

# Little Bright Minds Preschool LTD: Parent Handbook

## Welcome to Little Bright Minds Preschool!

We operate two distinct programs within the same space, structured around the school day:

### School-Age Program

- **Before School:** 7:00 AM – 8:55 AM
- **After School:** 3:00 PM – 5:30 PM
- **Early Dismissal Days:** 2:00 PM – 5:30 PM

### Preschool Session

- **Standard Hours:** 9:15 AM – 2:15 PM
- **Early Dismissal Hours:** 9:15 AM – 1:15 PM\*

**Note:** Preschool finishes one hour early (1:15 PM) on days when the school-Age program begins early.

### **Nurturing Growth. Inspiring Play. Building Confidence.**

Welcome to Little Bright Minds Preschool! We are a Licensed Preschool through Fraser Health Community Care Facilities, licensed to care for 18 children with two dedicated Early Childhood Educators.

Our preschool is a warm, safe, and nurturing environment. We believe that play and social development are the cornerstones of early learning. Using the **BC Early Learning Framework** and **Reggio-inspired** curriculum, we provide age-appropriate activities that build skills and confidence, serving as a vital transition to kindergarten. All of our educators hold current ECE certificates and First Aid training.

## Outdoor Learning & All-Weather Policy

Our curriculum follows an "all-weather" approach because we believe the natural world is the ultimate classroom. Research consistently shows that consistent outdoor play—regardless of the forecast—is vital for early development. Studies (2025) indicate that children in nature-based programs demonstrate **higher levels of self-regulation, executive function, and social cooperation** than those in traditional settings.

By playing "rain or shine," our students build:

- **Physical Resilience:** Exposure to varied weather boosts immune function and develops advanced motor skills like balance and coordination.
- **Cognitive Focus:** Natural environments provide "soft fascination," which restores attention spans and reduces stress.
- **Ecological Literacy:** Daily contact with nature fosters a lifelong sense of stewardship and curiosity about the world.

## Financial Policies & Fees

Fees are non-negotiable and ensure the stability of our program.

### Tuition & Payments

- **Due Date:** All payments are due on the **1st of each month**.
- **Late Fees:** A **\$20.00 late fee** applies if payment is not received on time.
- **NSF Fee:** A **\$25.00 charge** applies to all dishonored cheques.
- **Payment Methods:** \* **Cash:** Paid one month in advance.
  - **Cheque:** Post-dated for the 1st of each month.
  - **E-Transfer:** Paid one month in advance (e.g., October fees are due September 1st).

## 10-A-Day Program Funding

We are proud to be a **10-A-Day** site funded by the Ministry of Education and Child Care.

- **Five Days/Week (M–F):** Parent pays **\$230/month** (Center fee \$550).
- **Three Days/Week (M/W/F):** Parent pays **\$130/month** (Center fee \$420).
- **Funding Contingency:** This is contract-based funding. If Ministry funding ceases, parents will be provided 30 days' notice, and fees will revert to the full Center Fee.

## Withdrawal & Absences

- **Notice:** A **30-day written notice** is required for withdrawal. Please email Homayra Teixeira at [brightmindsgifted@gmail.com](mailto:brightmindsgifted@gmail.com).
- **No Refunds:** Failure to provide notice results in full tuition charges. There are no discounts or refunds for absences due to illness, vacations, or unexpected closures.
- **Holding Spots:** Tuition must be paid in full to secure a spot during absences. If you withdraw and wish to return later, you will be placed on the waitlist.

## Ministry Subsidy (ACCB)

Families qualifying for the Affordable Child Care Benefit are responsible for any costs not covered by the subsidy. Children may start once funding is confirmed; if care starts early, parents must pay out-of-pocket (refunded once subsidy is received).

## Parking & Arrival Reminders

To ensure a smooth arrival for everyone, please use the available street parking on **90th Avenue**. The school parking lot is strictly reserved for Gibson Elementary staff. Whenever possible, we encourage families to enjoy a walk to preschool—it's the best way to start the day!

## Attendance & Punctuality

If your child will be absent or arriving late, please notify us via text/call at **778-387-0061** or email **brightmindsgifted@gmail.com**. Prompt notification is essential for our daily operations, as attendance directly informs our staffing levels, activity planning, and the flow of our transitions.

