USCC Children's Orchard Preschool

Policy and Procedures Manual

for

Preschool Operations

2016-17

Политике и Процедурам Дошкольного Операций

Mission Statement:

To provide a unique opportunity for preschool age children to be exposed to a second language in a nurturing, fun and caring environment.

ARTICLE ONE: THE ORGANIZATION

1) The official name of the preschool shall be the USCC Children's Orchard Preschool. It is located at 1876 Brilliant Road at the Brilliant Culture Centre near Castlegar, BC. Its mailing address is:

1876 Brilliant Road
Castlegar, BC V1N 4K2

2) The preschool shall be a licensed facility as outlined by the rules and regulations of the provincial licensing board (i.e. The Community Care and Assisted Living Act and Child Care Licensing Regulations, CCLR).

3) Any policies set forth in this policy manual will not contravene provincial regulations. If this contravention occurs, the provincial regulations shall take precedence.

4) The preschool is owned and operated by the USCC (Union of Spiritual Communities of Christ) and currently occupies space in the Brilliant Cultural Centre which is also owned by the USCC.

5) As per USCC requirements for all sub-groups operating under their umbrella, the Preschool will pay a 20% contingency fee to the USCC from all preschool earnings. This contingency fee is to help in the unexpected costs up keeping and maintained the facility the preschool is housed in that crop up from time to time.

6) Enrollment in the preschool is first come, first serve and open to all children of the local community who will be three years old and no older than five years old by December 31st of the year in which they are enrolling.

7) Refund Policy : Parents are required to give notice BEFORE a new month begins if for some reason their child is withdrawing from the program. Parents are not eligible for a refund for the current month their child is attending regardless of illness or vacations – refunds will only be given for the new approaching month.

8) A fee structure shall be set by the executive in September for each enrollment year. The fee for the 2016-17 season is as follows:

Option A: Tuesday and Thursday mornings - $110.00
Option B: Wednesday and Friday mornings - $110.00
Option C: All four mornings Tuesday-Friday - $220.00

9) The school year shall be September to June with two weeks off for Christmas Holidays and two weeks off for Spring Break.

10) An executive shall be established consisting of:

a. President – Tasha Kalesnikoff
b. Vice President – Ellie Davidoff
c. Secretary – Erica Hadikin
d. Treasurer: (vacant)
e. Promotion and Grants – Tasha Kanigan
f. ECE Advisor and Support – Ellen Strelieff
g. Member-at-large: Katya Maloff
h. Past President: Catherine Zaitsoff
i. USCC Executive Liaisons – Peter Zaytsoff, JJ Verigin, Rob Zwick

If there are not enough parents to fill these roles, then at a minimum there will be 5 members

The roles and responsibilities are outlined in ARTICLE II: THE EXECUTIVE of this manual.

11) Russian language will be a part of the preschool program. At least one member of the teaching team shall be proficient in Russian.

12) Classes shall consist of three options for parents:
Option A: Tuesday and Thursday mornings
Option B: Wednesday and Friday mornings
Option C: All four mornings Tuesday-Friday

All sessions will run from 9:00-11:30

13) Each class size shall be no more than 15 children.

14) Arrival of the children shall be through the rear entry of the Brilliant Culture Centre.

15) Extra-curricular activities will be organized and decided upon by the executive and teachers. This may include activities such as a Christmas concert, School District Russian Concert, Talent Night, USCC Union of Youth Festival, Graduation etc.

16) One fundraiser will be held every year, organized by the preschool executive and parents in a combined effort. Participation by all parents is mandatory. There will be a non-participation charge of $50 if the parent chooses NOT to participate in the one selected fundraiser. All other fundraisers held throughout the year will be on a voluntary basis only.

17) The appointment of the new executive will be decided upon prior to the new session. It is understood that the executive is elected to represent the USCC Organization as well as the parents of the children enrolled and has the right and responsibility to make decisions as deemed necessary.

18) In consultation with the USCC Executive, all purchase of equipment shall be a preschool executive and teacher decision.

