



JK Parent Handbook
2022-23

100 Languages of Children

The child is made of one hundred.

The child has a hundred languages

a hundred hands

a hundred thoughts

a hundred ways of thinking

of playing, of speaking.

A hundred always a hundred

ways of listening

of marvelling, of loving

a hundred joys

for singing and understanding

a hundred worlds to discover

a hundred worlds to invent

a hundred worlds to dream.

The child has

a hundred languages

(and a hundred hundred more)

but they steal ninety-nine.

The school and the culture

separate the head from the body.

They tell the child

to think without hands

to do without head

to listen and not speak

to understand without joy

to love and to marvel

only at Easter and Christmas.

They tell the child

to discover the world already there

and of the hundred

they steal ninety nine.

They tell the child

that work and play

reality and fantasy

science and imagination

sky and earth

reason and dream are things

that do not belong together.

And thus they tell the child

that the hundred is not there.

The child says: No way. The hundred is there.

~Loris Malaguzzi~

Our Visions

Our Vision for Children

We aim to join the children on their journey of growth, change and development as an individual through their discovery of self and their relationships with others. We hope to guide the children to see who they are, to find their place in their world, and to have awareness of their strengths and to gain confidence in who they are. We see children as able, caring and affectionate people, and we aim to nurture their kindness and love in their friendships. We regard the child as a theorist who is constantly creating and transforming their own theories, their ideas and their thoughts. We strive to foster co-construction and collaboration among children to recognize and respect similarities and differences in the perspectives of others. We want to support the children as explorers to be curious in their play, active in their thinking, and reflective in their thoughts. We value the culture of the child and we aim to nurture and preserve their customs, traditions and values of their family culture. We see children as adventurers full of life, excitement and enthusiasm, and we want to join the children in holistic living – in this love for living each day in mind, body and spirit.

Our Vision for Families

We strive for a strong sense of community by creating opportunities for rich, meaningful, authentic and intentional relationships with and between families. We strive to place the utmost importance on building bridges between our school and the home to effectively create a smooth transition for both the child and family and to strengthen communication and togetherness as a community. We see families as our collaborators, our support, and resource in creating a learning environment which encompasses different perspectives, as we recognize the primary importance of the child's family and culture. We believe each new family brings culturally rich ideas and interests that contribute to the foundation and history of the school and its evolution. We hope to provide families a memorable experience as we engage in a shared passion and commitment to all children.

Our Vision for Teachers

We see ourselves as researchers and collaborators, and aim to observe constantly, to think critically, to reflect thoughtfully and to act intentionally. We believe in the importance of professional development and the value of learning. We see learning as a process for ourselves and for children, and that we are ever changing and forever learning. We believe in the benefits and power of learning with others. We strive to be seen and heard as individuals, and respect and appreciate diversity amongst others as teachers. We invite each other to challenge one another to continuously gain new insight and perspective to maintain the highest quality of competency, experience and knowledge. We want to be as curious, passionate, loving and as committed to being and learning with children tomorrow as we are today.

JK Teachers

Maria Cortese ~ Director

I was born and raised in Vancouver and I began my teaching journey at Acadia Park Preschool in February 1994. Prior to working in the field of Early Childhood Education, I studied Marketing Management at BCIT. After working in the field I realized that I had a genuine interest and passion for working with young children. In 1995 I graduated from the Early Childhood Education Program at Kwantlen University. The following year, I completed my Special Needs training. In May of 2018, I was awarded the Prime Minister's Award of Excellence in Early Childhood. I am a parishioner of Our Lady of Sorrows Parish and a graduate of Notre Dame Regional Senior Secondary. Although born and raised in Vancouver, my cultural background is Italian. I am fluent in Italian and I continue to visit Italy often. I currently reside in Kitsilano, I enjoy travelling, cooking, yoga, knitting and spending time with family and friends.

