

# INTRODUCTION

Tumble Kids Preschool, a part of the Langley Gymnastics Foundation, offers a unique educational opportunity for young children in our community. This is the perfect place for children to enjoy the wonders of Early Childhood Education combined with 30 minutes of gymnastics each day. Tumble Kids Preschool provides a safe, creative, fun and nurturing program for children in a gymnastics environment. Our program is designed to stimulate your child's learning through play, exploring his/her environment and interacting with others to grow physically, socially, emotionally and intellectually.

## WATCH THEM GROW

### *INTELLECTUALLY*

Your child will gain confidence in a school environment by learning listening skills and following directions while gaining optimum language development through stories, books, discussion, creative play and open-ended experiences.

### *EMOTIONALLY*

Your child will experience encouragement in his/her successes, as we feature a fun and stimulating environment. With this encouragement they learn to be independent in their thinking as well as how to problem solve and accept others for who they are.

### *PHYSICALLY*

By providing a gymnastics component to each class, we are able to encourage physical fitness and teach basic gymnastic skills. Gymnastics is a fun way to associate fitness activities early in life which can create life-long positive fitness habits.

## PROGRAM GOALS & OBJECTIVES

Through daily activities, your child will learn of his/her self-worth as well as learning the importance and respect of other children and adults. We will provide your child with:

- a balance of child-initiated and teacher-directed activities
- a balance of active and quiet activities
- a variety of activities that motivate your child to explore and learn through his/her play
- a regular balance of: sensory activities, art, science, music, large and small motor, cognitive activities, field trips, cooking, group activities, dramatic play, literature and language development.
- daily gymnastics class

## INCLUSION

Tumble Kids Preschool believes in the value of inclusion. We respect and are enriched by such diversity in our community through various cultures, languages, religions, and socio-economic statuses. Tumble Kids Preschool strives to create a program that recognizes the uniqueness and diversity of each child, and encourages your child to explore his/her own culture as well as new ones. Tumble Kids Preschool believes that children with extra support needs should be accepted and able to attend Early Childhood Educational settings with their peers. We are committed to being an inclusive center in which all children and families are welcome.

## Preschool Structure

### STAFF QUALIFICATIONS

- Early Childhood Education
- First Aid
- NCCP Certified Gymnastics Coach
- All staff have valid Criminal Record Checks

### ADMINISTRATIVE STAFF

LGF Administrative staff run the day to day affairs of the club.

*See Appendix 1 for the LGF Preschool Team (page 18)*

# PROGRAMS

## 3 Year Old Program

*See Appendix 2 for the current 3 Year Old Program (page 19).*

## 4 Year Old Program

*See Appendix 2 for the current 4 Year Old Program (page 19).*

## Daily Schedule

- Center play
- Art
- Circle: music, movement, stories
- Snack
- Quiet time
- Math
- Science
- Phonics
- Gymnastics class

# REGISTRATION

To enroll your child at Tumble Kids Preschool, the following requirements must be met:

- Children must be 3 years old before December 31 of the current year to enroll in the 3 year old program.
- Children must be 4 years old before December 31 of the current year to enroll in the 4 year old program.
- Your child must be toilet trained (no diapers)

To register for a program, your child must meet all registration eligibility requirements or the child's registration will not be processed.

Priorities for enrollment are as follows:

- The previous year's registrants (1st week)
- Siblings of the previous year's registrants (2nd week)
- Current members of Langley Gymnastics Foundation (3rd week)
- New registrants from the community (4th week)

Once registration opens, children will be enrolled in the program on a first come, first served basis. Parents must complete all registration forms, medical forms, and pay all deposits to secure a space within the program. If any of these are incomplete your child's registration will not be processed. Tumble Kids Preschool maintains waiting lists for all current programs.

## TUITION

Tumble Kids Preschool is a 10 month program. The tuition schedule is based on 10 equal payments due Sept 1-June 1. This accounts for holidays and closures throughout the year, therefore refunds for any missed or cancelled classes will not be considered for the school year.

