





BUILDING BLOCKS PRESCHOOL

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LCS Building Blocks Preschool is operated by the Langley Christian School Society and is located at the Elementary School campus. We offer Preschool programs for 3 and 4 year old children, designed for a smooth transition into LCS Kindergarten.

This handbook has been designed to explain our preschool program, policies and procedures.

Beginning preschool is an important decision and step in your child's life. Every child has their own unique interests, characteristics and needs. Your child is important to you and important to us. Our priority is that your child feels deeply loved, connected and accepted in our preschool. We strive to work together alongside parents as teammates in your child's first schooling experience, helping them to grow, learn and develop, both as an individual and as a member of our community.

Thank you for your interest in LCS Building Blocks Preschool. We look forward to sharing many meaningful and fun experiences with you and your child.

*equipping students
transforming lives*

LCS MISSION STATEMENT

Our mission is to educate students, equipping them to discover their gifts, develop Christ-like discernment, and seek their life's calling.

LCS VISION STATEMENT

Foundational to all teaching and learning at Langley Christian School is the view that all aspects of life fall under the Lordship of Christ. Therefore, to achieve its mission, LCS relies on God's Word as revealed in Creation and Scripture and strives to:

- Integrate faith with learning
- Provide a quality educational program
- Create a challenging and affirming learning environment
- Free students to explore and examine all human endeavour within God's creation
- Educate all aspects of the child (spiritual, emotional, physical, social, aesthetic, intellectual)
- Promote and model social justice and stewardship
- Empower students to become agents of positive change in the community

WELCOME

Building Blocks Preschool is a play based program that recognizes the importance and value of Early Childhood Education. We provide an enriched, nurturing and stimulating learning environment for children to grow in their faith, social skills, self regulation, confidence, self-esteem and knowledge. Through relationship, connection, play, exploration and discovery, children begin to develop their God-given gifts in all areas of learning; social, emotional, spiritual, physical and intellectual. We create experiences that meet the needs of the whole child in a positive and personal way, expressing how unique and special they are to God and us while fostering a lifelong love of learning.

We focus on process rather than product, what your child brings home from preschool may not look like a finished project to you, but it's something they may have worked very hard on and will be proud of.

Our goal is to model a love for Jesus and each other through healthy and supportive relationships with one another. We encourage and celebrate that God created children full of imagination and curiosity. With the world at their fingertips ready to explore, the classroom becomes their laboratory because play is their work. We strive at keeping a well-balanced, intentional, stimulating and loving program taking into consideration each individual and their needs.

ADMISSION

The minimum required age for admission to preschool is 3 years old by September of enrollment. Children must be completely toilet trained.

Each preschool child will be observed for the first two months of preschool to assess the preschool's ability to meet his/her needs.

TEACHER QUALIFICATIONS

The staff/child ratio is in keeping with the Community Care Facilities Licensing Act and all preschool teachers are licensed to practice in BC as an early childhood educator. All preschool teachers, volunteers and practicum students are required to successfully pass a criminal record search before entering the classroom. Volunteers and practicum students will never be left unsupervised or responsible for the welfare of the children.

SCHEDULE

Tuesday & Thursday mornings (8:30 - 11:00) for 3 year olds

Tuesday & Thursday afternoons (12:15 - 2:45) for 3 and 4 year olds

Monday, Wednesday, Friday* mornings (8:30 - 11:00) for 4 year olds

*Friday morning is late start (9:00 - 11:30)

Monday, Wednesday, Friday afternoons (12:15 - 2:45) for 4 year olds

REGISTRATION

Registration Checklist: (to be submitted for complete registration)

1. Completed registration package
2. Registration fees
3. Non-Immunization Release Form if immunizations are not up to date
4. Copy of birth certificate
5. 2 photos
6. 2 Emergency consent cards (available at LCS Central Office)
7. Pastoral reference letter
8. Medical Forms if medication is needed due to allergies (some may require a Dr. signature)
9. Allergy Letter for children with allergies
10. A copy of any court order pertaining to your child

PRESCHOOL FEES

Fees may be pay in full on the 1st day of school, in two installments (September & January), or over 10 months through Pre-authorized payments. Please visit the business office to arrange tuition payment. The tuition fee schedule will be evaluated annually.

