

Centreville Preschool

Parent Handbook

Servicing 2-5 Year Olds

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Location:

Centreville Community School 751 Central Street Centreville, NB

CENTREVILLE PRESCHOOL

(June 2025)

Welcome to **Centreville Preschool**. We have designed this parent handbook to help you become familiar with our program. It is important that you read this manual as it outlines our policies and procedures. Please be sure to clarify any questions that you may have with our Director.

We hope that you and your child enjoy your time here with us.

1. GOALS AND OBJECTIVES

Fun, love and play form the basics of our program. While there is some structured learning time, we believe that children learn as a result of their interactions with each other during play within the preschool setting.

Our educator will encourage your children to express themselves verbally, through body language, stories, painting, arts, etc...

We will guide your child toward self-discipline and self-control, and demonstrate how to get along with and be kind to others.

By providing a positive and stimulating environment, we will strive to help each child develop to their full potential.

We believe that Centreville Preschool holds a vital role in providing Centreville and the surrounding areas with a high quality, Government licensed facility.

Centreville Preschool seeks to build a relationship with our community and parents to provide a mutual resource. Your thoughts, concerns, and ideas are always important to us.

2. PROCEDURE AND DELIVERY

Centreville Preschool follows the New Brunswick Curriculum Framework for Early Learning and Child Care.

Parents can access the curriculum framework and supporting documents on line at http://www.gnb.ca/0000/ECHDPE/ELCCCurriculum.asp

This framework guides our educators in promoting healthy growth in your child by providing a variety of developmentally appropriate child lead activities and lots of fun!

Our educator will provide an environment with many learning centres where children can play and explore. There is a mixture of quiet and active play areas, as well as areas which promote individual and group interaction.

There are activities that stimulate the mind as well as activities that help to develop small and large muscle skills.

This will ensure that each child will have structured playtime, outdoor play and lots of unstructured fun.

We consider each child a unique individual and believe that mutual respect and trust is the base line for a healthy educator/child relationship. Our educator will interact with children, supervising, guiding, helping, laughing, listening and talking.

Our preschool program is designed to not only help prepare children for school but to help prepare them for their future.

This program gives 3- and 4-year-old children an opportunity to explore the concepts of reading, math, science and social studies, as well as the continued growth of language and physical development.

3. OUR STAFF

Quality early childhood educators are the backbone to our programs. Each educator will follow guidelines as set out by the province and be educated in the New Brunswick Curriculum Framework. Our educators attend on-going professional development and are committed to life-long learning and professional growth. All employees will have read the Early Childhood Services Act and Licensing Regulation of 2018, the Child Victims of Abuse and Neglects Protocols and the Management of Illness Booklet. They will also have a Criminal Record Check, Prior Contact Check and up to date First Aid Training.

All employees are under the direction of the Director or her replacement (which is posted).

4. STUDENTS AND VOLUNTEERS

On occasion, our center provides a work experience setting for high school, university or college students. In such cases, general observations may be done.

Students or volunteers will not be left alone with the children.

All volunteers, students, or extra help fall under the direction of the educator in which they have been assigned.

5. SERVICES OFFERED

Centreville Preschool provides half day preschool programs for 3- and 4-year-olds, as well as Part-Time Full Day Childcare for 2–5-year-olds. Our part-time service must be booked in advance and is subject to availability.

6. HOURS OF OPERATION

Preschool

Preschool will run from September to May, 9:00-11:30. Preschool follows the school holidays and will be closed for school storm cancellations. We will be open on curriculum days.

Childcare

Our part-time childcare program will be open 7:30-5:30 Monday to Friday, year-round. We will operate every day except for the following statutory holidays:

- New Year's Day (Jan.1)
- Good Friday (Friday before Easter)
- Canada Day (July 1)
- Labor Day (1st Mon. of Sept.)
- Remembrance Day (Nov.11)
- Boxing Day (Dec.26)

- Family Day (3rd Mon. of Feb)
- Victoria Day (3rd Mon. of May)
- NB Day (1st Mon. of Aug.)
- Thanksgiving (2nd Mon. of Oct.)
- Christmas Day (Dec.25)

When a holiday falls on a weekend, we will observe the holiday on the following Monday. When Christmas Eve (Dec.24th) and New Year's Eve (Dec.31st) falls on a weekday, the centre will operate on reduced hours, opening at 7:30 a.m. and closing at 2:00 p.m.

