, you must notify the Registrar if you would like to remain on the waitlist. If you do not advise the Registrar that you would like to remain on the list, your position on the waitlist will be considered cancelled.

### Morning or Afternoon Spot?

Please note that should any spots in a class become available, priority is given to registered students to change classes. (Ex: if a 3AM spot becomes available, registered students in the PM class will be offered the AM class before any person on the waitlist)

### 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 registration and again 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.

### Children with Needs

Brentwood Preschool offers an inclusive program. Our teaching team consists of experienced, trained and ethically responsible educators who recognize every child's right to quality care. We are committed to providing the best care and education possible for every child and their unique needs. Our registration process allows space for children with needs to enter our classroom with support of a third teacher for their registered class. Brentwood Preschool designates one spot per class for a child requiring extra support with a third teacher. The teachers require time to ensure that there will be a suitable teacher to support the child and his or her class.

If your child requires any extra support (medical, physical, emotional, etc.), please make sure that the registrars are aware of the details when you accept a spot in our preschool. We will discuss our support policy with you. If your child has a diagnosis and will be receiving or already is receiving funding for support in the preschool, please let us know. The funds can be used for Brentwood Preschool to hire a third teacher in your child's registered class. If you have not yet received confirmation on funding or know that you will not be receiving funding for your child, we can discuss another option of you paying to hire the third teacher for support. Our goal is to ensure that our teachers can meet your child's needs and support him or her in our program.

If you are unsure, or suspect that your child may have needs, let us know. Our teachers can have a discussion with you about your concerns. We can connect you with further resources as needed.

### Criminal Record Checks

Due to licensing regulations, we are required to have a Criminal Record Check (CRC) on file for every family member that will be staying in the classroom for a duty day or as a substitute for a teacher. Criminal Record Checks are good for 5 years.

Criminal record checks are completed online and must be requested through our link. We cannot accept clearance letters from other organizations like your workplace or other volunteer programs.

- 1) Visit this link: <https://justice.gov.bc.ca/eCRC/>
- 2) Enter our Access Code: MQ7D9XXFEE
- 3) Type the characters in the box you see, then click "request a new criminal record check"
- 4) Please ensure that the organization information is correct:  
Brentwood Nursery School Society

1455A Delta Avenue  
Burnaby, BC  
V5B 3G4  
Role: Volunteer

- 5) If the above information is correct, click "Next"
- 6) Please read the consent form, checking "yes" to provide consent for the CRC to be processed, then click "next".
- 7) Please fill out all the required information to complete the process. If by chance the CRC did not go through, you will have to print the 3-page document and follow instructions as indicated.

Please make sure that you have dated, signed, and include your email address in the appropriate section and submit it with your registration package.

Your clearance letter will be emailed directly to the school. You will not be scheduled for a duty day until we receive your clearance letter. Any uncleared family members will not be allowed to stay for a duty day. Contact [CRC@brentwoodpreschool.com](mailto:CRC@brentwoodpreschool.com) or your class representative for your status.

## Withdrawal

If it becomes necessary to withdraw your child from the preschool, you must give **one month's notice** in writing to the **Registrar** before the FIRST day of the month. (ie. Before September 1 if withdrawing for October 1). If this notice is not given, your security deposit will be retained.

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 school fees for the remainder of the year will still apply. Parent Job Opt Out fees will be pro-rated in the same manner.

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

## Fees

Tuition is set in the preceding school year and is presented in the registration package. Current fees are listed on your package as well as on the website.

We acknowledge the financial support of the Province of British Columbia.

## Non-refundable registration fee (\$100)

This will be debited from your account on the 1<sup>st</sup> of the month after receiving your registration package. Registrations after May 1 would have to submit their registration fee via cheque or e-transfer at registration

## Security deposit (one month's tuition)

This will be debited from your account on August 1. Registrations after August 1 would have to submit their security deposit at registration. 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 before the FIRST day of the month. If we do not receive one full month's notice, your deposit will not be refunded. Withdrawal after March 1 is not allowed. (Ex: If withdrawing for December, we would need notice before November 1)

## Tuition (EFT Monthly)

Complete the Pre-Authorized Debit Form for automatic withdrawal from your bank account on the first of the month from September to May. No tuition is debited for your last month (June, generally) as we would apply your security deposit.

**Note:** The full year's tuition is divided evenly 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.

## Cleaning Fee (COVID)

Due to the need for increased cleaning protocols during the COVID pandemic, families will be charged a cleaning fee. 3YO families will be charged \$25, 4YO families will be charged \$30, in each of the months of October, January, and April)

## Fundraising

Any fundraising can be paid for via EFT. Any additional withdrawals would require your signed approval.

