

West Point Grey  Community Centre

# West Point Grey Preschool at Aberthau Parent Information Package

2026 - 2027

West Point Grey Community  
Centre



West Point Grey  
Community Centre  
Association

## About Us

We are a play-based learning program that believes children learn best through curiosity, exploration, and meaningful experiences. 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 centers on nurturing the whole child, recognizing that children's growth is interconnected across social, emotional, cognitive, and physical domains. We strive to create a warm, inclusive, and engaging environment where each child feels safe, valued, and respected for who they are.

Educators act as guides and co-learners, thoughtfully creating opportunities that encourage creativity, problem-solving, and collaboration. Through play, children build confidence, develop a love of learning, and form the foundation for lifelong growth.

## Fees and Structure

WPG Preschool will run from Tuesday, September 8 to Friday, June 18. Classes will run from 9:00 AM to 1:00 PM in the Dining Room and Conservatory of Aberthau Mansion. Children must be three years of age by December 31, 2026 to be eligible for preschool enrollment, unless an exemption has been granted by a licensing officer. The maximum class size is 20 children.

The monthly fee for our preschool program is \$395. We are pleased to participate in the Government of BC's Child Care Fee Reduction Initiative (CCFRI). Through this program, \$95 of each child's monthly fee is currently covered, reducing the monthly fee payable by parents to \$300 per child.

Upon registration, September and June tuition payments of \$300 each, as well as a one-time registration fee of \$45 for new students, are due. These payments are non-refundable. The remaining eight monthly payments of \$300 will be set up on a payment plan using a credit card kept securely on file. We do not accept post-dated cheques.

\*Please note that CCFRI funding is subject to the continuation and terms of the program. Funding is not guaranteed and may be changed, reduced, or discontinued at any time. Should the program or funding change, parents will be notified of any resulting changes to their monthly fees.

## Daily Schedule

|                   |                                        |
|-------------------|----------------------------------------|
| 9:00AM            | Arrival/Class Begins                   |
| 9:00AM - 10:00AM  | Free Play                              |
| 10:00AM - 10:30AM | Morning Circle and Structured Learning |
| 10:30AM - 11:00AM | Snack                                  |
| 11:00AM - 12:00PM | Outdoor Play                           |
| 12:00PM - 12:30PM | Lunch                                  |
| 12:30PM - 1:00PM  | Goodbye Circle                         |
| 1:00PM            | Class Ends                             |

## Calendar Year

We follow a similar calendar to the Vancouver School Board. WPG Preschool will be closed on the following dates:

|                                      |                                           |
|--------------------------------------|-------------------------------------------|
| Monday, September 7th, 2026          | Labour Day                                |
| Wednesday, September 30th, 2026      | National Day for Truth and Reconciliation |
| Monday, October 12th, 2026           | Thanksgiving Day                          |
| Wednesday, November 11th, 2026       | Remembrance Day                           |
| December 21st to December 31st, 2026 | Winter Break                              |
| Friday, January 1st, 2027            | New Years Day                             |
| Monday, February 15th, 2027          | Family Day                                |
| March 15th to March 25th, 2027       | Spring Break                              |
| Friday, March 26th, 2027             | Good Friday                               |
| Monday, March 29th, 2027             | Easter Monday                             |
| Monday, May 24th, 2027               | Victoria Day                              |

## Gradual Entry

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

| Monday, Sept 8         | Tuesday, Sept 9          | Wednesday, Sept 9     | Thursday, Sept 10     | Friday, Sept 11                |
|------------------------|--------------------------|-----------------------|-----------------------|--------------------------------|
| CLOSED<br>(Labour Day) | 9:00 - 10:00<br>No Snack | 9:00 - 11:00<br>Snack | 9:00 - 12:00<br>Snack | 9:00 - 1:00<br>Snack and Lunch |

## Drop Off and Pick Up

Drop off will occur at Aberthau Mansion, 4397 West 2nd Ave, Vancouver. The preschool entrance is located on the east side of the mansion. Please try to arrive on time.

Generally, pick up will be from Aberthau Mansion every day. Staff will make every effort to notify parents if the pickup location will change that day, for example, if we will finish the day at the playground. Children must be picked up by a parent or **authorized pick-up person** as designated in their registration form. If someone else will pick up the child, parents must inform the teachers as soon as possible, and the person picking up must bring a photo ID.

If a child is frequently picked up late from the program, a late fee of \$1 per child per minute may be imposed.

## **Snacks and Lunch**

Children are required to bring their own nut-free snack, lunch, and a full water bottle each day. While we do not provide food, water bottles can be refilled as needed. For safety reasons, we ask that any potential choking hazards (such as grapes, cherry tomatoes, and hot dogs) be cut into bite-sized pieces. To support health and safety, food sharing is not permitted, except between siblings.