In the event of closure due to emergencies, announcements will be made by SMS text message through Lillio. Please let us know if you would like to be contacted by phone.

7. PARENTAL INVOLVEMENT & CORRESPONDANCE

Parents are encouraged to be involved as much as possible. Everyone working together and keeping an open line of communication will help ensure that your child's experience with us is pleasant, educational, warm and fun. Rest assured that any questions or concerns regarding your child will always be addressed in-person or through direct messages.

Centreville Preschool utilizes the platform Lillio for daily communication and updates between home and centre. **Upon registration, you will receive an email invite from Lillio to create your parent account**. Lillio is a free app that can be downloaded onto any iOS or Android device. Once logged in you will be able to send messages to both administration and your child's classroom educators. You will also be able to access any updates, newsletters and current fundraisers that are available.

Preschool

Children will be enrolled to Centreville Preschool according to space availability. Registration will include a non-refundable deposit equivalent to one month's tuition to hold your child's spot. This deposit will apply to the first month your child attends the center. If for any reason your child fails to start when expected, the deposit will be forfeited as a holding fee.

Registration forms must be completed and signed prior to admission.

Fees are due monthly and invoices will be sent out on Lillio at least 5 days prior to the start of the month. Once payment is received, this will be reflected on your Lillio app.

We strongly encourage all families to register through Lillio for auto-payments. This is the simplest way to pay your tuition and ensure you never miss a payment. Families that sign up for auto-payment will notice an additional fee of \$0.60 on each invoice. This is a service fee that covers banking costs associated with auto-payments. We also accept cash, cheque (postdated are easiest) and e-transfer to centrevillechildcareinc@gmail.com.

*Please note: Tuition fees differ if your child attends two designated early learning programs. Children that are will pay full price for Centreville Preschool"

	Government of NB Subsidized Price	ed Price Full Price	
4 Year Olds	\$56. /month	\$120. /month	
3 Year Olds	\$28. /month	\$60. /month	

If an account falls more than a month behind, we may request withdrawal from the center.

Fees pay for your child's position at preschool, therefore regular fees are charged for sick days, statutory holidays and other absent days.

Receipts for income tax purposes will be issued in January.

Childcare

Our part-time program has a fee of \$16/day per child.

Parents will be billed twice a month, around the 15th and the last calendar day. This coincides with our reporting period for the Parent Fee Reduction Subsidy. Fees are due the day after the invoice is sent out. Once payment is received, this will be reflected on your Lillio app. Parents

with multiple children enrolled will receive one invoice, attached to the youngest child detailing the combined total fee.

If an account falls behind, you will be ineligible to book further dates until your bill is paid.

Fees pay for your child's position in the program. You are responsible to pay for the days you book, even if you cancel the day of (for any reason) or your child is a no-show on their scheduled day. This policy will be strongly enforced unless at least 24 hour's notice is given for cancellation. This provides adequate time to update our availability for that particular day on our calendar.

9. PARENT PORTAL

Every child in New Brunswick attending a licensed childcare facility will need to be registered through the Parent Portal. This will enable your child to receive a New Brunswick Education Number (NBEN). This is a unique number assigned to each child that attends a licensed childcare facility or school and will follow your child throughout their entire educational experience.

Centreville Preschool will start the online enrollment process and you will receive an email confirming the details of your childcare arrangement. You will need to create an account in the Parent Portal and confirm your childcare arrangements. It's easy and fast. If you ever change facilities in the future, your new childcare provider will send you a new offer of enrollment from their facility. Once you have received the enrollment information from your childcare provider, you will register your child by entering their:

- Name
- Date of birth
- Medication information
- New Brunswick Education Number (NBEN)

Enrolling on the Parent Handbook is mandatory and must be completed prior to your child's first day at Centreville Preschool, no matter which program. If not completed, parents assume responsibility of paying the full rate.

10. BOOKING- CHILDCARE

Initial booking and registration are to be completed by calling Centreville Child Care (276-4437). Prior to your child's first day, you will be required to fill out a child profile, provide an up-to-date immunization record and set up your Parent Portal and Lillio account.

