



# Parent handbook

## *Philosophy*

Fernie prep school was created for children to grow and learn in a gentle and modern learning space. We noticed that many programs and curriculums world wide had yet to change and grow to benefit the learning styles and lifestyles that we now have in 2020.

We wanted to create a program that includes outdoor learning and natureplay as much as possible in our environment. We wanted to embrace the tools we have to encourage our little ones to practice mindfulness and a growth mindset. We want to facilitate a healthy relationship with technology and touch screen learning. We want to get back to basics with our uncomplicated learning practices and resources. Most of all we want to show care and empathy to our little learners as they are preparing for life in the big world of elementary school- as we all know children learn best when they feel safe and valued.

## *Hours of Operation*

Fernie Prep is open 8:30-12:30 Tuesdays , Wednesdays and Thursdays

Fernie Prep has four school terms

Term 1 – September 6<sup>th</sup> -October 26<sup>th</sup> (8 weeks)

Term 2 – October 31<sup>st</sup> -December 21<sup>st</sup> (8 weeks)

Term 3- January 9<sup>th</sup> – March 14<sup>th</sup> (10 weeks)

Term 4- April 2<sup>nd</sup> – June 20<sup>th</sup> (14 weeks)

Children sign up for the whole school year . Three days a week. It is important that each child attends for the full school year to benefit from the nature of the prep school which *is* to prepare your child for Kindergarten.

Fernie Prep is closed on Mondays and Fridays.

Fernie Prep will be closed all statutory holidays.

Please note that if the schools are closed due to severe weather, government shut downs or events of such nature, Fernie Prep will also close.

Due to the current situation with Covid-19, Fernie Prep may be given direction to close or minimize class sizes for health and safety with little or no notice. If this is to occur all parents will be emailed with direction. This may also mean your sessions may be reduced . Rest assured that fees that have been paid will come off the amount owing when class resumes as normal.

## *Program Activities*

Fernie Prep is a play based program and will provide a variety of planned and free choice activities. These include but are not limited to, crafts, science, cooking, drama, dress-up, music, gym, outdoors, building toys, floor play toys, games and puzzles.

The children are encouraged to share their interests and activity ideas with us, we will have a special interest shelf set up where children can write down or display what they are interested in at the moment. They are also welcome to share this with us at daily collaboration time. We provide a wide variety of equipment and supplies for your child to choose from. The curriculum is posted each term on our communication board , this will include any community visitors or field trip information as well.

### *A sample of our daily routine is below:*

8:30-8:45 Parent drop off and invitation to play

8:50- Morning circle time

(interactive stories , collaboration time , music )

9:10 – Morning snack

9:20 – free movement .

( options of technology , fine motor toys , sensory play , creative play)

10: 00 – planned activity learning

( literacy and numeracy programming, S.T.E.A.M or community visitor time )

10:30 outside play & learning

11:15 Lunch time flowing into free movement when child is ready

11:30 – free movement

12:15- pack up and good bye circle time

12:30 parent pick up

- Please note that where possible learning activities and meals will be set up outside.

## Registration packs

In August all children who have registered will receive a Fernie Prep enrolment kit. This will include a copy of the year curriculum and learning goals , the first terms program , an introduction to your child's educator ( a letter addressed to you child) a checklist for your first day and a Fernie prep T-shirt ( this T-shirt must be worn on field trip and visitor days along with any other day that you child wishes !)

## Program Fees

Fees are due one month before each school term commences. If they are not paid by the start of the school term and arrangements have not been made with the manager, we reserve the right to refuse. If a payment arrangement needs to be worked out, please discuss it with the manager.

Deposit \$200 – Taken off term 4 fees or when given 4 weeks notice to withdraw from program.

**Term 1 - \$720**

**Term 2 - \$720**

**Term 3 - \$900**

**Term 4 - \$1080**

**Fee payments can be sent by E-Transfer to:**

[fernieschoolagedcare@gmail.com](mailto:fernieschoolagedcare@gmail.com)

4 weeks written notice must be given to withdraw your child.

Once the 4 weeks notice is given, all additional payments will be refunded in full from the end of the 4 weeks onwards.

## Cancellation of Days /refund policy

4 weeks notice in order to receive deposit back (\$200)

***These refund dates are not negotiable. We staff according to the amount of children that we have registered therefore it is imperative that correct notice is given if you require a refund.***

## *Summer Camp*

It is a possibility that Fernie Prep will run a summer camp program. Information regarding this will be available at the spring sign up fair each year.

## *Attendance and Absences*

It is the parent's responsibility to report absences to Fernie Prep. Communication from parents to the program is essential to ensure the safety of your child, as well as the other children in the group. If your child is absent, please let us know. Feel free to call, text, or email.

Please ensure that staff are aware that you are taking your child. We will not release your child unless we have seen you or talked to you. You are required to sign your child in and out of the program.

## *Child Drop-off and Pick-up Policy*

The purpose of this policy is to ensure all children are safe.

