

# Dino-Mites Preschool Parent Handbook



4071 Francis Road,  
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604-272-2423  
[dinomitesschool@gmail.com](mailto:dinomitesschool@gmail.com)  
[dinomitespreschool.com](http://dinomitespreschool.com)

## **Who We Are**

Our program is facilitated by Early Childhood Educators and offers a morning licensed preschool program for children 3 to 5 years of age.

All of our preschool staff are certified, professional Early Childhood Educators who have passed a Criminal Record Check; maintain a valid first aid certificate; and attend regular professional development.

We employ a play-based approach to the children's education that promotes respect for themselves, for each other and for their environment.

At Dino-Mites we adhere to the Code of Ethics as set by the Early Childhood Educators of British Columbia, and we are guided by our professional document, the 'British Columbia Early Learning Framework'

## **Guiding and Caring**

Children learn about the world around them through observation and imitation. We use a variety of strategies to support the development of pro-social behaviours, including modelling, role playing, stories, and co-operative games.

When children act inappropriately, whether physically or verbally, Dino-Mites Preschool teachers will interrupt the play and ask the child involved to stop their play. The teacher will then discuss what he/she observed and ask the child to think about how the other child might feel. We believe that these experiences are excellent learning opportunities for all children and we welcome these occasions to discuss emotions and solutions.

There are times when a child may find it difficult to control their emotions. If a child is facing challenges in a specific area, he/she may move to another area, either independently or with the assistance of the teacher. We use 'time away' as a calming time, rather than 'time out' as a punishment for misbehaviour.

## **Gradual Entry**

We recognize that children will adjust differently to this new experience. We will work with families to ensure that this process is as smooth as possible for both you and your child. Therefore, the first week of the program is designed to gradually acclimate the children and families to the daily routines, new classmates and teachers. The schedule for gradual entry will be sent home by email during the first week of September.

## **Parent Participation**

At Dino-Mites Preschool, we value the participation of parents and other family members. Parents may be asked to help with tasks such as assisting children with outdoor clothing, helping to prepare projects, tidying and organizing classroom spaces. A calendar for helper days will be posted on the classroom door, please feel free to sign up. Helper/volunteer days begin in October and continue until June.

## Sign In/Sign Out

Please sign your child in and out each time you come to Dino-Mites. This is a licensing requirement and important for everyone's safety. There will be a sign in/out book located at the entrance to the preschool. If someone other than yourself is picking up your child, please let one of the teachers know and leave a note on the designated board.

Please pick up your child on time, as it can be hard for a child to wait when all the other children have left. If you know you are going to be late picking up your child, please phone the school's cell phone at 604-272-2423.

## Daily Routine

9:00 – 9:15	WASH HANDS/FREE PLAY
9:15 – 9:30	CIRCLE: HELLO/APPLES
9:30 – 10:30	FREE PLAY/ART
10:30 – 10:45	CLEAN UP/WEATHER/CALENDAR
10:45 – 11:05	WASH HANDS/SNACK
11:05 – 11:30	CIRCLE: STORIES/SONGS/ PIANO
11:30 – 12:00	COATS ON/ OUTSIDE/ GAMES

## Snack

Each child will need to bring a water bottle or cup and small portions of nutritious food packed in re-usable containers to class. Ideas include, fruits and vegetables, cheese and crackers, yogurt, muffins, etc.

(WE ARE A NUT/PEANUT FREE ENVIRONMENT)

## Clothing

Being outdoors each day will require good clothing to ensure that your child has a fun and positive experience outside. Suggestions for outdoors gear:

### *Fall/Winter*

- Rain gear; jacket, pants, boots,
- Gloves, toque
- Jacket: warm, breathable, to layer under rain gear

### *Spring*

- Rain gear; jacket, pants, boots
- Sun hat for sunny days
- Shoes: good for walking and running

## Extra Clothing

For unexpected accidents, please send a change of clothing to keep in your child's backpack. Make sure to include a shirt, pants, underwear and socks.