## TUITION FEES

Monthly tuition is due on the first day of each month and must be paid by pre-authorized Credit Card (Visa or MasterCard) or eCheck through our online system, Amilia. The payment method must be submitted at time of registration. Monthly fees guarantee your child's place in the preschool, therefore short term absences due to illness, vacation, etc. do not qualify for refund.

**Complete withdrawal from the preschool program requires one month notice emailed to [info@langleygymnastics.ca](mailto:info@langleygymnastics.ca), or fees in lieu of.**

*See Appendix 3 for current Tuition Fees (page 20).*

## APPLICATION FEES

All application fees are due at the time of registration and are non-refundable.

*See Appendix 4 for current Application Fees (page 21).*

## **ADDITIONAL FEES**

From time to time, additional fees may arise in such cases as field trips or special events. It is the responsibility of the parent/guardian to cover any additional costs.

## **SUBSIDY FUNDING**

Tumble Kids Preschool will accept subsidy funding; however, it is the responsibility of the parent/guardian to apply for such funding. The parent/guardian is responsible for paying the difference between the subsidy amount and the tuition amount, should there be one.

## **POLICIES & PROCEDURES**

### **PROGRAM**

Our policy is to design a basic program that will promote the intellectual, emotional and physical development of your child. The goals have been developed based on the philosophy that your child is a unique individual with a variety of interests, needs and abilities.

### **STATUTORY HOLIDAYS, SCHOOL BREAKS & INCLEMENT WEATHER**

Tumble Kids Preschool is closed on statutory holidays, Christmas break and Spring Break. Parents will be notified of all holidays and preschool closures through monthly newsletters, website and notices posted on the preschool bulletin board. There are no refunds or make-up days for statutory holidays or school breaks. In the event of closures due to emergencies or weather conditions, the staff will attempt to directly contact each child's parent/ guardian.

### **ARRIVAL & DEPARTURE**

As parent/guardian, you are responsible for the transportation of your child to and from preschool, and for the care of your child prior to the start and after the conclusion of the preschool class. It is expected that you deliver your child directly into the preschool, sign the appropriate sign-in sheet, and inform the staff of any necessary information.

If an individual other than yourself (parent/guardian) will be picking up your child from the preschool, you must give written notice to a staff member listing the name of the individual who will be picking up your child prior to pick-up time. Staff members will check the photo-ID of any individual picking up your child that they have not met before, even if such an

individual is the parent/ guardian of the child. If a staff member has not been notified of a change in the pick-up person or an individual cannot provide photo-ID, your child will not be released from the preschool classroom.

As parent/guardian, you will agree to abide within the designated time limits of the preschool program. If your child is not picked up within 10 minutes of the program ending, a late charge will apply. Every effort will be made to reach you or the emergency contact person listed on the registration form. If after 1 hour of the program end time, neither you (parent/guardian) nor the emergency contact has been reached, the staff will call the Ministry for Children and Family Development and proceed from there.

If an individual arrives to pick up your child and appears to be incapable of providing safe care for the child, the facility will recommend an alternative person be called for pick up. If the individual picking up your child refuses to have an alternative person called, and our assessment is that your child may be at risk, we will report this to the Ministry for Children and Family Development.

## **GUIDANCE & DISCIPLINE**

At Tumble Kids Preschool, our goal is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others. The word "discipline" describes the teaching/learning process by which your child will develop socially acceptable and appropriate behavior. Discipline involves a continuous process of guiding behavior and is offered while appropriate behavior is occurring, as well as before, during and after appropriate behaviors may be displayed.

Tumble Kids Preschool provides a safe and healthy learning environment in which your child can feel secure. Your child will be encouraged and supported to develop positive relationships with peers and staff members. Staff members will strive to be appropriate behavioral models, showing respect for children, parents, co-workers and their environment.

- Demonstrate guiding and caring to your child through appropriate forms of verbal and physical interaction.
- Maximize opportunities for appropriate and positive behavior for your child through various activities.
- Provide clear, simple and consistent limits regarding appropriate behaviors within the preschool.
- Give verbal direction and redirection as the main means of guidance and discipline.