After initial registration, booking can be completed through our Lillio communication platform. Parents will be able to access our availability calendar and send messages to request their days. Days are confirmed once a member of Centreville Child Care's administration responds. We will do our best to update the availability calendar on a regular basis to keep it as up-to-date as possible.

11. PARENT SUBSIDY

We are a designated New Brunswick Early Learning Centre.

Designation is given to licensed centres that meet eligibility criteria and commit to ongoing requirements. New Brunswick Early Learning Centres will work with the Department of Education and Early Childhood Development to ensure families benefit from affordable, accessible, inclusive and high-quality early learning and childcare services.

Parents/Guardians of children attending a designated New Brunswick Early Learning Centre may benefit from a Designated Centre - Parent Subsidy. The Designated Centre - Parent Subsidy program assists families with financial support to help pay for the costs of early learning and childcare.

The New Brunswick Early Learning Centre Parent Subsidy results in two outcomes:

- 1. No family in New Brunswick will pay more than 20% of their gross annual family income to cover child care costs while their child is attending a New Brunswick Early Learning Centre. This increases supports for families with multiple children under five years of age.
- 2. Free daycare for preschool aged children for families with a gross annual income under \$37,500 attending a New Brunswick Early Learning Centre, regardless of the location and fee charged by the operator.

Please visit www.gnb.ca/earlyNB for more information on the Early Learning and Childcare Action Plan, as well as the Early Childhood Services Portal. You can access the Designated Centre – Parent Subsidy Estimator to see if you may be eligible.

12. CHILD/STAFF RATIOS

Centreville Preschool is provincially licensed and provides care for children 2-5 years old. The age grouping and ratios are as follows:

• 2 years 1:5

3 years 1:8 4 years 1:10

13. ATTENDANCE/ARRIVAL/PICK-UP

For children attending our childcare program, doors are unlocked at 7:30. If dropping off or picking-up between the hours of 7:30-8:30a.m. and 2:00-3: 00p.m parents are required to park in front of the school's main door and walk their children down the hill to the classroom door. This is because of bus traffic at the beginning and ending of the school day. Outside of these times, parents can drive down and park in front of the classroom door.

For children attending preschool, they should be dropped off **no earlier than 10 minutes** before class begins and picked up promptly unless arranged otherwise. When dropping off and picking

up, parents cannot drive through the school yard. You must enter and exit through the top parking lot on Central Street. The school has signs posted. Parents can pull down to the classroom door but must drive back up the hill to exit. Please help us do our part in ensuring the safety of all children who use the school facilities.

Only parents or those listed on the permission to pick up list will be permitted to pick your child up from preschool. This precaution is for the safety of your children and must be followed.

**It is expected that you notify us if for any reason your child will not be attending on any given day. Please use the Lillio app to send your child's classroom a message. This applies to all programs. **

To help keep our playground air clean and for safety reasons, please turn off your vehicle in the parking lot when dropping off and picking up your child.

For children attending our childcare program children will be given a rest or quiet time after lunch. Children who do not sleep will be given something quiet to read/look at or play with so as to not disturb the other children. If you pick up or drop off your child between 12:30 and 2:30 please respect this quiet time.

Children feel secure when they have a consistent routine. Late pick up causes unnecessary stress for the child and is not only an inconvenience to the educator but also incurs additional salary costs. A **late pick up fee of \$10.00** per family will be charged to cover additional costs.

Two weeks' notice is required should you withdraw your child from our preschool program.

14. MANAGEMENT OF ILLNESS

Your child should remain at home whenever he/she is considered to be infectious or contagious (except for the common cold). The NB Child Day Care Facility Exclusion Reference Guide is included in this handbook. It is to help you decide if your child should attend and how long they should remain at home. If you still are unsure, please call.

If your child will not be attending the center due to illness, please take a moment to contact us. This allows us to keep a watchful eye for other children who may have "like" symptoms. It also helps us to promote a healthy environment by posting required notices for the benefit of all families.

If your child becomes ill while at the centre, we will take measures to make your child as comfortable as possible. We will contact you and inform you of your child's condition. If we

can't reach you, your emergency contact will be called. For the well-being of the child as well as the health of the other children in the centre, it is required that you pick up your child within 1 hour.

