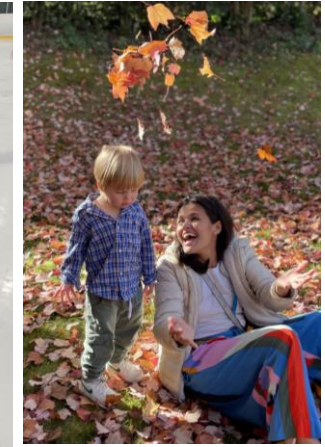


West Point Grey Preschool at Aberthau

Information Package for 2024 – 2025

Registration is open for the 2024-2025 school year and limited spots are still available.
Contact Andrea Mah, Recreation Programmer, for more information at andrea.mah@vancouver.ca.



WEST POINT GREY PRESCHOOL PHILOSOPHY

We believe that children require nurturing care with a safe and supportive environment. We believe children are capable, competent learners and that it is through interactions with others and providing them with opportunities to play and grow that true development happens. We believe that parents are the most important individuals in a child's life and understand the importance of listening to parents' concerns, desires and hopes for their children.

Our philosophy at West Point Grey Preschool at Aberthau focuses on learning through structured and unstructured play. Play consists of activities that have behavioural, social, culture, fine motor, and gross motor benefits. The belief is that play is the cornerstone of early childhood development and that it is through play that children learn about themselves and their world. Our unstructured play consists of indoor play and outdoor play periods in a nature-based setting to encourage their understanding and respect for nature and the environment. Furthermore, our structured play consists of the educator providing resources, direction, and guidelines for the child to follow and then allowing the child to independently make their own choices.

OUR MISSION STATEMENT

The West Point Grey Preschool at Aberthau exists to provide safe, affordable, high-quality learning and care for preschool aged children. Our goal is to provide a nurturing environment and learning experiences for children, to prepare them for life-long learning.

WEST POINT GREY PRESCHOOL AT ABERTHAU

The location of the West Point Grey Preschool is unique from many other preschools in the area and is housed in Aberthau Mansion. The preschool is located in two rooms. Both rooms, the Conservatory and Dining Room, are located on the main floor and are bright with many windows. In addition to the bright inside play space, WPG offers an outdoor classroom as part of the learning environment. The outdoor classroom can provide areas for hands-on exploration and discovery, physical activity, social bonding, and dramatic play. The grounds of West Point Grey also allow for gym time (if available), adventure walks to the beach, to the pond, gardens, and playground. We are also able to intimately observe seasonal and day-to-day changes in the surrounding gardens as well as observe close-up some of the wildlife (ie. birds, squirrels, insects, etc.). Walks that take place off grounds will only occur if the class is able to follow the directions of the teachers safely.



FEES AND STRUCTURE

Registration for the 2024-2025 School Year is open as of Monday March 11, 2024 for returning students and/or siblings. Registration for new students is open as of Monday, March 18, 2024.

**Please note that your child must be the age of the Preschool age group that they are registered for by December 31st.*

30 Month Program

Tuesday and Thursday 9:15am-11:15am

\$170/month

3 Year Old Program

Monday, Wednesday, and Friday 9:00am-11:30am

\$190/month

4 Year Old Program

Monday, Tuesday, Wednesday, and Thursday 12:30pm-3:30pm

\$296/month

Payment information – there is a registration fee of \$45 for new students that is due at time of registration including the first and last month's payments. These payments are non-refundable. The rest of the remaining 8 months will be set up on a payment plan with a credit card on file. To reduce contact for health and safety reasons, post-dated cheques will not be accepted at this time.



GRADUAL ENTRY

To help the children adjust to a new routine and adjust to their time away from their parents, the first week of classes involve a gradual entry.

Gradual entry will begin the week of September 3, 2024.