## Inclement Weather & Emergency Closures

In the event of extreme weather, snow days, or power outages, our preschool follows the **Delta School District** closure protocol. If local public schools are closed, the preschool will also be closed.

For real-time updates:

- **Radio:** Please listen to local stations for school district announcements.
- **Direct Alerts:** For all other unforeseen emergencies or mid-day closures, families will be notified immediately via our **group chat, email, and phone**.

## Emergency Comfort Kits

To ensure your child feels safe and cared for during any unexpected emergencies, we require all students to have a **Comfort Kit** kept on-site. These kits are stored in a central, easily accessible location to be reached quickly if needed.

Please provide the following items in a **large, labeled Ziploc bag**:

- **A small comfort item:** A tiny stuffed animal or favorite small toy.
- **A family photo and a letter:** To provide reassurance and connection.
- **Emergency snacks:** A small, non-perishable food item (granola bar, etc.) and a bottle of water.

Thank you for helping us keep your children safe and comforted.

## Medical Information & Emergency Medication

If your child requires emergency medication (such as an Epi-Pen or inhaler) while in our care, a **Consent for Administration of Emergency Medication** form must be completed. These forms are available at the preschool office. Please note that your child's individual medications must remain on-site at the preschool at all times to ensure immediate access during an emergency.

## Clothing and Personal Belongings

- **Outdoor Preparedness:** Please drop off your child dressed in their outdoor gear (e.g., rain pants, rain jacket, or snow pants). We typically head outside first thing in the morning, and being "ready to play" helps our transition go smoothly.
- **Play Clothes:** Children should wear comfortable clothing suitable for active play. While we provide smocks for messy activities, please be aware that stains may still occur.
- **Essential Items:** Each child is required to have a pair of **indoor shoes** and a **complete change of clothes**. These should remain in your child's backpack until needed.
- **Rainy Season:** During wet weather, please ensure your child has "muddy buddies" (nylon rain pants) and waterproof boots.
- **Labeling:** Please clearly label your child's coat, boots, muddy buddies, indoor shoes, and spare clothes. The preschool staff cannot be held responsible for lost or misplaced items that are not individually labeled.
- **Diapering:** If your child uses diapers, pull-ups, or training pants, please provide a sufficient supply for each day.

## Birthday Celebrations

We love celebrating your child's special day! If you wish to provide a birthday treat, we recommend **individually portioned items** such as small cupcakes or cookies.

- **Invitations & Private Parties:** To be mindful of all children's feelings, we kindly ask that invitations for private parties be distributed **outside of preschool hours**. We understand it is not always possible to include every classmate, and delivering invitations privately helps prevent any hurt feelings within the group.

## Personal Toys & Belongings

To ensure that cherished toys are not lost or broken, we ask that children do not bring toys from home. The preschool provides a wide variety of age-appropriate materials for all children to enjoy. If a "special" toy does make its way to school, your child may briefly show it to their peers during drop-off before it is tucked away safely in their backpack for the remainder of the day.

## Staying Informed

To keep you up to date on our monthly calendar and upcoming events will be emailed to you at the beginning of each month.

Additionally, we maintain a **Parent Information Board** located directly by the sign-in table. We kindly ask that you check this board daily for current notices, community items of interest, and important preschool updates.

## Field Trips & Transportation

Field trip details and consent forms will be included in our monthly calendars and sent via email as they are scheduled. To ensure these trips can take place, **parent participation is required**.

Please note that for insurance and liability reasons, teachers are unable to transport children in their personal vehicles. We ask that a parent or a designated adult join us for these outings. Unless otherwise noted, **regular preschool classes will not be held on field trip days**.

## Parent Participation

We love welcoming parents into our program to enrich our learning! If you would like to share your culture, customs, or occupation with the children, please speak with one of our teachers. Whether it's leading a craft, joining our circle time with a traditional song, or sharing a story about your career, your involvement is a wonderful way to broaden our students' perspectives.

## September Schedule & Gradual Entry

Preschool begins the Tuesday following Labor Day.

- **Parent Orientation:** Our first Tuesday is a **Parent Information Day** only. This is an essential session for parents to attend as we will review the center's policies and expectations.
- **Gradual Entry:** To help children transition smoothly into their new environment, the first two weeks of September will follow a gradual entry schedule.
- **Regular Hours:** Once the transition period is complete, classes will run from **9:00 a.m. to 2:15 p.m.** daily.

