

# **THE BIGGEST LITTLE PRESCHOOL & CHILDCARE CENTER**



## **PARENT HANDBOOK (PRESCHOOL)**

[www.biggestlittlepreschool.com](http://www.biggestlittlepreschool.com)

“A place where children can play, laugh & learn!”

2024/2025

## **INTRODUCTION**

Welcome, and thank you for choosing The Biggest Little Preschool & Childcare Center for your child. Our center began in Sept 2000 and is thankful to be a part of this wonderful community. We are a licensed facility with experienced staff in Early Childhood Education, Emergency First Aid and have undergone criminal record searches. We hope that you and your child will have a memorable experience and we look forward to a great year ahead!

Please take a few moments to read this informative handbook. It is understood that once your child is enrolled in The Biggest Little Preschool & Childcare Center that you agree to and understand the policies and procedures outlined in this booklet. The Biggest Little Preschool & Childcare Center reserves the right to change or alter the policies and procedures anytime. Our Covid-19 policies are also on our website, therefore please make sure you have read them.

## **OUR PHILOSOPHY**

At The Biggest Little Preschool & Childcare Center we believe that children learn through play, exploration, discovery and interactions with other children. It is our commitment to work together with you to help your child grow socially, emotionally, intellectually and physically in an environment that is suited to every child's development.

Through the child's ability to explore and discover, he/she will learn to build self-confidence, self-control by reflecting on how his/her actions affect others, problem solve, make choices, express himself/herself openly, and cooperate.

It is our goal to maintain a safe, healthy and caring atmosphere in which children can grow in all of these developmental areas. We do not concentrate on competition; we focus on teamwork, cooperation and sharing.

## **OPEN DOOR COMMUNICATION POLICY**

The Biggest Little Preschool & Childcare Center supports an open door communication policy, which means:

- ◆ Parents are welcome to drop in and observe the program at any time. If you would like to consult with an early childhood educator at the center, please let us know ahead of time so the educator can give you her undivided attention.
- ◆ We encourage telephone communication. Please check with your child's educator to determine mutually convenient times.
- ◆ Parents can expect ongoing communication with staff concerning:
  - Their child's progress
  - Program activities
  - Hours of operation
- ◆ Parents can expect relevant parent education opportunities to help them understand their child's development and the program we offer here.
- ◆ We ask parents to become familiar with the Parent Handbook that states the policies and procedures of the preschool regarding:
  - The care of their child
  - The program
  - General operation procedures
- ◆ Staff welcomes feedback from parents on any aspect of the program.

We encourage parents to speak to their child's educator if they are concerned with the care of their child or any incidents at the center.

# **A TYPICAL DAY**

## **3 & 4 YEAR OLD PROGRAM**

### **Arrival – Welcoming Children**

#### **Outdoor Time (Weather permitting)**

Large motor play includes climbing equipment, bikes, dramatic play

#### **Table Time**

Includes puzzles, playdough, cutting, printing, fine motor activities

#### **Circle Time**

Calendar, shapes, helping hand, show & tell, Fun Family Phonics, theme related discussion, songs, fingerplays, movement activities, props

#### **Indoor open play**

Use of all areas in the classroom including table time (puzzles, playdough, science), blocks, imagination play on carpet, dramatic play area, library, organized art activity

#### **Circle Time**

Songs, Fingerplays, science activity, group game

#### **Snack Time**

Includes hand washing, eating a nutritious snack, conversation

#### **Storytime**

Children choose a book from our library, teacher reads theme related story

**Dismissal (5 mins prior to class ending)– Children put on coats, Handing out art and notices, Goodbye Song**

**Please note this is a guideline of a typical day.**

## **Extended Day Program**

#### **Outdoor Time (Weather permitting)**

Large motor play includes climbing equipment, bikes, dramatic play

#### **Table Time**

Includes puzzles, playdough, cutting, printing, fine motor activities

#### **Circle Time**

Calendar, shapes, helping hand, show & tell, Fun Family Phonics, theme related discussion, songs, fingerplays, movement activities, props

#### **Snack Time**

Includes hand washing, eating a nutritious snack, conversation

#### **Indoor open play**

Use of all areas in the classroom including table time (puzzles, playdough, science), blocks, imagination play on carpet, dramatic play area, library, organized art activity

