



*edited January 2025*

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**604-792-4680**

## **Welcome to Highroad Children's Centre!**

**Isaiah 54:13 "All your children will be taught by the Lord and great will be their peace."**

### **Philosophy:**

We believe that children are unique and a treasured gift from God and that we can make a profound difference in their lives. As Preschool Teachers at Highroad Children's Centre we are blessed to nurture the children in our care as we guide and mold each distinctive personality through a respectful, stimulating, and sensory rich environment.

### **Our Vision:**

**Grow:** The spiritual development of each child is cultivated through a Bible story circle including songs and prayer, as well as spontaneous discussions about God and Christ – like living.

**Learn:** Highroad Children's Centre is a play based preschool program. We offer an emergent 'themed' learning time and coordinate our centers and toys around these themes. We provide a wide range of educational activities:

Arts and crafts, sensory experiences, dramatic play, movement, and music, beginning letter/number recognition, and social and science exploration.

**Connect:** We foster relationships with the families of our preschool children by hosting a Parent Orientation/Open House, Mother's Day Tea, Father's Day Event, Christmas concert and End of the Year Celebration parties. We also communicate through monthly newsletters and our social media sites:

**Facebook:** Highroad Children's Centre

**Website:** [www.highroadacademy.com/myhcc](http://www.highroadacademy.com/myhcc) (Password: Jesuslovesme)

**Serve:** We believe that the Early Years are an important time to learn foundational life skills and how to demonstrate servant attitudes toward others. We believe children learn these skills by promoting turn – taking, delayed gratification, empathy, and random acts of kindness.

## Admissions

Highroad Children's Centre is an inclusive Centre and welcomes 3-5-year-old children regardless of their church (or non-church) or family background. We are pleased to have you consider Highroad Children's Centre for your child's preschool education.

### Kindergarten to Grade 12 Admissions at Highroad Academy

Kindergarten to Grade 12 has a **different** admission policy than Highroad Children's Centre. To continue their education at Highroad Academy after preschool, families will be **required** to meet a new set of admissions requirements which include regularly attending a local Christian church and having a completed Pastor's Reference form.

## Church Home

The children at Highroad Children's Centre will be learning about living a Christ-centered life and we hope to reinforce what they are learning at home. If you have a church home, we want to affirm and support your church involvement. If you do not have a church home, we invite you to attend City Life Church. Our worship service starts at 10:00am each Sunday and nursery and kids church are provided.

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## Staff

Our Christian teachers are government licensed Early Childhood Educators who are passionate and devoted to offering an exciting preschool program full of educational play opportunities that meet children's needs and allow them to thrive.

We follow the guidelines of 'best practice' from BC Childcare Regulation and build our philosophy and curriculum from British Columbia's Early Learning Framework (Elf).

Substitutes have a minimum certification as an ECE teacher's assistant. All staff have passed a criminal records check. There is always a minimum of 1 staff member with their valid 1st Aid Certificate on the floor.

## Class Days and Fees

There is a **\$50.00 registration fee** for Preschool for each child registering for that school year.

For 3-year-old admissions, the child must be 3 by December 31<sup>st</sup> to begin in September of that school year. There are two class options for 3-year-olds:

1. The **Blue Class** is on **Tuesday and Thursday Mornings at 8:45-11:15am**.
2. The **Green Class** is on **Tuesday and Thursday Afternoon 12:10-2:40pm. (Mixed 3's and 4's)**

4-year-old admissions, the child must be 4 by December 31<sup>st</sup> to begin in September of that school year. For 4-year-old children, there are 3 options:

1. The **Red Class** is on **Monday/Wednesday/Friday 8:45-11:15am**
2. The **Green Class** is on **Tuesday and Thursday Afternoon 12:10-2:40pm. (mixed 3's and 4's)**  
(We may open a **Monday and Wednesday afternoon** class for four-year-olds if there is an Expressed interested. We will start a wait list until we have 10 children.)

# **Information about Monthly Tuition Fees**

**The monthly tuition fee is prorated for the year,** regardless of any days absent or Centre closures. If you go away on a holiday, your fee will remain the same.

## **Fees for 2024/2025**

\*Two days a week = \$175.00

\*Three days a week=\$235.00

**Registration Fee- \$50.00**

Some families may qualify for the **\*Affordable Childcare Benefit** through the Province of British Columbia. It is important to have this in place by September, **so we suggest you begin the application as soon as you register.** You will need to download a form that is signed and partially filled out by us. You will add this to your application for the Affordable Childcare Benefit. You will find this form in the “Tuition Contract”.  
(You will be sent the Tuition Contract after you have registered, and your registration form is complete.)

