



TAPESTRY
CHRISTIAN EARLY LEARNING

Summer Camp PARENT HANDBOOK

Telephone:
604-277-1079

Address:
9280 No. 2 Road
Richmond, BC
V7E 2C8

Web:
www.tapestryearlylearning.com
info@tapestryearlylearning.com



OUR PHILOSOPHY

Tapestry Christian Early Learning (TCEL) is a charitable organization that is governed by a board of directors. We are a licensed facility striving to partner with families in the educational journey of each child.

At Tapestry Christian Early Learning we believe:

- in providing quality Christian programming that nurtures all domains of learning (spiritual, cognitive, physical, emotional and social);
- in providing an environment where each child feels safe to explore his or her own gifts and is allowed to grow and develop as a unique individual in a diverse community; and
- children learn best in a play-based environment surrounded by Christ's love and teachings.



OUR PROGRAM

Tapestry Christian Early Learning operates under a group care license for a maximum of 24* children per session ranging in age from thirty months to six years. We offer a play-based program that is Christ-centered. It is our belief that children learn naturally through play. Our centre includes a variety of open-ended activities, which create various learning opportunities. Some of our learning centres may include:

- House keeping and dress up area
- Block corner
- Art table
- Sensory table
- Table toys and puzzles
- Listening Centre
- Library
- Music time

* Due to enrolment, the centre may choose to only accommodate 16 children per class.

CIRCLE TIME

During this time, children will be introduced to new ideas, themes, and biblical content through stories, songs, drama, and movement. In October, the older children will begin to learn phonics through music and movement, the younger children are also welcome to participate.

ART

We offer open-ended art set up during free play as well as theme based art. The children explore God's world through the manipulation and use of many different media and materials.

SNACK TIME AND LUNCH TIME

We strongly encourage healthy eating. Children will be reminded that chocolates, candies, cookies, gummies, juices, etc. are not suitable for refueling young growing bodies at school. Please have your child bring a water bottle daily.

SNACK & LUNCH: Please bring a healthy snack for your child each day as well as a cold lunch or a warm lunch in a thermos for your child as we do not heat up lunches. Please be aware that there may be children in the class with severe nut allergies. Therefore, we respectfully ask that no food with nuts be brought to school.

STAFF

All staff are practicing Christians who faithfully attend various Christian denominations in the Lower Mainland. They are all certified Early Childhood Educators and have current Child Safe First Aid certification. Each staff member has undergone a Criminal Record check. Our staff is committed to ongoing professional development and attend workshops and training in the community as a team and individually. Any assistants, early childhood education students, or volunteers will undergo a criminal record check before entering our program and will work along side a qualified staff member.

CLOTHING

Please send your child to school in comfortable play clothes. We spend time outside every day, rain or shine. Please also ensure that your child has proper rain and snow gear that is waterproof (e.g. Rain jacket, rain pants, boots, muddy buddy, etc.). You can leave these items in your child's cubby or bring it on rainy/snowy days. On sunny days, please also ensure that you apply sunscreen on your child before dropping him/her off.

Please also leave a set of extra clothes in your child's cubby at all times. We encourage children to wear smocks, but art time can be messy. Reassure your child that it is alright if they get their clothes dirty. All clothing should be labeled clearly with your child's name so that it can be identified. Wet or soiled clothing will be bagged and kept with the child's belongings for the family to take home

and laundry. If your child is not fully potty-trained, please leave extra diapers and wipes in their cubby.

Children should attend school with shoes that support their ankles and are easy to walk and run in. Flip-flops and Crocs make it difficult for children to climb, run, jump, and pose a safety concern. Running shoes are most suitable for our program. Shoes must be worn at all times and will be required unless during specific activity.

DROP OFF

DOORS WILL BE UNLOCKED AT 8:55am FOR THE MORNING SESSION.

Please respect that the staff requires the morning for setup and planning prior to opening.

Upon arrival, please drop your child's items in the "Cubby Room", please sign him/her in, escort him/her to the washroom, wash hands, and then escort him/her to the large carpet in the main classroom. Your child's lunch along with their water bottle should be dropped off on the trays provided in the main classroom by the kitchen.

The entrance door will be locked at 9:30am. If you arrive late, please call us (604-277-1079) or try ringing the doorbell. The door will be unlocked 30 minutes prior to pick-up of each session. If your child needs to be picked up early, please give us a call.

LATE PICK UP

Late pick-ups can cause anxiety and tension for your child, as well as for staff, as they must organize the room and attend to other duties. Please contact the centre **as soon as possible** if you are late or are going to be late. This way we can reassure your child that you are on the way.

Late fee: There is a 10 minute grace before our late fee comes into effect. After 10 minutes we charge \$1 dollar per each minute following, i.e. 11 minutes late= \$11 dollars. First late pick up will only be a friendly warning to our late fee policy.

AUTHORIZED PICK UP

All children are expected to be signed out by a parent or authorized adult for pick up. Children will only be released to adults listed under the authorized pick up section on your registration form. Please notify a staff member if you require any additional names on your registration form. Picture identification will be required from any one other than a parent to pick up your child.

