



Mountain View Preschool
MODIFIED MONTESSORI

PARENT/GUARDIAN HANDBOOK

Mountain View Preschool
Modified Montessori
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PHILOSOPHY & OBJECTIVES

Mountain View preschool is an enrichment program based on the educational philosophies and methods of Dr. Maria Montessori and combines the importance of learning through play. It is our goal to nurture the growth of the whole child by providing a stimulating environment which promotes social, emotional, physical, intellectual and creative development.

The program focuses on the potential of the individual child to grow and develop in all areas through self-motivation, self-direction, and self-discipline. The teacher provides a positive and carefully planned environment, which enables each child to discover for him/herself the satisfaction and enjoyment of interaction with the materials and with other children. The resulting satisfaction and enjoyment of learning promotes self-confidence, independence and a positive and optimistic attitude that continues through later school years.

The fundamental philosophy of Mountain View Preschool is to ensure that all children be given equal opportunities to experience an enriched program that not only stimulates their natural curiosity in the world around them but carefully nurtures each child's sense of individuality.

*Teach me and I'll remember today.
Show me and I'll remember tomorrow.*

HOURS OF OPERATIONS

Morning Classes: 9:00 a.m. – 11:30 a.m.

Afternoon Classes: 12:30 p.m. – 3:00 p.m.

Please arrive promptly for these start and end times so your child may benefit from the complete program and the staff will not be inconvenienced by late pick-ups.

* Due to licensing, children are not allowed to enter or leave the preschool independently.

DROP-OFF PROCEDURES

Children must be supervised by their parent/guardian until the preschool door opens at 9:00 a.m. or 12:30 p.m. Children must then be accompanied into the building. The preschool encourages children to be as independent as possible, so please don't be tempted to take off their shoes and hang up their coats for them in the interest of speed. It really is worth it in the end to encourage them to try, and to be there for them if the task proves to be too difficult.

PICK-UP PROCEDURES

Children will only be released to their parent/guardian unless the preschool has written permission to let the child go home with someone else. **NO CHILD** will be allowed to leave with another person, even a relative or babysitter, unless the preschool has written permission, or that person is listed on the child's emergency card in our files. Therefore it is imperative that this

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information is kept up to date. **Please notify the preschool of any changes.**

DAILY SCHEDULE

The preschool program approximates the schedule below. It is a flexible schedule to allow for changes in weather and special projects.

9:00 a.m. / 12:30 p.m. Greetings
... some activities open

9:15 a.m. / 12:45 p.m. Circle Time
... themed activities
... songs
... games
... music and movement

10:00 a.m. / 1:30 p.m. Art Projects

10:20 a.m. / 1:50 p.m. Special Helper Chart
... clean-up

10:45 a.m. / 2:15 p.m. Snack

11:10 a.m. / 2:40 p.m. Outdoor Exploration

11:30 a.m. / 3:00 p.m. Parent/Guardian Pick-Up

CLOSURES

The preschool operates from September to June and closes for July and August. Mountain View Preschool follows the SD23 schedule for Professional days, Christmas break and Spring break. We recognize all statutory holidays.

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CLOTHING

Please provide labeled slipper/footwear for inside time.

Outside play is an important part of the preschool program. Some of the children are more active than others, but they all require comfortable warm outerwear including hats, mittens, and sturdy footwear. In cool weather, children with bare legs tend not to participate in some of the activities because the slide and climbing equipment can be uncomfortable to their bare legs. In the warm weather, particularly during May and June, the children need to wear sun hats, comfortable shoes, and possibly sun block lotion to protect them from harmful ultraviolet rays.

All clothing that may be removed during preschool must be labeled with the child's name.

GUESSING GAME

One of the activities children often enjoy during Circle Time is a "Guessing Game".

Children are welcome to bring an object from home (preferably not a toy) in a paper bag. On the outside of the bag the parent/guardian can help their child to print the first letter of the object (e.g. P for pinecone). At circle time the children are given clues and try to guess the item inside the bag, encouraging social interactions as well as letter recognition.

Bringing something for a Guessing Game is something your child can do when they would like. It is not required for each day.

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BIRTHDAYS

Please be sensitive to all of the children's feelings. Birthday invitations and gifts should not be handed out at preschool where some children may feel left out. On your child's birthday you are welcome to bring a snack to share. Please notify the teachers in advance, and keep it simple and nutritious.

