

PARENT HANDBOOK

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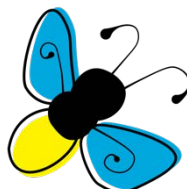


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WELCOME

To SCS Little Lights Early Learning Centre!

ABOUT US

SCS Little Lights Early Learning Centre is a half- and full-day early learning centre aimed to jump start your preschooler into his/her fullest potential. We are dedicated to giving the best possible education for your child. Our ambition is to provide your child with a warm, happy, and caring atmosphere in which to learn. SCS Little Lights has twenty licensed spaces.

SCS Little Lights believes that education is important even at an early age. Our goal is to learn through play and hands-on activities while giving the children a head start to their love of learning. We consider that learning at this age is most receptive when using the hands-on approach.

At SCS Little Lights, we believe in diversity; we value each child's uniqueness. We will not discriminate in relation to admission on race, colour, national origin, religion, or ability. The centre promotes Biblical principles and a Christian-based learning environment. All those who attend the centre are required to take part in all centre activities which may include, but are not limited to, prayer before eating, reading of Bible stories, learning Scripture, etc.

OUR PURPOSE

SCS Little Lights Early Learning Centre's purpose is that children will experience learning in a happy, exciting, and gentle atmosphere. We aim to provide your child with a "home-away-from-home" atmosphere. Our goals are to help your child grasp concepts of letters, numbers, and the world around him through play and experiment; and to aid in building meaningful relationships. Our centre takes the stand of Biblical views, integrating stories from the Bible and Biblical songs into the learning experience.

Our activities will include play, reading, art, experiments, dramatic play, math, letters, and science, as well as outside play on a daily basis. The program is focused on learning and exploring through play, allowing flexibility in the routine to adapt to the children's needs. SCS Little Lights follows the New Brunswick curriculum. This curriculum can be accessed at <http://www.gnb.ca/0000/ECHDPE/ELCC-curriculum.asp>.

The New Brunswick Curriculum Framework includes four main learning outcomes which include the following:

Well-Being – Children experience safe and caring environments where their emotional and physical health, positive identities, and sense of belonging are nurtured and protected.

Play and Playfulness – Children experience open and flexible environments where playful exploration, problem solving, and creativity are encouraged and purposefully planned.

Communication and Literacies – Children experience intellectually, socially, and culturally engaging environments where their communicative practices, languages, literacies, and literate identities are valued and supported.

Diversity and Social Responsibility – Children experience socially inclusive and culturally sensitive environments in which consideration for others, inclusive, equitable, democratic, and sustainable practices are enacted, and social responsibility is nurtured.

Under these main outcomes there are a number of daily practices. We provide an opportunity for our preschoolers to experience these practices through invitations and open-ended play. Our goal is to provide our preschoolers a safe and nurturing environment which prepares them for the next step of their journey.

Along with the NB Framework Curriculum, we use the A Beka K-4 Curriculum for the basis of our preschool program. This curriculum gives students a solid foundation for developing exceptional reading skills.

HOURS OF OPERATION

Little Lights Early Learning Centre is open from September to June according to the school calendar. The centre opens the second Monday of the month of September. It is closed for two weeks at Christmas, a week in March, and all statutory holidays. If a holiday should fall on a weekend, then the centre will be closed the following Monday. Little Lights will be closed when Anglophone South School District (ASD) (Sussex area) is cancelled due to weather conditions, however, there will be no refund on tuition for the days when a child does not attend, whether it be a snow day, power outage, illness, or holiday. If the ASD announces a one-hour delay, SCS Little Lights will begin at normal time. Parents will be notified of any closures via email, and it will be posted on our Facebook page. Please listen to AM590 or FM91.3 for school cancellations. We ask that parents use their own discretion in transporting children.

DROP-OFF AND PICK-UP PLAN

Drop-off

Please arrive with your child no more than five minutes prior to the beginning of the program. When you come in, please have your child hang up his belongings in his cubby and immediately wash his hands in the classroom sinks. Then you are invited to help your preschooler sign in at the sign-in table. After this is done, it is best for your child if you say your good-byes and let your child jump into the activities planned for that day. This helps the transition from parent to early learning centre run smoothly. If you are going to be considerably late or if your child will not be attending for the day, please notify us as soon as possible.