Laura Robinson ~ Head Teacher

I was born and raised in Germany until I moved to Canada in 2006 with my family. After graduating from Point Grey Secondary High School, I attended the University of Victoria and graduated with a Bachelor's Degree in Child and Youth Care with a focus on Indigenous studies and a specialization in Early Childhood Education. As I continued to be interested in the early years, I went on to study at the University of British Columbia and completed my Masters in Early Childhood Education. During this time, I was fortunate to meet Maria and do my final practicum at the OLPH Junior Kindergarten, and I haven't left since. Aside from working with young children, I have worked in the hospitality industry and hosted/planned weddings and private events. In 2019, I got married to my high school boyfriend Sterling and we welcomed our daughter Ivy in July 2020. I enjoy being outdoors, especially the beach and forest, going for walks, swimming, snowboarding, chocolate croissants, london fogs, travelling, crafts and most of all spending time with friends and family.

Yoga

Carolyn Lundie believes in fort building, tree climbing, pillow fighting, monster cookies, and playing games outside with neighbourhood pals until the streetlights come on. Carolyn wanted to create a happy community space to bring children and families together through yoga. She is the creator/owner of Yoga Buttons Studio. We are excited to have Carolyn return into our classroom after her one year maternity leave.

Outdoor Program

Lisa Duncan first started working with children in 1994 as a Teaching Assistant in a private school where she soon moved up the ranks becoming the Head of the Infant Department then moving onto becoming Head of the Pre-school and Kindergarten classes. During her years at the school she shared her love for nature taking the children out on many outdoor adventures fostering a love and respect for the natural diversity that surrounded them.

In early 2000, Lisa headed off on an adventure leaving Scotland to come to Canada.

During her first few years in Vancouver, Lisa was a live-in Nanny. After a couple of years of exploring the outdoors with the two boys, in her charge, and their friends an idea began to grow. Lisa wanted to open up a whole new world to the many children in Vancouver; share with them the treasures and delights in nature that can be found just a few steps from their own front doors. Earth Heads was born and has been running for over 10 years.

As a trained childcare specialist, Lisa takes into account all areas of a child's development and individuality. Her enthusiastic approach and uncanny ability with children have given her a reputation that parents seek out and children adore.

Outdoor Program Overview

During these days, the forest will be our classroom. Outdoor classes take place on Fridays 9:00am to 12:15pm. Gradual drop off and pick up starts at 8:45am and 12:00pm. All meeting locations are in the Vancouver area no further than 5km from the school. The classes will go ahead rain or shine. It is very important that your child is wearing appropriate outdoor gear. This is a non-uniform day. Children must wear; close toed shoes or boots, full-length pants or tights, a water-proof jacket with a hood. On rainy days, rain pants or a one-piece muddy buddy must be worn. Ensuring your child has the appropriate clothing will aid in making this a very enjoyable experience for them. Children will need to carry their own backpack complete with a snack and a water bottle. Please, NO snacks that require utensils. Great snacks for Outdoor class would be; nut free granola bars, an apple cut into pieces in a zip-lock bag, a cheese stick or crackers.

Students

Throughout the year we may host students from local colleges and universities. Students are working towards an Early Childhood Diploma/Degree or completing their teacher training. Students bring a fresh perspective to our classroom and we believe it is important that students receive hands-on experience.

Daily Schedule

8:45am ~ 9:00am	ARRIVAL	Children put their items away, wash hands and sit on carpet playing carpet activities.
9:00am ~ 9:30am	Meeting Time	
9:30am ~ 10:15am	Outside Time	
10:15am ~ 10:30am	Transition to inside	Children wash their hands
10:30am ~ 12:00pm	Free play/Open Snack	Children wash hands before snack
12:00pm	5 minutes for clean up	
12:05pm to 12:15pm	Clean up and wash hands	
12:15pm to 12:45pm	Closing circle time	
	DEPARTURE	Children will sit on carpet playing or looking at books
		<ul style="list-style-type: none">• one teacher stays with children on the carpet while the other assist children in the cubby area

Arrival

- Children enter the class from the outside door on the North side of the building. Please **do not** use the main school entrance.
- We ask that parents accompany their child into the classroom, signing them in once they enter.
- The children will be asked to wash their hands unassisted by the parent.
- The classroom door will be locked until the start of class time of 8:45am. The teachers require time before class for preparation and set up of the classroom. Please do let children **knock/bang** on the door prior to the start of class.
- One teacher will be at the door to greet your child. While the other will be at the sink to help assist with hand washing.