SHARED SNACKS

On certain occasions, the preschool will notify you of a shared snack day. Shared snack means each child can bring an item that they would like to share with the other children. These snacks are cut and served "buffet style" during the snack time. Please keep your snack as **nutritious** as possible (avoid candy or high sugar foods), and limit the quantity to enough for up to 10 children. Allergy lists for each class are posted inside the main room.

SUGGESTIONS FOR HEALTHY SNACKS:

- ✓ Fruit (fresh cut, or dried)
- ✓ Raisins
- ✓ Vegetables & Dip
- ✓ Sandwiches
- ✓ Popcorn
- ✓ Finger Jell-O
- ✓ Cheese & Crackers

❖ **No nuts please**

❖ **No juice boxes please**

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PARENT/GUARDIAN INVOLVEMENT

Mountain View Preschool is not a parent/guardian participation preschool, but some opportunities for parent/guardian involvement are available.

Help is appreciated and may be requested from time to time for:

- ➡ supervision during field trips
- ➡ collection of special items for arts and crafts projects
- ➡ assistance with special projects
- ➡ maintenance and repair of preschool toys and equipment

If you have special skills you would like to share with the preschool, the staff would be happy to hear about it 😊

FIELD TRIPS

Children will have opportunity to participate in various field trips during the school year. Field trip notices will be posted to let parents/guardians know the relevant details, including scheduled time and location.

Except where field trips are planned within walking distance of the preschool (e.g. picnics at Loseth Park), it is the responsibility of parents/guardians to **arrange for appropriate transportation** of their children to and from field trip locations. Please note that **field trip times may not coincide with normally scheduled dropoff / pick-up times**, and on occasion morning and afternoon classes may be combined for fieldtrips.

Parent/guardian involvement in caring for children's safety during field trips is greatly appreciated.

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COMMUNICATION

Newsletters are sent out monthly by email to share information and to keep you informed of upcoming events. Notices will also be posted at the preschool entrance on occasion. Please read the newsletters and watch for notices regularly.

If you should have any questions or concerns regarding preschool policies / activities / events, please don't hesitate to approach preschool staff. We are happy to answer any questions you may have.

SPONSORING PRACTICUM STUDENTS

Mountain View Preschool frequently sponsors practicum students from the Early Childhood Education programs of Okanagan College and UBC. The students generally attend part-time in the fall and full-time by late spring.

Please join us in welcoming these practicum students.

SCHOLASTIC BOOKS

Each month, order forms for Scholastic Books are placed into the children's cubbies. This is a wonderful way to purchase affordable books and materials. It also supports the preschool by allowing us to order free books and classroom materials for the children to enjoy.

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PRESCHOOL POLICIES

PREVENTATIVE HEALTH MEASURES

In order to prevent illness & promote safe routines within the preschool, staff take the following precautionary health measures:

- ✓ sterilization of toys, equipment & furniture
- ✓ promoting and following proper hand washing techniques
- ✓ maintaining all equipment to safety standards
- ✓ performing monthly fire drills
- ✓ maintaining updated first aid & criminal record checks

ILLNESS & CONTAGIOUS DISEASE

If a child is not well enough to play outdoors in fair weather, she or he is not well enough to attend preschool.

Children should be kept home if they have had a fever, vomiting, or diarrhea within the previous 12 hours. Please be considerate of other children and keep your child home if others could be exposed to infection.

A teacher may send a child home if he or she is believed to have a contagious or communicable disease.

HEAD LICE

A child who has head lice may not return to preschool until the lice have been killed and all eggs or nits have been removed by picking and combing.

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GUIDANCE AND DISCIPLINE POLICY

At Mountain View Preschool discipline is what teachers do with, and for the children to assist them in developing self-control, selfconfidence, and ultimately self-discipline and sensitivity in their relationships. There are 3 levels of discipline:

1. **Encouragement** – Every effort is made by the teachers to understand and appreciate the uniqueness of each child. The preschool space is arranged to encourage desired behavior, and is structured to allow an easy to follow framework.
2. **Prevention** – Clear and simple limits are set in a positive way. In matters of routines, limits, and expected behaviors, children are given time to respond and appropriate behavior is positively reinforced. Teachers constantly circulate and scan the children. If they anticipate potential difficulties they will step in to prevent a problem and offer solutions. Children are encouraged to try to solve their own problems and to use the teacher as a resource and for assistance.
3. **Intervention** – When behavior exceeds limits, a teacher will move close and try to establish eye contact, often an acknowledgment of feelings and a simple reminder are all that is needed. If reminders are ignored, then natural consequences (e.g. “*When you leave your picture on the shelf, then we can’t find it to take it home*”) or logical consequences (e.g. “*When you can’t remember the rules about playing with water you need to find something else to do*”) are used. If necessary, a child will be re-directed to another activity. Very occasionally, when inappropriate behavior threatens safety, and other strategies have