When picking up or dropping off children, the following rules are expected to be followed:

- You (or a guardian) must accompany your child into and out of the building.
- You must see a Fernie Prep staff in the building.
- You must sign your child into and out of the program.
- If someone who is **not** listed on your child's registration form is picking up your child, you must put it in writing or speak directly to staff. Your child will not be released otherwise.
- It is our procedure to ask for government issued ID of anyone picking up your child who we do not know or recognize.
- If you are under the influence of drugs or alcohol when you pick up your child, we will offer to call a cab or an alternate pickup. If you leave with your child, we have an obligation to contact Child and Family Services and/or the police.

Please drop off your child no later than 8:50 AM. Late drop off's often interrupt the classroom.

To ensure physical distancing during drop off, parents/ guardians are to use the rear doorway to the Max Turyk Community Center, which is labelled FSAC ENTRANCE. There is hand sanitizer station for everyone to use before entering the building. From there you may help you child unpack their items and hang their back pack before entering the room.

Two parents at a time are allowed to enter the room. Please be aware of this and wait in the hallway practicing physical distancing until a parent leaves.

Staff will sign your child in and out.

For full covid -19 policies please refer to the Fernie school aged care website or notice board.

### *Late Pick-Up Policy*

The purpose of this policy is to ensure that children are kept safe and worry free about their parent's whereabouts. It also protects Fernie Prep staff from breaking policy or protocol.

Our other programs and staff administration commitments begin after the prep school finishes at 12:30pm.

If you are late the following actions may be enforced:

- If you are caught in an accident or an emergency, please contact us as soon as possible so that staff can be prepared.
- A \$10 fine will be charged for any part of the first 10 minutes and \$1 per minute after that. These fines are to be paid directly to the staff member who stayed late.
- We will try to contact you or your alternative contact within the first 15 minutes
- If the program has not been notified and the child is not picked-up by 1:30 pm your child will be placed in the care of the Region's Department of Social Services.
- Consistent late pick-ups could result in termination of care.

### *Illness and communicable disease policy*

- With a risk of outbreak of an illness/ health issue, a notice will be posted on the parent communications board.
- If the Manager has been notified or has reason to believe that a child has been in contact or has a communicable disease, that child must not attend FSAC until returning with a doctor's note. The Manager must report the communicable disease to the public health authority.
- A sick child will be kept as comfortable and far away from other children as possible until a parent or guardian can pick the child up.
- The Child's medical, health and immunization information is to be recorded at the time of registration.

## *Covid-19 and Staying Home When Sick*

All parents, caregivers, children and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified by Public Health as a close contact of a confirmed case must stay home and self-isolate.

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them for care at Fernie Prep.

*If Fernie Prep staff notice symptoms related to COVID-19 they have the right to refuse care. Staff will be required to check temperatures at drop off and if feel necessary during the session.*

*When possible a make up day / day in lieu will be given to that child although this is not guaranteed. Management will email you within 24 hours of refusal of care to discuss the possibility of the make up day and timeline of when you are to use it by.*

Children who are ill, including children of essential service providers, are not permitted to attend Fernie Prep.

## *Medication policy*

- Only staff with a valid first aid will administer to the children
- All continuous medications are to be labeled with the child's name and must accompany a completed medical form. (this includes puffers, epi pens, Tylenol)
- Children with puffers or epi pens must have it in their backpack and their backpack located with easy access and separate from the other backpacks.
- All medications (continuous or short term) will be stored in a locked draw or box, must be in the original prescription bottle with the instructions required (this includes herbal remedies and headache/pain relievers) clearly labeled with the Child's name.

## *Snack/ meal and Nutrition*

Snacks/ meals are not provided by Fernie prep school.

Please pack your child:

- 1) a healthy snack in a separate container for morning snack
- 2) a lunch kit
- 3) water bottle

ALL labelled please.

Fernie Prep monitors lunches and healthy eating habits based on Canada's Food Guide, please refer to Food Servings for Children 4-5 years.

Filtered water is available for children to access as they want. Please send you child with his/her own (labelled cup) at the start of the school year for them to use. We prefer this for meal times and throughout the day instead of a water bottle. It helps the children with their responsibility awareness along with self help skills. However water bottles will be used for outdoor learning.

Fernie Prep is a nut free center. Please be respectful of this guideline for the safety of our staff and students.



## *Accidents and Safety*

Fernie Prep promotes healthy physical activity, along with this accidents may occur. In the event of an accident the following procedures are in place.

**Minor accident:** General first aid will be administered by staff who hold a current first aid certificate. An accident report will be completed by the staff and you will be required to sign it at the end of the day. We will encourage your child to talk about the incident with us. In the event of a minor head injury or fall you will be contacted by phone. We will closely monitor your child for any changes. We will monitor the child's activity, and eating and drinking after the accident if it happens close to pick-up time. This information will be important if your child needed further medical attention in the evening

**Major accident:** For more serious accidents that require attendance of medical personnel outside of FSAC, parents will be contacted immediately. If we cannot get in touch with a parent or emergency contact we will phone for an ambulance. FSAC employees can not transport an injured child. If it is necessary to activate

Emergency Medical Services (EMS) calls to 911 and to the parents will occur simultaneously. If Transportation by ambulance is required the program will continue to try and contact you. FSAC will organize a relief staff to maintain staff/ child ratio and will then accompany or meet your child at the hospital. A full detail report will be provided for the parent.

