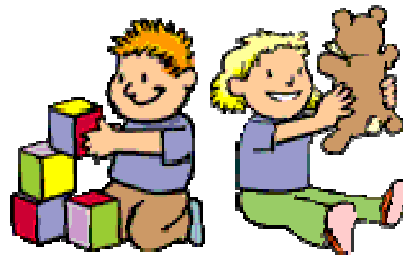


BVCS Preschool Handbook

2010-2011



**"... We will tell the next generation the
praiseworthy deeds of the Lord,
His power, and the wonders he has done."
Psalm 78:4**

Parent Handbook

Welcome to the BVCES Pre-school! This handbook is designed to tell you about our program and answer some of the questions you might have. If you have comments, or suggestions along the way, please share them with us, for your input will help us give shape to our program.

Our pre-school program is licensed by the provincial government under the "Community Care Facilities Act". This means that our facilities have been inspected and our staff approved by various government departments. Our pre-school is sponsored and prayerfully supported by the Christian School Society of Smithers and Telkwa.

We welcome children from all Christian denominations. Our hope is to support the Christian education that is already happening in the home and the church. Should you have any questions, please call the school at 847-9833.

(Please take note that your signature is required at the end of this handbook, please detach and give to the Pre-school teacher the first day of attendance.)

Bulkley Valley Christian School Vision Statement

Bulkley Valley Christian School adopted the following vision statement:

"In joyful obedience to Christ, the Bulkley Valley Christian School community strives to provide a comprehensive program of quality instruction that is shaped by a Reformed understanding of the Scriptures. We recognize our need to personally know Christ through His Spirit and Word. It is out of this relationship that we encourage and teach our students to develop a view of life and creation that is centered in God. Students are led to appreciate, understand, and evaluate the world so that, as they grow in faith and knowledge, they will take up the challenge to bring the healing power of Christ to all areas of life."

This vision statement will also provide direction for our pre-school program in an age-appropriate way.

Goals of the BVCES Pre-School Program

The pre-school program at BVCES will provide the children with the following:

- a structured program taught from a Biblical perspective,
- a safe environment where they are respected,
- opportunity to develop social skills while in community with others,
- developmentally appropriate challenges,
- playtimes and learning activities which will serve as preparation for kindergarten, and
- consistent and clear guidance and discipline.

Hours of Operation

The pre-school program will operate two days a week. The days are Wednesday and Friday; the times are 9:00 - 11:30 am for the morning class and 12:30 – 3:00 pm for the afternoon class.

Conditions For Admission

For a child to be accepted to the 2010-11 pre-school program at BVCES, they must be four years of age by Dec. 31, 2010.

Pre-School Fees

The Board of Directors of Bulkley Valley Christian School has set the pre-school fee at \$70.00/month. Fees must be paid by post-dated cheque or through auto-debit at a financial institution of your choice. One month's notice is required if you decide to withdraw your child from the program.

Class Size

There will be a maximum of 10 children in the class. This is in keeping with the guidelines of the Community Care Facilities Act.

School Supplies

School supplies will be provided by Bulkley Valley Christian School. However, the children will be required to have a pair of indoor shoes. These shoes should be non-scuffing.

Illness Policy

Please keep your child home when he/she is suffering from one or more of these symptoms:

- unexplained or undiagnosed pain,
- an acute cold with fever, runny nose and eyes, coughing, and sore throat,
- difficulty in breathing, wheezing, or a persistent cough,
- nausea and vomiting,
- fever (100F/38.3C or more),
- sore throat or trouble swallowing,
- infected skin or eyes or an undiagnosed rash,
- headache and stiff neck,
- unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps,
- severe itching of body and/or scalp, and
- if a child has any known or suspected communicable disease.

Please inform our pre-school within 24 hours if your child is diagnosed with a serious illness or contagious disease (eg. chicken pox, measles etc.).

If your child becomes ill at pre-school, we will place him/her in a quiet part of the classroom and immediately notify your home. If there is no one home, we will phone the emergency contacts that you have provided.

Prescription and/or non-prescription medications will not be administered by staff members.

Discipline and Guidance

We recognize that each child is a unique individual. Therefore, our program will provide opportunity for the child to experience, explore, problem solve and learn through play. When behavior is unacceptable, the teacher will guide the child towards a more appropriate way of expressing their feelings. Re-direction, positive time-away, and “cooling off” periods will be some of the means used to achieve desired behaviors. The students will also be challenged in age-appropriate ways to honor the Biblical guidelines for living (e.g. forgiveness, serving others, honesty etc.).

There are some forms of discipline that will not be used by our pre-school teacher. They would include excessive yelling, spanking, or withholding food or bathroom privileges. The discipline methods that are to be used will never be intended to humiliate or embarrass a child.

Reporting Child Abuse

BVCES adheres to the guidelines that are written up in a brochure entitled, “Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse”. This is a publication by the B.C. Ministry of Education.

Release of Child Policy

Parents must enter the classroom to pick up their child. We can only release children to an adult who has been previously authorized by you. Your child’s safety is of top priority. Children will not be released if the person picking up the child is incapable of providing safe care.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child’s file. The guardian is responsible for providing accurate and up to date information regarding the legal guardianship of the child.

Arrival and Departure

Please bring your child into the school building through the gym entrance of the school. Please bring your child on time (but not excessively early) so that the "opening exercises" are not disturbed. Outside footwear and coats can be removed in the classroom where mats and coat hooks are provided. Please ensure that your child is also picked up on time as it can be upsetting for a child to be left past closing time when all the other children have been picked up.

School Calendar

A school calendar will be sent home sometime during the month of September. The pre-school teacher will also inform you of any events or programs during the course of the year that are unique to pre-school (e.g. field trips).

Parental Involvement

There will be lots of opportunity for parents to play an active role in our pre-school program. Once the school year has started, the teacher will decide whether this involvement will take place in a formal/structured way or by more informal means (e.g. scheduled visits vs. drop in when you please).

Things to Remember

- method of payment must be formalized with our business office before the start of pre-school:
- your child needs to be provided with a healthy snack each day
- notify the office of any changes to your original registration form
- send your child to pre-school dressed for play and dressed for the weather
- one complete change of clothes should be provided in case of an "accident" (clearly mark all personal items with your child's name)
- BVCES is not responsible for any lost, damaged or stolen personal property

Please sign and return the slip below to the elementary school office.

I have read this handbook in its entirety, and understand the goals and structures of the BVCES pre-school program as they have been outlined.

Parent's Name _____ **Child** _____
(please print)

Signature _____ **Date** _____