19) Financial arrangements regarding wages of the teachers shall be a preschool executive decision. Teacher salary reviews shall be conducted each year and the contract finalized before the start of the new session.

20) The executive shall maintain a personnel file on the teachers including a copy of all relevant education and training. All personnel files and records will be maintained for a minimum of 2 years.

21) All financial concerns will be dealt with by the USCC through the Grand Forks office. All monies will be submitted to the USCC and payroll and expenses will be their responsibility.

22) Fees are used to pay the salaries of the teachers as the USCC is non-profit. Fundraising covers any other expenses. Fees are payable by the first of the month and post-dated cheques are mandatory for the school year until the end of May. If this is not possible, arrangements will need to be made with the Treasurer.

23) There will be as least two parent meetings a year! One meeting is to be held before the end of October and the other meeting will be held in February. Minutes of this meeting will be kept and sent to both USCC offices – in Brilliant and Grand Forks.

24) All records are confidential and access is only available to the teachers and the preschool executive.

25) All documents and minutes of Executive meetings are open and available upon request. The minutes of each Preschool Executive meeting will be sent to the USCC offices – Brilliant and Grand Forks.

26) All parents and staff of the preschool are required by law to report any suspected or disclosed abuse. Failure to report abuse can result in prosecution under the Family and Child Services Act. Child abuse by definition consists of physical, emotional or sexual abuse and includes neglect.

27) Any concerns that parents may have should be brought to the attention of the Preschool Executive Chairperson or the USCC office in Brilliant.

Every effort will be made to address the problem and deal with it in a timely manner. Documentation of all complaints will occur and be kept in the preschool records.

Follow-up as to the concerns will be done by the Chairperson and also documented.

ARTICLE II: THE PROGRAM

1) The program schedule will be either from 9 to 11:30 am or 12:30 to 3:00 pm. Drop off time will not be more than 15 minutes prior to class start.

The rough framework will be as follows but shall be up to the discretion of the teachers depending on weather, number of students etc.

Program components include:

9:00 – Arrival

9:00 – 9:45 – Greetings – Free play

9:45 – 10:00 – Learning Circle

10:00 – 10:20 – Art

10:20 – 10:50 – Snack time

10:50 – 11:30 – Outdoor Play

11:30 - Dismissal

Overview of Activities:

Free play – Free and unstructured play provides opportunities for learning and social interaction. Self-directed centers of interest are set up to allow children to independently choose activities that help them separate and adjust to the beginning of the day. The children will have many opportunities to be engaged in active play and also in quiet and relaxed zones.

Circle Time – Circle Time is a more structured setting where children are asked to practice self-regulation, increase attention span, and develop listening skills. The children greet one another, record the weather, mark the calendar, sing songs, listen to stories, practice finger plays. We encourage children to take turns talking and listening to each other. The teachers throughout the class will speak Russian thereby introducing children to the Russian alphabet, colours, numbers, poems and songs etc.

Show and Tell – While children share their own special items from home during this activity; it is also a learning experience. Show and Tell allows children to develop language and cooperative skills in a familiar social context. The four year old class brings in items relating to the letter of the week, while the three year old class chooses any item to share.

Art – Art projects provide children with opportunities for expanding their creative expression and imagination as well as discovering aesthetic pleasure from art itself. Fine motor skills such as holding a paintbrush and cutting paper are developed when children create art. We encourage self-directed art projects that are unique for each child.

Clean Up/Snack – Children share the responsibility of cleaning up the preschool. Snack is a social time where children learn table manners and visit with each other and the teachers. Healthy eating is promoted and a variety of nutritional foods are a part of snack-time.

Outside Play – We use the playground outside the preschool daily. Children develop their large motor and social skills during outside play. A climbing structure, swings, slides and bridge are included in the playground equipment. The teachers will often provide a variety of outside toys for more engaging play, such as balls, parachute, hula hoops etc.

- ***Constructive Play Activities*** – Arts and crafts, outdoor activities, organized games, supervised free play.

- ***Social responsibility and diversity*** – Dramatic play, puppets, interactions with peers and adults, practicing independence skills.

