

KINGDOM KIDS

PARENT HANDBOOK

2018-2019

PRE-SCHOOL AND JR. KINDERGARTEN

Nanaimo Christian School

www.ncsnanaimo.com



Nanaimo Christian School

A LITTLE BIT ABOUT WHO WE ARE AT

Mission

In a nurturing, play-based and Christian environment, we will foster self esteem, problem solving skills and a passion for learning while fostering respect for themselves and others, to build the foundations for success in Kindergarten.

Vision

In a loving, Christian atmosphere, we will inspire wonder and respect for all that God has created to equip each student to become contributing members of our community and the world.

Values

BELONGING

We commit to provide an environment where students are protected both physically and emotionally, and provide a loving atmosphere where they can safely grow into the person God has called them to be.

CHILD-FOCUSED

All activities, play spaces and materials are developmentally appropriate and support active learning for children. Our teacher-to-child ratio supports personalized learning and development outcomes for our children.

WHOLE-CHILD DEVELOPMENT

We foster all aspects of children's growth and development including problem-solving skills, empathy and respect, independence, language, social development, self-esteem and confidence.

PROFESSIONALISM

We invest in our staff to provide the highest quality environment through extensive and ongoing training and professional development.

CHRISTIAN COMMUNITY

Everything that we do and teach is rooted in the Christian faith and founded upon God and His Word. We desire to partner with families in the education and spiritual growth of our students.

RESPONSIVE

We recognize the uniqueness of each student and strive to exceed expectations and provide a positive school experience for all.

INTENTIONAL

We lead, serve, and teach with great passion because we are confident in what God has called us to do. We work to cultivate that same passion in every one of our students.

About Us

Kingdom Kids Preschool is a non-profit, Christian-based, licensed child care program. Kingdom Kids Preschool is a part of the community of Nanaimo Christian School. We are committed to provide quality childcare and learning opportunities.

Philosophy

Kingdom Kids Preschool believes that children learn best through play and exploration. We believe that each child is a unique individual created by God and it is our pleasure to help them discover all that God has called them to be. We believe in doing this by providing the children with an age appropriate environment, indoors and outdoors, that is designed to foster creativity, curiosity and social interaction, all in a loving Christian atmosphere.

Staff

The staff are dedicated to providing care and educational experiences for your child. The staff are fully qualified Early Childhood Educators who are regularly upgrading by attending workshops, seminars, conferences and monthly staff meetings. The staff also have valid First Aid and clear criminal record checks. The motivation of our work is rooted in our individual and corporate commitment to and love for Jesus Christ.

Pre-School and Junior Kindergarten Staff

Terri van Ek-Veenstra, ECE, Preschool Director
Eli van Ek-Veenstra, ECE Teacher and Junior Kindergarten Teacher
Andrea Beirnes, ECE Teacher
Diane McKay, Junior Kindergarten Teacher

Business Office Staff

Christine Watt, Accounting Clerk
Rhonda Berkheim, Business Manager
Dawna Ferris, NCS Admissions Officer

Nanaimo Christian School Staff

James Sijpbeer, Principal
Cheryl van Zyl, Elementary Assistant Principal

*Please note all staff listing is current as of publication date and may be subject to change

WHAT WE OFFER AT KINGDOM KIDS

Pre-School

Who can enroll

All children ages 3 & 4 are eligible to enroll for preschool.

What does our preschool program offer

Our preschool is rooted in emergent curriculum philosophy. What this means is that our educators are constantly observing and documenting the children's explorations to see where and how we can build on their interests. This allows our educators to interweave the development of literacy, mathematics, creative exploration, motor skills and social skills, all while the children are simply enjoying something they are already curious about. In emergent curriculum we also focus on the process not the product. We believe that this allows young children to develop a love of learning and a desire to explore more of the world around them. Our preschool also embraces a love of nature and all the benefits that exist for children who spend regular amounts of time outdoors. We will often spend extended amounts of time outdoor, rain or shine.