Snack and lunchtime are also important social experiences. Educators sit with the children to encourage conversation, model positive eating habits, and create a relaxed, supportive atmosphere. Please ensure your child is provided with enough food for the day, with a focus on nutritious options. We aim to reserve treats for special occasions, such as birthdays.

## **Outdoor Play**

Rain or shine, outdoor play is an integral part of our preschool program. We strive to spend time outdoors each day. To get the most out of our time outside, please ensure that your child has weather-appropriate clothing each day. Children are encouraged to wear play clothes and comfortable shoes. Please have a clean pair of inside shoes to wear in the classroom.

In case of inclement weather, we will use the West Point Grey Community Centre Gym or Dining Room for gross motor activities such as dancing, yoga, or music and movement.

When we go outside, we will post a cellphone number and location on the preschool door. If at any time you cannot reach us, please call the main office at 604-257-8140.

## **Field Trips and 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 Program 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.

## **School Closure**

If the City of Vancouver 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. 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.*

## **Health and Safety Policy**

To protect the health, safety, and well-being of all children and staff, the Preschool follows illness guidelines set out by Child Care Licensing Regulations and Vancouver Coastal Health.

All enrolled children must have a completed Child Care Facilities Registration Form and a current immunization record on file, if available.

Children must be kept at home if they have experienced any of the following symptoms within the past 24 hours (or 48 hours for vomiting/diarrhea):

- Unexplained or undiagnosed pain
- Fever (100°F / 38.3°C)
- Acute cold symptoms such as fever, coughing, sore throat, or runny nose/eyes (Not applicable to allergies)
- Difficulty breathing, wheezing, or persistent cough
- Sore throat or trouble swallowing
- Infected skin or eyes, or an undiagnosed rash
- Signs of a newly developing cold or severe cough
- Known or suspected communicable disease

Children should also remain at home if they are not well enough to comfortably participate in the regular daily program. If a child becomes ill while in care, parents/guardians and/or emergency contacts will be notified and asked to pick up the child as soon as possible. The child will rest in a quiet area under staff supervision until pickup.

## **Exclusion During Outbreaks**

The health and safety of all children, families, and staff in our preschool community is our top priority. In accordance with public health guidelines, any child who is not fully vaccinated according to the recommended childhood immunization schedule may be temporarily excluded from attendance in the event of a contagious disease outbreak.

Examples of outbreaks include, but are not limited to:

- COVID-19
- Measles
- Mumps
- Pertussis (Whooping Cough)
- Varicella (Chickenpox)
- Influenza

If a case of a vaccine-preventable disease is confirmed within the preschool or the wider community, unvaccinated children may not attend until the outbreak has been declared over by local health authorities. This measure helps to protect all children. Please note, tuition will still apply during periods of exclusion.

## **Care and Discipline**

WPG Preschool's philosophy and practices with regard to guidance and discipline are always based on a positive approach. We use a play-based approach to learning, and strive to create a safe and welcoming environment for the children in our care.

Behavior management is a process by which children develop socially acceptable and appropriate behavior patterns. In cases where 'discipline' is needed, our leaders 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:

- For acts of aggression and fighting (ie. biting, hitting, etc.): the children will be immediately separated, and a parent/guardian will be called to collect the child.
- The child will be removed from the situation to allow them time to calm down.
- The leader will then discuss with the child as to why he/she was removed.
- A report will be written about the incident and will be discussed with the parent.
- If the behaviour continues and poses an injury or safety concern for the child, other children and/or the staff, we reserve the right to remove the child from the program

Newly enrolled children will have a 1-month period in which their behaviour will be observed. If the educators find that the child may not be ready for preschool, families may be asked to re-apply for registration the following year.

## **Toileting**

Children are to be toilet trained by the start of the program. If an accident occurs, we will help the child change and place their dirty clothes in a plastic bag in their backpacks. Please pack a change of clothes, wet-wipes, and extra plastic bags in your child's backpack. Parents of children who are not toilet trained must remain within 15 minutes of preschool and be available to pick up your child in case of an accident.

## **Communication and Confidentiality**

The best way to get in contact with us is through email.

**Ms. Alex, Preschool Supervisor:** [Alexandra.Spadaro@vancouver.ca](mailto:Alexandra.Spadaro@vancouver.ca)

**Ms. Lori, Preschool Teacher:** [Lorena.Marques@vancouver.ca](mailto:Lorena.Marques@vancouver.ca)

The Front Office can be reached at 604-257-8140.

We have a zero-tolerance policy for disrespectful, aggressive, or abusive language or behaviour.

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.

## **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

### **Waiver Forms**

All parents/guardians who wish to have their child attend our program will be required to sign a participation consent waiver form as well as a consent form for beach and neighborhood walks. These forms will be included in the registration package.