Parents can expect that staff will:

- Promote cooperation and sharing.
- Redirection - changing activities if your child cannot manage in one particular area.
- Recognize feelings before setting limits - "it's hard to wait your turn, but the rule is we line up to use the trampoline."
- Problem Solve - help the children to express their feelings to each other.

No physical punishment, belittling language or degrading treatment will be used or tolerated in the preschool. Parents are encouraged to question staff members if they are unclear about the handling of any incident within the preschool. As partners guiding your child through these key developmental years, it is necessary that staff members and parents/guardians work closely and honestly together. Staff members will be pleased to discuss any questions that you may have about any aspect of this guidance and discipline policy.

## PARENT/GUARDIAN COMMUNICATION

Parent/Guardian communication is strongly encouraged. You will be provided with opportunities to communicate with staff on an ongoing basis. Keeping informed about the preschool is important. There are many opportunities which include the following:

- **ORIENTATION MEETINGS** take place prior to the start of a new year. It is a great opportunity for you and your child to meet the staff members and familiarize themselves with the classroom.
- **PARENT/GUARDIAN AND STAFF MEETINGS** may be scheduled from time to time. If you require an additional meeting, please contact the LGF office to arrange for an appointment. Staff members cannot be pulled out of the classroom during class time to arrange meetings.
- **REGULARLY CHECKING EMAIL.** Information pertaining to the parent/guardians financial account will be sent out by email. If you are not receiving emails, it is your responsibility to notify the LGF office to be sure you are added to the email list.
- **PARENT BULLETIN BOARD.** All emails, and many other informative notices are posted on the bulletin board.
- **MONTHLY NEWSLETTER.** A monthly newsletter will be sent home with your child. These newsletters contain information regarding events taking place within the preschool.
- **FACEBOOK.** We often post updates, fieldtrip photos, newsletters etc. on our Facebook page.

Tumble Kids Preschool encourages you to feel connected to your child's development and to know what is happening within the program. You are encouraged to discuss your child's progress with a staff member on a regular basis.

## **CUSTODY ARRANGEMENTS**

Parents/guardians who have custody arrangements will need to ensure that staff members have an up-to-date schedule of which parent/guardian will be picking up the child. A copy of any court order or custody restriction must be given to the preschool. It is your responsibility to agree to the schedule and ensure that it is followed to avoid any confusion. Tumble Kids Preschool supports the family unit as a whole, but please respect that the preschool is on neutral ground and will not get involved in any parental disputes.

## **CONFIDENTIALITY**

At Tumble Kids Preschool, we recognize the trust and privilege characterizing the relationship between you (parent/guardian), your child and our staff members. All information received concerning your child and his/her family is of a confidential and discrete nature. The exception to the rule of the family confidentiality is made in a situation of child abuse or neglect. The child abuse and neglect reporting laws supersede the right to confidentiality of the family and allow information to be revealed concerning alleged abuse or neglect.

## **CHILD ABUSE/NEGLECT**

It is the requirement of the Child Care Regulation and Children, Families and Community Service Act that all child care workers report suspected or disclosed child abuse and neglect. Our responsibility is to report suspected or disclosed abuse, not to determine if abuse has taken place. It is the responsibility of the Ministry of Social Services to decide if the child is in need of protection. Our concern is with the safety and well-being of the child.

## **HEALTH**

Tumble Kids Preschool and licensing requires that your child's medical information and immunization records be completed and on file at the time of registration. If the medical information and immunization records are not made available to the preschool, your child will not be permitted to participate in the program until the information is provided.

Tumble Kids Preschool implements licensing approved sanitary procedures and maintains a clean environment. Staff members will assist in promoting good health by providing information to your child through a variety of activities. Most importantly, staff members will model good health, which includes regular hand washing for both your child and staff members.