Departure

Dismissal from JK is gradual, children can be picked up anytime, between 12:30pm and 12:45pm. The children will be dismissed from our end of day carpet time. A teacher will be at the door, signaling to the person picking up that the child is getting ready to go home. The teacher will sign the child out. Once the child has exited the classroom it will be the adults responsibility to supervise the child. If the class is being dismissed from the playground, the teacher will have the sign in sheet with her. The adult will then be responsible for finding the teacher with the sign in sheet, sign the child out and then proceed to the classroom to get the child's belongings.

If you are running late, please do not email us, as we may not see your email before the end of class. Please call the JK cell phone at (604) 710-2831

Sibling Visits

Our classroom is designed and set up for children ages 4 to 5. If younger siblings are present in the classroom, parental supervision is required at all times. We ask that parents do not allow younger siblings to play with areas of the classroom that have been set up for the children to enjoy during their class. Unfortunately, younger siblings may not attend class field trips.

Authorization of Persons Permitted to Pickup

All individuals that are picking up children **must** be listed on the application form under *Persons Authorized to Pick-up Child*. Please ensure the list is current and up-to-date if there are any changes throughout the school year. If unexpectedly, you are unable to pick up your child and will be having an individual pick up that is not listed, please contact the teachers to let them know before dismissal. Individuals picking up children must be over the age of 16 and provide identification upon request. We will **not** release children to older siblings in the main school.

Food Guidelines and Snack

Please help us in supporting all children in developing healthy eating habits, a positive body image and self worth. Parents are asked to provide the children with a nutritious balanced snack. Foods should represent the four food groups recommended by Health Canada; fruits and vegetables, breads & cereals, meats & alternates, and milk and milk products. Items such as candy, chocolate bars, potato chips, donuts and other sugary baked goods should be kept to minimum or **not** be included as part of your child's snack.

Metro Vancouver has implemented a disposal ban on organic materials in the waste stream. In order to comply with this regulation, we encourage parents to pack **litterless/waste free lunches** for their children. By packing lunches in reusable containers, bringing home all uneaten food items and wrappers, we can help make a positive impact on our environment. Juice boxes are not allowed.

PLEASE **DO NOT** SEND ANY FOODS THAT CONTAIN NUTS. IF YOUR CHILD HAS FOOD ALLERGIES, PLEASE PROVIDE THE TEACHER WITH A LIST OF THE FOODS AND SUBSTANCES. THIS LIST WILL BE POSTED IN THE CLASSROOM.

Monthly Birthday Celebrations

To build a community within our classroom and help us celebrate each child's birthday, we will be having a monthly birthday celebration. On the last Thursday of every month we will celebrate all the birthdays that fall in that month. The class will make and decorate birthday cupcakes for the entire class to share. **Please do not send treats from home or goodie bags for the teachers to distribute. Teachers will not distribute party invitations held outside school hours.**

Toys From Home

Toys from home are **NOT** allowed at school. If items from home are found in your child's cubby or arrive at school, they will be stored in the teacher's desk. Teachers are not responsible for lost, stolen or broken toys from home. Children are also not allowed to come to school in costumes or masks.

Reports/Letter Writing

It is school policy **not** to provide a formal written assessment of JK students. For kindergarten application purposes families may request **one** reference letter. Letters will be mailed directly to the elementary school of the family's choice.

Teachers do not provide letters for family legal matters.

Hiring JK Staff

JK staff do not provide nannying or educational tutoring services to children who are enrolled in the JK program.

Parent Participation

The JK program requires parents to complete 20 hour of parent participation. JK families that **do not** have children enrolled in the main school receive priority over families that do for JK jobs. Parents will be emailed with a list of the available jobs for each school term. It will be the parent's responsibility to log their PP hours in the binder located at the entrance of the classroom.

Please note: only main school families will be asked to log their hours through the on-line portal.

Harvest Fair ~ JK Class Event

Every grade at OLPH, including the JK program has a grade event assigned to them by the main school Parent Participation Coordinator. The JK event is the Harvest Fair, Cake Walk Booth. Parents will be asked to sign up for, booth set up, running the booth and take down of the booth. For the 2022-23 Harvest Fair, we are asking families to provide a minimum of: 2 baked/decorated cakes, 2 purchased cakes, or buy 2 cake/cookie kits. This is a mandatory grade event and all parents are asked to participate.