- ***Language*** – Books, stories, songs, puppets, felt stories, interactions and problem solving.

- ***Literacy skills*** - Journals, exposure to a variety of writing instruments and materials.

- ***Kindergarten readiness skills*** – Introduction to the alphabet, recognizing and writing names, classification and seriation; colours, shapes, sizes, opposites, numbers and time.

• ***Music*** – Experience with songs, dance, instruments and movement.

• ***Senses*** – Learning by experience, through sensory involvement with the world around us.

• ***Field Trips*** – Discovery of the community, culture and heritage through first hand observation and interaction.

2) Discipline/Guidance

Rules and expectations will be reasonable and appropriate for the children's developmental level. They will be set out in advance and reinforced in a positive way. The children will be allowed to experience the natural consequence of their actions within reasonable and safe limits. Inappropriate behavior interferes with a smooth operation of the class and a child may be asked to spend some time away from the class (but within the same room). The teacher will discuss the behavior with the child, who will then be allowed to join the group again. All behavior issues will be discussed with the parents.

3) All children will be signed in and out by the parents upon arrival and departure. Late pickups should be communicated to the teachers. The child will be cared for by the teacher but parents and emergency contacts will be called if the child is more than fifteen minutes past pre-arranged dismissal time. Continual late pickup may be addressed with removal from the preschool program.

4) **Recovery Plan:**

- It is critical to identify the specific assistance that children and staff need immediately after an evacuation.
- When threat of danger has ceased an inspection of the facility will be performed by William Popoff and other services as needed.
- Once the facility is declared safe, staff and children can return to the building.
- If the facility is unsafe, parents or listed alternate caregivers will be contacted to pick up each child. Staff cellphones will be used for this contact.
- Parents or caregivers will be asked to sign the daily roster form next to their child's name on pickup.
- The manager will complete a written incident report to the executive committee of the USCC facility and the Licensing Officer as soon as possible.
- The teachers and children need to be monitored by the director as they experienced an emotional experience and may need help coping with their feelings of anxiety and stress by professional counselling.
- It is our priority to educate families and children on the Emergency preparedness plan and out of contact information.

5) Parents are welcome to visit the preschool at any time and access to their children is not restricted. It is asked that no disruption to the classroom occurs during visitation.

6) Children are expected to be toilet trained as there are no facilities for diaper changes. Accidents do occur with young children. The child shall be taken into the bathroom and helped to change the clothing – soiled clothing shall be placed in a plastic bag and put in the child's cubby to be taken home by the parents.

7) Children wash their hands before and after snack and after going to the washroom.

8) Parents are responsible to ensure that the teachers are informed as to who is picking up the children as a part of the registration form.

9) Except for the sharing item, toys and items from home are discouraged.

10) Clothing should be comfortable and suitable for the weather. Runners or comfortable shoes should be worn – indoor use only. A separate pair should be used for outside play. A complete change of clothes should be provided at the start of the year and will remain at the preschool to be used as necessary. All belongings should be labeled clearly.

11) The preschool is a vegetarian facility so meat is forbidden as a snack. Food allergies should be made available to the teachers so a list may be posted. Juice and junk food are also discouraged; healthy snacks for each child should be provided. No sharing of food is allowed at the preschool.

12) Food and Drink Policy:

- USCC Children's Orchard Preschool regards snack time as an important part of the Preschool day. Snack time provides social opportunities for children and opportunities to help develop appropriate table manners and promote healthy lifestyles and well-being.
- The educators will promote the healthy eating and nutrition habits which are essential to a child's growth and development. The staff will encourage snacks that are in accordance to Canada's Food Guide. They will also be able to provide parents with information on healthy eating.
- Parents are required to send a healthy snack for the own children. We highly recommend eliminating high sugared food. We suggest vegetables, fruit and protein.
- Any allergies are to be noted when filling out the child's registration forms. An allergy list will be posted on the wall beside the teacher desk. Please provide your child with a water bottle every day.
- No meat and juice.
- The teachers will provide supplemental snack to the children that remain hungry or due to circumstances without food.

