



Boys & Girls Clubs  
of Saskatoon

# JOHN LAKE & ECOLE COLLEGE PARK PRESCHOOLS

## PARENT HANDBOOK

A good place to be

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## **VISION**

All children and youth discover and achieve their dreams and grow up to be healthy, successful and active participants in society.

## **MISSION**

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

## **CORE VALUES**

Boys & Girls Clubs of Saskatoon is a value driven organization. The Core Values that we ascribe to in our dealings with children, youth, family and community define our reason for being.

### **BELONGING**

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

### **RESPECT**

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

### **ENCOURAGEMENT AND SUPPORT**

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

### **WORKING TOGETHER**

We work together with young people, families, volunteers, our communities and government.

### **SPEAKING OUT**

We speak out with children, youth and families so that we can make our world better.

## **BOYS & GIRLS CLUBS OF SASKATOON**

Boys & Girls Clubs of Saskatoon (BGCS) is a non-profit organization dedicated to serving children and youth in Saskatoon & Area. BGCS has been offering programs in Saskatoon and area since 1974. Over 3900 children and youth are involved in our programs annually.

We currently operate the following programs in Saskatoon and area:

- ✂ Confederation Park Club
- ✂ Pleasant Hill Club
- ✂ White Buffalo Club
- ✂ Core Neighbourhood Club
- ✂ Mini Club Programs
- ✂ Before & After School Programs
- ✂ John Lake & Ecole College Park Preschools
- ✂ John Lake & John Lake Early Learning Centres
- ✂ Summer In The City Day Camps – East & West locations
- ✂ Pike Lake Summer Day Camp
- ✂ Exhibition Youth Employment Program

BGCS is governed by a Board of Directors (community based) and operated by the CEO, and the Director of Operations. All programs are overseen by either the Director of Early Years Programs or the Director of Children & Youth Programs. BGCS prides itself on employing a group of dedicated staff and volunteers, who work with children, youth and families. Our team is made of people who want to make a difference in the lives of children, youth and families.

### **Preschool Philosophy:**

Boys & Girls Clubs of Saskatoon is committed to providing a quality preschool programs that promote and support the healthy development of children. The preschool programs also provide an inclusive and respectful environment where children can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. Our preschool teachers follow many of the guidelines set forth in the Ministry of Education's Play and Exploration Program Guide when planning educational lessons, recreational and physical activity and field trips.

### **Enrollment:**

Classes are available from September to June for 3 & 4 year old children, for as many days during the week as you would like (maximum of five times per week, one session per day). You pick your days and times.

Children must be 3 years of age by September 1 of the current school year. Children must be fully toilet trained (able to go to the bathroom by themselves while an adult waits outside), exceptions will be made for designated special needs children who are accompanied by a teacher assistant.

Classes will be filled on a first come first served basis with a maximum of 16 children per class.

### **Registration & Fees:**

- ✘ Fees for the current school year are available on [www.bgcsaskatoon.com](http://www.bgcsaskatoon.com) or by calling the BGCS office.
- ✘ At the time of enrollment there is a registration fee which is non-refundable. All preschool fees are paid monthly by pre-authorized payments (VISA, MasterCard or direct withdrawal from designated bank account).
- ✘ BGCS does not accept cash or cheque for fee payments.
- ✘ Fees will be withdrawn on either the 15th or the 25th of each month (please select your preference on your registration form).
- ✘ There will be a \$25.00 charge for returned or declined payments. Nonpayment of fees will result in dismissal of your child from the preschool program.
- ✘ There will be no refund of fees for holidays taken during the school year.
- ✘ A late fee of \$50 per half hour may be applied to your account for pick up's after 11:40 am (morning classes) or 3:10 pm (afternoon classes). Please contact your child's teacher if you will be late in picking up your child.
- ✘ Monthly tuition subsidy may be available to those families experiencing financial difficulties from the Saskatoon Preschool Foundation. Please see the teacher for more information.

### **Notice of Withdrawal:**

- ✘ BGCS requires one-month notice (to be given on the first of the month) for families wishing to withdraw from the preschool program. One month's fee may be paid in lieu of notice.
- ✘ In the event the full year's tuition has been paid please note that no refunds will be given for withdrawal from Preschool after April 1st of the current school year. The registration fee is non-refundable.
- ✘ BGCS Preschools reserve the right to ask for the immediate withdrawal of any child if they are considered unsuitable (behavioral, safety concerns etc.) for the program.

### **Programming and Curriculum:**

Boys & Girls Clubs of Saskatoon Preschools are in Ecole College Park and John Lake School. These programs provide three and four-year-old children with a positive first experience in an educational setting. Children are given the opportunity to learn through play. In Ecole College Park, the children are given an early introduction to French. In John Lake School they are given an early introduction to ASL (American Sign Language).