Junior Kindergarten

Who can enroll

Junior kindergarten is for children 4 year olds who will be enrolling in Kindergarten in the fall or 5 year olds that are not quite ready for Kindergarten.

What does our Junior Kindergarten program offer

Like our preschool our Jr. Kindergarten program is rooted in emergent curriculum philosophy. What this means is that our educators are constantly observing the children's explorations to see where and how we can build on their interests. This allows our educators to interweave the development of literacy, mathematics, creative exploration, motor skills and social skills, all while the children are simply enjoying something they are already curious about. This is in keeping with the NCS K-12 philosophy of letting children's interests guide their learning.

So what is different about Junior Kindergarten? Our Junior Kindergarten educators work closely with our NCS Kindergarten teachers to develop a program that will best prepare our students for their transition to kindergarten. We do this by setting specific learning goals focusing on pre-writing and early math and literacy, as well as basic skill needed such as cutting, gluing and proper pencil grip. Just like preschool Junior Kindergarten also embraces a love of nature and extended amounts of time outdoors, rain or shine. This provides yet another important preparation for NCS kindergarten where the outdoor classroom is an integral part of their experience.

KINGDOM KIDS POLICIES

Guidance Policy

We believe and understand that each child is an individual with different needs and abilities. Therefore we feel it is necessary to use a variety of guidance techniques in order to assist children in developing respect, self-control, self confidence and sensitivity in their interactions with others. Staff will strive to be positive role models, showing respect for children, parents, co-workers and their environment. Guiding children's behavior is an ongoing process and it is our hope that together we can assist your child by using these positive strategies.

The techniques used at Kingdom Kids Pre-Schools are as follows:

1. Establishing clear, consistent, and simple limits in a positive way. Ex. "Chairs are for sitting on."
2. Straightforward explanations for limits. Stating what is expected, rather than posing a question. Ex. "We sit on chairs so that we don't fall off and get hurt."
3. Allowing time for response to expectations. Ex. "In five minutes, it will be time to clean up."
4. Focus on behavior, rather than the child. This will preserve the child's integrity and offer positive guidance for learning. Ex – "When you grab the truck, Sam feels angry."
5. Reinforcing appropriate behavior. Ex. "That was kind of you to share with Kathy."
6. Gain a child's attention in a respectful way by approaching individually, stating name, using eye contact, getting down to their level and using a calm, controlled voice.

7. Reminding. Ex. "Remember, the bikes need to stay on the path."
8. Redirect to an alternate activity when appropriate.
9. Model problem-solving skills:
 - a. provide coping skills (acknowledge problem)
 - b. pose helpful questions
 - c. if necessary, state a solution
 - d. summarize
10. Provide a choice. Ex. "You can sit quietly at the circle or you can choose a puzzle. You decide."
11. Natural / Logical consequences. Ex. "Yes, I can see the paint spilled. Here's a sponge, let's wipe it Up."
12. Setting up the Preschool space in a way that encourages appropriate play .
13. Provide an opportunity for the child to have some "time away" if they need to gain self-control. Time away is a method used to show children that being redirected from an unfavorable situation to a more calming area allows them to manage their own behaviours. When a child displays the same inappropriate behavior repeatedly, even after verbal intervention by staff, the child is given the choice to either change the inappropriate behaviour or leave the activity they are involved in and go to a quiet space in another area of the room. The staff will go, when the child is calmer, and discuss better ways to solve his/ her problem in the future, and/or engage the child in a dialogue on this subject. When the child has regained control of his/her emotional and physical state, the staff person will invite the child to participate in the activity with the group. At no time will the child be unsupervised.

In addition, Kingdom Kids Preschool staff will:

- Strive to recognize and identify the child's feelings in situations that may cause difficulties for her/him. Holding or physically restraining a child should only be used if she/he presents a physical danger, either to self or peers, this technique will only be used as a last resort and be implemented by staff that have had the appropriate training. Such restraint will protect the child until she/he is once again in control of her/himself. Parents will be notified if used.
- Supervise the child at all times and will not remove the child to an unsupervised area as a means of discipline.