30 Month Class

- First week of class Gradual Entry (Tuesday, Thursday 9:15am-9:45am) ***no snack**
 - Parents are invited to join the class
- Second week of class Gradual Entry (Tuesday, Thursday 9:15am-10:15am) ***no snack**
 - Parents are required to wait outside the classroom or come back at pick-up time
- Third week of class Full classes (Tuesday, Thursday 9:15am-11:15am) ***bring snack**

3 Year Old Class

- First week of class Gradual Entry (Wednesday, Friday 9:00am-10:00am) ***no snack**
- Second week of class Full classes (Monday, Wednesday, Friday 9:00am-11:30am) ***bring snack**

4 Year Old Class

- First week of class Gradual Entry (Tuesday, Wednesday, Thursday 12:30pm-2:30pm) ***no snack**
- Second week of class Full classes (Monday – Thursday 12:30pm-3:30pm) ***bring snack**

The gradual entry may be subject to changes. Please note that if your child is still crying after the first month, we may assess whether your child is ready for Preschool.



CLOSURE POLICY

If the Vancouver School Board announces closures due to inclement weather, and/or public transit is not in operation, our programs will also close. Announcements can be heard on the local radio station CKNW AM 980 or access information on the Vancouver School Board website for closures. West Point Grey Community Centre staff will attempt to communicate any closures with families via phone call and/or email as soon as possible.

Other potential factors for closure, partial closure, changes to operating hours or capacity:

- Insufficient number of staff to safely operate the program.
- No available, appropriate substitutes to cover staff that are absent to maintain staff to child ratios as required under the Child Care Licensing Regulation.
- Severe weather forecast, current weather and road conditions which are dangerous and staff are unable to get to/from the centre.
- Power outages
- Disease outbreak
- Filming at Aberthau

There will be no refunds for closures of 3 days or less other than filming. For closures of more than 3 days, refunds will be provided based on the monthly fee and pro-rated per days closed.

West Point Grey Community Centre Association reserves the right to close the preschool programs at any time if deemed necessary. Programs may also temporarily be suspended due to lack of staff.

CALENDAR YEAR

The West Point Grey Preschool calendar year is similar to that of the Vancouver School Board schedule. Please note they are **subject to change**. Important dates are as follows:

Monday September 2, 2024	Labour Day closure
September 3-6, 2024	Gradual Entry and Start of the WPG Preschool
Monday September 30, 2024	National Day for Truth and Reconciliation closure
Monday October 14, 2024	Thanksgiving Day closure

Monday November 11, 2024	Remembrance Day closure
Monday December 23, 2024	Winter Break closure begins (last day of school – Friday December 20) Happy Holidays to everyone!
Monday January 6, 2025	Program resumes after Winter Break
Monday February 17, 2025	Family Day closure
March 17-21, 2025	Spring Break closure for one week
Friday April 18, 2025	Good Friday closure
Monday April 21, 2025	Easter Monday closure
Monday May 19, 2025	Victoria Day closure
Friday June 20, 2025	Last day until September 2025

DAILY SCHEDULE

A day in the WPG Preschool consists of a multitude of activities that develop physical, social, emotional, and intellectual skills, which include the Jolly Phonics program specifically for the 4 year old program. Each day brings new experiences! The children will also be introduced to new themes, songs, games, literacy, and mathematics.

The day begins with the children arriving and putting away their jackets, backpacks and snack containers in their designated cubbies. These cubbies will be cleaned/sanitized prior to each class. Children often rely on and look forward to these new steps to independence.

During free playtime, the children will have the opportunity to choose their own activity and socialize with their friends. Circle time provides an opportunity for the children to become familiar with each other and learn how to focus together in a group. Circle time includes songs, stories, discussions, critical thinking activities, weather themes and calendar. The 3 and 4 year old class will have enhanced group discussions surrounding weekly themes and the Jolly Phonic sound of the week. Each child will have a special helper and show and tell day, which can be found in the monthly schedule that is added to the newsletter each month. For show and tell, your child may bring in 1 or 2 items to tell us about. After our circle time, children will engage in theme-related activities that include arts and crafts, STEM experiments, fine motor skills activities, story time and more! We end our day by staying active and developing gross motor skills through activities such as yoga, dancing, adventure walks to the beach, parks, and playground or within our beautiful surroundings at Aberthau.

Parents can pick up their children at the designated area which we will post on a sign outside if we are not in the classroom. Please note that regardless of rain or shine, we will be spending time outside (or at the gym if available). We ask that you prepare your child accordingly by ensuring they wear a muddy-buddy/rain jacket and rain pants.

Please arrive on time to pick up your child. Late pick-ups will result in a fine if they are frequent.