*** During the COVID pandemic this routine will look a little different. We ask that you drop your child off at the door to the right of the classroom. This will help in keeping traffic down in the building.*

Pick-up

When picking up your child, please ensure you are at the school promptly at the end of the program unless other arrangements with the director have been made. Please be respectful of pick-up times. We will put on our coats and shoes and meet you outside the class! For the protection of your child, please notify us if anyone other than you will be picking up your child. Only those who are authorized on the application form will be permitted to leave with your child from our centre. We will not release your child to anyone without your consent.

*** During the COVID pandemic this will be much the same as drop off. We will have your child ready to be picked up from the side door.*

ENROLLMENT AND DISCHARGE PROCEDURES

SCS Little Lights enrolment procedures:

- Child must be at least 2 years of age and must be toilet trained
- To ensure a child's space, parents must:
- Complete the Little Lights Early Learning Centre Registration Form
- Enclose a non-refundable \$75 registration fee
- Complete the NB Child Profile
- Provide a copy of the child's immunization record

Typically, a child is enrolled at the beginning of a new school year, and it would be understood that the student would be present for the duration of the school year. Acceptance or discharge at other times in the year would be in consultation with the Director of Early Childhood Education.

FEE PAYMENT SCHEDULE

Registration Fee

Before August 1st

\$75 per student is due upon submission of application

After August 1st

\$100 per student is due upon submission of application

After the first day of school in September

\$125 per student is due upon submission of application

Tuition

Payment is a flat rate per month. It will not change according to the number of days the child attends.

4-Year-Old Options

Full Day Programs:

- 5 Full days a week \$6000 (\$600/mth)
- 3 Full days a week \$3800 (\$380/mth)
- 2 Full days a week \$2650 (\$265/mth)

Half Day Programs:

- 5 Half days a week \$3500 (\$350/mth)
- 3 Half days a week \$2050 (\$205/mth)
- 2 Half days a week \$1550 (\$155/mth)

3-Year-Old Option

- 2 Half days a week \$1650 (\$165 a month)

Tuition Payment Options

Families have the option of paying in one of the following ways:

- A lump sum tuition payment for the total amount by August 31st.
- Two equal payments by August 31st and January 31st
- 10 equal monthly post-dated cheques or e-transfers starting August through May and dated the 15th or 30th of the month.
- 20 equal post-dated semi-monthly cheques or e-transfers, dated the 15th and 30th of each month (½ payment on the 15th and ½ on the 30th) for August through May
- If a student enrolls after a school year begins or withdraws before the year ends, tuition will be prorated according to the month in which the student is enrolled.

Termination Policy

SCS Little Lights reserves the right to terminate enrolment at the centre for the following reasons (but not limited to):

- Lack of compliance with handbook regulations
- Failure to pay tuition, failure to pay on time, or bounced cheques
- Lack of parental cooperation, parental disrespect of SCS Early Learning Centre and staff
- Failure of child to adjust to the early learning centre after a reasonable amount of time
- Child's physical or verbal abuse of any person or property
- The inability of the centre to meet the child's needs

TRANSPORTATION

SCS Little Lights does not provide any transportation to and from the school. This is solely the responsibility of the parents. Parents are asked to please follow the procedures below when bringing children to school and picking them up:

1. When drivers are entering the school grounds, please enter using the St. George Street entrance and leave using the Chapman Drive exit.
2. Please drive with caution. Speed on the school grounds should not exceed 20 kph.
3. Parents of preschoolers must accompany their child to the classroom door. Please park in the parking lot. The third row of parking is designated for the convenience of preschool families. Please drive into the parking spot with the front of the car facing the playground.
*(** During the COVID pandemic please accompany your child to the side door.)*
4. When leaving, please proceed in the same direction and exit at Chapman Drive.

5. When picking up children, Early Learning Centre parents are asked to park in the designated row of parking and come to the classroom to pick up their children. (**During the COVID pandemic please pick up your child from the door to the right of the classroom.)
6. PLEASE DO NOT PARK IN THE LANE IN FRONT OF THE SCHOOL at any time.
7. At all times, please be watchful for students in the schoolyard. They can sometimes appear from nowhere. If someone other than a parent is dropping off or picking up a child, please review the above procedures with that person.

