



# PARENT HANDBOOK

Updated June 2024

## Address

At École Glenrosa Elementary School:  
Le Petit Hibou Preschool  
3430 Webber Rd,  
West Kelowna, BC V4T 1G8  
Phone: 250-768-7123

*\*Preferred method of contact with the preschool is via **text 250-768-7123** or by **email:** [jessica@lepetithibou.org](mailto:jessica@lepetithibou.org)*

## Hours of Operation

8:30 am – 12:30 pm for Tuesday/Thursday class

8:30 am – 12:30 pm for Monday/Wednesday/Friday class

***Closed for all School District 23 non-instructional (Professional) days and statutory Holidays.***

***In the case of a School District closure (Teacher Strike, Maintenance Staff Strike, Pandemic) the preschool will also be closed. Closures for up to 14 days will not qualify for discounted or returned school fees. Closures for 14+ days will result in postponement of fees until classes resume.***

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**Bienvenue and bonjour!**

**Welcome to Le Petit Hibou Preschool!**

The following handbook explains our school philosophy, program and policies. Please keep this as a reference to help you and your child get the most out of your preschool experience.

If you have any questions or concerns, please contact the Teacher/Manager at your child's school.

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## Le Petit Hibou Preschool Society Constitution

### Purpose

Le Petit Hibou provides an Introduction to French through their preschool education for children ages 3 – 5 years old. This program is offered with 2 class options: Monday/Wednesday/Friday and Tuesday/Thursday.

Le Petit Hibou’s preschool programming offers children a welcoming, playful and stimulating environment, that encourages expanding their general knowledge as well as social and language comprehension to help prepare them for their school career. We provide an Early Learning experience that encourages a child to become strong, capable and reach their full potential. Our rich program establishes the idea of pedagogical narration that is the building blocks required for success in their lifelong education.

### Mission

Le Petit Hibou’s program promotes the uniqueness of each individual child by providing an environment that celebrates the acceptance and respect of differences. We achieve this by being flexible and adaptable to each child’s learning needs and following the guidelines within the Early Learning and Development Framework for children aged 3 to 5 years old. We also liaise with the educational staff within the schools where we are located, collaborating with elementary school staff to ensure the students’ readiness for kindergarten.

French is woven into the program through the monthly themes and daily routine. Our goals are for the children to hear the differences in languages, understand the words spoken and to enjoy repeating the sounds to create enthusiasm and curiosity to learn French.

### Community

Le Petit Hibou is dedicated to supporting their community through the subsidization of preschool fees, for up to 6 classroom spaces to children who may otherwise have not been able to attend such a program. Family applications are reviewed by the preschool Manager and approved by our Board of Directors.

### Governance

Le Petit Hibou Preschool Society is administered by a Board of Directors. The role of the board is to provide governance as per the Society’s Act of British Columbia and ensure financial accountability. This board is made of 5 volunteer voting members; President, Vice President, Treasurer, Secretary and Communications Rep as well as non-voting members; Preschool Manager, Instructors and a parent representative for each class. Each voting board member is elected, as per the Le Petit Hibou Bylaws and agrees to uphold Le Petit Hibou’s Mission, Constitution and Bylaws.

Members meet monthly to discuss issues related to operation and funding. All parents are encouraged to attend or to volunteer as a Board Member. It’s a great way to help the preschool and stay on top of events. One parent from each family is considered a member of this society.

## Staff

The staff at Le Petit Hibou Preschool are fully certified Early Childhood Educators, who are dedicated to ongoing training and Education in the field of Early Learning.

## Programming

Le Petit Hibou Preschool follows the BC Guide of Early Learning. This framework supports Early Childhood Educators to foster rich, creative, stimulating learning experiences through play and purposely developed exploration. Programming focuses on all four growth areas: physical, social, emotional and intellectual, allowing children to meet their full potential, and encourage a love of learning that will last throughout their school career.

## Parent Volunteers

Your participation in our classroom is very valuable to us, but especially important to your child. The involvement of parents is vital to a child's educational experience and we encourage you to stay actively involved through regular communication with the Teachers, volunteering in the classroom and attending special school events. **Parents will not be required to have a Criminal Record Check as they are mainly on premises for pick up and drop off times. Parents that occasionally come in to help (i.e., Once or twice a year) will be required to read and sign a form stating that they will follow the staff's directions.**

Teachers will direct volunteers to areas they need assistance (craft prep, filling art, making playdough, washing toys, tables, etc.). It is an opportunity to play with your child, follow his/her interests, enjoy time together and observe them interacting with the other children and the Teachers.

Volunteers will never be on their own with the children. **Teachers supervise in the washroom for handwashing/toileting (unless it is your own child).** Teachers are in charge of children's programming and planning, guiding and caring and dealing with problems. **There is a sign-up process for this purpose. Volunteer parents are not permitted to bring younger or older siblings when volunteering in the classroom. This is a licensing requirement.**

## Guiding and Caring: Helping Children to Manage their Behaviour

At Le Petit Hibou, we believe:

- Children respond well when they understand the rules and expectations
- Children thrive on structure and consistency
- Adults need to teach and reinforce positive behaviours
- Children need to learn and practice positive behaviours

Guidance provides children with appropriate and positive models of behaviour. It helps them develop respect, self-regulation, self-confidence, and sensitivity as they learn and grow. Emotional and behavioural self-regulation contributes to children's growing independence. Being able to consistently regulate their own feelings and behaviour is a major goal for young children.