INSIDE & OUTSIDE PLAY

Rain or shine, outside play is an integral part of our preschool program. It is important for enjoyment that your child has appropriate clothing for the weather. Children are encouraged to wear play clothes and comfortable footwear. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes – they should have the freedom to get messy. **Your child's name should be placed on all outdoor clothing and other belongings** to help ensure the return of all possessions and clothes. On rainy days, please bring rubber boots, a rain jacket and extra inside shoes. If the rain is light and warm, we will still go for adventure walks to discover what sort of things come out in the rain. If it is pouring with rain, we will use the gym or another room at Aberthau for physical play.

We will have a First Aid Kit and a cell phone for any emergencies. The cell phone number will be posted on the classroom door. The Preschool does have a phone in the classroom, which is only to be used for emergencies or regarding absences or pick up. The number is 778.321.9525. If at any time you need to reach us, and can't get through on the classroom phone, please call the main office number 604.257.8140 and they will contact us immediately.

SNACK TIME

We strive to give children the opportunity to grow and learn in the healthiest environment possible. The children need to bring a snack and some suggestions could include fruit, vegetables, cheese, yogurt, a sandwich, wraps, and any other food that you feel your child would enjoy. Snack time is also a social time. The children enjoy sitting together and conversing with their peers. Please make sure that your child has **enough** snack to allow them to do this (any food not eaten will be sent back home). There will be no sharing of food or snacks and each child will eat in their designated seat, which will be disinfected upon completion. Hand washing will take place before and after eating snacks. We kindly ask that all small fruits/vegetables (ie. grapes, tomatoes, etc.) are cut into bite-sized portions to avoid choking hazard.

Our class is a **peanut free zone. We ask that you please send water with your child for each class.** Please put snacks in an easy-to-use container for your child with their name on it. Please let us know if your child has any allergies or special diets (ie. vegan, vegetarian, gluten-free, etc.).

DROP OFF AND PICK UP & DECLARATION OF HEALTH

Drop Off

Drop off for children will occur outside the Preschool. For drop off by the classroom's main entrance stairs on the East side of the building, please wait until the classroom door opens.

Pick Up

Please wait outside the classroom's main entrance stairs on the East side of the building until the classroom door opens at the end of class. Children may also be picked up at the gym or on the playground and a notice will be posted on the classroom door to advise parents where to meet. Again, we kindly ask that parents/guardians remain outside by the entrance stairs to pick up their child.

Please pick up your child on time. Late pick-ups will result in a fine if they are frequent.

HEALTH & SAFETY POLICY

West Point Grey Preschool will be following the BC Centre for Disease Control and BC Health Ministry's public health guidance for childcare settings.

Public Health Guidance for Child Care Settings (as of September 2023):

http://www.bccdc.ca/Health-Info-Site/Documents/communicable_disease/Guidance_Child_Care.pdf

It is important that:

- If your child has symptoms and tests positive for COVID-19, stay home and away from others until their fever is gone (without the use of medicines that reduce fever, like Tylenol) and they feel well enough to participate in daily activities. We recommend taking other prevention measures such as wearing a mask in indoor spaces to avoid spreading.
- Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them for preschool.
- **Children who are ill will not be permitted to attend preschool.**
- Parents/guardians must pick up their child promptly once they have been notified that their child is ill.

Acknowledging that the nature of our program makes it challenging to remove all physical contact, we have considered the following to reduce the risk of spreading illnesses.

1. Children will enter the facility, put their belongings away in their own designated cubby/bin.
2. Outdoor or gym play (4 year old program only) will be a part of our everyday activities.
3. **Children that express or present health issues related to the flu/cold symptoms; parents/guardians will be called for pick up immediately.**

If a child has any of the listed symptoms, they will be required to self-isolate for a minimum of 5 days from the onset of symptoms or they can be tested and if is determined that they do NOT have COVID-19, they may return to Preschool once symptoms resolve- recommended 48 hours (following the programs regular Health Policy).

Symptoms of COVID-19, cold, or flu:

- Sore throat
- Runny nose
- Sneezing
- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or more than 38°C
- Feeling feverish or very unwell
- Chills
- Fatigue or weakness
- Muscle or body aches
- New loss of smell or taste
- Abdominal pain, diarrhea and vomiting

If a parent, guardian, or staff member is unsure if they or a child should self-isolate, they should use the BC COVID-19 Self-Assessment Tool, contact 8-1-1 or the local public health unit. They can also contact a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases.