Parents/guardians are encouraged to ask questions to staff if they are unclear about the handling of any incident within the Centre. As partners, guiding your child through these key developmental years, it is desirable that staff and parents work closely and honestly together. We will do our best to keep parents informed of activities, interests, and progressions.

If you have any questions or concerns, please feel free to speak to any of our educators, or the Preschool Administrator by email terri.vanek-veenstra@ncsnanaimo.com or at 778 839 0087 or NCS Admin at 250-754-4512.

Food and Drink Policy

Snacks

Preschool and Jr. Kindergarten are both active programs and it is important to us, as it is to you, that your child have the energy they need to get through the day successfully. Please send your children with -

- Healthy choices
- Plenty of fruits and vegetables
- A water bottle
- Containers that your child can open and close on their own really promotes their self help skills which is a big part of preschool
- Items sent in prepackaged containers that cannot be resealed, such as yogurt, will be thrown out if not completely eaten at snack time
- Preschool is a nut safe zone for students, please do not send nuts of any kind
- If allergies are a concern, the Staff will address it on an individual and as needed basis with a care plan
- Please do not send “treats” such as chocolate bars, bags of chips or candy of any kind to preschool

Birthdays

We enjoy the celebration of birthdays with the children at preschool. The way that we celebrate at preschool is by having a Popcorn Party! Once a month we celebrate all the birthdays that month by air popping some popcorn together and enjoying it at circle time. This allows us to celebrate with the children while respecting everyone's dietary concerns.

Financial Policies

Registration Fees

There is a \$25.00 Registration fee for the application to the Preschool Year Programs. These fees are non-refundable.

Repayment Agreement

Kingdom Kids Preschool will provide refunds or reimbursements only in the case of client overpayments or if we are unable to provide care due to extenuating circumstances.

Vacations or Holidays

No credit on tuition is given for scheduled school holiday, Pro-D, and vacation periods. Fees have been amortized over 10 months (Sept – June). The Preschool will be closed for statutory holidays and NCS School breaks and closures.

Withdrawal from the Program or reduction in schedule

Each child is enrolled for the entire school year or for the balance of the school year. Four weeks written notice must be given to the director or one month's tuition in lieu of services is payable upon your child's withdrawal. The same applies to any reduction in schedule (such as going from 5 mornings a week to 3 mornings a week).

Payment of Fees

Before your child may start in the Kingdom Kids Preschool Program, we must have a Payment Method on file for the duration of your child's enrolment at Kingdom Kids. Fees can be paid by 10 post-dated cheques dated for the first of each month, monthly arrangement for withdrawal from Visa / MC or Direct Debit. All fees are to be paid, whether subsidized in whole or in part, in advance on the first day of the month. If you foresee a delay in payment, please let the Director know and we will be glad to discuss it with you. Income Tax Receipts are issued

once a year. Families no longer attending Kingdom Kids preschool can expect to have their receipt mailed to them mid-February. Please keep in mind that if you move during the year you will need to keep Kingdom Kids or Nanaimo Christian School up to date with your address.

Overtime Charges / Late pick up fee

There will be a late pick up fee charged for children not picked up at the regular dismissal time. The late fee is \$10.00 for every ½ hour or portion of. Please phone the site if you are going to be late.

Returned Cheques:

There is a \$25.00 service charge for NSF cheques.

Subsidy

Kingdom Kids Preschool accepts Subsidy Authorizations from the Ministry of Children and Family Development. If you are interested in obtaining more information about this program please contact the Subsidy directly. Parents who qualify for subsidy may apply and a portion or all of your fees may be covered.

Subsidy Contact Info:

Phone: 1-888-338-6622

Web: www2.gov.bc.ca

Kingdom Kids requires you to cover the monthly fees while you are awaiting confirmation from Subsidy. When Kingdom Kids has received confirmation of payment by Subsidy, Kingdom Kids (NCS) will reimburse or credit you the appropriate amount.