**Circle Time**

Songs, fingerplays, science activity, group game

**Lunch Time**

Includes hand washing, eating a nutritious lunch, conversation

**Storytime**

Children choose a book from our library, teacher reads theme related story

**Dismissal(5 mins prior to class ending) – Children put on coats, Handing out art, Goodbye Song**

**Please note this is a guideline of a typical day.**

**SCHOOL HOURS AND FEES**

**Lumina Location 14885 60<sup>th</sup> Ave (Lumina)**

<b>Tuesdays and Thursdays (3 &amp; 4 Year Olds)</b>	<b>Monthly Fees</b>
9:00 am - 11:30 am (Max 20 children)	*See website for pricing
9:00 am – 11:30 am (Max 10 children)	*See website for pricing
11:40 am - 2:10 pm (Max 20 children)	*See website for pricing
<b>Monday, Wednesday and Friday (3 &amp; 4 Year Olds)</b>	
9:00 a.m. - 11:30 am (Max 20 children)	*See website for pricing
9:00 am – 11.30 am (Max 8 children)	*See website for pricing
<b>Monday, Tuesday, Wednesday, Thursday, Friday (3 &amp; 4 Year Olds)</b>	Half Day Childcare
9:00 am to 2:00 pm (Max 25 children)	*See website for pricing

A non-refundable \$100.00 administration fee is required upon enrollment per year. First months school fees are payable by post-dated cheque dated for July 1. (Sept’s fees are due July 1 and are not refundable after this date) The remainder fees from Oct – June will be withdrawn automatically on the 1<sup>st</sup> of each month using our PAD agreement (pre-authorized debit). NSF PAD’s are subject to a \$35.00 service charge. Refunds are not given for illness, vacation etc. In order to ensure a space for your child full monthly payments must be made regardless of absence due to vacation etc.

## **WHY DO WE PAY THESE FEES?**

The Biggest Little Preschool & Childcare Center believes in fair, competitive fees for all families attending our center. Your fees help to offer fair wages for our dedicated and highly qualified staff. We also want to ensure that your children have quality furniture, equipment and supplies for them to enjoy while at our center. Fees also cover things you do not see such as administration costs, janitorial services, rent, advertising, insurance etc. We may make small adjustments to our fees each year in order to keep up with rising costs. Fees remain the same each month throughout the school year even though some months are longer than others.

## **CHILDCARE FEE INITIATIVE**

The childcare fee initiative is within the childcare operating funding program which allows centers to reduce parent fees. Our center is pleased to have opted in to this program. It is reviewed every year and new contracts are put in place. If our center decides not to opt in for any reason parents will be expected to pay the full fees. Please see our website for updated discounts for families.

## **AFFORDABLE CHILDCARE BENEFIT**

Families on the affordable childcare benefit are required to pay registration fees along with first months fees. When we have received your ACB payment we will refund you the amount you are covered for. Please note that ACB does not pay full month's fees when the centre is closed. It is your responsibility to pay the difference of any amount owing. If your ACB should be cancelled for any reason it is also your responsibility to continue monthly payments.

## **WITHDRAWALS**

We require one month written notice for withdrawal of your child from The Biggest Little Preschool & Childcare Center with the exception of September, as there are no refunds after July 1. Withdrawals are accepted on the first of the month only. There are no partial refunds. If one month written notice is not supplied, parents must pay one month's fee in lieu of the notice. There are no withdrawals after April 1 and parents will be required to pay fees until the end of June. We are not able to fill spaces after this late date.

## **SCHOOL CLOSURES**

The preschool is closed on all statutory holidays and all regular public school closures (Christmas, Spring Break & Summer) as well as all public Pro D Days or Administrative days. You will be notified in your monthly newsletter regarding these dates. In the event of extreme weather conditions (i.e. heavy snowfall) please listen to CKNW for announcements. We will also post information on Facebook. If the public school in the immediate area is closed, then the center will also be closed. There are no refunds given for unexpected closures. Our priority is to keep our families and staff safe in the event of unfortunate circumstances, which includes pandemics, which may include staff shortages due to illness in the childcare center. Power outages may also cause the center to be closed but we will always call BC Hydro for more information before making a decision to close

## **ATTENDANCE**

It is for the safety and concern of your child that we ask you to notify the school if he or she will be away. Please also advise the staff if your child will be away for a prolonged period of time due to illness or some other extenuating circumstance.

## **ENROLLMENT POLICIES AND PROCEDURES**

### **GRADUAL ENTRY**

The gradual entry system is to provide support for the child who is hesitant to leave their parents side. It is out of respect for the child to promote gradual entry to a new environment. Parents will be mailed information regarding times at least one week prior to the beginning of the school year.