For some illnesses, there is a required time period where your child cannot attend. These rules have been developed by health care professionals across Canada to make sure that your child is fully recovered and to prevent the spread of infectious diseases in centres. (NB Child Day Care Facility Exclusion Reference Guide and Managing Illness in Child Day Care Facilities/Parent Roll are attached)

Any child who shows visible signs of any communicable disease, infection, diarrhea, vomiting etc... a 48-hour period must pass without symptoms before the child is permitted to return.

Fevers are very common in children and can occur for many reasons, not always because of a communicable disease. Therefore, specific guidelines are as follows for fevers:

- Children are to be excluded from Centreville Preschool if they have a temperature of 38.5 or above.
- Children may return the next day, granted they are fever-free without Tylenol.
- If Tylenol is given, a 24-hour exclusion period must pass before returning.

In the case of an outbreak, as declared by Public Health... exclusion time remains at a **48-hour period** and also includes fever. If an outbreak occurs parents will be informed through a notice on Lillio. When you bring your child back after being sick you may be asked to complete a return after exclusion form (depending on the illness).

15. CHILD RECORDS

A file is maintained for each child. This file contains a child profile, an immunization record and consent forms. These records are kept to help better protect, care for and ensure the safety of your child.

It is important that all information remain current. Any changes or updates in address, telephone numbers, immunization records, Medicare number etc...should be given to us immediately.

As per license requirement 55(6), all information pertaining to your child will remain confidential. Parents may have access to their child's file upon request.

16. ABUSE & NEGLECT

The family service act requires mandatory reporting of suspected cases of child abuse to the department of family and community services. All suspicions need to be reported. It is the duty of the department to determine if the suspicions are true or false.

We will report any suspected abuse to Social Services.

17. ADMINISTRATION OF MEDICATION

If your child is well enough to attend but is required to receive medication, the medicine will be administered providing the following criteria are met:

- Medicine must come in the original container
- Medicine must be labeled with the child's full name, expiry date, and dosage
- Parent/guardian must complete the administration of medication form

If the medication is not a prescription, it must still come in the original container and parent must sign medication form. All medication will be stored in a separate locked storage space that is inaccessible to the children. Proper procedures and documentation will be followed by our staff when administering all medication.

It is the parent's responsibility to remember to take the medicine home at the end of the day. Cough syrup will not be administered to children under the age of six.

Medication must never be left in a child's backpack!!

18. SNACKS

Childcare children are required to bring a healthy morning snack, lunch and afternoon snack on days of attendance. If lunch requires utensils or a bowl/plate, please pack with the lunch. Parents are also responsible for ensuring their child has their own water bottle **daily**. **Preschool** children should bring a light healthy snack for snack time.

Instilling good eating habits starts young. Be sure to send a snack even if your child says they are not hungry.

19. ALLERGIES/CULTURAL FOOD DIFFERENCES

Please notify us if your child has any food allergies, special diets or food restrictions. All known allergies must be documented in your child's profile. We will notify all staff of your child's food restrictions or allergies.

20. FIRE/EMERGENCY PROCEDURES

In case of a fire, children will be evacuated through either of the two exits. Children will be receiving instruction and practice on how to carry out a proper evacuation.

In the event of an emergency evacuation where we cannot re-enter the building, staff and children will go to Centreville Child Care. Educators will have a copy of all parent's phone numbers and parents will be notified to come pick up their children.

As part of our licensing requirements, the Fire Marshall inspects the center on an annual basis. Fire extinguishers are accessible and maintained and the center is equipped with smoke detectors. Fire drills will take place monthly and recorded on the centers bulletin boards.

Since we need to know where you can be reached at all times when your child is in our care, it is vital that we are kept informed of any changes in your address and your home and work phone numbers and/or your emergency phone numbers.

21. POWER OUTAGE PLAN

In the event of a power outage, the on-site administrator will call NB Power to inquire on how long the projected disruption will be. If the length of time is unknown, we begin the following procedure **after one hour.**

We will contact all parents to come and pick up their children.

To avoid any confusion, once a decision has been made to close, we will be closed for the entire day even if the power comes back on before all the children are picked up.