We recognize that every child is an individual. While some jump right in, others may need a little more time and support to adjust to the preschool routine. We are committed to working with you to make this transition as positive as possible.

## Daily Operations & Schedule

**School age program** 7am to 8:55am and 3pm to 5:30pm

**Standard Hours:** 9:15 AM – 2:15 PM **Early Dismissal:** 1:15 PM (aligned with the school-age program schedule)

- **Outdoor Play:** We play outside for one hour daily, **rain or shine**. Please dress your child for the weather and provide a full change of clothes.
- **Snack Time:** A time for healthy habits and socializing. We are a **Nut-Free Zone**.
- **Free Play & Clean Up:** Children choose activities (art, puzzles, blocks) and learn to "put away when done."
- **Collaboration Time:** Group songs, stories, and puppet play.
- **Special Events:** We host two field trips/guest speakers per year (parent participation required for trips) and celebrate birthdays and seasonal family get-togethers.

## Health & Safety Policies and Toileting

Children should be in the process of potty training. While pull-ups are acceptable, **staff do not change diapers unless there is a pee accident**. If a child has a bowel movement, parents will be contacted to come and change them. Staff will assist with changing wet clothes from outdoor play or in emergencies.

## Sickness Policy (48-Hour Rule)

To keep our community healthy, children **must stay home** if they have:

- Fever (100°F / 38.3°C or higher).
- Vomiting or Diarrhea (must be symptom-free for **48 hours** before returning).
- Acute cold, persistent cough, or undiagnosed rash/skin infection.
- Any condition preventing them from participating in regular outdoor play.

## Safe Release & Late Pick-Up

- **Authorized Pick-Up:** Children will only be released to parents or those listed on the registration form.
- **Late Fee:** A **\$5.00 fee** is charged for every 5 minutes past the initial 5-minute grace period.
- **Safety Concerns:** If a person appears impaired/incapable of safe care, we will offer to call a cab or relative. If an intoxicated person insists on driving with a child, the police will be called immediately.

## Emergency Procedures

In the event of a natural disaster or emergency:

- **Primary Safe Shelter:** Delview Secondary School (9111 116th St, Delta).
- **Out-of-Area Contact:** Tashfeen Ghulam Ali (California, USA) at 1-714-585-3511.
- **Comfort Kits:** Each child must have a kit containing a toy, family photo, address, granola bar, and water and personal first aid kit.
- **Communication:** Updates will be sent via **WhatsApp group chat** and email.

## Inclusion & Guidance

### An Inclusive Environment

- We are proud to offer an **Inclusive Program** that welcomes and supports children of all abilities and neurodiversity. To ensure every child thrives, we collaborate closely with the **Reach Child & Youth Development Society**, integrating professional expertise into our daily care.

## Our Guidance Philosophy

We believe in fostering a positive, respectful atmosphere through proactive support. Our approach includes:

- **Positive Reinforcement:** We focus on "catching them being good" to build self-esteem and encourage helpful behaviors.
- **Redirection:** We gently guide children toward alternative activities or solutions when challenges arise.
- **Logical Consequences:** We help children understand the direct impact of their actions in a way that makes sense for their age and development.
- **A "Time-In" Approach:** We **do not use time-outs**. Instead, we prioritize co-regulation, helping children work through their emotions with the support of an educator rather than through isolation.

## Termination Policy

Little Bright Minds Preschool Ltd. reserves the right to request the withdrawal of a child for the following reasons:

1. Unresolved behavioral challenges.
2. Habitual late tuition payments or pick-ups.
3. Verbal or physical abuse toward any staff member (results in immediate termination).
4. Situations where the program's schedule and the family's requirements are no longer a mutual fit.

This policy is not limited to the above examples and may be exercised at the discretion

## **Nutrition & Nut Ban**

**We are a strictly Nut-Free Zone.** This includes items that "may contain" or are "made in a factory" with nuts.

- **Approved Snacks:** Fruits, vegetables, cheese, yogurt, whole grains and water to drink.
- **Prohibited:** Chips, candy, chocolate, juice boxes, and store-bought bakery items (due to cross-contamination risks).

**Thank you for choosing Little Bright Minds Preschool!**

For questions, contact Homayra Teixeira:

**Phone:** 778-387-0061

**Email:** [brightmindsgifted@gmail.com](mailto:brightmindsgifted@gmail.com)