



## Welcome to Pacific Christian Preschool!

With a mission of “nurture students in Christ-like living, critical thinking and joyful service to be faithful citizens in God’s world,” Pacific Christian School (PCS) has been serving the Greater Victoria region for 60 years! We look forward to connecting with you.

*Registration at PCS is open to families who agree with the school’s religious and philosophical principles as expressed in the constitution and who are part of a local Christian church.*

### Application Process

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**Tour** – although not mandatory, we find that many parents like to have a tour of the preschool and elementary school before starting the application process. We’d love to host you:

[www.PacificChristian.ca/tour](http://www.PacificChristian.ca/tour)

**On-Line Form** – available at [PacificChristian.ca/Admissions](http://PacificChristian.ca/Admissions)

- Complete the Preliminary Application form online to start the official process.
- We will connect with you to arrange an interview and follow-up conversations.

**Interview** – we want to get to know you so we can help ensure a fully supportive and growing environment for your child(ren).

**New Parent Seminar** – we host these information sessions a few times a year as part of the application process and a chance for you to get to know the community a little bit.

**Supplemental Application** – at the end of the process we’ll need you to let us know things like:

- Emergency contact and health information including your child’s **health passport** with immunization dates.
  - Legal Documentation such as Birth Certificate, Canadian Citizenship Card and any court order pertaining to your child(ren).
  - \$200 non-refundable application processing fee per family.
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Every preschool child will be placed on a one-month probation to assess the preschool’s ability to meet their needs.

Thank you for your interest in Pacific Christian Preschool. We look forward to meeting you.

Sincerely,

Mr. Darren Lewis, Superintendent  
Mrs. Joanne Brown, Preschool Director/Teacher

## Philosophy

Research recognizes the need for a holistic approach to childcare in a safe and respectful environment. The PCS Preschool staff therefore believe that:

- Each child is unique.
- Each child deserves respect.
- Each child is entitled to an education.
- Children learn through play, modeling and experience.
- A strong and healthy Christian family life is essential to the child's wellbeing.

## Mission Statement

The mission of our preschool is to *"nurture students in Christ-like living, critical thinking and joyful service, to be faithful citizens in God's world"* by:

- Providing the child with a safe and respectful environment.
- Providing the child with developmentally appropriate challenges.
- Seeking to meet the needs of the whole child.
- Modeling age appropriate expectations.
- Providing consistent and clear discipline and guidance methods.

Parents are encouraged to join in the daily activities or to observe. Please check with the Preschool Teacher.

## Hours of Operation

Preschool: Monday through Friday – mornings (8:30 – 11:00am) (except Wednesdays, 9:00—11:30am)

Junior Kindergarten: Monday, Tuesday, Thursday and Friday – afternoons (11:45am – 3:00pm)

The preschool will be closed when the elementary school is closed.

Please phone the PCS office (250-479-4532 ext. 2) if your child is going to be late or absent.

## Conditions for Admission

- Minimum required age for admission to Preschool: 3 years (36 months)
- Minimum required age for admission to Junior Kindergarten: 4 years (48 months)
- Usual admission dates: September and January, or when your child turns 3 (as space is available)
  - Priority given to current PCS families with children already in the school (application deadline January 31st).
  - Special needs students new to PCS—application deadline March 1st. Applications received after March 1st will be accepted only as space is available and the program permits.
  - Admission not normally accepted after Spring Break.
  - Children must be fully independent in the washroom.

## Class Size

There will be a maximum of 20 children per class (with 1 ECE/10 children). The staff-child ratio is in keeping with the Community Care Facilities Act (Child Care Regulations). We will also support children with special needs, based on a recommended class size ratio.

### **About Your Preschool and Junior Kindergarten Teachers**

All PCS Preschool and Junior Kindergarten teachers are licensed to practice in BC as Early Childhood Educators and hold current First Aid Certification. The teachers and all volunteers, practicum or work experience students are required to submit to a Criminal Records Check. We have an Occupational Therapist on staff to support our program by helping us identify children who may need extra support to develop a specific skill area.

### **Licensed and Inspected**

PCS Preschool is licensed by the Capital Health Region Child Care Facilities Licensing Program and the Provincial Child Care Facilities Licensing Board. It is inspected by the Saanich Municipal Building Inspector and the Saanich Fire Marshall.

### **Discipline and Guidance**

Social Emotional Learning starts early and is essential for success in school, work and in life.

Children are not born with the ability to emotionally regulate; this is a skill that they need to be taught over time. Part of the important learning happens when they are having “meltdown moments” and how the adults around them help them to learn how to manage their emotions at these times.

We support children learning skills of emotional regulation based on neurobiological science of the brain by using the following:

- Creating a calm environment physically, visually, auditorily.
- Adults in the room work to co-regulate the children through calm language, facial expression and tone of voice.
- Interwoven in the program is the teaching of self regulation; explicit and implicit.
- When a child is struggling to manage their emotions we take this opportunity to help model and teach strategies to help them calm in the moment. Once a child is calm, we can then help them learn better choices and strategies.

### **Things to Remember**

- All fees must be paid prior to your child’s first day in class.
- Notify the office of any changes to the original application form.
- Your child must be signed in and out every day they are in attendance (sign-in book will be at the entrance).
- Your child needs a healthy snack which includes a healthy drink such as milk or water.
- Your child needs one complete change of clothes and a pair of indoor shoes/slippers to be kept in their backpack.
- Your child needs sunscreen and a hat from April to June.

All items must be clearly marked with your child’s name. PCS Preschool is not responsible for any lost, damaged or stolen personal property.

## Health and Safety

PCS Preschool is committed to providing a safe and healthy environment.

