

Brentwood Nursery School Society

Parent Manual



www.brentwoodpreschool.com

1455A Delta Avenue Burnaby BC V5B 3G4
(604) 291-7203

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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 to provide parents with 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, and intellectual, creative and physical development.

Brentwood Nursery School prides itself in offering an excellent preschool program through the cooperation and collaboration of parents and teachers. Parents offer their valuable time to the preschool during Duty Days and through their assigned jobs. Through this volunteer work, teachers can focus their attention and time in the classroom with the children. Brentwood Nursery School has four fully qualified teachers who 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.

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. They successfully obtained a grant from the Vancouver Foundation to 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-old children. In September 1982, a class of three-year old children were added. By 1985, the Preschool expanded again to its current size of four classes, operating five full days with an enrollment of 72 children.

Due to an 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 worked 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, while BACI operates a before and after school program on the other. 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 worked together to oversee many projects. A covered deck was built in 2000, and by 2005 it was enclosed to add additional classroom space: 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, the preschool 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, there have been updates and continued maintenance of the school, including roofing and HVAC updates with support from the Province of BC.

Over the years, the esthetics of Brentwood Nursery School has changed. However, the dedication of the families and teachers 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 to keep up with current trends 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.

Misaki Sekine

I have been working at a school age care program for the past three years in Vancouver while I have completed my study in Early Childhood Education at Burnaby Community and Continuing Education. I came to Canada in 2015 to pursue my dream to learn Early Childhood Education and work with children here in North America. When I was previously teaching English to children in Japan, I started to be curious and wondering about the topic of human growth and how education impacts our lives such as community/society. Later years, I found out about Brentwood preschool, I truly thought this is where I can learn and grow as a person and a teacher together. I am filled with passion towards teaching and learning together with children, families and teachers. I can't wait to work with you all in Brentwood preschool community.

Makalya Robles-Delgado

I received my Early Childhood Education Certification from Burnaby Community and Continuing Education in 2021. I have recently completed my studies in the Infant and Toddler certification and in 2023 I will begin studying to obtain my Special Needs certification. Prior to joining this team, I worked at a multiage daycare in New Westminister for about a year and before that I spent a few years throughout high school volunteering at Immigrant Services Society of British Columbia in their Preschool program.

I believe that educators are partners in learning alongside the children and the team; we learn just as much from them as they do from us. Children bring in so much rich knowledge that they have obtained from their families, as they are the first educator in a child's life.

It is very important to me that I have a strong and reciprocal relationship with all the families in the program, and that we create a collaborative approach to learning.

I look forward to working with all the families!

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, while the parents perform the administrative and maintenance jobs, and provide classroom support. Once registered with the preschool, there are four areas that each family is committed to completing to the best of their ability, which are outlined below.

Your family will have the following responsibilities:

1. 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. T
- The commitment required for each job is different. T
- The simpler jobs run for the whole year.
- For more information on parent jobs, please refer to the document [Parent Job Outline](#) found on our website.

2. Each family is required to help out in the classroom for Duty Days on a regular basis, by:

- being in the classroom during class time, assisting the teachers, cleaning up etc.
- Duty Days occur, on average, every four (4) to seven (7) weeks.
- For more information, please refer to the [Duty Day Participation & Responsibilities](#) page.

3. Each family must attend General Meetings

- They occur four times per year, with the first being a mandatory Parent Orientation.
- Content of these meetings vary, which may include guest speakers, teacher presentations of classroom happenings, and preschool society business.
- For more information refer to [General Meetings](#) page.

4. Each family is encouraged to support several non-mandatory fundraisers.

- Parents are encouraged to enlist the assistance of extended family or friends.
- For more information refer to [Fundraising](#).

Class Format

Weekly Schedule

- There are two fully qualified teachers for each session/class.
- One duty parent for each session/class, who is an asset to the smooth running of the preschool program.
- Three-year-old classes occur twice a week, while four-year-old classes occur three times a week. Please note these days and times change annually, giving the three-year-old children the same days and 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.