As of 2023, the government has put in place a **\*“fee reduction program”** for Preschool. We apply for the full amount preschool tuition when filling out the Affordable childcare benefit form. Monthly tuition fees will reflect the fee reduction program and the Affordable Childcare Benefit (if applicable).

**Christmas Break and Spring Break are not covered by the Government fees, so full fees are charged during these months.**

**Withdrawal- Many families miss this, so make sure to take note!!**

**A minimum of one months’ notice is required to permanently remove your child from the centre. We require a letter of withdrawal from each family. If you withdraw without giving one months’ notice, you will be charged for that month.**

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The preschool year is from September – mid June. Mid- Summer you will receive an info package online that includes your beginning of the year schedule, emergency kit information, gradual entry schedule and open house orientation meeting.

## **Pick Up and Drop Off**

The doors open promptly at 8:45 am or 12:10 pm. **Your child must be signed in and out each day.** Pick up will be from the playground at the end of day unless we are inside because of extreme weather conditions.

The first two weeks are an adjustment period. This is also a trial period for all children as there are times when our Centre may not be able to meet the needs of the child.  
Your child’s gradual entry schedule will be sent to you in the summer.

**Please pick up your child on time.** If you are more than 10 minutes late picking up your child a late pick-up fee of \$5.00 will be automatically added to your next month's tuition withdrawal.

**Every 10 minutes thereafter we will charge an additional \$5.00.** Exceptions will be made if special circumstances are communicated to staff. Please let us know if you are going to be late by contacting us at 604-792-4680.

## **Field Trips**

We will be going on various field trips throughout the year. You will sign up at school and online through "My HCC". You will be provided with detailed information each time we plan a trip. The cost of the field trips will vary. All parents will be required to drop off and pick up for Field Trips. For certain field trips parents may be asked to stay, for others we will just ask for parent helpers.

## **Release of Child Policy**

We consider the safety and supervision of the children in our care of utmost importance. We follow the guidelines of 'best practice' from BC Childcare Regulation.

A child will not be released to anyone who is not authorized to be picked up. **Exceptions will be made when prior arrangements have been made with staff for a specific day.**

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Persons who are not permitted access to the children (such as per a court order) will not be allowed to take children and the authorized parent will be informed. A child will not be released to a parent or alternate if they appear incapable of safe care. Please make this clear on your registration form where it asks for this information. If required, we will ask for a copy of the court order.

If an authorized adult does not arrive, we will contact the parents by phone. If they cannot be reached, the emergency persons will be contacted. If another authorized person cannot be contacted within two hours, a social worker or the RCMP will be contacted for further instructions.

## **Nutrition Policy**

Children bring their own snacks unless we are having a specified special day. Please do your best to ensure that it is a nutritious snack. Sugary snacks are a treat only, not a basic food group. Conversation is encouraged at snack time and children aren't rushed. A labelled water bottle is strongly encouraged. Please do not send Juice boxes. Two or three items at most for Snack time please!

## **Birthdays and Special Days**

During the third week of each month, we will have one group birthday for the children of that month. Parents are then welcome to sign up to bring snacks to share with the children.

**Please let staff know in advance in case of any allergies or food intolerances.** Highroad Children's Centre follows Highroad Academy's Anaphylaxis Policies and Procedures. For more information, please speak to a staff member.

## Toileting

It is preferred that all children be toilet trained to attend Preschool; however, we realize there are exceptions to this rule. If your child is not fully toilet trained by the time school begins, they must attend in pullups, and parents will be called to change a BM. Exceptions will be made for children who require extra support. Please talk to our staff if you have any questions.

## Bringing Items from Home

Highroad Children's Centre is not responsible for lost items. Children should not bring personal items to the centre unless they have made prior arrangements with a teacher.

## Special Days

**Birthdays** are celebrated once a month with all the children with birthdays that month. Parents of those birthday children are invited to bring snacks and there is a sign-up list that will be out at the beginning of the month.

**Special theme days** will pop up from time to time and parents will be asked to contribute to snack. Again, there will be a sign-up list. At times we will invite the children to wear certain colors or costumes.

**Special Helper** will be every day. Your child will bring home the special helper bag and will return it with one show and tell item. They will get to ring the bell, line up first, and sit in the special helper chair.

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## Active Play and Screen Time

Active play is defined as any physical activity that raises the children's heart rate. Some of the benefits of active play include improving balance and coordination and building gross and fine motor skills. It also supports healthy growth and development, improves concentration, and builds confidence.

Licensing requires us to have an **active play policy** in place, which includes 25 – 30 minutes of daily outdoor time (exceptions can be made in **extreme** weather conditions). The teachers will determine if an exception should be made. Exceptions do not include rain, snow, or cold weather **unless extreme**. In the case of exceptions, the teachers set up physical activities that promote movement and bursts of energy within the classroom.