22. PHOTOGRAPHS

As part of the new NB Curriculum Framework for Early Learning and Child Care we take photos for the child's individual child portfolios. Your child's photograph may appear in another child's portfolio.

We also like to use photographs on our Centreville Preschool's public Facebook page to highlight our programming within the broader community. Please let us know if we do not have permission to post your child's photo on Facebook.

23. CHILD GUIDANCE

Employees of Centreville Preschool treat children with respect, kindness, love and understanding. A child will never be subjected to any form of physical punishment or verbal or emotional abuse or be denied physical necessities as per license requirement 49(2).

However, we understand that unacceptable behaviors may occur. We will use positive language to encourage positive behaviors and intervene at crucial times to discuss with the child their behavior. We will use positive reinforcement, encouraging efforts and recognize accomplishments. We strive to create an environment that is flexible to the needs of our children while keeping our routines and transitions predictable. From our experience, when children feel comfortable and know the expectations in their environment, they are less likely to engage in misbehaviours.

Sometimes, however, a child needs a quiet place to reflect on their behavior. When necessary, our educator will designate a quiet space for reflecting on ways to make better choices when faced with difficult situations.

If the child continually disregards the set-out guidelines, we will consult the parent. In the event that we do not reach a resolution, a request for withdrawal may be issued.

Please note: We will not tolerate intentionally aggressive and violent behavior that endangers the child, other children, staff, equipment, or the building.

The number one priority is the welfare, safety, and security of all the children and staff.

24. TOILET TRAINING

Preschool Program

Children enrolled in our preschool program must be either fully trained or use pull-ups. Our preschool program classroom does not have the proper washroom facilities to change diapers.

Childcare Program

Our childcare classroom is fully equipped to change diapers and support families through the toilet training process. Centreville Preschool strongly believes that toilet training should be led by children. From our experience, children typically show interest around age 2. Educators will begin toilet training when both parties feel the child is physically and emotionally ready. Our educators will work with families to continue toilet training practices. However, please remember that training at a daycare is different from home given the stimulation children receive all day at daycare. Open communication is key to ensuring a successful transition from pull-ups to toilets.

If children are toilet training, please send lots of extra clothing during this time.

25. BITING POLICY

Centreville Preschool recognizes that biting is a developmentally appropriate behaviour for toddler aged children. We are always concerned when children are bitten in our program and recognize how frustrating and upsetting it can be for parents. While we feel biting is never acceptable, we recognize that children bite for a variety of reasons. Some reasons may be to relieve pain from teething, self-defense, sensory exploration or to explore cause and effect. Biting can also be a method children utilize to communicate their needs and difficult feelings. It is important to remember that toddlers have limited vocabulary to express themselves.

When a child in our care is bitten, our immediate response is to provide attention and care to the child who was bitten. This is done through comforting words and actions (ex. Cool cloths and ice). All biting incidents are documented on an incident report from that will be signed by the educator, parent and administration.

Next, the educator will talk to the child who did the biting. For toddlers, the educator will use a calm, but firm tone of voice and say "no biting, biting hurts". Educators may even show the biter the impact of their actions. If biting occurs by preschool aged children, educators will have a more in-depth conversation about the impact of biting. If the biting persists, a plan of action with strategies and techniques will be developed to help resolve the problem.

We assure you that our staff is continually working to identify any situation that would provoke biting so that it may be prevented in the future. It is always our priority at Centreville Preschool

to ensure the safety of all children and help them develop more appropriate ways to communicate.

26. TRANSPORTATION & OUTINGS

Parents are responsible for transporting their own children both to and from our programs. Your child will not be permitted to leave the centre with anyone who is not on the permission to pick up list unless we are notified.

Permission forms for walkable outings are signed upon registration. These would include going to the school playground, a nature walk, the fire station, a picnic etc... Separate permission slips will be sent home for outings in which transportation is needed. Parents may be asked to volunteer on such outings. When transporting a child other than your own in your vehicle, it is your responsibility to ensure that you have proper liability insurance.

27. BOOK ORDERS

Each month you will receive a book order from scholastic. This is a great opportunity to purchase quality books at reasonable prices. It also supports the center as we receive free books for the classroom. Please enter our centre's classroom code in the book order, which is located at the top of the flyer. Book orders are paid completely online.