Parents are welcome to attend class if their child is not comfortable. The staff will provide the support and comfort that your child needs to make his/her preschool year an enjoyable experience.

### **ARRIVAL AND DEPARTURE**

A staff member will open the door at the beginning of class time. Please do not enter the class early as the teachers are preparing for the day. An adult/teacher must escort children to the classroom. If someone other than yourself is bringing or picking up your child,

please notify the staff. Please make sure that person has identification. We ask that parents notify us of any changes in drop off and pick-up procedures. **WE WILL NOT RELEASE YOUR CHILD TO A STRANGER OR ANYONE THAT HAS NOT BEEN AUTHORIZED BY YOU!** Your child's safety is our main concern. Please make sure that the Authorization for Pick-up on the application form is up-to-date. We will begin dismissal time 5 mins before class ends.

## **LATE PICK-UP**

Please be on time to pick up your child, as it is very difficult for young children to wait. Staff are cleaning between classes, some have shifts that end or need to take their break. There will be a \$5.00 late charge beginning five minutes after departure time and \$1.00 per minute after that. After 10 minutes the emergency contacts will be called to pick up your child. Please be assured that your child will remain in our care for 1/2 hour and after that time, the Ministry of Children and Families will be notified if we cannot reach you or your emergency contacts.

## **PARKING**

Please park in the designated parking spaces and avoid parking in fire lanes as these are used in case of an emergency.

## **EMERGENCY PROCEDURES FOR FIRE AND EARTHQUAKE**

### **Fire Drills**

At The Biggest Little Preschool & Childcare Center we practice fire drills once a month. These drills are very important. The loud sound that the fire alarm makes can be very frightening to a young child. By practicing the procedure, children will be less frightened in the event of an actual fire. The procedure that we follow is:

- ◆ Sound the alarm
- ◆ Gather children, staff and emergency book and prepare to evacuate



- ◆ Check door to make sure it is not hot.
- ◆ Count heads
- ◆ Quickly and safely escort children to Lumina commercial development or the church
- ◆ Take roll call to make sure everyone is accounted for
- ◆ Call 911
- ◆ Keep children together and away from the fire truck path

Each fire drill that we practice is treated as if it were the actual fire. At the beginning of the school year, we focus on fire and safety. During this time we teach the children to respect fire, fire fighting equipment and the fire alarm. Children are very fascinated with the fire truck and fire itself so we consider this focus a very important part of our program.

**STOP!**

**DROP!**

**ROLL!**

### **Earthquake Drills**

We feel that it is important to practice Earthquake Drills frequently. The procedure that we follow for Earthquake Drills is as follows:

- ◆ Inside/outside, we tell the children to stay with an adult
- ◆ We help the children to stay calm
- ◆ We instruct the children to **DUCK, COVER, HOLD** and keep their backs toward any windows that are around them.
- ◆ We count to 60 after the shaking has stopped.

It is common knowledge to most of us to duck and cover but we seem to forget the hold. It is no use to duck under a table and have the table bounce away. We instruct the children to hold on tight to the legs of the table.

As with Fire Drills, the staff of The Biggest Little Preschool & Childcare Center treats Earthquake Drills as actual earthquakes. Practicing these drills is important in order that the children will learn to stay calm in fire and earthquake situations.

**DUCK!**

**COVER!**

**HOLD!**

## **EARTHQUAKE EVACUATION**

Since our school is located in an earthquake prone area we want to remind you that in case of an earthquake or other disaster occurring, the following procedures will be followed:

**In the event of an evacuation:**

Families who attend the church location will be evacuated to the Lumina building next door at 14885 60<sup>th</sup> Ave.

Families who attend the Lumina location will be evacuated to the church 14853 60<sup>th</sup> Ave.

No child will be allowed to leave with another person unless we have written permission to that effect or that person is listed on your child's emergency card in our files. With this in mind, we ask that your child's emergency card be kept up to date and suggest that at least 1 emergency contact person be located on the south side of the Fraser River and preferably within walking distance of our school.

All parents or designated guardians who come to pick up children must sign them out at the time of pick up.

We are prepared to care for children in the event of a critical situation or if parents are unable to reach the center or evacuation location. All our staff has First Aid training and we will be in communication with local emergency services. In case of an evacuation a sign will be posted on our entrance door indicating our location. In addition parents should turn their radios to 1130 on the AM dial. Information and directions will be given over the radio.

If you are unable to reach the school to pick up your child you may try to reach us at the numbers indicated on the radio for contacts of Emergency Receptions Centers.