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To reduce the spread of illness within the preschool, the following guidelines have been adapted which determine when a child cannot participate in the program. Please make alternative care arrangements and seek medical attention for your child if the following conditions are present:

- Complaints of unexplained or undiagnosed pain
- Difficulty in breathing or cough
- Fever over 100°F or 38.3°C
- Sore throat or trouble swallowing
- Infected skin or eyes, or an undiagnosed rash
- Headache and stiff neck
- Nausea and vomiting
- Severe itching of the scalp or body
- A communicable disease

After your child's illness has passed, check with your physician before he/she returns to preschool. Your child must be free of fever and contagious symptoms for 24 hours before returning to preschool.

As Parent/Guardian, you are required to notify the preschool within 24 hours, if your child has been exposed to a communicable disease. If your child has been diagnosed with a communicable disease the preschool will advise the local public health unit and the families of other children in the program. Your child may return to the program after a physician has certified that the symptoms are not associated with an infectious agent or he/she is no longer a risk to the other children and adults at the preschool.

If your child becomes ill during preschool hours, you will be notified to come pick him/her up. If you cannot be contacted, the emergency contact person(s) listed on the registration form will be notified, and asked to come. Your child will be removed from the group, as not to spread the illness, but will remain with staff supervision at all times.

## ***MEDICATION***

Parents are encouraged to administer all medications at home. Medication will not be administered by a staff member, unless it is for an allergic reaction. You are required to provide written permission and detailed instructions for administration of any allergy medication. All allergy medications (i.e. epi-pens) must be in the original container with the original prescription label containing your child's name. Under NO circumstances can any medication be left in your child's lunch box or backpack.

## ***ALLERGIES***

It is your responsibility as parent/guardian to inform the preschool of your child's allergies (refer to the registration form). The preschool will adapt a new snack policy or environment conditions to prevent exposure to a known allergen. Tumble Kids Preschool is a nut free classroom and as such, we ask that you do not send snacks that contain or may contain nuts or nut products. Your help with this matter is crucial as reaction to some allergens can prove to be fatal for a child with a nut allergy.

## **SNACKS**

Please provide a small nutritious snack & water bottle (no juice boxes or candy please) in a small bag for your child. His/her name should be written clearly on the bag. Due to the potential severity of food allergies, please refrain from sending snacks that contain nuts or nut products.

## **CLOTHING & BELONGINGS**

All items and belongings should be clearly labeled with your child's first and last name. We ask that you do not send your child in any new, expensive or special clothing. Instead, please send him/ her in comfortable play clothes, as he/she will be participating in daily arts, snack, and gymnastics class. Staff members will do their best to ensure that your child wears a paint smock, does not wipe their hands all over their clothes and washes well. However, we cannot ensure that he/she will go home looking as clean as when they arrived. Remember that preschool is your child's time to explore, create, investigate and solely indulge in what

encourages them have fun and learn. Please save party shoes and expensive new clothing for special days and functions. To encourage self-help skills, please do not send children in shoes that are difficult to get on and off or lace without assistance (Velcro shoes preferred). For safety reasons, please no flip flops. Toys and items of value should remain at home. Tumble Kids Preschool is not responsible for any lost or stolen articles. Any unclaimed articles will be placed in the lost and found, which is periodically emptied and donated to charity.

## **TOILETING**

Your child will be accompanied to the washroom by a teacher. The teacher will remain with your child, standing outside the bathroom door that is open ajar. The teacher will give assistance when needed. Please note that children attending Tumble Kids Preschool must be toilet trained (no diapers). Staff members will at all times positively support any child who has the odd accident and the parent will be notified. It is recommended that a change of clothes be placed in your child's backpack for any such occasions.

## **FIELD TRIPS**

Throughout the year various field trips are planned for the children. You will be informed of such outings through notices and the bulletin board. You or another designated adult chosen by yourself must accompany your child on all field trips. While on the field trip, the care of your child is your (or the designated adult's) responsibility. Alternate childcare arrangements should be made for siblings when they accompany the class, if it is unsuitable for siblings to attend. Transportation to and from the field trip destinations is the responsibility of the parent/guardian or designated adult.

While it is not mandatory that your child participate in such events, we believe that the experiences he/she will gain from the event are valuable to their growth and development and is a necessary part of the program at Tumble Kids Preschool. If you do not wish your child to participate in a specific field trip or event, it is your responsibility to notify a staff member, either verbally or in writing, prior to the scheduled event. Please understand that it will be necessary for you to arrange child care for your child that particular day, if he/she will not be participating in the event.