28. OUTSIDE PLAY

All children in our preschool program are required to play outside for 30 mins every morning and all children in our childcare program are required to play outside for at least one hour in the morning and one hour in the afternoon except under the following circumstances:

- the wind chill or temperature is below -20 degrees C
- the temperature with humidity is above 33 degrees C.

Please ensure your child is dressed appropriately for the weather. Extra mittens in the winter and always having a spare change of clothes is important.

You are responsible to provide your child with sunscreen and a hat for summer weather.

We will be having outside play each day, weather permitting. If your child is not feeling up to active outside play they should remain at home.

29. PERSONAL BELONGINGS

Please send your child dressed for active and messy play. Clothing should be appropriate for the season, including rain boots and raincoat.

Each child should bring a spare set of clothes in their backpack, including socks and underwear. **Remember accidents and fun do happen!!** Please check your child's book bag for wet or dirty clothing.

Educators are not responsible for lost or misplaced items, so please **LABEL EVERYTHING** so that if a missing item turns up later we will know who to return it to.

Due to safety and regular monthly fire drills, children need to bring comfortable and safe indoor **shoes** (not slippers).

You may be asked to contribute some artwork supplies and other items from home for various projects we may be working on. Watch for messages through Lillio and on our parent bulletin board for any additional items that may be needed.

30. COMMENTS OR CONCERNS

Comments or concerns regarding your child's day should be brought to the attention of the educator. If you feel it is unresolved it should be brought to the attention our Centreville Preschool on-site administrator. If still felt unresolved, all concerns can be taken to the director at Centreville Child Care and will be addressed at that level. We are always willing to discuss any of your concerns.

The welfare of your child is of great importance to us and we will work toward a solution to any problem you may have.

Other members of the board of directors are listed within this handbook and our Quality Assurance Monitor is posted.

31. Parent Committee

We will hold parent committee meetings throughout the year as an opportunity to build relationships between home and childcare. The engagement of parents is a key component that helps enhance the experience of each child by providing continuity between the centre and family experiences. We will notify you of all upcoming parent committee meetings. If you are interested in joining our parent committee, please reach out to us.

32. Board of Directors

A shared Board of Directors consisting of at least two parent representatives governs Centreville Child Care and Centreville Preschool. Should you wish to get involved on the Board of Directors, please express your desire to the Director. Becoming a Board Member requires a minimum commitment of one meeting bimonthly.

THE GOAL OF CENTREVILLE PRESCHOOL IS TO BE A SAFE AND HAPPY PLACE FOR EACH CHILD TO ENJOY!

BOARD OF DIRECTORS

Jamie Guay Heather Perry Joanne Upton Jennifer Paterson
Jill Shaw

Thank you for taking time to read our parent handbook and for entrusting your children into our care.



Inclusion Policy

Centreville Preschool accepts and supports ALL children and their families' regardless of race, colour, religion, sexual orientation, gender expression, nationality, social status, mental or physical disability. We are a fully inclusive early learning centre, adopting the belief that full inclusion is when children of all abilities have equal access to and participate meaningfully within their environment.

Benefits of Inclusion

An inclusive environment will support children in better understanding and appreciating individual differences. We believe that children learn through interacting with both other individuals and their environment. We believe that beginning the formation of an inclusive mindset from an early age prepares children to have respect and consideration for others throughout their lives.

Implementing Inclusive Practices

Centreville Preschool adopts a family-centered approach and believes collaboration is key to executing an inclusive program. We will work with families to ensure that the needs of each child are met. When needed, we will also collaborate and gain valuable knowledge from community partners (i.e., early intervention professionals, inclusion specialists, physicians). We recognize the value that all parties have when it comes to supporting the physical, cognitive, social and emotional needs of children. We also have an open-door policy to ensure families always feel welcome.

Within the centre, educators adapt the environment and routines as necessary to meet the needs of the children enrolled. It is our goal for the children in our care to be active participants in their learning. Therefore, our environments are arranged so all children can move freely and make choices based on their abilities, interests and needs. Children will be encouraged but not forced to participate in daily activities. We strive to celebrate, not tolerate.

For more information on our inclusive practices, please ask for our *Supporting All Children* document.

At Centreville Preschool, we are committed to lifelong learning surrounding the topic of inclusion.