- The teachers will not use food or beverages as reward for good behavior, and will not withhold food or beverages as a punishment.

13) Immunization records are a part of the registration form. The preschool requires this information.

14) Fire Drills are carried out regularly. A copy of the emergency plan is posted within the preschool facility.

15) Guidance Policy:

- Guidance is a continuing process of directing behavior to assist children in developing self-control, self-confidence and self-discipline. It is based on a concern for the safety and well being of each child in the facility.
- For the prevention or reduction of potential conflicts the facility environment is arranged to align with the children's abilities. Clear and simple limits are set. For dealing with children's behavior the staff will use diversion or distraction (change the children's activity); natural or logical consequences; offering manageable choices; modelling and demonstration (setting a good example); and redirection.
- Any form of discipline which could harm a child in any way, physically or emotionally is unacceptable. When practicing behavioral guidance all staff must ensure that the guidance is appropriate to the age and development of the child who is receiving the guidance.
- The USCC Children's Orchard Preschool promotes positive guidance and discipline (which means "to teach") strategies when a child's behavior is considered inappropriate.

Positive guidance and discipline strategies at USCC Children's Orchard Preschool will include:

• Anticipating trouble before it starts. This can happen by controlling and supervising the environment the children are in.

• If a child is having a hard time managing in an activity, we will move on to another activity. E.g. "Let's do a puzzle together." This provides a good opportunity to talk to the child. Often talking can get to the root of the problem.

• We give the child reminders of what is appropriate. This helps the child maintain self-control.

• We give the child choices. We find offering a choice of several activities gives the child a feeling of self-control and leaves them happy with their choice. We ensure that the choices we offer the children are acceptable.

• We try to make our messages clear to the child so there is no misunderstanding.

• The staff points out to the children the logical consequences of their actions.

• Group discussions with the children are held, and at this time appropriate and inappropriate behavior is discussed. We talk about appropriate ways to express our feelings, and that it is okay to have feelings. E.g. it is ok to be angry, sad, lonely, happy, scared, etc.

16) Cleaning Procedures:

All staff members are expected to be involved with cleaning duties in the Preschool. Daily cleaning is an ongoing process during the preschool day. If any staff member notice an area in need of cleaning they are expected to clean that area. If this cleaning will take you away from supervision duties for any amount of time please inform other staff to cover your duties while you are cleaning.

Daily cleaning includes (spray and wipe with disinfecting cleaner):

- Eating areas
- Toileting areas
- Play areas
- Backs of chairs
- Emptying of garbage cans and reline with bags
- Floors (sweeping and washing)
- Carpets (vacuuming)

Monthly cleaning includes:

- Kitchen, workshop and dress up areas
- Toy bins and shelves area
- Doll house, book area, puzzle area, painting easel
- Desk area, art area
- Preschool walls, ceiling, and the interior of cupboards and storage area are to be cleaned on an annual

17) Children with illnesses should stay home. If children become ill while at preschool, the teacher will contact the parent or emergency contact to take the child home.

18) The children may perform in various functions at the Brilliant Cultural Centre including Christmas and the Children's Festival. The songs are learned in class but the performances are, although encouraged, optional at the parents' discretion.

19) Absences should be informed of in advance. Every parent receives the phone number of the preschool.

20) If outside play is not possible due to weather, there is a "gym" space just outside of the preschool room in the Brilliant Cultural Centre. All activities are supervised by the teachers.

21) Children are not allowed to leave the preschool room unless accompanied by an adult.

22) Strict regulations govern the administration of medications in group child-care facilities such as the preschool. When a child requires prescription medication during the day, parents must obtain an Authorization for Prescription form available from the teachers. This form MUST be completed by the parent before teachers are permitted to administer the medication according to physician's orders.

Preschool staff are not able to administer over the counter medicine such as cough syrup, aspirin (Tylenol), vitamins or other non-prescription medications except where the medication has been prescribed by a doctor. This policy exists to protect children, parents and staffs as the preschool teachers are not qualified to make judgment calls about appropriate administration of these medications. Concerns should be communicated to the preschool teachers. We strongly encourage parents to administer the medication BEFORE and AFTER preschool. Staff will only agree to administer the medication if it is a special circumstance and is accompanied by a Doctor's note!