Daily Routine

Arrival

1. Families enter the preschool yard through the front fence by the general drop-off and pick-up zone. This is the **only designated area** for entrance.
2. Starting from the inside of the fence, each family waits along the path leading up to the preschool door until it is opened.

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.)	Sand
Science	Building	Outdoor play
Water Table	Puzzles	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.

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

Dismissal - Teachers open the preschool door and present each child individually. Each parent or caregiver retrieves their child at the bench nearest the preschool door.

Gradual Entry

We begin each school year with a gradual entry, as preschool imposes a strain for many children:

- a few may object to leaving their parent (particularly the three-year-old children),
- or are uneasy about the new environment.
- You can be reassured that this is normal for young children, which the teachers are very good about helping your child adjust.

September:

- A slow intake program takes place for the three-year-old children:
 - The class is divided into two groups of about eight to 10 children
 - Each group attends class for one hour instead of two, which enables the teachers to get acquainted with each child, while making the children's adjustment easier
 - Duty parents are not assigned during this time

Schedule: Will be provided to parents at the first General Meeting in September.

Since each child responds to separation and new environments differently, each will be handled to suit their 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.
- Remind them about your Duty Day.

If your child is upset, please discuss this with the teacher.

If your child needs 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

Preschool T-shirts

- Each year, a new Brentwood Preschool T-Shirt is provided at the beginning of the school year for your child.
- Additional Brentwood Preschool T-shirts can be purchased from the Vice Presidents (vicepresident@brentwoodpreschool.com) for \$10 each.

Recommendations for Suitable Attire

- The preschool can get quite warm and children can get messy when involved with materials, projects and cooking activities.
- Please ensure your child dresses appropriately so that they feel comfortable with these activities
- Suggest that they do not wear new clothes.
- Please make sure that your child’s shoes have non-slip soles.
- **Outerwear:** The class may also go outside. Please provide suitable outerwear for your child.
- **Rainy days and Boots:** If boots are worn to preschool, please send indoor shoes or rubber-soled slippers for your child to wear while inside the classroom.
- **Extra clothing:** Please send your child with extra set of clothing in their backpack, in the event that they need to change.
- **Label all belongings with your child's 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.

Excursions

- Provide the children with a first-hand opportunity to enrich their background of experience
- 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.

- **For preschool children only:**
 - Siblings are asked not to join these field trips.
 - The safety and education of the preschool children is always the teachers' first priority.
 - Parents are asked to assist the teachers to ensure that the children are safe, well-supervised and have a great time.
- **Transportation** to be determined by teachers.

Non-Instructional Days

- **Four (4) professional development (Pro-D) days are spread throughout the year.**
 - These will be announced in advance with appropriate notice.
 - These days are important to keep our teachers current and at the top of their field.
- The teachers also work a **total of 20 days** (prorated) in **September (before classes start)** and in **June (after classes are finished)**.
 - **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 registered school year's families
 - Initial program planning
 - Speaking with returning and potential preschool families
 - **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-old class' 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

Sign in

- Prior to the doors opening, please initial the sign in book before the teacher greets your child and welcome them into the classroom.

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, which ensures an orderly dismissal.

Early pick up of child: Please warn your child and advise the teacher before class.

If someone else will be picking your child up after class:

- If any person other than the parents will be picking up your child, please advise the teacher at the beginning of class.
- **Please bring a photo to show the teachers:** If the teachers do not know the person picking up your child
- **Leave person's full name with the teachers:** If you do not have a photo
- **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 pickups, 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

- It is the parent's responsibility to make arrangements for the transportation of your child to and from preschool.
- **Carpooling:**
 - You may form carpools as you wish.
 - Advise the teacher of these arrangements and any changes.

Parking

- Parking is available in the turn-about 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.

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 an outdoor designated area adjacent to the turn-about.
- 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**.

- If a relocation is necessary, the teachers will:
 - bring the school’s Earthquake/Emergency kit. This kit that consists of 72 hours’ worth of supplies, such as food and water.
 - send out an email and contact the class representatives to notify parents of the relocated area of where to pick up their children.