Room Parent

Each grade at OLPH has a room parent. The room parent will introduce him/herself by the end of September to parents via email. You will also most likely see him/her at pick up/drop off. The room parent acts as a liaison between the parents and the teachers. It is not the role of the room parent to answer questions about classroom routines, or information about "what happened at school today?". These requests should all be directed to Ms. Cortese either by email or in person. Please note, that emails sent to the teachers after 4pm will not be responded to until the following business day.

School Uniform

OLPH JK has a school uniform policy in place that requires your children wear the approved uniform. A school uniform builds community pride and serves to identify your children with our educational philosophy and faith. It is important that parents and children take the responsibility to follow the approved guidelines. Teaching your children to properly keep shirts and blouses tucked and paying attention to appearance teaches independence and confidence. Please go over the approved uniform with your children. Teachers will notify parents of items not approved.

The uniform for Our Lady of Perpetual Help JK is as follows:

Girls:

Tunic

Shirt White OLPH crested oxford

Navy Blue Cardigan (please note this is not allowed in the main school)

Sweater Navy V-neck raglan sleeved crested pullover (optional in JK)

Socks Navy blue knee highs or tights

Shoes Black plain soft soled (crepe or rubber)

Closure – ties, buckles, Velcro or slip-ons. **NO party shoes**, platforms or boots. Runners must be completely black, no stripes.

Hair Only accessories (hairbands/scrunchies) sold at the Uniform Shop are acceptable.

Boys:

Trousers Navy blue pants (available from the Uniform Shop)

Shirt White OLPH crested oxford

Navy Blue Cardigan (please note this is not allowed in the main school)

Sweater Navy V-neck raglan sleeved crested pullover (optional for JK)

Vest

Socks Plain navy blue or black

Shoes Black plain soft soled (crepe or rubber). Closure – ties, buckle, Velcro or slip-ons. **NO party shoes** or boots.

Solid black runners in good condition will be allowed. Runners must be completely black, no stripes.

Summer Uniform – Optional (After Spring Break to Thanksgiving)

Boys:

Shorts Navy blue walking shorts - OLPH regulation

Shirt White OLPH crested oxford

Socks Navy socks/ black shoes

Girls:

Skort Navy blue

Shirt White OLPH crested oxford

Socks Plain navy ankle or knee high with black shoes

Note: **NO** makeup or nail polish is permitted (it will be removed by the teachers).

Girls may wear small earrings; however, for safety reasons large or dangling earrings or other pieces of jewellery are **not** permitted in school.

Boys are **not** permitted to wear earrings at school or any school functions.

Extra clothing (please store in basket)

Please ensure that your child has the following items in his/her cubby basket at all times.

Items **must** be labelled with your child's name or initials.

- A white long or short sleeved t-shirt
- Dark pants, joggers or tights
- Complete change of undergarments including socks

The school is not responsible for items of clothing that go missing.

Outdoor Gear

Outdoor activity is an integral part of the program. However if the main school calls an in-door recess, JK will **NOT** go outside. Requests for children to stay inside the classroom during outdoor play are not allowed. Outdoor gear may **NOT** be stored at the school.

Outdoor gear should consist of the following items:

- Rubber boots / Snow boots
- Waterproof jacket with a hood
- Mittens and Hat for snowy conditions
- **Umbrellas and ponchos are not allowed**

Please ensure your child comes to school wearing a jacket or sweater daily.

Toileting

Children need to be toilet trained before entering JK. Children must be able to recognize their need to use the toilet and independently complete all toileting steps. The teachers are available to assist your child in the washroom with steps such as providing a stool, providing a potty seat, reaching toilet paper etc. however we encourage autonomy. We recommend and prefer that you send your child wearing underwear, not pull ups or diapers. Please be aware that if your child has urinated or had a bowel movement and soiled their uniform, you may be required to return to the centre to change/assist your child. If during the program, your child consistently soiles their uniform with urine or a bowel movement, your child's readiness to attend the program may need to be reviewed.