**Incident involving another child:** A staff member will ensure that your child is safe and has the opportunity to discuss the situation' A report will be written up and all parents will be informed privately. For privacy reasons the program will not disclose the names of the children involved. Parents do not have the right to approach the other child involved. They must leave follow up actions to Fernie prep . Based on the severity of the incident our guidance policy will be enforced.

At least one staff member on site will hold a valid First Aid Cert. Only staff with a valid first aid can attend to children who require first aid, or supervise children with medication. A first aid kit must be with the staff while walking and transporting children as well as on the playground and on all field trips.

## *Field trip / Transport policy*

The majority of our community field trips and visitors are planned at the beginning of each term , however sometimes spontaneous events do occur and will provide a great learning opportunity. In this instance -parents will be notified at least one day in advance before off-site trips are taken. Parents are required to sign the group field trip permission form for every off site trip. If the child cannot attend the field trip or the signed forms are not received, Fernie prep is not responsible to provide an alternate. The parent will be asked to find alternate child care for the day.

In order for your child to attend a FSAC field trip we must have

- \* Group field trip permission signed
- \* up to date emergency contact information
- \* Children must arrive 30mins prior to departure to go over expectations and safety issues
- \* Children are to be dressed for the weather and in their Fernie Prep T-shirt
- \* Children must demonstrate respectful behaviour to peers, staff, the community and follow safety rules. If this does not happen the Manager has the right to refuse permission for the child to attend further field trips.

### **Walking**

Children are guided to walk safely on the sidewalk. Lawns and roads are off limits. Children are expected to walk with the group, running ahead or away from the group is not safe and unacceptable. Parents are responsible for making other arrangements if FSAC does not feel that your child can walk to and from safely.

Provided the distance and weather is safe, we will plan to walk to the destination. The alternate will be to rent a bus from an approved agency. The mode of transport and costs (if not included in the fees) will be posted on the group field trip permission form.

## Complaint Procedure

Fernie prep strongly believes in on going communication with parents, children, staff . At times, a situation may arise that you as an involved person within our program may have a concern that needs to be addressed. If this should happen, the following policy is in place to ensure that you as well as the program have the best interests of the children at heart.

- Verbal or written concerns should be Manager of your center – not assistant staff.
- Contact the Manager immediately if you feel a child's safety or well being has been placed at risk.
- If you feel the manager has not addressed your concerns only then will you contact the director.

*Center director has the right to refuse care effective immediately without a refund if a parent /guardian does not respect the policies outlined in this handbook. All parents are required to sign the registration form ensuring that they have read and understood the parent handbook.*

*Refusal of care is also acceptable if staff or fellow members of FSAC are being mistreated / not respected.*

## *Guidance Communication Policy*

All communications between Fernie Prep and families are confidential. There may be times when child guidance issues arise and we will need to share information with you. If the behaviors continue, we will require a more detailed meeting with you to set goals and strategies in a working plan to help support your child.

The following communication procedures are in place for our staff:

- Discussions about any guidance issues will be done by the Manager or the person designated by the Manager.
- All discussions will be held in private.
- Serious incidents will be recorded and kept in the child's confidential file. In the event of any injuries, a parent will be required to sign the accident/incident form.
- Other children involved in the incident cannot be named and in the event that the incident is recorded, only initials can be used.
- In the event of continuous behaviours, a meeting will be held with the parent.
- As partners, we will work to develop strategies that support your child.
- We will require close communication with you as we monitor progress.

## *Care Plan / food sensitivity forms*

If your child needs consent medication (asthma) or has an allergy you will need to fill out a care plan before starting the program. The care plan needs to have the date of birth, the child's name, the symptoms and what to do if there is an outbreak. We need to know if your child's food allergy is life threatening or if it is a sensitivity / lifestyle choice. We always take every precaution and all staff are aware of each child's food allergies & sensitivities.

***Thank you for entrusting us with your child. We look forward to working together to create a safe, inclusive and FUN atmosphere for your child.***

## **CONTACT DIRECTORY**

### **Jamie Chisholm –**

Program Manager at the Max Turyk Facility

E: fernieschoolagedcare@gmail.com

P: 250 430 3155

### **Alissa Ross**

Prep school educator

E: Alissa.fernierprep@gmail.com

Other ways to contact us

Facebook:

<https://www.facebook.com/fernierprep>

Website:

[www.fernieschoolagedcare.org](http://www.fernieschoolagedcare.org)

(all forms / calendars are available on here)

### **Director of Fernie school aged care ltd.**

E: Director.fsac@gmail.com