23) Toys shall be washed at least every two months – although the teachers will be responsible for this – all help will be appreciated. Parents are encouraged to step forward and offer their assistance!

24) Safe Release of a Child

a) Children will only be released to an authorized person, as listed on the Child Release Form at the Preschool --- The child will not be released from the facility to anyone except: The parent/guardian of the child or a person authorized by the parent/guardian in writing on registration forms who is 16 years of age or older.
b) If an unauthorized person arrives to pick up a child, the family will be contacted.
c) Additional persons may be added to the list in writing.

d) If a custodial agreement exists, a copy must be made available to the staff. It is the responsibility of the custodial parent to keep these records current. A child will not be released to a non-custodial parent, with a court order on file.
e) No child will be released to a person who appears to be incapable of providing safe care (e.g. if the authorized person appears to be impaired, the Teachers will then contact the next person on the child's release form)
f) If obviously intoxicated authorized pick-up person insists on driving, staff will inform the person that they are breaking the law and endangering the child's life. The staff will also inform the person that the police will be called immediately. If the police are called they will be notified of the child's home address, description of the vehicle, and any other whereabouts they may leave to.
g) If no one arrives at the end of the day to pick up the child, parents and emergency contacts will be contacted. If the child is not picked up within 15 minutes of the class ending the staff will attempt to contact the parents. If the staff cannot contact the parents the emergency pick-up contact will be called. Parents are asked to call ahead if an emergency will keep them from picking up on time or if the pick-up person has changed.
h) If the Teachers are unable to reach parents or emergency contacts or they do not respond or no one is able to provide safe care, the Teachers will contact the Ministry of Children & Family Development at (604) 310-1234.

25) It is expected that parents accompany their children on all field trips but that the teacher or field trip coordinator will be contact person while on the field trip. (i.e. responsible)

ARTICLE III: EXECUTIVE

In order to ensure a smooth operation of the preschool, representatives should be elected to carry out the administrative and organizational aspects of such a group. The executive moves the preschool group in a positive direction to work toward providing a high quality preschool of which we can all be proud.

- Executive members shall respect the rights and opinions of others.
- Executive members shall avoid conflict of interest or the appearance of impropriety which could result from their position on the executive.
- Executive members shall not take private action that might compromise the reputation of the preschool or other executive members.

It is understood that the executive will ensure a safe, enjoyable and positive environment enhancing the quality and integrity of the preschool. This can be done through creating a cheerful room through supplies purchase, maintaining a good communicative dialogue with the teachers and parents.

<u>Chairperson:</u>

- Shall preside at all Executive Meetings
- Call meetings and set up agendas

- Shall keep order at meetings to ensure consistent procedures
- Ensures policies and guidelines are observed
- Consults with the USCC Executive before making major changes or decisions to the program
- Gives welcome speech at AGM as well as Christmas parties and other gatherings
- Is the main contact for parents and the USCC Executive
- Answers correspondence as required
- Ensure licensing regulations are met
- Arranges with the Executive
    - Parent meetings
    - Christmas and year end functions
    - Field trips
    - Purchase of equipment and supplies
    - Teacher relations – evaluation, hiring
- Signing officer on preschool bank account
- Should be involved with the preschool for more than one year
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Vice-Chairperson:

- Assists the Chair and assumes duties if the Chairperson is not available.

Secretary:

- Prepares minutes of Executive meetings
- Assists in Executive functions
- Prepares documentation as required by Executive and/or teachers for the operation of the preschool
- Distributes the minutes of all meeting to the USCC Executive, the Preschool Executive and both USCC offices in Brilliant and Grand Forks.