It is the Parents responsibility to provide appropriate outdoor wear which could include rain jackets, muddy buddy's, boots, snow pants, gloves etc. A change of clothes must be kept in their backpack. These extra clothes will be kept in the bottom of each child's backpack. Please put these clothes in a Ziplock bag. This includes underwear, socks, pants, and a shirt.

Licensing also requires us to have a **screen time** policy. We do not use the TV or screens in our daily routines, except as an outlet for music. iPads or the tv may be used at circle time as a teacher resource to demonstrate information and provide short theme-based children's music or information clips.

## Holidays/Closures

**Highroad Children's Centre is closed for all statutory holidays.** The preschool follows the Highroad Academy School schedule. The preschool is closed for the same holidays and professional days as the elementary department, **including half-day closures.** You can follow Highroad Academy on Facebook or Instagram to check details around school closures.

**If Highroad Academy is closed due to snow/weather conditions, Highroad Children's Centre will also be closed.** Please listen to FM 98.3 for school closure notices or check Highroad Academy's website or posts on social media.

In case of power outages, staff will wait for twenty minutes. If the power is not restored, you may be called to come pick up your child in accordance with 'best practice policies' for Early Learning Centre's. If you are not available your emergency contact person will be called.

**Professional Days-** Highroad Children's Centre will take two to three days during the year to meet with staff to take part in workshops and teacher Training. Parents will be notified when these happen.

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## Clothing and Footwear Policy

Please dress your child in **play clothes** as we "learn through play", which means we can get very messy and we do not want to have to worry about keeping clothes clean (although dresses and skirts can look very cute, they are not recommended for playtime).

For health and safety reasons we recommend 'closed in, non-lacing' shoes which are appropriate for active play. **Please send indoor shoes to wear in the classroom.** Indoor shoes will go back and forth in your child's backpack. These shoes should be easy for the children to put on and to take off so they can work toward independence with these skills.

Also ensure that your child is dressed appropriately regarding the weather conditions. We will go outside daily, so boots and rainwear are essential. A hat is a must during hot months.

As mentioned above, each child needs to have an extra change of clothes in case of an accident. Please **clearly label all your children's belongings** including lunch bag, clothes and backpacks and be sure to take home all your child's belongings, including art projects, each day. Indoor shoes and weather wear will go back and forth in the backpack.

## Guidance and Discipline Policy

We believe that a child's self-esteem is very important; therefore, all children are approached in a loving, friendly and supportive manner. Behavioral guidance is used to teach children to understand limits and how to respond in ways that show respect for themselves and others. We will have realistic expectations according to each child's needs and abilities and will allow time for children to respond to expectations. Children will be offered transitional warnings like "five minutes until clean up" to prepare for change and decrease frustration and anxiety.

Simple, firm, and clear statements are given regarding acceptable behavior. If we see a child becoming frustrated or annoyed, we will attempt to re-direct or encourage the child before negative behavior occurs. If a conflict or disagreement is occurring, we may act as a mediator and encourage them to talk about how they feel and facilitate problem solving. We will give appropriate substitutes for undesired behaviors.

If a child is being disruptive, they may be re-directed. During this time, the child may want to be alone or may have a book, fidget toy activity etc. to help the child self-regulate. When the child is calm, we will encourage the child to talk about their feelings and resolve the situation.

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Natural/logical consequences may be methods we use in certain situations. Positive reinforcement and encouragement are consistently given to each child. While the children are at Highroad Children's Centre, we are the authority. **There will be no form of "corporal punishment" such as spanking, shoving, demeaning words, or aggressive actions while at the Centre.**

## Health and Illness Policy

Children are instructed to wash their hands before and after eating and after using the washroom. Counters and tables are kept clean, and washrooms are sanitized and cleaned daily.

Immunization records are kept on file, including if a child is not immunized.

If your child shows any visual signs of illness, **please keep your child at home**. If you are in doubt, please contact the Centre's staff. The following are possible conditions that could warrant staying at home:

- Pain – unexplained or undiagnosed pain
- Acute cold with fever, runny nose (green mucus) and eyes, coughing and sore throat. When temperature, well-being and energy are normal, coughing, and runny nose may continue (depending on the suspect illness) without the child being contagious
- Difficulty in breathing
- Fever: **your child must be fever free for 24 hours** to return to the Centre.
- Infected skin or eyes, or undiagnosed rash
- Headache and stiff neck – should see a physician
- Diarrhea or loose stool
- Nausea, vomiting or abdominal cramps within the last 24 hours
- Severe itching of body or scalp

- Children with known or suspected communicable diseases

In the case of serious illness or communicable disease, other families will be warned about the potential spread of illness or disease. The Health Unit or Licensing Office will be informed within 24 hours of any reportable communicable disease.

