



Boys and Girls Club of Diamond Valley & District

A good place to be

Welcome to Preschool!

The Treasure's from Heaven Preschool is a Diamond Valley & District Boys and Girls Club located above the Oilfields Arena. Our philosophy is "**learning through play**". Our program is designed to meet the physical, emotional, intellectual, creative and social needs of preschool children. Our goal is to prepare your child for kindergarten by teaching the basic skills necessary for school. Listening, colors, sharing, working in a group, scissor skills, lacing, glue, etc. are our main focus but we also introduce letters and counting to 10.

Hours of Operation

Tuesday and Thursday's. We follow the school calendar year. It is very important that your child be dropped off and picked up promptly.

Child/Staff Ratio

We have 2 staff members and 1 parent volunteer each day. Daycare Regulation Act NSL-02-03-01 states that siblings are unable to attend with their parent. We will send home a class list so parents can trade sibling child care on their child's special day.

First Aid

All Staff members are required to have a current first aid certificate with child and infant CPR.

Enrollment Requirements

Children must be 3 by February 28 and toilet trained. All staff and volunteer parents must have a criminal records check (free for our parents) and a child welfare check (free) before working with the children, this helps to ensure the safety of your child. These checks are now standard for programs involving children. If you have a concern, please discuss it with Pam. All record checks are confidential and required every two years.

Fees

We require 9 post dated cheques for the **1st or 15th** of each month payable to the "DVD Boys and Girls Club" in the amount of \$100.00 /child/month, 2+children \$75.00 each child /month. All cheques and/or money are to be given to handed in to the preschool staff at the time of registration. **All fees are due prior to attendance in our programs** If you are experiencing financial difficulties, please notify the Club at 933-4066 ahead of time. The Alberta government offers full subsidy's.

Receipting

Receipts will be issued only for cash payments, please keep your returned cheques for income tax purposes.



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NSF Cheques

NSF cheques will be charged an additional \$15.00 on top of the program fee to be paid in cash or a certified cheque. If these fees are not paid within 1 week after notice is given, we will have to ask you to remove your child from the program until all fees are paid up to date.

Parent Volunteer

Each day we have one parent volunteer. Your turn will work out approximately once every 2 months. A class list will be sent home to arrange baby-sitting or arrange play dates. Parents help supervise stations, provide and prepare the snack and assist with the children. **If you can not attend on your day please make sure you trade with another parent.**

The Right to Refuse

The Safety of all children in the classroom is our first priority. If we cannot cooperatively work out a solution for inappropriate behavior that jeopardizes the safety of the children, or causes constant disruption of the class, that child may be asked to leave the program.

Snacks

This will probably be one of your child's favorite things about preschool. The volunteer parent brings snack for everyone. These snacks should be nutritious and be from at least two food groups. i.e. apple slices and graham crackers, fruit and cheese. If your child has severe food allergies, we recommend that you send a snack with them to ensure their safety. The following foods are **prohibited** by Alberta Social Services—nuts and seeds, hard candies, caramels, toffee, gum, gumdrops, jellybeans and snacks made with toothpicks and skewers. We discourage cupcakes as they are rarely eaten. (except of course the icing)

Medication

Medications will not be given to children by staff with the exception of emergency medication, such as, epipens or inhalers.

Accident, Illness or Incident

Parents will be notified and appropriate followup will be taken.

Discipline

This program will ensure a safe, happy and secure environment for all children through reasonable disciplinary practices which include:

- Setting limits
- Setting standards for behavior
- Providing explanations
- Providing choices



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- Being firm but flexible
- Anticipating the child's needs
- Recognizing child differences in age, temperament and experience
- Ignoring inappropriate behavior where appropriate
- Distracting and removing the child from the situation
- As a last resort a short "Time Out" will be implemented.

If we can not resolve the conflict we will ask your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please tell us.

Confidentiality

This program is regulated under F.O.I.P. Legislation (Freedom of Information Plan). All staff and volunteers must treat student and family information as confidential.

Evacuation Plan

In case of emergency where we must leave the building, we will take the children to Oilfield's High School. All parents will be contacted from there to pick up their child. Due to fire regulations your child must have a pair of indoor shoes.

Leaving the Program

We require two weeks notice and all fees owing must be paid up to date.