Treasurer:

- Will collect all monthly fees from parents
- Will keep a record of paid and unpaid fees and will follow up on the parents who have not yet paid
- Maintain records in an accountable and auditable manner
- Once all monthly fees have been collected the treasurer will submit the monies to the USCC Brilliant office.
- Will submit ALL receipts and invoices to the USCC office in Grand Forks (these can be submitted to the Brilliant office who will in turn submit to Grand Forks through internal mail) all electronic mail pertaining to preschool finances should be submitted directly to Grand Forks. Please cc the Brilliant office in all correspondence.

- Provide and keep track of petty cash
- Assists in Executive functions

ARTICLE IV: TEACHERS

Job Description for Teacher/Manager

The preschool teacher (certified early childhood educator) hired to teach in the USCC Children's Orchard Preschool will provide nurturing care and education to young children in a group setting. During each session, you will help children to learn and grow with our personalized curriculum which includes pre-literacy in both the English and Russian languages, awareness of community, nature, as well as foster an understanding of the Doukhobor culture and heritage. The program will be play-based.

Responsibilities include but are not limited to the following:

- Will be responsible for preparing the preschool for each session
- Will arrive 30 minutes before the start of each session – this will be considered as prep time
- Plans and implements enriched programs in accordance with curriculum objectives, developmentally appropriate practice and program philosophy that promote the physical, cognitive, emotional and social development of children
- Leads children in activities by telling or reading stories in Russian and English , teaching songs in Russian and English, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use and providing opportunities for creative expression
- Takes a leadership role in the classroom and provides excellent supervision and interaction with children at all times including inside the preschool space as well as outside and during playground activities;
- Observes children in their surroundings and assesses individual and group needs
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Promotes open communication and works cooperatively and effectively as a team member and communicates and contributes information on a continuous basis
- Provides training and acts as a role model for students, supply and new team members
- Understands that the preschool operates under the USCC umbrella and all major decision need to be brought to them before implementing

Job Description for Assistant Teacher

The early childhood educator assistant hired by the USCC Children's Orchard Preschool will provide care and guidance to preschool children under the supervision of the preschool teacher (certified early childhood educator). You will work alongside the teacher to create and deliver activities that will promote strong intellectual, emotional and physical growth in the preschool children. These activities will follow our personalized curriculum which includes pre-literacy in both the English and Russian languages, awareness of community, nature, as well as foster an understanding of the Doukhobor culture and heritage.

Responsibilities include, but are not limited to the following:

- Supports preschool teacher in carrying out programs in accordance with curriculum objectives, developmentally appropriate practice and program philosophy that promote the physical, cognitive, emotional and social development of children
- Will arrive 30 minutes before the start of each session – this will be considered as prep time
- Engages with the children in activities with the preschool teacher by reading stories, teaching songs and preparing craft materials. Help to expand the children's play when you deem it appropriate
- Assists with the promotion and demonstration of proper eating, dressing and toilet habits
- Will maintain preschool equipment and ensure toys are disinfected monthly with assistance from parent helpers and other volunteers
- Will assist preschool teacher in keeping necessary records
- Reports and submits any observations on children directly to preschool teacher

28) The teaching team will also follow CCLR guidelines. There will be at minimum one teacher and one teacher's assistant.

29) BOTH teachers shall arrive no later than ½ hour prior to each session. The one ½ hour will considered prep time and the teachers shall be paid for that time.

30) Evaluations shall be initiated by the executive to be completed before Christmas break. [Note: An ongoing evaluation will be conducted].

31) Children shall be taught one traditional Russian prayer. It will be recited prior to snack time. The prayer shall be chosen by the executive committee/teachers.

32) The Russian language will be incorporated, gently, into the preschool environment through the singing of songs, arts and crafts and visual aids – with the goal in mind that the introduction to the language will ignite the spark of learning and curiosity in BOTH the children and the parents!

33) The Doukhobor Life Concept which promotes strong family values of love, peace, forgiveness, love of nature, community and sharing will be strongly intertwined in the development of the monthly curriculums.

34) The teacher will provide the Preschool Executive committee with a written general plan for the following month which will include a general outline of the month's activities and a calendar of events/field trips/special activities.

35) Field trips will be approved by the executive and parents shall have sufficient notice.

36) Teachers will attend executive meetings.

37) Teachers will attend field trips.