Medicine will only be administered upon written consent and instructions from the parent for each prescription. All medicines will be kept in secure storage or in the kitchen fridge (if necessary). A written record is kept of the date, time, and staff signature. If we are not comfortable administering a prescription or medicine to a child, it is our right to refuse to do so.

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If a child develops visual signs of illness or injury during their time at the Centre, the parent or alternate will be contacted and asked to pick the child up. While waiting for pick up, the child will be kept comfortable, in a quiet spot where they can rest and be closely supervised. Reassurance will be given, and clothing changed if necessary. First aid will be administered if needed. If the parents are unavailable, the emergency contact numbers will be called. **In a serious emergency**, the child's physician or an ambulance will be called.

## **Reportable Incident Protocol**

Incidents will be reported in accordance and within 24 hours to the Community Care Facilities licensing office. Some reportable incidents include any type of abuse, disease outbreak, serious falls, aggressive/unusual behaviors, and expected death, missing child, poisoning, motor vehicle injury, other injuries etc. For a more complete list we refer to the **reportable incident form**. Centre staff will meet to review the incident and discuss how to prevent future occurrences. The Centre Coordinator will also hand a copy of the incident form to the principal for further accountability. A log will be kept regarding minor accidents including date, time, and incident. Parents will also be informed.

## **Emergency Disaster Planning**

Fire and earthquake drills will be held once a month. Children will be educated on safety awareness and what could happen in the event of an earthquake or fire. Fire extinguishers are checked regularly. **Children are required to bring a small EMERGENCY KIT** that is kept at the school. An instruction sheet of what to include in the emergency kit will be given to every parent, you can also find a copy on MyHCC.

**In the event of an emergency or disaster the children and staff will walk to the northwest side of the parking lot (behind the containers).** Children will remain with staff until it is safe to return. If it is not safe to return, we will walk the children to a secure place in Highroad Academy. The staff will then phone parents or the emergency contact number and keep the children safe until they are picked up.

**Lockdown for** Highroad Children's Centre follows Highroad Academy's Policies and Procedures in the event of a lock down. In the event of a real lock down, if children are outside, the children will be taken back into the preschool house. If we are at the big playground or the garden, then we will make our way to Eden Mennonite Church. If this occurs, parents are asked to gather at Chilliwack Alliance Church and await further instructions from the police. If you have any questions about this, please speak to a staff member.

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## Accountability

We are licensed by the Provincial Government under the Community Care Facilities Act. This requires us to be inspected on a regular basis and our staff approved by our Licensing Officer through the Health Department.

The Board of Elders of City Life Church oversees and holds the final responsibility of Highroad Children's Centre. The Highroad Academy School Board is appointed by the church eldership and takes responsibility for the education that takes place in the school. Parents who have concerns or questions regarding the centre are asked to bring them to the attention of the preschool coordinator and centre staff. The school principal and board are prepared to further address any concerns.

## Investigation and Abuse Policy

British Columbia has mandatory reporting laws regarding child abuse. The Family and Child Services Act states that anyone who has reason to believe that a child has been abused or is likely to be abused or neglected has a legal duty to document and report the matter. If a child is in immediate danger, the police will be called to intervene, and a child protection social worker will be contacted to determine whether the child needs protection.

Staff will telephone social services, licensing or the police and document any suspected abuse as well as document whom we spoke with and any direction they gave at the time of the call. All documents will be signed and dated. If the abuse happened at preschool the parents would be notified. If a child discloses abuse, staff will not question the child, but will contact the Ministry of Children and Family, or Licensing. In the event of an ongoing investigation at the preschool, staff will provide the licensing office with a health and safety plan for children in care.

The list of reportable incidents includes the following definitions of abuse: \*

**Emotional Abuse:** any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement perpetuated by a person not in care.

**Physical Abuse:** any physical force that is excessive for, or inappropriate to a situation involving a child.

**Sexual Abuse:** any sexual behavior directed towards a child by any persons in a position of trust, power of authority and includes:

- Any sexual exploitation, whether consensual or not
- Sexual activity between children if the difference in age of power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.

**Neglect:** the failure of a care provider to meet the needs of a child, including food, shelter, care, or supervision.

(\* taken from Community Care Facilities Licensing Reportable Incident Form)

If an allegation of abuse is made against a staff member, we will immediately document any actions and the situation that occurred, as well as the allegation and call the licensing officer for further direction. Our school principal and school board will also be informed.