It is imperative to keep your child at home if they are sick, if they are/have vomiting, diarrhea, chronic coughs, rash, head lice, chickenpox, pink eye, lethargy, fever of 38°C or higher, or showing signs and symptoms of COVID-19. Colds, coughs, and flu spread rapidly in any early education setting. Requiring sick children to stay at home is a preventive measure. If your child is not able to participate in our outdoor time, please keep them at home. If your child does not appear well during the program, we will call you and ask that you come and pick up your child.

Please let us know if your child has any allergies relating to food items, plants and/or animals that the teachers need to be aware of.

Participant Sick Policy

- Parents/guardians must pick up their child promptly once notified that their child is ill.
- Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to the program.
- A child may still receive care if another person in their home has symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease, but they remain asymptomatic.
- Children who are ill, including children of essential service providers, will not be permitted to attend the program.
- Daily checks for respiratory illness at drop-off by asking parents and guardians to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- If a parent/guardian is unsure if they or a child should self-isolate, they should be directed to use the BC COVID-19 Self-Assessment Tool, contact 8-1-1 or the local public health unit. They can also contact a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases.



DAILY CLEANING & DISINFECTING MEASURES

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 and other communicable diseases from contaminated objects and surfaces. The preschool space, toys and equipment will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings.

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

- General cleaning and disinfecting of the area will occur at least once a day.
- Frequently touched surfaces will be cleaned and disinfected at least once a day. These surfaces will include doorknobs, light switches, door locks, faucet handles, table counters, chairs, cabinet doors and drawers, shared equipment or surfaces, and toys.
- Cleaning and disinfecting of any surface that is visibly dirty.
- Use of common, commercially available detergents and disinfectant products.
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to children because of COVID-19.

Child Belongings

Parent/guardians are kindly asked to supply appropriate clothing and accessories for all types of weather. **Suggested items** that each child should have for comfort and depending on the weather, are:

- Water bottle
- Waterproof pants and jacket/muddy-buddy
- Appropriate footwear for the activities that allow for movement and provide protection. Preschoolers may not be barefoot at any time for their safety.
- A hat and sunscreen if sunny
- An entire change of clothes including socks and underwear in their backpack

HANDWASHING

Rigorous hand washing with soap and water is the single most effective way to reduce the spread of illness. Children and staff can pick up germs easily from anything they touch, and can spread those germs to objects, surfaces, food and people. Everyone will practice diligent hand hygiene. Children will wash their hands before and after activities and snack time. Where there is no washroom available to wash their hands, teachers will have hand sanitizer on hand.

TOILETRY

Children are to be toilet trained by the start of Preschool. If an accident occurs, we will help the child change and place their dirty clothes in their take home backpacks. Please have a change of clothes, wet-wipes and extra plastic bags in your child's backpack.

CARE, SUPERVISION AND DISCIPLINE POLICY

Children will learn safety rules in the classroom through books, modeling, and discussions. We will practice these rules throughout the day. We will practice earthquake drills and fire drills periodically, getting under the tables, head down, covering our heads with our hands.

Our teachers are first aid certified and carry a first aid kit when they take the children outside. Please note that children are asked to hold the handrail, outside of the Preschool for safety on the stairs.

The Preschool's philosophy and practices with regard to guidance and discipline are always based on a positive approach. Behavior management is a process by which children develop socially acceptable and appropriate behavior patterns. In cases where 'discipline' is needed, our Preschool teachers will acknowledge feelings, set limits, offer appropriate choices, and use natural and logical consequences. It will be a positive learning experience and reinforce safe and respectful behavior.

If behavior is more significant, the following management action will be taken:

- a) For acts of aggression and fighting (ie. biting, hitting, etc.): the children will be immediately separated, personal protective equipment will be worn, and comfort and care/treatment will be provided immediately for the injured child.
- b) The child is removed from the situation to allow them time to calm down.
- c) The teacher will then discuss with the child as to why he/she was removed.
- d) A report will be written about the incident and will then be discussed with the parent.
- e) If behavior persists despite efforts to mitigate, teachers may discuss possible alternative options.
- f) If all options have been exhausted, we reserve the right to remove the child from the program.