### Emergency and Illnesses

It is extremely important that the teachers are informed about your child's allergies. As nut allergies are common, Dino-Mites Preschool is a **NUT FREE ZONE**. Please check items for any nut products before you send them to school. Nuts include peanuts, walnuts, hazelnuts, cashews, almonds etc.

Children who are not well enough to participate in the normal daily program or who have an infectious disease must remain at home. Please do not send your child to school if they have a fever or have vomited within the past 24 hours. It can be stressful for the child, and may put other children at risk. Although we understand the difficulty in finding alternate care for your child, it is important to keep sick children at home. If your child is diagnosed with an illness that is contagious, please advise the staff immediately so that we can ensure other children are not at risk.

If at any time during the program, a staff member feels your child is not well enough to be at school, you will be called and asked to pick up your child. In the event that you cannot be reached, the alternate contact person will be called.

**In order to protect your child and all children attending preschool, some health policies are necessary.**

<b>SYMPTOMS</b>	<b>POLICIES</b>
Temperature of 38 degrees or above	Child must be picked up immediately. Child may return after 24 hours of normal temperature without medication. (i.e. Children's Tylenol, etc.)
Untreated eye infection (pink eye)	Child must take an antibiotic for a full day before returning to preschool.
Rashes	Unidentified rashes need a doctor's written confirmation that it is not contagious. If treatment is needed, child may return after 12 hours.
Scabies/Lice	Child may return 24 hours after treatment.
Diarrhea	Child may return after 24 hour of no repeat incident or with doctor's confirmation that the condition is not contagious.
Vomiting	Child may return after 24 hours of last vomit incident.
Chicken Pox	Parents will be notified for exposure. Child may return 5 days after the onset of the rash.
Strep throat/Tonsillitis	Child may return after 24 hours of treatment with medication.

All staff maintain a current First Aid certificate. We will contact parents immediately if emergency care is required. Otherwise, rest assured that we will inform you of any incidents upon dismissal.

## **Fees**

Preschool fees are based on the yearly program and are divided into ten equal monthly payments. This ensures that whether there are many preschool days in a month, or just a few (as in September, December, March, June) your payments are always the same. We are unable to reduce fees for absences due to illness or vacation. Your monthly fee guarantees that your child retains his/her spot in the program. The first payment is due August 1st (which pays for September). The monthly fees for the remaining 9 months are paid by post-dated cheques, beginning October 1, and ending June 1<sup>st</sup>. Cheques will be collected on the first day of preschool along with the completed registration forms.

The Affordable Child Care Benefit is available to help families with the cost of childcare, for more information go to: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

## **Withdrawal Notice**

30 days written notice before the first day of the calendar month is required to withdraw a child from the program. No refunds for tuition fees will be given for May and June after April 1, 2020.

## **School Closures**

In the event of severe weather conditions, Dino-Mites will follow the lead of the Richmond School District. If the public schools are closed, our preschool will be closed. If we have a closure due to the snow we will send out an email to all families to notify you by 8:00 a.m.. Families are also advised to check with 980 CKNW: [www.cknw.com](http://www.cknw.com) or [www.news1130.com](http://www.news1130.com) to see if the schools are closed.

## **Dino-Mites Emergency Procedure**

In the event of an emergency (fire, earthquake, flood...) we will escort everyone out of the facility and congregate in the **southeast corner of St. Anne's parking lot**. If we are notified that the facility is safe to enter we will then return to our classroom.

If the **facility is considered unsafe** we will post a sign on the outside door and then escort everyone to our alternate destination, which is:

PLEASE NOTE AND KEEP ON HAND  
**West Richmond Community Centre**  
**9180 #1 Road (corner of #1 and Francis)**  
**Richmond, B.C. V7E 6L5**  
**604-718-8400**

## **Contact Information**

Email: [dinomitesschool@gmail.com](mailto:dinomitesschool@gmail.com)

Phone: 604-272-2423

Website: [www.dinomitesschool.com](http://www.dinomitesschool.com)