Any NSF cheques or EFT recall/rejects 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.

## Affordable Child Care Benefit (ACCB)

Brentwood Preschool tuition fees are eligible for the ACCB offered by the Province of British Columbia. Funding differs for each family based on factors such as: household income (Up to \$111,000 annually) number of children in care, and the type of care.

### How it works:

- 1) Parents go online to apply for the funding. Please note that it is best to start this process in the summer as both you and your spouse will need to consent to CRA income verification.  
<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>
- 2) The registrars will email out the form for your application in the summer before school starts. It is best to electronically attach it to your application. (Please note, returning families will have to renew every year as the class dates/frequencies change)
- 3) Once approved, the Preschool will submit claims monthly based on the number of classes running that month.
- 4) The school receives the funds from the Ministry and every few months will issue tuition refund cheques or adjust future tuition withdrawals to the parents at set points throughout the year.

## FAQ:

1. Why can't I get my tuition adjusted for the whole year in advance?
  - A. Each student qualifies for different amounts every month, especially if there are school holidays, facility closures, etc.
2. Will I lose funding if my child is sick, or away from school?
  - A. You are still eligible for funding if your child is sick or away from school for periods of up to 2 weeks.
3. I need help with completing my application!
  - A. We can help you with completing the form, but the application process is done by the Ministry of Family and Children (1-888-338-6622). If you need help applying or need access to a computer, Child Care Resource & Referral ( <http://www.childcareresource.ca/> ) or Service Canada can assist you with completing your application.
4. Who do I contact about my cheque and benefit?
  - A. A: One of our parents is tasked with the job of submitting the monthly claims and organizing the cheque refunds. They can be reached at [subsidy@brentwoodpreschool.com](mailto:subsidy@brentwoodpreschool.com)

## Parents' Agreement (Reference Copy)

\*\* Indicates new or amended policies for this year

### GENERAL CONDUCT AND POLICIES

1. \_\_\_\_ I, the undersigned, have carefully read the Parents' Manual and COVID-19 Policy and Procedure 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. \_\_\_\_ 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 2020). In case of an emergency, my child will be taken to the nearest hospital and attended to by the physician on duty.
4. \_\_\_\_ I will expect that my status in the preschool will be reviewed by the Executive Committee if I am delinquent in any of the commitments in the Parent Agreement.

### REGISTRATION and PAYMENT

5. \_\_\_\_ I will present proof of my child's current immunization (optional) and birth certificate. These documents are to be submitted with my registration form.
6. \_\_\_\_ 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 of the scholastic year is not allowed. Parent Job Opt Out fees will also be pro-rated in the same manner.
7. \_\_\_\_ 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.

### SICK POLICY

8. \_\_\_\_ I understand that I will assess my child daily for symptoms of common cold, influenza, COVID-19 and other communicable diseases and 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.
9. \_\_\_\_ I agree to complete a health survey and a temperature check before every class and answer honestly to the best of my knowledge for myself and my child.
10. \_\_\_\_ I understand that no family members are permitted inside the classroom during class time unless substituting for a teacher. If I need to enter the classroom after class to complete my parent job, I will notify the teachers in advance, and follow entry protocol.

11. \_\_\_\_ 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). I understand that my child will be kept separate and will be provided with PPE and support if necessary.
12. \_\_\_\_ After illness, my child can return to school if a health care provider has excluded COVID-19 or other infectious diseases OR their new onset of symptoms have resolved and a minimum of 48 of hours has passed from the last time they attended school. Lingering or chronic symptoms should be discussed with a teacher before return to school.

## CLASSROOM POLICY

13. \_\_\_\_ 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.
14. \_\_\_\_ 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.
15. \_\_\_\_ 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.

## PARENT JOB/DUTIES/RESPONSIBILITIES

16. \_\_\_\_ 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.
17. \_\_\_\_ I understand that I am expected to attend General Meetings throughout the school year.
18. \_\_\_\_ I understand that fundraising is an integral part of the operating budget for the preschool. If I do not participate in either mandatory fundraiser, I am obligated to donate \$30 to the preschool at the close of each mandatory fundraising campaign, to a maximum of \$60 in a school year.
19. \_\_\_\_ 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.
20. \_\_\_\_ I understand that only adults who have copies of their Criminal Record Check clearances on file at the school may participate in duty days.
21. \_\_\_\_ No recordings (photo, audio, or video) taken at the Preschool can be shared on any Social media outlet without permission from the parent or guardian of any child depicted in the recording. Social Media outlets includes any sharing application (ex: Facebook, Instagram) as well as any class group (ex: WhatsApp).