



COOKIE MONSTER PRESCHOOL



WELCOME TO COOKIE MONSTER PRESCHOOL

We would like to take this opportunity to welcome you and your child to our preschool. Cookie Monster Preschool has been serving families since 1972 at Douglas Recreation Centre. We take great pride in our program and strive to create an environment where children feel safe, have fun, and learn while they explore new adventures.

Please take time to read through this handbook and familiarize yourself with our policies and procedures. If you have any questions or concerns, please address them to our office and we will be happy to assist you.

PLAY PHILOSOPHY

OUR BELIEF

It is our belief that all children are unique, have different abilities, and learn in their own way. We believe that children learn best when they guide, direct, and follow their interests through play and have long periods of playtime to practice their skills. These beginning skills are the foundation for interaction with others that will guide them into adulthood.

CHARACTERISTICS OF PLAY

Unoccupied Play:

This refers to an activity when a child is not playing at all. They may be engaged in seemingly random movements, with no objective.

Solitary Play:

The child is completely engrossed in playing and does not seem to notice other children. Most often seen in children between 2 and 3 years-old.

Onlooker Play:

The child takes an interest in other children's play but does not join in. May ask questions or just talk to other children, but the main activity is simply to watch.

Parallel Play:

The child mimics other children's play but doesn't actively engage with them. For example they may use the same toy.

Associative Play:

Now more interested in each other than the toys they are using. This is the first category that involves strong social interaction between the children while they play.

Cooperative Play:

Some organization enters children's play, for example the playing has some goal and children often adopt roles and act as a group.

WHAT CHILDREN LEARN

Children's learning while playing is extensive. They learn how to share and take turns, and how to resolve conflicts. Play increases their language, communication and imagination skills. They learn how to show empathy to others, how to share ideas and act upon them. Children practice leadership roles and learn to use objects for symbolic playing. Play helps to develop their self-esteem, and build their confidence. They work out fears, separation issues, and family problems. They role-play for future jobs and occupations. Play encourages their reading and writing skills when they make lists, write recipes, etc. They practice counting and learn one-to-one correspondence, moving them along developing math skills. They increase their fine and gross motor skills. They are always learning and growing.

HOW WE ENCOURAGE PLAY LEARNING

Our teacher's will first observe children to discover their interests, abilities, and social skills. They will provide a safe and loving community in which to explore and discover their world. They will provide experiences to promote learning in the social, emotional, cognitive, physical, and language developmental domains. Teacher's will set up the classroom to provide safety, control behavior and provide for optimal learning through various interest centers. We will provide a wide range of hands-on learning experiences and will help the children to take the next step in learning and skills. They will ask open-ended questions to promote thinking and engage in play following the child's lead. It will be our practice to play extensively with the children on a daily basis. We will provide for a developmentally and culturally appropriate learning adventure for each individual child in the program, and will form partnerships with families and caregivers to further this learning. We will finally continually assess and evaluate the program to be sure it offers the best play learning experience for children.

YOUR CHILD'S TEACHER

Miss. Susie has been our preschool teacher since 2014 and we are very proud of her qualifications and devotion to our program. Susie is certified in Early Childhood Education; Infant and Toddler Care, Mother Goose and first aid. Additionally, Susie is educated in special needs and regularly upgrades her education with workshops and courses. All of our staff have completed police information checks.

SPECIAL NEEDS

We often have children in our preschool who require additional support. We welcome the staff from Inclusion Langley Society and

their specialized training to work with some of our students. We do have a limit on the number of support workers we can accommodate in our classroom due to the size restrictions. Please speak with our teacher regarding any health care professional's such as speech therapist, child development worker, or physical therapist that your child may be receiving support from.

CLASSROOM ACTIVITIES

Routine is an important aspect of preschool and as such, we try to adhere to a schedule that empowers the children and helps them anticipate what activities are coming next. Special activities, classroom presentations, or field trips may cause changes to the schedule.

Free Play

During this time the children are encouraged to discover, explore, and use their imagination while engaging in the block, manipulative, dramatic, art, sensory, library and science centres in the classroom.

Activity Transition

Our teacher uses songs to signal a change in the routine. For example, clean up time has a "clean up" song that let's the children know it is time to clean up.