Our preschool teachers strive to provide 3 and 4 year olds of all abilities with opportunities to learn about academic concepts (such as literacy, numeracy, music and science) as well as an introduction to classroom routines (calendar, show & tell, snack) and learning how to work in a group (listening to others, taking turns, Preschool Parent Handbook

responding to others and following directions and schedules).

As a class the children will have opportunities to explore the world around them through experiments, crafts, songs, games, stories and so much more. Cooperative games and other gym activities allow the children to develop fitness and large motor skills through activities that emphasize body awareness, motor skills and using equipment (bean bags, jump ropes, hoops, parachute, playground equipment etc.) skills. The children are also given the opportunity to learn through play and our preschool teachers follow many of the guidelines set forth in the Ministry of Education's Play and Exploration Program Guide when developing their lesson plans.

The Play and Exploration Guide can be found at <http://www.education.gov.sk.ca/ELCC/play-and-exploration-program-guide>.

### **Hours of Operation:**

Our preschool hours for morning classes are 9:15 to 11:30 am and the hours for our afternoon class are from 12:45 – 3:00 pm. Our program operates from September to June. Classes & times may be subject to change depending on the number of children registered and the school schedule.

### **Contact Information:**

The preschool teacher will email all participant parent/guardians with contact information at the beginning of each school year.

### **IMPORTANT PHONE NUMBERS:**

Boys & Girls Clubs of Saskatoon (BGCS) – 306.244.7820  
Director of Early Years Programs, BGCS – 306.244.7820  
Before & After School Programs, BGCS – 306.665.1450  
Ecole College Park – 306.683.7170  
John Lake School – 306.683.7300

### **Holidays:**

Preschool will not operate on statutory holidays or any days where the Saskatoon Public School Division is not running classes (professional development days, Christmas Break, Easter break etc.). Your child's teacher will provide you with a monthly calendar outlining important program information which will include closures.

### **Parental Involvement:**

Our preschool program is not a cooperative and does not require that parents contribute in the day to day operations of the preschool. However, parents are welcome to volunteer their time in the preschool and there will be times that parents will be needed to help supervise on field trips. Parents will be invited to sign up for snacks for class parties as well.

Parent Survey - Parents are encouraged to complete the program survey when it is requested or available. We will provide a link to the survey and it will be available on our website and emailed to parents who give us a working email address. It is important that we hear your feedback as this will help us discover what you feel our strengths are as well as where there is room for improvement. Forms may be returned to us anonymously. Comments from families often lead to positive changes in our programs. Parents are welcome to contact us at any time.

### **Field Trips:**

Our preschools take approximately 3-5 field trips per year with the children to compliment learning experiences and to experience new opportunities. These excursions are always in the Saskatoon area and children will need to be driven to the location (it is the responsibility of the parent to arrange for the transportation of your child).

Typical field trips have included trips to the Western Development Museum, the Children's Discovery Museum, Festival of Trees, the Forestry Farm and many more. Occasionally a charter bus may be used for transportation and parents will be notified if the class will be using alternate transportation for a field trip. Depending on field trip costs, parents may be asked to pay a small fee to help with the admission to the venue.

### **Confidentiality:**

All contents and information contained in children's records or files may only be shared with the BGCS Preschool Teachers, CEO, Director of Operations, custodial parents or legal guardians and agencies within the Government of Saskatchewan such as Social Services. Information WILL NOT be released to any other source without the consent of the custodial parents or legal guardians.

### **Snacks:**

Parents are expected to provide a healthy snack and drink every day in containers that your child can open and close by him/herself. Snacks with high sugar content are not appropriate (such as Jello cups or KoolAid). A typical snack should contain a drink (preferably a water bottle), a fruit or vegetable and one other item (such as a dairy, protein or grain based item).

Our preschool programs are peanut/tree nut free at all times. If any person in the program has a severe allergy, BGCS will ensure that the program will not allow the allergen in the program, when possible. Please label alternative products that may appear to contain peanuts/tree nuts (such as soy butter) so our teachers know what they are. Items suspected to have peanuts/tree nuts will be thrown out.

Safe Arrivals and Departures:

Parents must ensure children are brought directly to preschool and that the teacher is aware the child is there. When the children are picked up the teacher should be acknowledged so that they knows that the child has left with the appropriate person. Children will only be released to their custodial parents or legal guardians or to the emergency contacts listed on the Child Release form in your registration package. Parents may add/delete names off this list as needed – please see your child's teacher. Authorized individuals may still be asked to show government issued photo identification or know the release password if preschool staff do not recognize the individual.

BGCS does not accept individuals that are under the age of 16 years old to be listed as one of the emergency contacts on the Child Release form and staff will not release a child to an individual under the age of 16.