Parent Portion

Except for certain circumstances, the majority of families receiving subsidy (in part or full) will have a parent portion. This is not necessarily the amount that appears on your Subsidy Authorization. Generally you take the total cost of care (monthly fee) and deduct the amount Subsidy has informed you they will pay to Kingdom Kids and you have your parent portion. All families receiving subsidy still need to have a payment method on file for the parent portion. Kingdom Kids Preschool is not responsible for any subsidy related matters such as renewal, or amounts issued. If you are late renewing your subsidy, you will be asked to cover the cost and Kingdom Kids Preschool will reimburse or credit you the amount when received by Subsidy.

Health and Safety Policies

Licenses and Inspections

Kingdom Kids Preschool is licensed by the Vancouver Island Health Authority, and regularly inspected by their licensing officers. The respective regional Fire Marshall has inspected and approved all preschool sites.

Is your child healthy enough for school today?

The best guide to whether or not your child is healthy enough for preschool today is to ask yourself if they can fully participate in all the activities preschool includes.

Keep your child home if he or she has:

- Has had a fever or diarrhea during the last 24 hours
- Heavy, green nasal discharge
- A constant cough

- A fussy, cranky, out of sorts disposition (an illness may be brewing)
- Symptoms of a possible communicable disease (reddened eyes, sore throat, headache, fever or spots). Please notify the Preschool immediately if symptoms of a communicable disease occur.

Your child may be sent home if any symptoms of illness appear during the class. In such cases, your child will be placed in a cozy place to rest and you will be contacted.

First Aid & Medications

First aid treatment does not include any form of orally ingested medications. Medication will only be administered on the written request of the parent/guardian or upon permission given via telephone to the Preschool for an emergency situation. If your child contracts a communicable disease, he or she may not return until your doctor or public health nurse gives written permission.

A note concerning Epipens: This applies to any child in a Kingdom Kids Preschool program who has severe allergies and is in need of a medication administered in an Epipen.

In case of Anaphylactic Shock & the child is conscious:

1. Staff will call an ambulance for assistance (911)
2. Guide/help the child administer their own medication
3. Call the parent and advise them of the situation

In case of Anaphylactic Shock & the child is unconscious:

1. Staff will call an ambulance for assistance (911)
2. Administer First Aid
3. Medication only administered by staff if the parent/guardian has given written approval

It is the responsibility of the parent to ensure the staff know how to administer the Epipen. The staff will carry the Epipen with them at all times, including out-trips and playground activities.

Program Condition regarding Head lice or nits:

If lice are found at home, Kingdom Kids Preschool requests, out of consideration for other children in the program, that your child not return to the program until the lice have been treated, the nits combed out, and the problem is removed.

Emergency Closure due to snow or other extreme conditions

Kingdom Kids Preschool follows the same plan as Nanaimo Christian School which is that generally if the public schools are closed due to snow, then the Preschool and NCS will also be closed. Sometimes we may be closed when other schools are not due to our location. Please confirm by checking the NCS facebook page or listening to The Wave at 102.3FM or The Wolf at 106.9FM to find out whether the schools are open or closed.

Fire drills and Emergency drills

In accordance with Child Care licensing regulations each one of our classes will practice a fire drill each month and once a year will practice a full emergency drill.

Safe Release of child Policy

Persons Authorized to Pick Up your Child

The parent / guardian is required to notify the caregiver in writing if someone else will be picking up the child. If the caregiver does not know the person picking up the child the person will be asked to show photo identification.

Release of a child:

If a person authorized to pick up a child is incapable of safe care the staff of Kingdom Kids Preschool will:

- Assess the situation
- Contact the other parent as an alternative
- Contact an emergency contact person as an alternative.

If a person authorized to pick up a child is incapable of safe care and insists on taking the child, the Staff of Kingdom Kids Preschool will:

- Contact the RCMP

If no one comes to pick up the child, the staff of Kingdom Kids Preschool will:

- Contact the parent or emergency contact, if no answer
- Contact the Ministry of Children and Families

If an unauthorized person requests the release of a child, the staff of Kingdom Kids Preschool will:

- Not release the child, the child will remain under the supervision of the caregiver
- Contact the parent or legal guardian
- An email confirmation must be received from the parent/guardian confirming that the child can be released to that individual
- Speak to the unauthorized individual and explain the policy that no child will be released without written authorization by the parent or guardian
- Make all reasonable efforts to ensure the safety of the child and other children.
- If necessary, the police will be called for assistance.