ORIENTATION SESSION

Parents and children are expected to come to the preschool on their orientation day in September to meet the teachers and see their classroom. An invitation will be mailed out to you in June with more information.

UPDATING INFORMATION IN YOUR CHILD'S FILE

The preschool keeps a record of attendance, registration and health. Information about your child needs to be kept up-to-date at all times. Kindly inform the supervisor of any changes of information such as: immunization records, change of address and phone number, changes in custody/authorized pick up persons etc. We will transfer all of the information you provide into your child's file.

THE DAY AT A GLANCE

(Timeline may be adjusted based on class need and special events)

Table Time	Children start the day with free art and table activities
Opening Circle	Daily routines, show and tell, weather, calendar, bible verses, etc
Snack Time	Wash hands, sit down for snack, prayer of thanksgiving
Art, Free Play	Children will explore the different interest centers set up, daily art activity, dramatic play, gross motor opportunities, blocks, sensory table, etc
Clean-up Time	All children are encouraged to participate
Outside Play	Children engage in large motor activities
Circle Time	Music and movement, stories, group games, discussion time

WHY PLAY?

We don't just play in our preschool, we are learning! The most effective way for young children to learn is through play. Play is recognized as an important factor in the development of the whole child. It is through play that a child has the opportunity to express and present what he or she knows and imagines. Our play-based program is filled with a changing variety of stations here are some examples.

I WILL LEARN TO WRITE BUT FIRST I MUST...

Imagine, making up stories when I paint or create will help me to write.

Build, I need to learn to use my fingers independently to write.

Climb, I need strong arms and body muscles to sit up to write.

Manipulate, using crayons, paint brushes, pencils and pens will help me write.

Scribble and draw, making marks and shapes to convey my message will help me to write.

Play with letters and words, I need to be interested in letters and words to write.

I WILL LEARN TO READ BUT FIRST I MUST...

Rhyme - I need to recognize the sounds that letters make before I can read.

Look at books - I need to be interested in books to learn to read.

Talk - I need an extensive vocabulary to understand what I read.

Do puzzles - I need to differentiate size, shapes, lines and directions to read.

Track - I need to follow objects with my eyes to read.

Build - I need to use my fingers and hands independently to hold books and turn pages.

I WILL LEARN MATHS BUT FIRST I NEED TO...

Count - Understanding numbers will help me in all areas of maths.

Sort and match - Understanding same and different will help me classify.

Explore - Exploring will help me understand spatial terms like in front, behind, above, below, left and right.

Measure - Measuring will help me understand the concepts of height, length, weight, time and money.

Pattern - Making and recognizing patterns will help me make maths predictions.

Recognize shapes - Recognizing 2D and 3D shapes will help me with all areas with geometry.

PARENT HELPERS

There are ways parents can help that may or may not involve coming into the classroom. As these needs come up, we will inform you in the newsletter of what help is required and you can let us know if and how you are able to assist. We always welcome parents that are willing to support the teachers with general cleaning of toys and classroom furniture.

SCREENTIME

The preschool does not have any electronic devices for children to use. We do have a projector in the classroom for some music action songs and short story clips which we use a couple times per month at circle time. These activities are intended for teaching purposes at circle time only. We have a special movie and pj day one to two times per year.

GUIDANCE AND DISCIPLINE

Children feel accepted and secure when they know what is expected of them. Each child will be encouraged and supported to develop positive relationships with peers and staff. Instilling a positive and a healthy sense of self-esteem, self-control and thinking of others is our goal. At times, guidance is needed to protect children from hurting themselves or others. We set limits for your children to not only show them we care, but to teach them safety and respect for themselves and others around them.

Positive approaches to discipline and guidance involve:

- Setting limits early in the year to recognize appropriate and inappropriate behaviour
- Using choices and logical and natural consequences
- Redirection
- Teacher facilitated problem solving, with a goal of independent problem solving
- Reminding child of limits and consequences
- Children are not asked to say sorry, they are to ask the child how they can fix the problem, taking responsibility for their actions and making it better.

*Harsh, belittling language and physical punishment will not be used at any time.

NOTE: any unusual behaviour will be documented and parents will be notified if there are any concerns.