Learning Centres

Learning centres are areas within our classroom that have a collection of activities and materials. These materials are related by subject, purpose, or projected skills. These activities and materials are used independently by the children, or with teacher direction, to reinforce and/or enrich one or more skills or concepts.

Snack Time

We have a snack time during each class and parents are asked to provide a healthy, nutritious snack and water (no juice please) in a reusable container. Due to allergy concerns, we are a peanut aware facility.

Physical Activity

Through movement, children develop gross motor skills and stay fit at the same time. We will incorporate a minimum of 30 to 45 minutes each day of physical movement including indoor and outdoor activities.

Circle Time

Teacher lead activities include show and tell, songs, poetry, finger plays, stories, music and drama.

POLICIES AND PROCEDURES

SCHOOL CLOSURES

Cookie Monster Preschool observes school holidays in accordance with Langley School District #35 (www.sd35.bc.ca) including school closures due to inclement weather. In the event of an inclement weather closure, the school district will update their website by 6:30am, as well as reporting to local media outlets.

In the event that our teacher is absent, we will endeavor to find a suitable substitute. If we cannot arrange a substitute for your child's class, we will have to cancel class for the day. Refunds will be given for all class cancellations and will be issued at the end of the school year.

ARRIVAL AND DEPARTURE

All children must be accompanied to the classroom by an adult. We ask that you not arrive any earlier than 10 minutes before class starts and that your child is waiting quietly for the classroom door to open. We are a multi-use facility and there are other programs taking place, as well as staff that are working that we must be considerate of, and the foyer can get very loud, very quickly.

The children will enter the classroom on their own and hang up their coat and put their inside shoes on. Parents/Guardians must sign their child in and out each day on the sign in sheet located next to the classroom door.

It is important for your child that they arrive on time for preschool so that they can take part in all of the planned activities. It is disruptive to the classroom when children arrive late. If you are going to be more than 20 minutes late, please call the office.

LATE PICK UP

Your promptness in picking up your child is greatly appreciated. Each child eagerly awaits his/her parents arrival in order to share special experiences and is greatly disappointed when the parent does not arrive on time. Occasionally parents or guardians are late to pick up their child. Please note that we will attempt to contact the emergency contacts on your registration form after 15 minutes if we have not heard from you.

If you are late more than three times, we will impose a late fee of \$1.00 a minute that will be automatically added to your account.

CLOTHING

Children need to be able to experiment and explore without worrying about their clothes. Please dress your child in comfortable play clothes that they can manipulate themselves when in the bathroom. As well, accidents can, and do happen, so we ask that

parents provide a change of clothes in their child's cubby that they can use if necessary.

We would also encourage the children to have a pair of 'inside' shoes that stay in their cubby as well. Running shoes are encouraged as we do use the indoor gym for play time. Please label all of your child's belongings.

FIELD TRIPS

Field trips are an integral part of our curriculum and will be arranged so that each class has the opportunity to attend. We try to go to places that are fun, interesting, and whenever possible, related to the theme that is being worked on in class. We typically meet at the field trip location and parents are responsible to transport their child to and from the field trip location. Most field trips also require parental participation.

SEASONS AND HOLIDAYS

There are many wonderful and exciting seasons and holidays that we acknowledge and celebrate in our lives. However, in order to meet the programming needs of each session, we do not recognize all holidays.

BIRTHDAYS

Birthdays are special and important occasions. You are welcome to bring nut free cupcakes or cookies to share with your child's class. If you are planning to invite children from preschool to a birthday function outside of school, please hand out invitations before or after class time.

PARENT HELPERS

We encourage parents to be involved in our preschool and during the school year we will have opportunities for involvement such as providing snacks and treats for our classroom parties and attending field trips.

REPORTING ABSENCES

Please report all absences by 8:30am if your child is ill or unable to attend camp. Please call Douglas Recreation Centre at 604-514-2865. Please leave the date you are calling, along with your child's first and last name.