Please inform one of the educators ahead of time if someone other than a parent is picking up a child. The centre must be informed who the normal caregiver(s) are that may be responsible for bringing a child to and from school. Please inform the centre if there are any people who are restricted from picking a child up at the centre.

ACTIVITIES OF PREMISES

Little Lights students will occasionally participate in walks around the community. Parents will find a consent form for these outings in the Child Profile to be filled out before enrolment.

MEDICATION

Medication can be administered while your child is at Little Lights. The medication must come in original packaging, and parents must sign the Administration of Medical Form, providing clear instructions and consenting to administration of the medication. Little Lights does not supply any medication for the preschoolers.

HAND WASHING

In order for the SCS Little Lights centre to be as clean and germ-free as possible, the centre has a number of handwashing protocols that are part of each day. The parent/guardian who drops the child off in the morning is asked to assist in this routine. Parents are asked to guide their child to remove their outside gear and place it in their cubby, then immediately wash their hands before proceeding with any other activities. This is just another precaution SCS Little Lights takes to ensure a happy, safe, and clean environment.

For more information on our hand washing protocols during the COVID 19 pandemic, please refer to the Operational Plan. During this time the staff will see that children's hands are clean upon arrival as parents are asked to drop children off at the door.

CHILD ILLNESS

SCS will do its best to keep your little lights free of sickness; however, we know that those germs have a way of getting around. Little Lights will inform parents of any communicable diseases that may be going around in the centre. Parents can also find the notices on the parent board. Little Lights is obligated to exclude any child from the centre until the child has been treated and symptoms are gone.

Parents are asked to please not send a sick child to the Little Lights centre. We follow the guidelines for illness as given in The Child Day Care Facilities Operator Standards issued by the province of New Brunswick in November 2004. Provincial standards require that a child not attend preschool when any of the following symptoms are present:

- The illness prevents the child from participating comfortably in activities at the centre.
- The illness may compromise the health of the other children at the centre.
- The child requires greater care due to the illness.
- The child has any of the following symptoms:
 1. Temperature over 101F (38.5C)
 2. Diarrhea, vomiting, cramps, or nausea within the last twenty-four hours.
 3. Unexplained rash
 4. Infestation or infection

Above these requirements the Department of Health has put in place, Little Lights' goal is to keep our centre free of germs to keep our little ones healthy. Little Lights will not accept any children if any of the above symptoms are present or have been present in the last forty-eight hours. This includes diarrhea, vomiting, cramps or fever.

If a child becomes ill at preschool, Little Lights will inform the parent or emergency contact person who must then arrange to pick that child up within one hour of notification. At this time, the child must be removed from the play area and await in his/her cubby for parents' pick-up. Parents are required to complete a "Return After Exclusion" form upon the child's return to the centre.

For more information on our COVID-19 Protocols please reference the Operational Plan.

CHILD'S ABSENCES

At Little Lights, we completely understand that circumstances come up and that your child may not be able to attend preschool. We ask that you notify the early learning center as soon as possible by calling the office at 433-4005, emailing nmackay@sussexchristianschool.ca, or

messaging our Facebook group stating the child's absence as well as the reason for the absence. Because SCS Little Lights Early Learning Centre is a licensed facility, we are required to keep record of all attendance and reasons for absences.

EMERGENCY EVACUATION PLAN

The SCS Little Lights Early Learning Centre's first priority is to keep all child safe. Therefore, we have set up a plan in case of any emergency. We prepare the preschoolers by practicing monthly fire drills. We also have an evacuation plan for the centre. If there is any reason that we need to leave the building for any emergency, we have a designated safe location. Parents will be informed of the evacuation location when all the children have been safely removed from the danger.

GUIDANCE PRACTICES

SCS Little Lights takes a proactive approach in discipline. We will react in a loving and gentle manner in every situation. When problems do arise, we will direct the child to doing right. If this does not resolve the situation, the child will be taken away from the activity and redirected to another activity. We encourage positive reinforcement rather than competition and comparison. We will never hit, spank, belittle, or humiliate a child in any way. The parent will be notified of any behavior issues that need more direction. If a child's behavior becomes an on-going difficulty, the parent may be asked to withdraw the child from the program.

CHILD ABUSE AND NEGLECT

Under Section 5.7 of the Child Victims of Abuse and Neglect Protocols, "staff of an early childhood development program have a personal obligation to report suspected abuse and neglect." The protocols are made available to staff, and they must familiarize themselves with the protocols and be able to act, if warranted, according to Section 5.7 of the protocols.

