



## SURREY ASSOCIATION FOR EARLY CHILDHOOD EDUCATION

### Parent Handbook: Introduction

## Welcome to SAECE ....

SAECE, a registered non-profit society in British Columbia since October, 1973, was created to provide early learning experiences for preschool children who would benefit from an early intervention program before entering Kindergarten.

While serving a diverse population of children and families in Surrey, the original intent of providing quality educational preschool programs for all children remains.

### MISSION STATEMENT

"The Mission of the Surrey Association for Early Childhood Education is to promote the development of children with differing abilities by providing effective early childhood education and support to families"

### PROGRAM: Regular School Year - September to June

SAECE Preschools provide inclusive, semi-structured, play-based programs for typical children and children requiring extra support. The preschools strive to provide a safe, welcoming environment where children are actively engaged in learning. Young children need opportunities to look, touch, hear and move if they are to learn. Three, four and five-year-old children use play as a way to discover and master themselves and their world.

SAECE offers licensed preschool programs, parents are not required to stay with their child/children. The Preschool Programs are designed to stimulate growth in all developmental areas. Activities encourage fine (small muscle) and gross motor (large muscle) skills, speech, language and listening skills, creativity and interaction (social and play) skills and cognitive development. Children gain confidence and self-control, while learning group and independent skills. Indoor and outdoor activities, including field trips and "special days", all form part of the program.



Classes are multi-age, or family groupings, with children ages 30 months\* to 5 years attending together (\* children must be turning 3 years old by December 31 of the year they start attending). Families may choose the number of days per week (2, 3 or 5 classes a week) based on sessions offered and spaces available. The preschools are licensed for a maximum of 20 children per session, with 2 (or more) Early Childhood Educators providing guidance and supervision.



Our classrooms include learning areas, allowing children to make choices, to move freely and independently, to explore, and to experiment. Children are given opportunities for whole group, small group and individual activities, including:

Arts and Crafts (directed and open “free art” activities), Calendar and Circle time, stories, songs, learning games, puzzles, “house” (dramatic play) corner, sensory (sand, water, play dough) and floor play – blocks, cars....are provided. ACTIVE PLAY - Children will have outside play time each class (weather permitting) and/or inside active play – music, movement, dancing. Themes are used to present the curriculum and families will receive a monthly classroom calendar/newsletter outlining upcoming themes and special days.



### INCLUSIVE PRESCHOOLS

SAECE Preschools believe that all children are individuals and deserving of opportunities for quality early learning experiences. Some children may require extra support, so they may participate safely and successfully.

#### CHILDREN REQUIRING EXTRA SUPPORT

In addition to registering with the SAECE Program Office, SAECE must receive confirmation of extra support for your child, prior to the child entering the program. To request information about Supported Child Development please contact The Centre for Child Development at #604-584-1361.

The SAECE Preschools may also work co-operatively with private Support providers and therapists (ie. ABA/SLP) when arrangements are agreed/approved by SAECE and Caregivers.

## OPEN DOOR POLICY

SAECE has an Open Door policy. Parents, Guardians and caregivers are welcome to visit during center hours, however we ask that arrangements be made with the Preschool Supervisor, so there will not be too many adults in the room at one time.

Parents are invited to contribute to the class program with multi-cultural materials, theme ideas or resources, field trip help, etc... Parents may also consider volunteering for the SAECE Board of Directors, to help guide our program, so we may continue providing our services to the community.

## GUIDANCE AND DISCIPLINE

SAECE believes that young children are capable and competent. Guidance and discipline is a process that encourages children to be sensitive (aware), understand their feelings and be cooperative with others. The goal is that children gain confidence in their abilities, and develop socially acceptable and appropriate behaviors, as they grow and learn.



The guidance strategies used in our program consist of PREVENTION AND INTERVENTION.

Prevention strategies are used to create a positive atmosphere and offer opportunities for desirable behavior to occur, by:

- Providing clear and consistent limits and expectations,
- Offering reminders and appropriate choices,
- Modeling genuine and respectful interactions,
- Encouraging problem-solving, acknowledging feelings

Intervention strategies ensure that guidance is supportive, when dealing with unacceptable behavior, including:

- Provide redirection (to another area or activity), and, if necessary,
- Removal from an activity or area, as appropriate,

At no time will your child be isolated and unsupervised.

## SAECE STAFF

SAECE Preschool Supervisors are experienced, qualified Early Childhood Educators (ECE). Preschool Teachers (Secondary Staff) have Early Childhood Educator (ECE) or Early Childhood Educator Assistants (ECEA) qualifications. Preschool Staff may also have Special Needs qualifications, training, or related experience, and will work co-operatively with community professionals to support children of varied abilities.

Preschool Staff maintain current First Aid certification and participate in professional development workshops or training, to keep skills and understanding current.

Additional personnel may be providing extra support within some classes. Preschool staff, classroom support staff and any volunteers or students present have undergone Criminal Record Checks.

## REGISTRATION & TUITION FEES

The preschools follow the public school calendar, September to June (July Preschool may be offered). Families may register during the year and children may begin attending, based on available spaces and staffing. A non-refundable\*\* \$30.00 Registration Fee is required to register. \*\* If SAECE is unable to provide service to a family, the registration fee will be refunded.

Monthly fees (tuition) vary by location and sessions attending. Please request a current tuition sheet for the preschool location you are interested in.

Payment for the first month's tuition is due before the first class, unless subsidy authorization has been received. Tuition fees are equal monthly payments for the school year, including school closures (Christmas, Spring Break, Easter, etc.)

Please note that regular monthly tuition fees are due by the 5th of every month (regardless of non-attendance /child illness/ family vacation, etc...).

Post-dated cheques are preferred. Visa cheques, Money orders and cash are also accepted. Families paying cash must bring in correct amount (preschool staff cannot make change), in an envelope with parent and child's name.

**\*\* A \$100.00 deposit towards June, 2019 tuition is required by November 30, 2018.**

SAECE will gladly accept payments from the Affordable Child Care Benefit (formerly Child Care Subsidy program), which provides financial assistance towards the cost of monthly preschool tuition. Preschool Supervisors or the Program Manager may sign the required Caregiver Arrangement Form for families, as part of the application.

Families are responsible to pay all tuition not covered by the Affordable Child Care Benefit program.

## Parent Handbook: Introduction (continued...)

### Trial Period

All children, when they begin attending the preschool, will have a Trial Period (30 days) to see if the program and the child are a “compatible fit”. If the safety of the child, other children or the staff is a concern, the Trial Period may need to be reviewed with the staff and parent/guardians. A child who withdraws during the first month attending does not need to provide 30 days written notice.

### Notice To Withdraw

One month’s notice, in writing (Notice To Withdraw form) is required to withdraw your child from the program (after the 30 day Trial Period). Withdrawal notices will not be accepted after March 15, as the program cannot fill end of year spaces. Parents are responsible to pay for their child’s tuition (space fee) through to the end of June.

### Additional Information for Parents/Guardians:

- Registration Forms
- What To Pack for Preschool
- Illness Policy and School Closure information



### DONATIONS

SAECE is a registered Charity and is eligible for tax-deductible donations. We would appreciate hearing from organizations, businesses or individuals looking to sponsor, or donate to a Non-profit association. Donations may be used for a specific goal (year end books, extra support staffing for the classrooms, special event / field trip, classroom resources, etc..., if preferred)

Questions/comments? We can be reached by email at: [saecemail@yahoo.ca](mailto:saecemail@yahoo.ca)