The center is equipped with an Emergency Earthquake Bag to take with us in the event of an evacuation.

## **FIELD TRIPS**

Throughout the year, children will have the opportunity to join us on field trips. It is the parent's responsibility to drive his or her own child to and from the field trip. If you cannot drive on that day, it is the parent's responsibility to find alternate arrangements. Under no circumstances is the staff able to drive due to liability reasons. There may be an extra charge for field trips depending on the destination. During field trips we may combine morning and afternoon classes together.

## **CLASS PICTURES AND SNAP SHOTS**

During the year, the preschool will arrange to have individual and class photos taken. You will be notified of the date in our monthly newsletter. Throughout the year, we would like to take photographs of the children at play. These pictures are the property of The Biggest Little Preschool & Childcare Center and may be posted on our website or Facebook for our families and visitors to view. Please be assured that no personal information about your child will be revealed at any time. If you do not wish to have your child photographed please fill out the portion location on the registration form. If you have any concerns, please contact the center.

## **BIRTHDAYS**

The staff and other children would like to celebrate this very special occasion with your child. During circle time we sing happy birthday and your child will receive a birthday crown or badge.

## **SNACKS**

The Biggest Little Preschool & Childcare Center promotes eating healthy foods. It is important to send your child to preschool with a nutritious snack each day. The occasional treat is fine but balance it with a healthy item as well. We are also a **water only centre** as other types of drinks are too sticky. We have 20 children at one time and we find we spend too much time cleaning up split juices boxes or containers. This will keep our classroom clean and allow the teachers to focus more on the children. Water is also a very healthy choice. Snack time is a social time for children as it allows children to converse with one another. Children also learn independence as they open and put away

their snack on their own. Children are allowed approximately 15 minutes for snack. Here are some ideas for snack:

- All vegetables cut into bite size pieces to avoid choking
- All fruits cut up into small pieces
- Yogurt
- Cheese and crackers

Please note we are a **NUT FREE** centre. We have children who are extremely allergic and your child will be not be allowed to eat their snack if it contains nuts. Here are a few items not to bring into the classroom:

- No Tim Hortons
- No items that say “may contain nuts”
- No Honeynut cheerios or Nutella
- No full cakes or pop
- No candy

Many Dare products are peanut free. Look for the “Peanut Free” labels.

\*Please note that garbage will be sent home to be recycled into the appropriate bins.

Make sure to send an empty zip loc bag or a container to place garbage in.

If you are sending “WOW” butter it must be accompanied with a sticker indicating that it is nut free. Staff cannot distinguish between wow butter and peanut butter as it looks and smells the same. Please understand we are ensuring the safety of the children who have life threatening allergies.

## **PARTY DAYS**

We do celebrate the holidays by having parties throughout the year. The focus will be on playing games in the classroom rather than having party food and treats. Due to the growing number of allergies, dietary restrictions and health and safety we will not be accepting outside food to share. You may bring your child’s regular snack.

## **ACTIVE PLAY**

### **What is Active play?**

Active play is a physical activity which includes moderate to vigorous bursts of high energy, raises children’s heart rate and make them “huff and puff” such as running and jumping.

### **Why is it important?**

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones, improve balance, coordination, and assists with the development of gross motor and fine motor skills. Active play also builds children's confidence, improves concentration, and thinking and learning skills and provides opportunities to develop social skills and make friends.

### **Preschool: Outdoor**

1-2 hours of preschool = 20 minutes active play

2-3 hours of preschool = 30 minutes active play

3-4 hours of preschool = 40 minutes of active play

The Biggest Little Preschool & Childcare Center will be taking children outside each day. Children should be prepared for all weather conditions.

## **PLAY CLOTHES PLEASE**

For your child to enjoy participating in all aspects of the program, we ask that you dress him/her in comfortable, easy to manage play clothes. We cannot guarantee that your child will go home without paint or food on their clothing. We encourage creativity through art and play, therefore sometimes their clothing may not be as clean as when they arrived to preschool. If it is a rainy day please send shoes or slippers for your child to change into. It helps to keep the classroom free from outdoor debris. Muddy buddies are strongly recommended for outdoor play. Names should be put on all articles belonging to your child.

## **VISITORS IN THE CLASSROOM**

Our center is a strong supporter of various colleges offering ECE (Early Childhood Education) programs. We welcome students into our classroom for practicums and observations. Also, we may have support workers in our classroom working with specific children. Please note that all visitors working with children have undergone their criminal record checks and do daily health assessments.