In the Event of an Earthquake

- a. The children will be kept in the care of the preschool at an outdoor designated area adjacent to the turn-about.
- b. Critically injured children should not be moved unless in danger.
- c. 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.
- d. **No one should return into the school unless authorized to do so.**
- e. If the preschool needs to relocate for safety, our local emergency location is **Brentwood Elementary School, 1455 Delta Avenue.**
 - If a relocation is necessary:
 - The teachers will:
 - bring the school’s Earthquake/Emergency kit.
 - notify the out of province emergency contact (information listed below) and provide them with the following information: relocation area, 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.
Parents: Please be aware to only call this out of province emergency contact in the case of an emergency/disaster

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.

Fire Drill

When the alarm sounds:

- a. Children will evacuate the classroom by way of the outside door as quickly as possible, led by one teacher and the Duty parent.
- b. The other teacher will gather the first-aid kit, emergency cards, attendance binder and cell phone.
- c. On leaving the building, they will proceed to the allocated station (adjacent to the turn-about) 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

First sign of an earthquake:

- a. 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.
- b. Once tremors have stopped, teachers will survey the area and begin evacuation procedure
 - One teacher and Duty parent will gather children
 - The other teacher gathers first-aid kits, emergency cards, attendance binder and cell phone.
- c. If further tremors occur during evacuation, the teachers and duty parent will help children drop and cover.
- d. If the exit is blocked, teachers will use the nearest exit or break a window.
- e. They will then proceed to the designated meeting area on the field, where the teachers will take attendance.

Criminal Record Checks

Through licensing regulations, we are **required** to have Criminal Records Checks done for every adult family member that will be staying in the classroom for a Duty Day.

A Criminal Record Check is valid for **5 years**.

Criminal record checks are completed online:

- 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.

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. If by chance the CRC did not go through, you will have to print the 3-page document and follow instructions as indicated. Contact CRC@brentwoodpreschool.com or your class representative for your status.

Duty Day Participation & Responsibilities

As a Parent Participation Preschool, one parent (or family member) is required to assist the teachers during each class. The time spent in the classroom also provides the parent the opportunity to be directly involved with their child’s schooling experiences.

- A Duty Day is always scheduled during your child’s class time, and is assigned by your class representative.
- If a family member will be participating in the Duty Day instead of the parent, they are recommended to be a significant person in your child’s life, as they will be sharing this special time with them.
 - Please ensure that they are well-informed about their responsibilities before they come to the preschool.
 - If possible, please introduce them to the teachers before they come into the classroom.
- Your class representative will provide you with the monthly calendar of preschool activities, holidays, Pro-D Days, and the schedule of parents/families assigned to class.
- There will be about five opportunities to be a Duty Parent throughout the year.
- Provide your class representative with your preferences, and they will make every effort to accommodate them.

- If you need/wish to trade your day with another parent/family, you are responsible for contacting other parents/families to make that change. However, you must inform your class representative of this change.
- If you are unable to make you scheduled Duty Day due to illness of yourself or child, or in the case of an emergency, please:
 - Inform the teachers immediately;
 - Inform your class representative, so that they may find a replacement and to reschedule your Duty Day.
- You may not bring any other children with you.

Snack

Each family will be assigned to bring snack 4-5 times throughout the school year. Snacks may be prepared at home and brought in on your assigned Duty Day. Baked goods and homemade goods are allowed, please be cognisant of common allergies (no nuts, peanuts).

Please remember that this is 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
- Mini muffins

Nutrition Policy: 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 your child has a life-threatening allergy, ask a teacher for a “Child Life Threatening Allergy Information Form.” This form needs to be completed by a parent 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.

A poster is also created for your child, with their photo, including the above information that is posted at the preschool for everyone to be aware of.

Birthdays

Celebration

- The whole class will sing to them during circle time.
- The whole class will meet at the snack table, sing to the child and have the birthday snack together before the end of class.

Snack

- Birthday treats are welcomed, but not necessary.
- You may include a small birthday treat for the class during your Duty Day, which will be served during open snack time.

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

Photo Policy

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 include any sharing application, such as Facebook or Instagram, as well as any class group chats, such as WhatsApp.

Health & Illness Policy

Please refer to the Infectious Diseases Policy and Procedures.