Signing in and Out

Children must be signed in and out each day specifying the time they were dropped off and picked up.

General Policies

Active Play Policy

Children attending our Preschool program will have a minimum of 30 minutes of outdoor active play. Junior Kindergarten children will have a minimum of 40 minutes of outdoor active play. This play time will be both facilitated by the preschool staff and spontaneously, child lead. As our outdoor area has a variety of surfaces we require children to have a “muddy buddy” and boots so they fully enjoy their time spent outside. In the case of extreme inclement weather, the staff will provide the opportunity for active play in the classroom area through dance, games and movement activities.

Screen Time Policy

The use of screen time is very limited within the Preschool and Junior Kindergarten programs. Short videos and apps are limited to those which enhance the educational experience of topics being explored (i.e. how do astronauts brush their teeth in space). Any screen time utilized will last no longer than 15 minutes and take place no more than once per week per class.

Field Trips

On occasion, the class may go on Field Trips. If this happens, there will be information given to parents along with a permission slip that would need to be signed. All field trips will be staffed by our regular teachers and additional parent chaperones when needed. In order to volunteer to chaperone you will need to have completed a criminal record check and if you wish to drive we will need a copy of your insurance papers as well as a drivers abstract.

Probationary Period

Parents/guardians are expected to make arrangements for the child if he/she demonstrates an inability to function in our Preschool program. **Each new child is accepted on a four-week probationary period. Kingdom Kids Preschool (under the guidance of Nanaimo Christian School Administration) reserves the right to refuse care.** If a child is unable to co-operate and manage in the Preschool program, the Director will send a letter to the parent/guardian. If there has not been a satisfactory improvement in behavior, Kingdom Kids Preschool may terminate care.

Late Drop Off or Absent

Please let us know if your child will be late or absent by emailing preschool@ncsnanaimo.com or calling 778 839 0087.

Late Pick Up

A late pick up fee of \$10.00 for every ½ hour, or portion of, is charged to the parent when the child is not picked up at the Preschool's specified closing time. Please phone the Preschool as soon as possible when you are going to be later than your usual pick up time. If a guardian has not picked up a child or called within 30 minutes of the classes scheduled end time, the caregiver will try to contact the family and then the alternative person/s from the authorized pick up list. If the caregiver is still unable to reach someone to care for the child, the caregiver is required to notify the Ministry of Children and Families. If late pick up becomes a problem, you will receive a warning letter. If late pick up is an ongoing problem and reasonable effort has been made to solve it, Kingdom Kids Preschool may choose to terminate care for your child.

Frequently Asked Questions

What should my child wear to preschool?

Comfort is the key. Think of messy art materials and provide clothing that is washable. Think of outdoor play and provide clothing that is sturdy. Think of the weather and provide layered clothing that can adapt to weather changes.

What does my child need for preschool?

- A complete set of extra clothing to keep at Preschool. (Please put them in a Large ziplock bag with their name on it and label the items of clothing inside)
- An extra pair of Velcro or slip on rubber soled runners or slippers to stay at Preschool. (Please clearly label these with your child's name)
- A Rain Suit (such as a MEC Newt Suit) or rain jacket & rain pants and rain boots (Please label all belongings brought to school)

How do you incorporate the bible into your teaching?

We love sharing our faith with the children and will often take the opportunity to pray with them or share something about God. We also have an intentional bible teaching time once a month in place of one of our circle times. We are currently utilizing the Jesus Storybook Bible to show the children a beautifully narrated video of a bible story and engaging in fun and active worship songs.

How do you celebrate holidays?

During the preschool year we will celebrate most holidays as part of our learning. On some occasions we may chose to do a small in class party. We do not celebrate Halloween at all, as we believe it is each individual families choice whether or not they introduce this to their children.