## **SCREEN TIME**

Screen time includes TV, electronic games or computers. Programs in which children are in attendance for 3 hours or less should not engage in screen time regularly. Preschool programs are permitted to have a short movie during eventful days such as pajama day, or

to correspond with a theme and not more than 3 times per school year. No other electronics will be allowed.

## **TOILETING**

We ask that children be toilet trained while attending preschool. If your child needs reminding to go to the washroom please let us know. We understand that accidents may occur during class time as children can become quite involved in their play. We do have some extra clothing for them to change into. Please wash the clothes and return them the following class. If your child has a bowel movement you will be called to come and help your child. The staff cannot leave the classroom for a prolonged period of time, as we need to maintain our teacher/child ratio. Also children will feel more comfortable with a parent to help them. If you cannot be reached then we will change your child. If your child has persistent accidents then we can discuss a plan to help your child.

## **HEALTH POLICY**

The Public Health Department requires notification of any contagious or communicable illnesses within your family. Please contact the preschool immediately if your child comes into contact with or contracts a contagious or communicable disease. In such cases, notification of the disease will be posted on the parent bulletin board notifying the parents of the children who attend The Biggest Little Preschool & Childcare Center. The child's name that contracted the disease will be kept confidential. Please also keep your child home if he/she has the following symptoms:

- ◆ Pain – any complaints of unexplained or undiagnosed pain
- ◆ An acute cold with fever, runny nose and eyes, coughing and sore throat
- ◆ Difficulty in breathing, wheezing or persistent cough.
- ◆ Fever (100 degrees F/38.3 c) accompanied by general symptoms such as listlessness
- ◆ Sore throat or trouble swallowing
- ◆ Infected skin or eyes or an undiagnosed rash
- ◆ Headache and stiff neck
- ◆ Unexplained diarrhea or loose stool.
- ◆ Nausea, vomiting, and abdominal cramps

**It is required to keep (or take) a child home when the child:**

- ◆ Is suffering from one or more of the above symptoms

- ◆ Is not well enough to take part in the regular program

**Ultimately the care of the child is the parent's responsibility.**

## **Hand Hygiene**

Thoroughly washing your hands with soap and water is the best protection against illness

### **6 steps to proper hand-washing**

1. Wet hands with warm running water
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds. Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Children and staff will be provided with regular opportunities for hand hygiene. Ex. Upon arrival/before & after snack, after outdoor time

### **When children become ill while at the center**

1. Parent will be called immediately for pick up
2. If parent unreachable then emergency contact notified
3. If possible, isolate from the other children
4. Provide comfort and care to the child. Ex Kleenex, change of clothes, comfort toy, mat for laying down
5. Staff member will stay with child until picked up
6. Document/incident report

## **ALLERGIES AND DIETARY RESTRICTIONS**

Please be aware that we are a “**NUT FREE**” center. Please do not send items containing nuts or “may contain nuts”. Your child will not be allowed to eat them. Please also be advised that the staff will not provide extra snacks or lunches if they are forgotten. We will call the parent to make alternate arrangements. We respect any dietary restrictions that you have for your child.

## **ADMINISTERING MEDICATION/CARE PLANS**

If your child requires prescription medication, a medical administering form must be filled out prior to the staff giving your child the medicine. It may also be necessary to have a care plan in place depending on the condition or circumstances regarding the medication. We will not administer non-prescription drugs without parent written consent stating why this medication is necessary for your child. Medication should be discussed prior to enrolling your child to make sure we are equipped and trained to give medication needed for your child.

## **IMMUNIZATION**

Every child that attends The Biggest Little Preschool & Childcare Center should be immunized. We ask that you provide us with a copy of your child's immunization record complete with dates on file. If you do not have a copy you may sign a declaration stating that all immunizations are up to date.

If your child has not been immunized, he or she could become seriously ill if exposed to some contagious or communicable disease. It is for the safety of your child as well as the other children and teachers in the center that we request that your child be immunized.