## **PHOTOGRAPHS & VIDEOTAPE**

Staff members will be taking pictures and/or videotapes of the children as they participate in the program. The preschool will assume permission for your child to be photographed and/or videotaped unless otherwise notified.

## EMERGENCY PREPAREDNESS

Fire drills and earthquake drills are practiced monthly. Fire & Earthquake procedures are clearly posted in the preschool room along with an exit map. Using pictures and practicing inside the classroom, staff members will teach your child how to react to a smoke alarm and what exactly he/she must do immediately upon hearing it. If your child has a fear of either the smoke alarm or fire, please be sure to let a staff member know. In the event of a real emergency, staff members will follow the preschool's Emergency Preparedness Procedures.

**TUMBLE KIDS PRESCHOOL  
PARENT HANDBOOK  
2016/2017**

# List of Appendices



**LANGLEY GYMNASTICS FOUNDATION**

7888 200 St. Langley BC, V2Y 3J4

**PHONE:** 604-455-8845

**FAX:** 604-288-5009

**OFFICE EMAIL:** [info@langleygymnastics.ca](mailto:info@langleygymnastics.ca)

**WEBSITE:** [LangleyGymnastics.ca](http://LangleyGymnastics.ca)

# Appendix 1

2016/2017

## LGF PRESCHOOL TEAM

### PRESCHOOL TEACHERS

Program Manager.....	Rebecca Basso	<i>tumblekids@langleygymnastics.ca</i>
Assistant.....	Kathy Davidson	

### PRESCHOOL COACHES

Preschool Coaches* .....	Alisha Openshaw
<i>*(subject to staffing changes)</i>	Alasia McGregor
	Norma Jones
	Tianna Gill
	Becky Ferguson
	Carissa Chmelyk

### ADMINISTRATIVE STAFF

Gym Manager.....	Melissa Coombes	<i>melissac@langleygymnastics.ca</i>
Accounting.....	Alex Ghasemi	<i>alexg@langleygymnastics.ca</i>
Marketing/Customer Service	Tattina Tedaka-Slavik	<i>tattinat@langleygymnastics.ca</i>
Customer Service .....	Kelsea Ferreira	<i>kelseaf@langleygymnastics.ca</i>
		<i>info@langleygymnastics.ca</i>

# Appendix 2

2016/2017

## PROGRAMS

<b>3 YEAR OLD PROGRAM</b>		
<b>DAY</b>	<b>MORNING</b>	<b>AFTERNOON</b>
Tuesday	9:00AM - 11:30AM	12:30PM - 3:00PM
Thursday	9:00AM - 11:30AM	12:30PM - 3:00PM

<b>4 YEAR OLD PROGRAM</b>		
<b>DAY</b>	<b>MORNING</b>	<b>AFTERNOON</b>
Monday	9:00AM - 11:30AM	12:30PM - 3:00PM
Wednesday	9:00AM - 11:30AM	12:30PM - 3:00PM
Friday	9:00AM - 11:30AM	12:30PM - 3:00PM

# Appendix 3

2016/2017

## TUITION FEES

PROGRAM	DAYS	MONTHLY TUITION
3 Year Old	Tuesday/Thursday	\$145
4 Year Old	Monday/Wednesday/Friday	\$195



# Appendix 4

2016/2017

## APPLICATION FEES

There are 2 application fees due at time of registration. Both fees are non-refundable.

### *Gymnastics BC & LGF Fee*

<b>FEE</b>	<b>Cost</b>
LGF Administrative Fee	\$19.70
GBC Membership Fee	\$15
GCG Levy	\$5.30
<b>TOTAL</b>	<b>\$40</b>

### *Preschool Application Fee*

<b>FEE</b>	<b>Cost</b>
Preschool Application Fee	\$25
<b>TOTAL</b>	<b>\$25</b>

<b>TOTAL FEES</b>	<b>\$65</b>
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