### **Absenteeism:**

Please notify your child's teacher at the contact number/email you are provided with in September to advise if your child will be absent from class.

**Allergies:**

If any person in the program has a severe allergy, BGCS will ensure that the program will not allow the allergen in the program, when possible. All allergies must be disclosed on the preschool registration form.

Please discuss any concerns regarding allergens with your child's teacher. All of our Preschool programs are nut free. We cannot guarantee that other children will not bring the food allergens to preschool, but we do not allow them to eat any snack with nuts in it. Signage will be displayed excluding an item when an extreme allergen has been disclosed. It is extremely important that all parents follow these exclusions as some children and staff may experience a severe medical emergency with even a minor exposure to the allergen.

**Medication:**

Preschool teachers will not administer medication to children with the following exceptions:

- ✘ Epi-pens
- ✘ Asthma Inhalers

Medication is not to be left in backpacks/lockers. Please give your child's teacher asthma inhalers or epi-pens to be safely stored and easily accessible for staff to retrieve in the event they are needed.

**Emergencies/Bad Weather/Preschool Closures:**

Saskatoon schools may be affected by exceptionally bad weather and/or such things as water main breaks and severe power outages. In these cases, if students are being sent home please note that our preschools will not be able to offer programming either. Please check our Facebook page or phone the main office for updates in the event of a school closure.

Our preschools follow all Saskatoon Public School Division policy regarding "Crisis Management" situations (extreme weather, lockdown, bomb threats). Your child will practice fire drills and lockdown drills along with the school in order for each class to be prepared in the event of an emergency/fire. Emergency procedures are posted in each classroom.

In the event where the staff and students from John Lake School need to be evacuated out of the area please note that our safe location is George Vanier School located at 820 Wilson Avenue in Saskatoon.

In the event that staff and students from Ecole College Park need to be evacuated out of the area please note that our safe location is Evan Hardy Collegiate located at 605 Acadia Drive in Saskatoon.

BGCS preschool and office staff will begin contacting parents once everyone is in the safe location.

Please see your child's teacher if you have questions or concerns regarding emergency procedures or policies.



## **Illness:**

A child suffering from an infectious disease should not attend school until the contagious period has passed. These diseases include (but are not limited to) chickenpox, head lice, measles, mononucleosis, seasonal flu, mumps, pink eye, impetigo, whooping cough, scabies, pinworm, ringworm, strep throat, or Hand, Foot & Mouth disease.

Parents are required to inform the preschool of any infectious diseases within 24 hours in order that other parents may be notified of the disease.

Children that are too ill to participate in regular programming are not well enough to attend preschool. Staff cannot accommodate parents who request their child not go outdoors (if they are too sick to go outside, then they are too sick to be in preschool).

## **Specific Illnesses:**

### **Fever**

Children with a temperature measuring 37.5 degrees Celsius (99.5 degrees Fahrenheit) or higher by axilla (armpit) OR with a temperature measuring 37.8 degrees Celsius (100 degrees Fahrenheit) or higher by oral thermometer must not come to preschool. They may return when they have been fever free for 24 hours without the use of fever reducing medication.

### **Diarrhea & Vomiting**

Children who have illness related vomiting and/or diarrhea should not return until symptom free for a full 24 hours while at home.

### **Skin Rashes (pending diagnosis)**

The child may return to preschool if the rash is determined to be non-communicable, is under treatment or resolves itself. If a child develops a skin rash due to allergies or medication they will be allowed to stay unless more symptoms occur. If the cause of rash is unknown the child must NOT attend and be cleared to attend the preschool by a physician.

In case of illness when the child is at preschool, the parent will be contacted to pick up their child. If the parents cannot be reached, the preschool will contact the emergency person designated by the parents on the registration form.

Staff regularly sanitize preschool toys and equipment and use disinfectant wipes to clean tables used for eating to assist in disease prevention.

### **Hygiene:**

Maintaining good personal hygiene is important in preventing illness. Hand washing IS the most effective way to prevent and control the spread of communicable disease and to prevent contamination of food that could cause a food borne illness. Children are expected to use the washroom and wash their hands before entering the classroom each day.

**Suspected Child Abuse/Neglect:**

Preschool staff are legally required to follow the Saskatchewan Child Abuse Protocol (2017) when faced with possible child abuse or neglect of the children enrolled in our ELC. For more information on the Saskatchewan Child Abuse Protocol please see your child's teacher or find a copy of the protocol at:

<https://www.saskatchewan.ca/residents/justice-crime-and-the-law/child-protection/child-abuse-and-neglect>

All staff working in a school setting in Saskatchewan are required to report (not investigate) suspected cases of child abuse and to advise their supervisor that a report has been made to a child protection officer or the police.

**Thank you for choosing Boys & Girls Clubs of Saskatoon!**