



PARENT HANDBOOK: 2'S CLASS

Dunbar Memorial Preschool Philosophy of Education

To create a safe and enriching play-based learning environment through the cooperative efforts of families, educators and community leaders.

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INTRODUCTION AND PHILOSOPHY

Dunbar Memorial Preschool (DMP) is a non-profit, parent involvement preschool. The executive committee, made up of parents whose children are currently enrolled at DMP, manage the preschool. Our teachers, Early Childhood Educators, plan and run the preschool program. We have provided early childhood education in the Dunbar community for over 50 years. In 2014, we received a Child Care Legacy Award, which recognizes licensed childcare facilities that have provided more than 40 years of service.

Our core philosophy is that children learn best through play. Our teachers follow the children's lead in order to gauge their interests, and work to provide a warm and stimulating environment. This approach encourages the holistic development and growth of the child, fostering their cognitive, creative, physical, social, and emotional development. The classroom provides a large area for gross motor development.

Our core program runs Monday to Thursday mornings, 9:15am-12:15pm, for three and four year olds.

Our drop off 2's programs take place on Friday mornings from 9:-10:30am and 10:45am to 12:15pm.

Outdoor class is offered on Wednesday and Thursday afternoons from 1:00pm-2:30pm.

Children registered in both the morning program and outdoor program on Wednesdays/Thursdays may eat lunch in the classroom, with teacher supervision.

Our calendar follows the Vancouver School Board calendar, including public holidays and Winter and Spring Break, but we do not have professional days.

DAILY ROUTINE

Below is a general overview of how most days are structured for the 2's class:

2's Class – Friday Mornings 9:00am-10:30am / 10:45am-12:15pm

First 40 minutes:	Free play and explorations based on children's interests
Next 15 minutes:	Group snack
Next 30 minutes:	Gross motor play on the gross motor side of classroom
Last 5 minutes:	Group time
At pickup:	Parents sign out and pick up

DROP OFF AND PICK UP

Drop Off

The drop off process involves signing your child in, providing a contact number and name, and ensuring your child washes their hands at the sink. Each child has a cubby where they can leave their coat and belongings.

Pick Up

Please sign your child out and take home any necessary belongings.

GRADUAL ENTRY

Sometimes a new experience like starting a new class can create feelings of fear or nervousness in young children. The teachers at DMP want to help your child settle into the 2's class so that it is a positive experience and something they look forward to. This might occur quite quickly for your child or he or she might need some more time to adjust. The teachers are happy to work with you for the eventual goal of allowing you to leave your two year old in the classroom. You will know your child best as to whether they require more or less time to settle in.

ILLNESS

Children in group programs are particularly susceptible to infections. With this in mind, we ask that any child too ill to participate in the normal activities of the preschool be kept at home. If your child has a fever, please do not return your child to preschool until 24 hours after the fever has passed. In cases of gastrointestinal problems (diarrhea, vomiting etc), please keep your child home for at least 48 hours after all symptoms have subsided. If your child has a communicable disease such as chicken pox, strep throat, mumps, pink eye, hand foot mouth, whooping cough, head lice etc, please keep your child at home and inform the preschool immediately, whereby we will advise of further instructions. Good hand washing will protect your children from many childhood illnesses. The teachers and parents regularly clean toys and work surfaces to reduce the spread of illness.

ATTENDANCE

If you have any planned absences, please let the teachers know as far in advance as possible. If your child is sick, please inform the preschool by phone (604-222-6065) that they will be absent. Please leave a voicemail if no one is available to answer the phone. You may also let the teachers know at dunbarteachers@gmail.com.

SNACK

Please bring a healthy snack for your child each week, as the children will have a group snack time. **Please note that Dunbar Memorial Preschool follows a strict NO NUT policy.**

Snack for Special Events

Birthdays will be celebrated in class by the teachers in a healthy manner. If you wish to provide a food treat on that day, please do so at the END of class so that parents have the option of deciding whether their child will partake in the treat and to assess whether there are any food allergens. An excellent alternative if you want to celebrate is to provide a non-food item such as pencils or stickers. There is no requirement or expectation that caregivers be required to provide anything on their children's birthdays.

SAFETY AND EMERGENCY PROCEDURES

Emergency/Evacuation Procedures

In the event of an emergency that requires an evacuation (i.e. power outage, fire, earthquake, etc), the teachers will bring the students to one of two emergency locations:

- Outdoor location: baseball diamond / playground behind the Dunbar Community Centre
- Indoor location (in case of rain): Dunbar Library (closed Mondays) or Kokopelli Café

Teachers will bring the following:

- Classroom binder (has current parent contact info)
- Outdoor first aid kit (in green backpack)
- Comfort kits for the class

In case of a severe emergency, teachers will also bring a 'grab and go' emergency kit and/or 2 large emergency bins (grey/black garbage cans on wheels with 3 days of emergency supplies).

Once children are safe and settled, a teacher will call the parents/caregivers to inform them of the location for picking up the students.

TOILET TRAINING

We recognize that some children will be potty training when attending the 2's class and that accidents will occur occasionally. The classroom has a few sets of "emergency clothing" for that purpose. Please wash the "emergency clothing" and bring it back to the classroom. Please also keep an extra set of clothes at school in your child's cubby.

Teachers will assist in pee accidents quickly and discretely. Bowel accidents and bowel movements (including in a diaper) are the responsibility of the parent/caregiver. Teachers will call the parent or contact person on the sign in sheet if this occurs. A parent/caregiver should remain in the Dunbar Community Centre (but is not required to remain inside the classroom) during the duration of the class.

COMMUNICATION

Communication With The Teachers

Should you have questions or concerns about your child, please speak with the teachers in a timely manner. You can e-mail them at dunbarteachers@gmail.com or ask during drop-off/pick-up to arrange a time to meet. Appointments are necessary, as teachers are busy with the children during class time.

Communication With The Executive Team

Should you have questions, concerns, or suggestions about the running of the preschool, please speak to one of executive members or email them at exec.preschool@gmail.com.

WITHDRAWAL PROCEDURES

Withdrawal 2's Morning Class

All requests for withdrawal from the 2's class need to be made in writing to the Enrolment Chair at dunbarpreschoolinfo@gmail.com with a minimum of one clear **calendar** month's notice. For example, if a request is received on October 1, the changes will take effect on November 1. However, if a request is received on October 5, the changes will not take effect until December 1. Withdrawal requests received after March 31 of the current school year will receive no refund in tuition fees. Please note that the deposit paid upon registration, which consists of one month's tuition and a Council of Parent Participation Preschools in BC fee, is **non-refundable**. Any remaining tuition refundable to the parent will be pro-rated.