DEVELOPMENTAL SUPPORTS

If the child's teachers feel that the child would benefit from additional services, they will notify the parents to make recommendations. This may be a speech and language therapist, occupational or physiotherapist or a developmental assessment. We believe that the relationship with families is a vital component and that if we all work together as a team, we can provide the best for each child and their individual needs. Each child is unique, learning and developing at different times and stages. Sometimes we need to include another professional in the support of a child's development, setting the child up for success.

CONFLICT RESOLUTION

We strive to have open communication with our families.

When a parent has a concern, grievance, or complaint that cannot be resolved by the supervisor:

- The parent may put the concern/complaint in writing to the principal
- The concern/complaint shall be dealt with by the principal with an appointment
- An action plan shall be documented and implemented
- The principal may choose to hear an appeal if additional information is presented in writing

REPORTING ABUSE AND NEGLECT

We hope and pray that all children attending our school are growing up in a secure and loving environment. Unfortunately, the statistics show that Christian communities are not immune to problems with child abuse. The following procedures are in place to protect the children at LCS Building Blocks Preschool.

If you suspect abuse may have occurred outside the preschool facility (home, relative, other care situation) report to the Supervisor and then to an intake worker at the Ministry of Child Development at 604.514.2711.

If you suspect abuse may have occurred at the Preschool (involving staff, volunteers, etc.) phone Community Care Facilities Licensing at 604.514.6121.

Preschool staff are legally required to report by telephone to the local Ministry for Children and Families Office, any situation which causes them to suspect that a child has been abused or neglected, or that his/her safety or well being is endangered.

FIRE DRILLS, EARTHQUAKE DRILLS & EVACUATION

We will be practising monthly fire drills and annual earthquake, lockdown and evacuation drills. These are posted inside our classroom and all staff and volunteers are to be familiar with our procedure. If preschool needs to evacuate the elementary grounds due to emergency, our secondary location will be the LCS Middle High Campus or the field in the back of the elementary campus. We do have a tent and the emergency kits that you have provided.

SCHOOL CLOSURES

Building Blocks Preschool follows the school calendar. We will be closed 2 weeks at Christmas, 2 weeks at spring break, all statutory holidays and professional development days. There will be no

refunds for absences due to school closures, vacations or illness. Any closure due to bad weather, lack of heat, water or emergency will be posted on the school's website or LCS on the go app and announced on CKNW 980 AM, Praise106.5 FM, and Global TV.

BIRTHDAYS

Birthdays are very special and exciting for each child. Children's birthdays will be acknowledged in class and parents are welcome to send in an easy-to-serve birthday treat for the class to enjoy. We do ask that you refrain from sending cupcakes, cakes and candy. Summer birthdays will be celebrated in June.

SNACKS

Each child will need to bring a small, healthy snack each day such as cut up fruit or vegetables, cheese, crackers, yogurt, etc. Please bring water in a non-spill labeled container and refrain from pop, juice or candy. We are a NUT FREE facility. Some years our snack policy may change due to extreme allergies because our preschool is a hands on program. This will be reviewed at the start of each year to ensure the safety of all children in our care.

TOYS FROM HOME

We discourage toys from home, unless it is your child's show and tell day or we have a separation plan in place. We strive to provide a variety of activities throughout the day that foster your child's motor skills, enhance imaginative play, and help them discover new interests. We also rotate and clean toys on a regular basis.

CLOTHING

We are a "hands on preschool" where children can really learn and get involved with the materials. Clothing should be comfortable and able to get messy, also appropriate for the current outside weather. Footwear should allow for safe playground play (sandals and flip flops are unsafe for running around in).

"If Children were not meant to get dirty, God wouldn't have made them so close to the ground."
(We love to get messy at preschool)

Outdoor play is an integral part of our preschool program, we strive to be outside 30 minutes per class. It is our belief that playtime outside each day is important for keeping children relaxed and healthy while developing important gross motor skills. During cold or rainy weather appropriate clothing should be worn, including warm jackets, boots, mittens and scarves. Sunscreen and a hat must be worn from April to June (please apply before your child comes to school). Please no flip flops.

ARRIVAL AND DEPARTURE

Parents must bring in and pick up their child from the preschool, ensuring the staff are aware of the child's arrival or departure. Parents are responsible for signing their child IN and OUT of the preschool. Always say goodbye to your child; please don't sneak out! Once you have said goodbye, don't prolong leaving, especially if your child is crying. This will only make it harder when you leave the next time. If you are worried about leaving your child in this manner, feel free to phone later to find out how your child is getting along. The teachers will call you if your child remains upset.

Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person who has written permission from a parent. Staff will check the person's ID before allowing the child to be released.

Due to unnecessary anxiety created in children and valuable time of the teachers, LCS Building Blocks Preschool has implemented a Late Pick up Policy. Below is the finalized and approved late policy for LCS Building Blocks Preschool.

LCS BUILDING BLOCKS PRESCHOOL LATE POLICY

We work hard to have your children ready to go at the end of class and we appreciate your efforts in being on time to pick your child up. In the event that you are more than 5 minutes late picking your child up from preschool after class has ended, you will be charged \$1.00 for each minute until you arrive. If you have an unforeseen emergency, please have a contingency of parent's phone numbers from your class who are willing and able to help you with the pickup of your child. In the event that another parent is signing your child out, please call the school to inform them.

If the parent does not arrive to pick up the child the supervisor will:

- contact both parents work numbers, home number(s) & all emergency contact people listed
- keep trying for two hours at which time the Ministry of Children and Family Development (MCFD) will be contacted (604.930.5405)

The preschool will assist in making alternate arrangements if a parent/guardian appears “unable” to safely deliver their child home. In the event that there is a concern for the safety of the child due to the adult’s ability to drive safely, the police will be notified.

If an unauthorized person attempts to pick up the child the supervisor will:

- ask the person to remain outside the classroom until the parent is contacted for consent
- if consent is given, check the person’s ID before allowing the child to be released

If the unauthorized person becomes confrontational to the supervisor’s request the supervisor will:

- notify the principal and ask him/her to talk with the person
- attend to the children in her care including the child in question

If the unauthorized person forcefully removes the child the principal will:

- write down the license plate number of the vehicle in question
- call the police and the MCFD

PARKING

When you are dropping off or picking up your child, please use the parking lot. No one is permitted to park in the pickup/drop off lane in the front of the school at any time!

MEDICATIONS

No medications whatsoever will be administered by any school staff member, prescription or over-the-counter. An exception will be given for medication that is needed in a life-threatening situation with a doctor’s signed letter. Parents must fill out the Medication Administration form to authorize staff in this situation.

ALLERGIES

Please ensure that the supervisor is aware of your child’s allergies, including food sensitivities. If your child requires special treatment in case of a reaction (such as a bee sting allergy) be sure that the supervisor is aware of it and that there is a kit on hand at the center at all times. While allergies are listed on your student profile form, be aware that allergies can also develop in people over time so frequent updating of information is very important. We also require a detailed letter for both allergies and sensitivities that describes the reactions both mild and severe and the actions you would like us to take.

ITEMS NEEDED FOR PRESCHOOL

- 1 Soft, non-marking, indoor velcro or slip on shoes (no slippers please) that may be left at the school until June. Please label them clearly
- 2 Small to medium sized backpack for snack, change of clothes (shirt, pants, underwear and socks) which should be brought to school every day. Newsletters and art projects will be easier to carry home as well
- 3 Box of Kleenex
- 4 Emergency kit (see below)

EMERGENCY KIT

In the beginning of each year, we collect an emergency kit for each child. We store these kits in bins outside the building in a locked storage facility. They will be returned at the end of the school year

In a large, re-sealable bag place the following items

- 3 non-perishable items that will last to the end of the school year. Such items may include granola bars, fruit bars, fruit leather or dried fruit. NUT FREE PLEASE!
- 1 large plastic garbage bag or compact poncho
- 1 sealed water bottle
- 1 comfort item (small toy or stuffie, note from home)
- A photo of your family (parents, siblings, animals)

ILLNESS

Our preschool is committed to providing a safe and healthy place for each child. A child with a communicable disease must be kept home. This includes fever, cold, vomiting, diarrhea, rash, chronic cough, pink eye, etc.

The following points are to be observed:

- Children must be kept home if not able to participate in outdoor play
- If a child does not appear well at school, parents will be called to pick up their child
- If a child has been exposed to any contagious disease (e.g. chicken pox, mumps, measles, etc. or a parasite: e.g. lice) the school must be notified. A child may only return to the school with a written medical consent
- Children must be fever-free for twenty-four hours before returning to school
- Please refer to "Illness in Child Care – Quick Guide" at the back of this handbook



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LCS Central Office

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