All children who have symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** were identified by Public Health as a close contact of a confirmed case **must stay home and self-isolate**. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to preschool. Children who are ill will **NOT** be permitted to attend preschool. A child who displays symptoms at school will be isolated with supervision and parents will be called to come and pick them up immediately.

PCS Preschool must be contacted within 24 hours when your child contracts a communicable disease (i.e. COVID-19, chicken pox) or a parasite (i.e. lice). Other parents will be made aware of the presence of such disease or parasite. After a suspected or confirmed communicable disease or parasite, a child may only return to the school with a written medical consent.

## Medications

First Aid will be provided without any form of medication. An attempt will be made to contact the child's parent/guardian or the alternative person (emergency contact) prior to any medical treatment by a medical professional. Parents/guardians are encouraged to administer medication at home. The teacher will **only** administer medication at the written request of the parent and according to the doctor's orders as noted on the original pharmacist dispensed container. Non-prescription medication must be pre-approved in writing by your family doctor. The teacher will have blank forms available. All medication is kept in a locked box in the fridge and any administration of it is promptly recorded.

Children who are taking medication orally may only return 24 hours after the start of the medication and when the child has not displayed any adverse reaction to the medication. Medication that is added to a container of liquid will not be administered by the teacher.

## Special Needs

Children requiring support will require a minimum one-year commitment, and documentation pertaining to the child must be submitted by June 1 for September admission (November 1 for January admission). Enrollment hours may be based on funding allocation. Every effort will be made to accommodate children admitted into preschool who are identified after admission requiring support. However, due to class ratio requirements and funding restrictions, we may not be able to accommodate these children despite our best efforts.

## Developmental Screening

A developmental screen will be performed by the Preschool Teacher and the school Occupational Therapist with each child to support classroom planning and to better meet the children's needs. This screen addressed the following areas:

- Personal data – full name, age and address
- Colour recognition
- Picture vocabulary
- Knowledge on the use of objects
- Visual motor skills
- Gross motor skills
- Number concepts
- Block tower building
- Body parts identification
- Repeating sentences

If any areas are identified as requiring extra support or further assessment, we will communicate this to you with recommendations. It is also recommended that all children receive annual eye exams from an optometrist. This is a free service up to the age of 18 and is highly recommended as at times subtle vision irregularities can impact learning to read and other academic skills.

### **Active Play Policy**

Children attending our Preschool program will have a minimum of 30 minutes of outdoor active play. Junior Kindergarten children will have a minimum of 40 minutes of outdoor active play. This play time will be both facilitated and un-facilitated by the preschool staff. As our outdoor area has a variety of surfaces, we require children to have a “muddy buddy” and boots if they wish to use the sandbox or nature space. In the case of inclement weather, the staff will provide the opportunity for active play in both the indoor play area and the main classroom area through dance, games and movement activities.

### **Screen Time Policy**

The use of screen time is very limited within the Preschool and Junior Kindergarten programs. Short videos and apps are limited to those which enhance the educational experience of units being taught in the classroom (i.e. how do astronauts brush their teeth in space, “Tumble Books”). The use of half hour videos will be limited to once or twice a year for special treats and celebrations (i.e. Christmas).

### **Late Pick Up**

If a guardian has not picked up a child or called by 3:15pm, the caregivers will try to contact the family and then alternative person(s) from the authorized pick up list. If that person is unavailable and the parent has not contacted the caregiver by 4:45pm, the caregiver is required to notify the Ministry for Children and Families. A late fee of \$5 will be charged. If late pick up is an ongoing problem and reasonable effort has been made to solve it, then notice of termination of services may be given.

### **Unauthorized Pick Up**

If someone else will be picking up the child, the guardian is required to notify the caregiver in writing and have the designated person sign the sign-out sheet. If the person picking up the child is not known to the caregiver, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the caregiver. The caregiver will speak to the individual and explain the policy that no child will be released without written authorization from the guardian and the caregiver will phone the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, the police will be called for assistance.

### **Alleged Impaired Pick Up**

It is the caregiver’s responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for a child. If the caregiver believes that a child will be at risk, the caregiver will offer to call a second contact to pick up the person and the child or offer to call a cab to pick them up. If the person is driving a vehicle, the caregiver will explain that driving while under the influence of drugs or alcohol is against the law and the caregiver is obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child,

the caregiver will immediately notify the police and provide a description of the car and the geographic vicinity. If the caregiver believes that the child needs protection, the caregiver will call the Ministry for Children and Families. The caregiver will file an Internal Incident Report when alcohol/drug use is suspected.

### **Custody and Related Court Orders**

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick-up list, the policy on authorized persons will be implemented. The guardian will provide all consents.

### **Rates**

The rates (per child) for preschool classes are:

**\$1,800 (\$180/month) - 2 mornings a week**

**\$2,500 (\$250/month) - 3 mornings a week**

**\$4,000 (\$400/month) - 5 mornings a week**

The rate (per child) for Junior Kindergarten is:

**\$4,300 (\$430/month) - 4 afternoons a week**

Please note that there is no reimbursement or reduction in fees for holidays or trips during the school year.

Subsidies may be available from the BC Government. (Google "affordable childcare benefit bc" to find the website.)

**Any amount outstanding from the previous month will result in care being suspended until payment in full has been received.** Please notify the PCS Business Office if you foresee a delay in payment.

### **Withdrawal**

Parents/guardians are required to give a minimum of **one school months' notice** of a child's withdrawal from the preschool. In lieu of one month's notice the parents/ guardians will be charged one month's fee when due notice is not given. *Failure to notify us before June 1 that your child is not returning in September will result in a charge for September fees.*