Lost and Found

The Lost and Found cupboard is located by the court yard door. Families may check the lost and found for their personal belongings. To help lost items find their appropriate home, please label sweaters, pants, shirts, food containers and water bottles.

Active Play Policy

Whenever possible, the teachers will encourage and provide the opportunity for children to engage in active play and physical movement. The children will spend between 30-40 minutes daily, engaged in active play or physical movement. On days when rain does not permit us to play outside, the teachers will do their best in providing large movement activities indoors.

Screen Use Policy

Ipads and computers are a daily part of the program. These devices are used by classroom teachers. Teachers use these devices to take photographs, document what is happening in the classroom or research a project the children may be interested in. Children are not allowed to use computer devices. Children are not allowed to bring electronic devices from home to school.

Withdrawing from JK

We require that one month's written notice for withdrawal be given on the 1st of the month. When a full month's notice is not received, one month of fees in lieu of notice will be required. When families give the appropriate one month's written withdrawal notice, any previously collected prepayments will be returned to the family.

ABSENCES

There is no reduction in monthly fees as a result of absences, whether due to illness or vacation.

CLOSURES

The JK program will be closed for all statutory holidays, Christmas Break, Spring Break and Professional Development Days throughout the school year. Please refer to the JK calendar for these specific dates.

NSF

Families will be charged a \$50 administration fee for all payments returned to NSF.

Extreme Weather / Power Outages

All closures due to extreme weather and power outages will be at the school's discretion and the decision will be made by the JK Director in consultation with the JK Board of Directors. The JK program will be closed if the main school (OLPH Elementary) is closed due to extreme weather. Please check the main website when the weather is poor to learn if the schools and subsequently the JK will be closed. In the event of the above, an email will be sent to parents no later than 8am informing parents with the details of the closure.

Guidance and Discipline

We believe that discipline is something that adults do with and for children rather than to children in order to encourage socially acceptable behaviours. It is a continuous process of guiding behaviour with the eventual goal for children to develop self-control, self-confidence and, ultimately, self-discipline.

The Teachers:

- Have realistic expectations of each individual child that reflects their own level of development, as well as respects their family and cultural expectations.
- Provide an environment that fosters trust, security, and comfort which in turn encourages children to learn to relate with each other in a positive way. Classroom space and schedules are organized in order to help reduce potential problems; this enables children to become involved in productive learning experiences.
- Establish clear, consistent, simple limits of acceptable behaviour, which clearly relate to the safety and protection of self, others and the environment.
- Reinforce appropriate behaviours by acknowledging and encouraging them to repeat desired behaviours.
- Scan and observe children in their activities in order to anticipate potential difficulties and step in to prevent problems.
- Acknowledge the child's feelings before stating a limit. I.e. "I know you are angry right now, but I cannot let you hurt your friends."
- Distract or divert a child's attention to another toy or another activity when this is appropriate.
- Redirect children by changing the circumstances that cause unwanted behaviour. Children are redirected to alternate activities in line with their needs.
- Offer appropriate choices in a non-threatening and non-punitive manner.
- Use natural and logical consequences.
- Limit the use of equipment or toys when most other discipline methods have proven unsuccessful.

- Model appropriate problem solving skills. The child is encouraged to acknowledge the problem, think of possible solutions, act on their suggested solutions and finally, evaluate the situation with aid from the teacher. This helps children learn the process involved and as it becomes familiar they may begin to use those skills on their own to work out conflicts.

Absolutely no child will be subjected to shoving, hitting, shaking, spanking, or any other form of corporal punishment. No child will be subjected to harsh belittling or degrading treatment, whether verbal, emotional or physical, which would humiliate the child or undermine the child's self respect.

If your child exhibits violent, aggressive, and/or dangerous behaviour and language to self, other children and/or staff, they may be asked to withdraw from the school.

Health Policy

We do our best to promote good health and hygiene in our classroom by providing a clean environment and an overall safe setting. We need your cooperation. Please **DO NOT** send your child if they have an infectious disease or are not well enough to participate in the daily program. They need to stay home until they have completely recovered. The teachers understand the difficulty in finding alternate care, however, the well being of all children and teachers must be met. If a teacher feels that a child is too sick to be at school the child will be asked to rest at home for the day or days to come. If a child is too sick to be at school the parent will be called to pick their child up. If the teacher can not get in touch with the parent, the emergency contact will be called to pick up the child.