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." Again, a parent and your child's doctor must complete this form.

If your child is allowed to self-administer the medication, 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 You Should Talk To

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.

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

- Meetings are held in September, October, February, and April.
- They 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.
- These meetings are an excellent opportunity to voice your ideas and concerns.
- It is expected that at least one parent for each child/family attends.
- Complete the attendance sheet at the start of each meeting.
- Babysitting is available at the preschool for a nominal fee of \$5/family per meeting, for those parents who do not have alternative child care during the meeting. Please sign up in advance for these services with your class representative.
- The preschool arranges special guest speaker(s) to come in to provide parent education, which may include parenting and children's health and welfare.

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 and 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	AM2022-2024@brentwoodpreschool.com
3PM Class Rep	PM2022-2024@brentwoodpreschool.com
4AM Class Rep	AM2021-2023@brentwoodpreschool.com
4PM Class Rep	PM2021-2023@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.

Any other donations are welcome 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-year-old program, unless you want to change classes.
- The class size increases to 20 spots for the 4-year-old program.
- 4 new spots will become available in each 4-year-old class.
- **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.**
- "Returning Student Registration" will be emailed via DocuSign.

Class Change

If you want to switch from the 3PM class and register for the 4AM class (or vice 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 as outlined below.

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 years old in that calendar year** (e.g. If your child is born in 2020, they can join the waitlist on Jan 1, 2022.)
- Once you are on our waitlist, spots are filled 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 a previous or current family member in the Preschool (sibling or parent was a student or teacher) are prioritized during registration.
- A separate waitlist is maintained 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 2020. They can join the priority waitlist between Jan 1, 2022 through October 31, 2022. If they join the waitlist in November 2020, they would have to join the new family waitlist.

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 (e.g. if a 3AM spot becomes available, registered students in the 3PM class will be offered the 3AM class before any person on the waitlist).

Not offered a spot?

If a space suddenly becomes available 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.

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** (i.e. 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.

Fees

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

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

Security deposit (Two months' tuition)

- This will be debited from your account on August 1st.
- Half of the security deposit is **non-refundable**. This security deposit will be applied towards your first (refundable with minimum 1 months' notice) and last month's (non-refundable) tuition.
 - For example: If you withdraw before July 31, 2022, you will receive half of your security deposit back. Withdrawals after July 31, 2022 will not receive a refund as the refundable security deposit will be applied to your September tuition.
- 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 months' 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 (e.g.: If withdrawing for December, notice is required before November 1).

Tuition (EFT Monthly)

Complete the PAD 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 1st and ending June 1st. Therefore, September and June require a full month's payment even though the preschool does not operate for the full month.

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. Parents will have to submit it to Ministry as part of their application process. 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 adjust tuition starting in November, with a cheque in June for the last months.

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 refunds. They can be reached at subsidy@brentwoodpreschool.com

Parents' Agreement (Reference Copy)

GENERAL CONDUCT AND POLICIES

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. _____ 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 2021). 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.
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 authorize the teacher to send my child home accompanied by my emergency person if they appear ill. In case of emergency, I also authorize the teacher to call and provide medical information to a qualified health provider. I understand that my child will be kept separated, provided with PPE and supported if necessary.
9. _____ I understand that I will assess my child daily for symptoms of common cold, influenza, and respiratory like illness, such as 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 myself if I am ill. If my child contracts a communicable disease, I will notify the teachers immediately.
10. _____ 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 they return to school.

CLASSROOM POLICY

11. _____ I will be prompt in bringing my child to and picking them up from preschool. I understand that carpools may be arranged privately among the parents, but that the preschool does not accept responsibility for such transportation.
12. _____ 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.
13. _____ 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

14. _____ 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.
15. _____ I understand that I am expected to attend General Meetings throughout the school year.
16. _____ During my Duty 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 my Duty Day with another parent.
17. _____ I understand that only adults who have copies of their Criminal Record Check clearances on file at the school may participate in Duty Days.
18. _____ 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 (e.g.: Facebook, Instagram), as well as any class group chats (e.g.: WhatsApp).