PERSONAL BELONGINGS

There will be space provided at the centre for each child to leave his/her personal belongings when they are not needed. All personal items need to be labelled with the child's name. Please do not be surprised if your child arrives with a toy and is asked for it to be left in his/her cubby.

Items to Bring to Little Lights

- One snack and a drink (half day children)
- Two snacks and a lunch (full day children)

- Water bottle each day
- Indoor shoes
- Appropriate clothes for outside play each day
- One change of clothes in a large Ziploc baggie (shirt, pants, socks, and underwear)
- Sunblock

Items to Leave at Home

- Toys (except for Show-n-Tell days)
- Candy
- Peanut products

ANIMALS AT PRESCHOOL

At SCS Little Lights, we love to learn about all sorts of things in our world and this includes animals. Because we are a licensed facility, we are required to have permission from the parent to have animals present at preschool. Having animals visit enables us a hands-on experience when we are learning about different animals. It also teaches empathy, a sense of respect, and love for them. We are aware that animals visiting our centre also brings a bit of risk. We want parents to know that animals that come to our centre have all their vaccines and are healthy. We will practice a regular hand-washing procedure after visiting our furry friends. Another risk that we need to plan for is injury; SCS Little Lights will make sure the animals that come to visit are accustomed to being around children and are not an animal that would harm them. If your child has sensitivities or allergies to certain animals, please let us know and we will plan accordingly. Note: reptiles, amphibians, chickens, ducks and wild animals will not be visiting preschool!

SNACKS

Little Lights is a nut-free and peanut-free facility. Each half-day child is to bring one snack and drink with him/her to the centre (two snacks and lunch for each full day child). Snack times are a regularly scheduled part of our routine. Keeping with the New Brunswick Daycare Operator Standards, we ask that all snacks be part of the four food groups. We encourage fresh fruits and vegetables, dairy products, and whole grains. We also ask that you choose low sugar snacks for your child. We also encourage our preschoolers to open what they can of their snack on their own, building both fine motor skills and independence! We also strongly discourage Kool-Aid packaged drinks as they have a high sugar content; instead, we would encourage the child to bring water or milk.

If parents are planning to provide food items for the class (i.e., for a class party or special occasion, etc.), the Department of Public Health requires that those items be store-bought and not homemade.

PARENTAL INVOLVEMENT

On a daily basis, it is helpful if parents assist their child in the process of signing in, washing their hands, and placing their snacks and outdoor clothing in the assigned cubby. Little Lights is happy to have parents come and participate in outings as well as everyday life at the preschool. Should your presence become unsettling for your child or cause disruptions with the program you may be asked to make your visits less frequently.

***Although we normally appreciate parental involvement, we are unable to have visitors in our center at this time. Please refer to the Operational Plan for any changes in visiting the center due to Covid-19.*

Those who wish to volunteer will be interviewed by the director regarding their qualifications for a given task. Volunteers will be asked to undergo a criminal record check, a vulnerable sector check, and a social development record check as a condition of working in the centre.

*** Please refer to the Operational Plan for any changes in volunteering at the center due to Covid-19.*

PARENTAL GRIEVANCES

Parents who have a grievance with part of our program or our staff are asked to please bring it promptly to the director's attention. Please make an appointment to discuss any issues as drop-off and pick-up times can be very busy. Our centre is overseen by the Government of NB, the Department of Early Childhood Education. The names and contact information for the Early Learning Child Care licensing staff in our area are located on the bulletin board hanging on the wall outside the classroom.

PARENT AGREEMENT

Parents must read this Parent Handbook and sign that they agree with the policies and practices laid out by SCS Little Lights Early Learning Centre in which they have chosen to enrol their child. Please keep this handbook for your reference and complete the attached form and return to the Early Childhood Director to keep on file.



PARENT AGREEMENT

As a parent(s) of a student enrolled at SCS Little Lights Early Learning Centre, I/we hereby confirm that I/we have read the SCS Little Lights ELC Parent Handbook in full, understand its content, and agree that SCS Little Lights Early Learning Centre will carry out the policies and procedures as outlined in this handbook.

Name of Student

School Year Enrolled

Father's Signature

Date

Father's Signature

Date