## **GUIDANCE/DISCIPLINE POLICY**

The philosophy at The Biggest Little Preschool & Childcare Center is to offer children a warm and safe environment. We encourage the child to have the opportunity to learn self-control with peers and adults. Classroom rules and expectations are discussed with the children. Our approach to discipline is as follows:

- ◆ Provide clear, simple and consistent limits regarding appropriate behavior.
- ◆ Remind in a positive and caring way
- ◆ Acknowledge feelings before setting limits
- ◆ Problem solve with peers and adults
- ◆ Redirect verbally
- ◆ Be a positive role model

### **Guidance strategies**

- ◆ Offer choices



- ◆ State what is expected – “it’s time to clean up now” rather than “do you want to clean up now”
- ◆ Give child enough time to respond
- ◆ Promote cooperation and sharing
- ◆ Give child opportunity to make amends
- ◆ Use positive reinforcement
- ◆ Documentation booklets or incident forms may be used in certain circumstances

If you are unclear regarding the handling of incidents that may occur you are encouraged to speak to a staff member for clarification. We will provide on-going communication regarding our guidance strategies during drop/off, pick up times, via email, by phone or through parent/staff meetings. Parents and staff should work as partners guiding your child through these school age years.

No corporal punishment, no restraints, no deprivation and no degrading treatment will be used or tolerated in our centre.

## **CHILD ABUSE POLICY**

We are required by law to report suspected child abuse to the Ministry of Children and Families. It is for the safety and well-being of the child and failure to do so can result in prosecution under the Family and Child Services Act.

## **CODE OF CONDUCT**

The goal of our Code of Conduct is to produce responsible, respectful and cooperative students. Children are expected to follow our Code of Conduct while attending our center and outside functions put on by our center. Parents are responsible for their children’s behavior while present in the classrooms or outside school functions.

All children, staff and parents at The Biggest Little Preschool & Childcare Center have the right to:

- Be safe
- Be valued and treated considerately
- Learn and grow each day
- Speak and be heard

All children, staff and parents at The Biggest Little Preschool & Childcare Center have the responsibility to:

- Act in a safe manner at all times
- Respect the rights of others and their property
- Listen courteously when others are speaking
- Help solve problems
- Participate actively and positively in our center’s activities
- Be ready to learn and grow each day

Children are expected to follow these guidelines outlined throughout the day, on our daycare’s property, on field trips and outside functions. We expect children to assume responsibility for their behavior. Staff will assist children in developing the skills to resolve conflict, problem solving, and decision-making according

to their age and cultural beliefs. We value and encourage a learning and working environment that is inclusive and respectful of the diverse social, cultural needs of our childcare's community.

At The Biggest Little Preschool & Childcare Center there will be no:

- Bullying, Cyberbullying, misuse of technology (Cell Phones/Electronic Devices/Computers) if it negatively impacts on the center's environment
- Harassment, threat, intimidation, violence in any form
- Verbal, physical or sexual abuse
- Racial discrimination
- Theft
- Vandalism
- Retribution against any person who has reported incidents

### Consequences

Consequences will take into account the age, maturity and special needs (e.g. intellectual, physical, sensory, emotional or behavioural disability), severity and frequency of actions. Consequences will be progressive and will focus on being restorative rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:

- Review of expectations and a warning
- Review of expectations, loss of privileges
- Parents informed of behaviour within 24 hours
- Meeting with parents
- Short-term (at home) suspensions up to 5 days (at parents expense, no refunds)
- Consultation with police and/or fire department
- Cost to repair or replace damaged/vandalized/stolen property at parent's expense
- Termination of services (at parent's expense, no partial refunds)

At The Biggest Little Preschool & Childcare we will not tolerate the presence of:

- Intoxicating substance or banned substances (ie. smoking)
- Weapons and explosives
- Intruders or trespassers
- Firecrackers

Weapons are defined as:

- Real – such as guns, knives, etc
- Replicas – such as toy guns, knives, etc.
- Anything that can be used as a weapon – such as chain, razor blade or shard of glass

It is the child's and parent's responsibility not to bring to school, or be in possession of at The Biggest Little Preschool & Childcare Center, items that can be used as weapons or as replicas of weapons. Any discoveries of weapons will be confiscated immediately and the parent and RCMP will be

notified immediately. This will also result in immediate termination from The Biggest Little Preschool & Childcare Center (No refunds will be given for the remainder of the month)

Please take the time to go over this with your child at the level they can understand.

**ONCE ENROLLED AT THE BIGGEST LITTLE PRECHOOL & CHILDCARE CENTER IT IS THE PARENT/GUARDIANS RESPONSIBILITY TO FAMILIARIZE THEMSELVES WITH OUR PARENT HANDBOOK AND OUR COVID-19 POLICY. IF YOU HAVE ANY QUESTIONS PLEASE SEE A STAFF MEMBER.**

**\*The Biggest Little Preschool & Childcare Center reserves the right to clarify or make alterations to this handbook when necessary**