PHYSICAL ACTIVITY POLICY

Cookie Monster Preschool recognizes the importance of physical activity for young children. We ensure that the children in our care are supported and encouraged to engage in active play and

develop fundamental movement skills. Our preschool encourages all children to participate in a variety of daily activity opportunities that are appropriate for their age, that are fun, and that offer variety. In order to promote physical activity, all children will be provided numerous opportunities for physical activity throughout the classroom time.

Some items to note regarding our active play:

PLEASE DRESS YOUR CHILD APPROPRIATELY! All children go outside with the class so it is important to dress for the weather. This includes boots, gloves, hats and sunscreen.

As Douglas Recreation Centre is located in a public park, the outdoor play space for the Cookie Monster Preschool is in a fenced, public space. The following procedures will be followed when staff and children are using the playground:

- Staff will do a walk-around in the park prior to going outside to ensure the area is free of any hazards.
- Children will be given bright coloured pinnies to wear in order to easily identify them.
- Parent helpers will be encouraged to assist while children are playing outside.
- Children will be instructed about the dangers of wandering away and surrounding traffic.
- Staff will do continuous head counts to ensure that each child is accounted for.

Screen Time Limitation

Our school does not provide any electronics to children during class time. Exceptions are special days such as pajama day or the last day of class before winter break.

NUTRITION POLICY

Snack time is a special time to develop socialization/conversational skills. We have snack time during every class and parents are asked to provide a healthy, appropriate sized snack and water (no juice please) in a reusable container for their child. Due to food sensitivities for some children, the preschool classrooms are peanut restricted environments. *Please do not bring nuts, any items containing nuts, or items having a label that states it was manufactured in a facility that processes nut products to class.*

If your child has a food allergy or food restrictions, please inform the classroom teacher.

HEALTH AND ILLNESS POLICY

For the protection of staff and children, we are unable to accept

children who appear ill. The Teaching staff has the right to refuse admittance of a child who appears too ill to attend. If you are in doubt of your child's health, please keep him or her home and notify us of their absence. If your child has a communicable disease, please notify the preschool office. A few guidelines to follow in determining whether you should keep your child home are:

- Children who have a temperature of 100 degrees or more
- Children who have diarrhea
- Children who have vomited or need medication prior to the start of class (fever reducer or decongestant) should not attend
- Children who have a contagious illness, including measles, mumps, chicken pox or roseolla
- Children who have pink eye, impetigo, bronchitis, head lice (until treated and all nits are removed) or who have an ear or eye infection (until cleared by your Doctor)
- If yellow/green mucus is coming from your child's nose, it is usually symptomatic of the beginning of an infectious illness. Please keep your child home.

City of Langley staff will not administer medication to any participant while under our care unless it is part of a formal care plan. If medication is required without a formal care plan in place, a parent/guardian must administer it.

WASHROOM SUPERVISION POLICY

All children must be fully potty trained and able to tend to their own bathroom needs. Langley City staff are not allowed to change your child or assist him/her in the bathroom. If your child has a bathroom accident, you will be called to come and change him/her. Please also ensure that a change of clothes is available in your child's cubby.

EMERGENCY POLICY

Fire and Earthquake Procedure

Fire drills will be held once per month and Earthquake drills will be held every second month. In the event of a severe emergency, a staff member will stay with your child until you, or someone authorized by you, is able to pick them up. Emergency Comfort Kits are required to be assembled for each child by their parents and kept in our classroom in case of emergency. Comfort Kits contain a note from home, small games/activities and snacks. This information is found in the registration package.

Power Outage Procedure

In the case of a power outage during regular class time, the staff will attempt to determine the estimated length of the outage. Whenever possible, we will continue with the program, however if the Manager deems the facility to be unfit for programming (ie. too dark or too cold), the parents will be contacted to come and pick their child up.

CHILD ABUSE/DISCLOSURE POLICY

As in any field where staff are constantly interacting and dealing with children, the chance of encountering child abuse, or possible child abuse situations is present. Anyone who has reason to believe that a child has been, or is likely to be abused or neglected has a legal duty to report under the *Child, Family and Community Service Act*.

REPORTABLE INCIDENT POLICY

The Child Care Licensing Regulation Section 55 requires a licensee to notify a child's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident.