Do you have activities that would work for children with Special Needs?

Kingdom Kids Preschool is proud to offer care for children with unique needs. We would work closely with the parents, Ministry of Children & Families, the NCS Special Needs Coordinator and the Child Development Centre to arrange a trained special needs worker and funding. Please contact the Administrator for more information.

Is Kingdom Kids Preschool wheelchair accessible?

Currently, the program at Nanaimo Christian School is wheelchair accessible.

TO OUR PARENTS...

How can we be of help to you?

When you enroll your child we enter into a partnership with you. We do this by:

- Encouraging communication between parents and educators. You know your child best and we welcome any insight that you may want to give.
- Providing a progress report at the end of the year. This gives us an opportunity to look at all the your child's development over their year at preschool and discuss goals for the upcoming year.
- Valuing your child as a unique individual and providing them with developmentally appropriate opportunities.
- Providing you with information about NCS events & activities, local parenting workshops, articles on child development and other resources may be valuable
- Welcoming you to look into our busy, happy, noisy, creative class and see your child at play.
- Believing that parents and educators working together can help your child develop to his or her fullest potential.

First Day Fears

The first day of your child's educational experience can be a scary time for some children (and some moms and dads too!). Starting preschool is something that children have probably been thinking about all summer.

Now, they walk into a new room with all these new children, and new grownups, and new "stuff" and maybe Mom looks a little teary-eyed that her "baby" is growing up so fast... well it's no wonder some children suddenly cling to parents and cry! Here are a few tips for getting through those first few days.

- Make every effort to attend the orientation day for your class, as this will give you and your child a chance to come and experience the classroom together
- Try to act confident yourself. If you seem anxious and unsure about leaving your child at school, children pick up on that and start wondering if there really is something to worry about!
- If possible, plan on staying for 5 or 10 minutes the first few days to help get your child settled. A longer or shorter amount of time may make separation harder.
- When it is time for you to leave, make sure you say goodbye. Trying to "sneak out" when the child is busy and not looking, sometimes makes children panic a few minutes later, and may make separation even more difficult the next day.
- Separation problems sometimes show up on the second or third day, just when you think you're getting off easy. Don't worry this is normal.
- Please remember that we really care and are not frustrated at all by your child needing some extra support in this area. We really do understand how hard this can be. We know that you are entrusting us with a very precious gift, and feel honored that we will be one of your child's first teachers.
- If your child is having an especially hard time, we will give you a call at home or work.

Preschool Daily Sample Schedule

8:30 am	Arrival: parents sign in, help child with coat & shoes, child may get involved in activities around the room, parents say good-bye & leave.
8:45 – 9:00	Welcome Circle: welcome each child to Preschool, calendar / weather, discussion about our day
9:00 – 9:45	Learning through play: free choice of activities in the classroom
9:45 - 10:00	Clean up, Washroom & wash up for snack
10:00 - 10:15	Snack
10:30 – 11:00	Outdoor Play time: every class we like to go out. Please make sure your child is dressed appropriately. We may play on the playground, go for a walk, play games on the field, or explore nature around the school.
11:15 – 11:30	Dismissal Circle time: songs, stories and discussion about our day and each child dismissed to
11:30am	Departure: Parents need to sign your child out. Feel free to connect with Educators about the day.

Junior Kindergarten Sample Schedule

11:45 am	Arrival: parents sign in, help child with coat & shoes, child may get involved in activities around the room, parents say good-bye & leave.
12:00 - 12:20	Circle time: Welcome, calendar, weather and intro to our letter, number or shape of the day
12:20 - 12:40	Table time where we work on our letter, number or shape of the day
12:40 - 12:55	Tidy up - Bathroom - Coats on
12:55 - 1:35	Outdoor play
1:35 - 1:45	Transition back inside and wash hands for snack
1:45 - 2:00	Snack time
2:00 - 2:45	Free play - choice of classroom activities
2:45 - 3:00	Closing circle and prayer
3:00 pm	Departure: Parents need to sign your child out. Feel free to connect with Educators about the day.