GUIDANCE AND DISCIPLINE

We value and respect each child as a unique individual. Our goal in guiding children's behaviour is to ensure their safety and the safety of those around them. We take into consideration a child's developmental level and personality, and will assist them in developing self-confidence, self-esteem, self-control, self-discipline, and sensitivity in their interactions with others.

Our guidance strategies include:

- Modeling;
- Stating clear limits and involving children in setting those limits;
- Having appropriate expectations for children according to their development;
- Teaching children to express their feelings in appropriate ways;
- Teaching children problem solving and conflict resolution skills and encouraging the child to use those skills with their peers;
- Respecting and reflecting children's feelings; and
- Allowing children to experience natural and logical consequences to their behaviour appropriate for their age.

Families will be consulted if a child has persistent behavioural problems in the center that require a consistent systematic approach. Extra support can be accessed for children with emotional and behavioural challenges if the families and staff request the support.

The following behaviours are not acceptable at our center:

- A child physically (hitting, kicking, biting, spitting) or, verbally hurting another or a teacher;
- Intentionally damaging property;
- Consistent disobedience of a teacher; and
- A child repeatedly leaving the school grounds intentionally.

TCEL will look at each situation individually and consider the motives and abilities of the child. Clear choices will be made available to the child to assist and encourage him/her to make the right choices. Consequences will also be made clear as a result of the choices that are made. In addition, parents of the child involved will be notified in person or via email. We encourage the parents to discuss the situation with their child at home and keep an open communication with the center.

The steps employed by TCEL for correcting inappropriate behaviour are as follow:

1. A verbal warning is given.
2. Redirecting.

3. Helping the child express feelings verbally and the choices available to him/her.

If the same behaviour persists, the school will call the parents for a meeting to discuss a plan of action. This is so that together, the teachers and the parents can support each other in working through the behaviour. If the behaviour continues despite these efforts, TCEL reserves the right to immediately withdraw the child from the program. In addition, the center reserves the right to send a child home on any given day as a result of any of these behaviours for the safety and well-being of other students and teachers.

HEALTH AND SAFETY

We plan to increase your child's awareness of good personal hygiene habits by emphasizing hand washing. When arriving at the school, we ask each child to wash their hands before coming to the carpet for opening prayer. Hand washing is also part of our transition to snack time and after toileting.

WHEN A CHILD SHOULD STAY HOME

There are three important issues in determining when a child is too ill to attend preschool:

- The protection of the other children from a communicable disease.
- The comfort and safety of the child who is ill.
- The capacity of the preschool to look after an ill child.

Parents should keep their child at home or seek alternate care arrangements for the following conditions:

1. The child is too ill to participate in normal activities of the program
2. Pain- any complaints of unexplained or undiagnosed pain
3. A common cold with listlessness, runny nose and eyes, coughing and sore throat. Once the child's temperature, well-being, and energy have returned to normal, the child may no longer be contagious, and may be able to return to the center even though coughing and runny nose may persist.
4. Children with suspected or known measles, mumps, rubella or chicken pox should be excluded until non-infectious. Children with generalized rash and fever are suspected of having measles and should be excluded pending diagnosis.
5. In addition to the illnesses mentioned in #4, there may be other less common communicable diseases, which would necessitate exclusion for a period of time. In the case of diagnosed communicable diseases, the preschool should be notified.
6. Children with a chronic symptom such as a persistent cough or persistent fever warrant medical evaluation. Once an appropriate medical evaluation is obtained, they need not be excluded from the preschool unless they fall under the terms of #1, #4, or #5 above.

7. Whenever a child attending the preschool develops new symptoms of illness (mentioned above or not,) or has a worsening of symptoms, a parent will be notified to take the child home.
8. Fever of 100 degrees F/38.3 degrees C or more
9. Infected skin or eyes, or an undiagnosed rash
10. Headaches and stiff neck
11. Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies
12. Children with gastrointestinal problems (i.e. vomiting, diarrhea, etc.) should be excluded from the preschool. Children should stay home for and be symptom free for at least 48 hours after the last bout of vomiting or diarrhea.

Your cooperation in following the school's Health and Safety guidelines and policies will help to keep our children safe and healthy.

We ask that parents/guardians please be respectful of staff and the other families should you be asked to pick up your child early from preschool. An emergency contact or alternate plan should be in place should the parent or legal guardian be unable to pick up due to illness.

ADMINISTERING MEDICATION

Medication may only be given with parents' written consent and a physician's signature. We kindly ask when possible, for medication to be timed around home-time, versus school-time.

IMMUNIZATION

The registration package for your child's enrolment in the preschool requires each child to have a current copy of your child's immunizations/vaccinations on file.

If parents choose to not administer vaccinations to their children a separate release form must be completed with the registration package.

If your family chooses not to vaccinate, your child may be excluded from the program during an outbreak of communicable disease and will only be allowed to return to the center upon notice from the local health authority that it is safe to do so.



EMERGENCY EVACUATION PLAN

In the event of an emergency at Tapestry Christian Early Learning, all parents/guardian will be notified and contacted for location and pick up of your child. Licensing requires all centers to have an alternate pick up location in the event of an evacuation. **Our secondary pick up location 7-Eleven located at 9471 #2 Rd, Richmond, BC V7E 2E2 (604) 271-4460.**