A reportable incident includes: aggressive/unusual behaviour, attempted suicide, death, disease outbreak/occurrence, emergency restraint, emotional abuse, fall, financial abuse, medication error, missing/wandering, motor vehicle injury, neglect, other injury, physical abuse, poisoning, sexual abuse, unexpected illness, choking, food poisoning, service delivery problems.

GUIDANCE AND DISCIPLINE POLICY

Philosophy

It is our belief that discipline is the ongoing process of developing inner controls so children can manage their own behaviour in socially approved and acceptable ways. Teacher's help children follow basic rules for responsible behaviour by providing an environment where children can learn to problem solve and develop skills to promote self-discipline and assume responsibility for their own actions.

The Teacher's Role in the Discipline Process

It is our goal to provide a positive atmosphere that maximizes the opportunity for desirable behaviour. To achieve this goal, our staff will:

- Establish clear, consistent and simple limits

- Offer straightforward explanations for limits
- State limits in a positive way, rather than a negative way
- Focus on the behaviour, rather than the child
- State what is expected, rather than pose a question
- Incorporate the children's ideas into classroom rules
- Provide choices
- Allow time for children to respond to expectations
- Reinforce appropriate behaviour, with both words and gestures
- Redirect the child to another activity

The Child's Role in Developing Self-Discipline

- Help establish classroom rules
- Encourage others to Be Respectful, Be Responsible, Be Safe
- Role model appropriate behaviour
- Use words to express feelings
- Problem solve

Involving Parents in the Discipline Process

If children are having difficulty adjusting to the classroom environment, teachers will enlist the assistance of parents.

Written notice will be provided to the parents of children who do not respond positively to teacher re-direction for behaviour such as:

- Being physically abusive: hitting, kicking, biting, throwing objects
- Defiance of authority
- Abusive/foul language
- Abuse of equipment, supplies, facilities

We will work together with the child and family to discuss steps to correct the behaviour. If, at any time, a child's behaviour threatens his/her own safety or the safety of others, the parent/guardian will be notified and expected to come and pick the child up.

If despite the combined efforts of our staff and the family, the child is not benefitting from our program, or the health, safety and welfare of this child, and/or that of another child in the program are at risk, we reserve the right to withdraw the child from the program.

CHILD RELEASE POLICY

If you will not be picking up your child, please be sure that all persons authorized to pick up your child are listed on your registration form. NO child will be released to someone not listed on the registration form. All authorized individuals will be required to sign the sign-in and sign-out sheet for that day. If the teachers do not know this person, picture identification (i.e. driver's license) will be required. Occasionally, emergencies arise where another individual, who is not on the authorization form, must be sent to pick up your child. You must call the preschool office prior to pick up, so your child's teachers can be notified.

AFFORDABLE CHILD CARE SUBSIDY

Eligible families can apply for an Affordable Child Care subsidy from the Ministry of Children and Family Development. Applications can be made online (www2.gov.bc.ca) or with a paper application available at our office. Please note that if the subsidy does not cover the entire cost of the monthly payment, a pre-authorized debit/credit is required. Please note that we require the registration fee and first months' payment to be paid even if you are applying for a subsidy.

If you receive a subsidy, we will refund you any amount that you have paid, less any amount that is not covered by subsidy. Please be advised that the refund can take up to a month or more for us to process.

WITHDRAWAL AND REFUNDS

If you need to withdraw from Cookie Monster Preschool, we require one (1) month's written notice. If we are given less than one (1) month's written notice, one month's fee will be withheld in lieu of notice. Refunds do not include the registration fee.

Temporary withdrawals are not permitted for vacations, illness or leaving the country.

PARKING

Please ensure that you are parking in designated spaces when dropping off and picking up your child from preschool. Parking is not allowed in reserved spaces, disabled parking unless a valid permit is displayed, or in the thatched yellow and white lines. We appreciate your cooperation.

PROGRESS

As staff, we want to focus on what the children are doing well. We will look for opportunities to praise them for their kindness and we enjoy sharing these moments with you. We will also share inappropriate behaviour with you if we feel it is becoming a pattern, or if we feel your child was upset by our discipline methods. As always, please feel free to speak to us if you have any questions or concerns throughout the year.





Contact Us
604.514.2865



20550 Douglas Crescent
Langley, BC V3A 4B3