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proven ineffective, a child may have to be removed from the area and requested to have a moment to think about their behavior. The teacher will discuss the situation and work through to resolve the issue. Rarely, if a child has lost complete control, a teacher may need to gently hold the child in order to soothe him or her to protect others until control is regained.

Without self-discipline, self-respect and a positive sense of self our children will struggle in school and life will be hard for them. By having some guidelines and helping them work within these guidelines, we help them develop the self-confidence necessary to move towards self-discipline.

TOYS

The preschool has a policy that toys from home stay at home.

The reason is that children sometimes have difficulty sharing their own toys with other children and toys may get left behind, broken or taken home by another child.

PAYMENTS AND REFUNDS

A fee of \$20.00 will be applied to each cheques returned NSF.

As stated in the Standard Agreement, a **month's notice** must be given by the parent/guardian and the preschool in order to terminate the enrollment. If a child is having extreme difficulty the preschool will ask that the child be removed immediately with a full refund.

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RELEASING CHILDREN

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LATE POLICY

Please arrive promptly for pick-up. While it is recognized that problems arise occasionally that may prevent a parent/guardian for being on time, it is important to understand that late pick-ups are an inconvenience to preschool staff. Consistent late pick-ups and extreme time delays will not be tolerated.

If a parent/guardian is late picking up a child by one-half hour, then the preschool will contact the emergency number. If, after one hour, preschool staff are unable to reach a parent/guardian or other emergency contact (as listed in the child's emergency contact file) then the preschool will contact the Ministry of Social Services.

INTOXICATED PARENT/GUARDIAN

If a person picking up a child from preschool shows signs of intoxication, the preschool will phone for an alternate ride home. If we have to call a taxi it will be by the expense of the parent/guardian. **No child will leave preschool with an intoxicated driver.**

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SMOKING POLICY

All parents/guardians must **refrain from smoking** on preschool property and during attendance on fieldtrips.

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REPORTING SUSPECTED OR DISCLOSED CHILD ABUSE

As citizens of British Columbia we are all **required by law** to report by telephone to the Ministry of Social Services any situations which cause us to suspect that a child is abused or neglected to the point that his or her safety or well-being is endangered. This duty to report is stated in the 1980 Family Child Service Act of BC, Section 7, as follows:

DUTY TO REPORT

1. A person who has reasonable grounds to believe that a child is in need of protection shall forthwith report the circumstances to the superintendent or a person designated by the superintendent to receive such reports.
2. The duty under subsection (1) overrides a claim of confidentiality or privilege by a person following any occupation or profession, except a claim founded on a solicitor and client relationship.
3. No action lies against a person making a report under this section unless he or she makes it maliciously or without reasonable grounds for his belief.
4. A person who contravenes subsection (1) commits an offense.

EMERGENCY EVACUATIONS

The preschool is prepared to care for the children in the event of a critical situation, or if parents/guardians are unable to reach the school. Emergency supplies are easily accessible.

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Following an emergency, please monitor local radio stations for information and instructions:

- ➡ Do not immediately drive to the preschool; streets and access to our school may be cluttered with debris and must be kept clear for emergency vehicles.
- ➡ Do not call the preschool; the phone lines must remain open for emergency calls

EARTHQUAKE

Following an earthquake or other emergency, unless we are required to leave the immediate area, we will gather in an open area at the front of the preschool building. Come to that area for your children. If there is any change, a sign with further instruction for parents/guardians.

FIRE / FLOOD

In the event that we must leave the area of the preschool premises as a result of a fire/flood emergency we will seek shelter at **Black Mountain Elementary**

GAS LEAK / NEIGHBORHOOD EVACUATION

In the event that we must leave the immediate area due to the possibility of a gas leak or neighborhood evacuation we will meet at **Black Mountain Elementary School**.

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COMMUNITY EVACUATION

In the case of a community evacuation we will meet at the **Rutland Library** located on Hwy 33 unless otherwise instructed by community officials.

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