School Policy: *CHILDREN EXHIBITING THE FOLLOWING SYMPTOMS WILL BE CONSIDERED BY THE STAFF TO BE TOO ILL TO ATTEND THE PRESCHOOL:*

- Any complaints of unexplained or undiagnosed pain.
- An acute cold or fever with a runny nose or eyes.
- Difficulty in breathing - wheezing or a persistent cough.
- Fever (100°F / 38.3°C or more) accompanied by general symptoms such as listlessness.
- Sore throat or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck.
- Diarrhea or loose stool.
- Vomiting.
- Severe itching of body and scalp.
- Children with known or suspected communicable disease.

*Please review the **daily health check** as a guide to see if your child should stay home or attend school. This guide is also very useful to see if your child should seek medical attention.*

Medication

We do not give any nonprescription medications to your child while at the centre. However, if prescription medications have been prescribed by your doctor and are clearly necessary, we require the following:

- Authorization and directions completed and dated by the family physician.
- The Medication Administration Consent Form filled out by the parent/guardian. This form must be filled out every time there is a new medication being given or a change in dosage or frequency.
- The medicine to be administered must be in the original pharmaceutical container clearly labeled with the date, Dr.'s name, child's name, name of medication, dosage required, frequency of medication and length of time medication is to be administered.

Medications, both prescription and nonprescription shall at all times be kept in a locked container and inaccessible to children.

Inhalers or "puffers" will be kept in the first aid emergency backpack located in the classrooms. Teachers will take the emergency backpack with them when away from the classroom.

In the case of severe illness or injury while at school, we will contact the parents immediately. If unable to contact the parents, we will contact the emergency contact person listed on your emergency card. If unable to reach either, we will take the child with all medical records to the hospital. Please keep us informed regarding any changes in physicians, dentists, allergies, etc.

A Public Health Nurse who works for Vancouver Coastal Health visits the school regularly and is in close contact with the teachers. She is available if you need information or have any concerns or questions about health, safety and development issues. Through our Public Health Nurse we have access to a speech therapist, vision/hearing specialist and a psychologist. Please let us know if you have any concerns that we can help you with.

EMERGENCY/SAFETY

Emergency evacuation plans are posted in all rooms of the school. In the event of an emergency i.e. fire/earthquake or other and an evacuation of the building is deemed necessary, children will be escorted (on foot) to grass field. (located off of 10th Ave on the South side of the property) If this area is not safe children will be escorted (on foot) to the nearest community site i.e. community centre, school or shelter etc. If the building is deemed safe, staff and children will remain inside and follow the emergency procedures below.

- As soon as possible educators will leave a recorded message on the centre phone line or an email will be sent to parents for updates in an emergency situation. Parents can call the JK cell phone at (604) 710-2831.
- Teachers will post a sign on the centre door or alternate location to inform parents of the teacher's whereabouts. The sign will give instructions with more information.
- Teachers will contact parents or alternate authorized pick up persons to inform them of the whereabouts and safety of the children as well as to arrange pickup for their child if necessary.

The centre's emergency supplies are stored in a large metal bin located off of Crown Street. First aid kits, emergency cards and emergency educator procedures are stored in backpacks located in the classroom and are transported with educators and children whenever they leave the room and/or building. Educators will use their own cell phone in case of emergency if needed.

All educators will:

- Be trained in and practice all emergency procedures
- Be verbally informed by the JK Director regarding emergency procedures
- Have written information and a copy of the centre's emergency / disaster plan
- Practice regular fire and earthquake drills with the children

Child Abuse Regulations

***With reference to the Family, Child and Community Services Act:

- We are required by law to report suspected or disclosed abuse.
- Failure to report can result in prosecution under the Act.
- We are not permitted to contact the parent about such issues unless specifically directed to do so by The Ministry of Social Services or Police.
- Our responsibility is to report suspicions and disclosures, not to determine whether abuse has occurred.
- Our concern is for the safety and well being of each child.