SCHOOL COMMUNICATION, INTERACTIONS AND CONFIDENTIALITY

Open communication plays an integral part in developing and maintaining a strong partnership between families and staff. It is important that there is an exchange of information between the families and staff. This information can improve the staff's ability to care for your child. Our communication tools are designed to ensure that all staff and families are fully aware of what is happening in any child's care.

Your main source of information regarding programming and special events will be in our monthly newsletter that is distributed in class and via email each month. These contain the special helper schedule for all programs as well as information about upcoming activities and events.

Information that is considered private and personal is protected and only disclosed on a need-to-know basis. We would like to reassure you that we have a legal obligation to adhere to privacy laws and an ethical obligation to respect personal and private information the program collects in the course of business in regard to staff, children and families.

We have a zero-tolerance policy for disrespectful, aggressive, or abusive language or behaviour. If a staff member suspects that a child has been abused in any way (physically, emotionally, or sexually), neglected, or that a parent/guardian is intoxicated during pick-up/drop-off, we are required by law to ask an alternative emergency contact to pick up the child and make a report to the Ministry of Child and Family Development. If further escalation is required, 9-1-1 may be called.

If you would like to speak to the teachers about your child, please arrange a meeting by emailing Ms Taby. If your child will be present, please email both teachers prior to the start of class.

Ms. Taby's Email – Head Teacher: tabatha.marin@vancouver.ca

Ms. Lori's Email – ECE Assistant: lorena.marques@vancouver.ca

PRESCHOOL CLASS PHOTOS

We take many different photos during the school year in the class and outdoors. If you do not want your, or your child's photo taken, please make sure to indicate this on the registration form. These photos can be found on a private and confidential Google Drive folder (access will be granted at the start of the year).

INCLUSION, DIVERSITY, AND CULTURE

Our program will treat everyone as a person, with equal rights and responsibilities to any other individual, whether they are an adult or a child. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, ethnic or national origin, or political belief has no place within this program.

We recognize the need for a holistic and exploratory approach to early years learning, and reconciliation. We will rely on the First People's Principles of Learning to ensure the principles are reflected in the program. We acknowledge First Nations Communities are the experts on their own cultures and needs and we will work together through consultation and collaboration. We will engage and listen to Truth Telling to develop programming that is informed by the knowledge and experience of those who know their needs best.

As educators we will,

- Celebrate each child's individuality
- Provide a secure environment in which all children can flourish and in which all contributions are valued and appreciated.
- Provide positive non-stereotyping information about gender roles, people with disabilities, and diverse ethnic and cultural groups
- Review and evaluate our practices to ensure we are fully implementing our policy for equality, inclusion, and diversity
- Provide a multicultural and diverse environment that includes pictures, songs, books, stories, activities, materials, and foods which are reflective of other countries and cultures.
- Ensure children hear stories, poems, rhythms, chants, and songs that connect to the child's culture.
- Work in partnership with parents to ensure that the medical, cultural, and dietary needs of the children are met.
- Encourage children to respect other cultures
- Provide children with positive experiences exploring similarities and differences
- Teach children to live happily and cooperatively in a diverse world
- Positively acknowledge similarities and differences between cultural and racial groups
- Promote positive attitudes to children being part of a diverse society
- Reflect each child's racial and cultural background
- Recognize the diversity of family structures

FIELD TRIPS & OUTINGS

Field trips and outings are a great opportunity to enrich children's experiences in the program. We will prepare for any trip off centre grounds by carefully assessing and mitigating risks and planning activities. Parents/guardians will be advised in writing that the Programs will participate in a field trip. All families will be notified prior to the trip in writing via monthly calendars, emails, and bulletin board updates. Parents/guardians will be asked to sign a "Parent/Guardian Consent Acknowledgement of Risk, Waiver, Release & Indemnity" form provided from the Vancouver Board of Parks and Recreation as well as a "West Point Grey Community Centre Association Legal Waiver of Consent".

For walks around the neighborhood, parents/guardians will complete a waiver form valid for the school year. Parents/guardians will be notified prior to each trip outside of the centre.