It is our policy to tell parents the positives and negatives on a regular basis so that they are aware and can help support the child and the preschool on an on-going basis.

## Monthly Calendar & Newsletter

A monthly calendar will be provided physically and electronically. This allows parents to see what their child will be learning about in the classroom. Frequent reminders or notes of interest will be sent to parents throughout the month as well as updates and photos of class activities will be accessible on our parent only PRIVATE Facebook group. Monthly newsletters will announce field trips and upcoming events as well as any other pertinent information.

## Clothing

Please ensure that your child wears appropriate clothing, remembering that play and crafts will be a big part of his/her day. Outdoor play takes place each day, so remember to dress your child for the weather. Muddy Buddies or rain pants are a great idea. Please label all backpacks, coats, running shoes, hats, mitts, etc. You will also need to provide a bag with your child's name on it containing a change of clothes - just in case! Children must change their shoes upon entering and leaving the classroom. Please provide a labelled pair of indoors shoes (that can be worn outdoors in the case of an emergency, fire drill, etc.). These shoes need to be easy for your child to put on and take off themselves.

## Outdoor/Active Play Policy

Le Petit Hibou Preschool will ensure that activity levels are met according to licensing regulations and will include a minimum of 1 hour of outdoor active play, either at the beginning or end of class. Parents need to ensure that their children - **dress for the weather**.

Indoor active play is acceptable for situations of extreme weather conditions. The outdoor play will involve both structured and unstructured activities with vigorous and slower paced periods of activity.

## Releasing a Child from Care/Parental Access

The onus is on the parent to provide written consent in case someone other than the custodial parent is to pick up the child. If someone other than the authorized parent comes to pick up the child, the preschool parent will phone the parent and will request photo ID from the person present to pick up.

## Late Pickup

If a parent is late picking up his/her child, he/she is requested to phone the preschool. Beyond 5 minutes, if there is no phone call from the late parent, the preschool will contact the parent and then the emergency contact number by phone. In the case that no one can be reached, and 60 minutes have passed, the preschool may phone the Ministry of Child and Family Development for assistance. *Any time over and above the regular preschool hours will be charged as overtime at the rate of \$1.00 per minute.*

## Pickup by an Intoxicated Parent

We are unable to allow the pick-up of a child by an intoxicated adult. If we suspect the adult picking up a child is under the influence of alcohol or drugs, the child will remain in the preschool's care. The preschool will request that the adult in question cooperate to contact someone else for pick-up. In the event that there is a lack of cooperation on the part of the intoxicated adult, the preschool will immediately contact the police and the Ministry of Child and Family Development and will require the child to remain in the preschool until the police have arrived.

## Suspected Abuse or Neglect

In the best interests of the children, there is a requirement by law in British Columbia that any case of suspected abuse or neglect be referred to the BC Ministry of Child and Family Development.

## Remaining Onsite After School Hours

Please be advised that preschool parents and children who remain in the school or on the playground after preschool hours do so at their own risk.

## Screen Time Policy

Le Petit Hibou Preschool believes that children learn through play and interaction with their peers, Teachers and the environment. Within our preschool there are many developmentally appropriate activities provided for learning opportunities. Therefore, we do not offer screen time. Exceptions may be made occasionally if the Teachers feel it will enhance a learning activity, but it will not be a part of daily routine.

## Smoking

Le Petit Hibou Preschool leases the classroom from School District #23 where there is a **NO SMOKING** policy on the grounds and in the facility.

## Allergy/Medical Alert Conditions/Medications

It is the parent's responsibility to provide the preschool with all pertinent information regarding special medical conditions of their child. When we know the exact conditions present in a class, we can take the necessary precautions.

We are a **NUT AWARE** facility – Any specific dietary needs are the responsibility of the parent.

On special party days, we invite parents to sign up to prepare/purchase snacks for the class. If your child has an allergy (or dietary restrictions) other than nuts, it is the parents' responsibility to provide a safe (similar) snack for their child.

Some of our students have life-threatening allergies to peanut products, milk, eggs, bee stings, etc. No peanuts or food containing nuts are allowed in our classroom. An anaphylactic reaction can be very severe. We thank you in advance for your cooperation and understanding in this matter.

## Snack Policy

We ask parents to send nutritious snacks for their child. Fresh fruits, vegetables, cheese, crackers, yogurt or a small sandwich for example. The preschool has snacks on hand for anyone who forgets to bring a snack from home (i.e., NUT FREE crackers, dried fruit). **Please DO NOT send chocolate or candies.** We prefer to save the sweet treats for our party days (such as Christmas, Valentines' Day, etc.) Please only send **WATER** in a labelled water bottle (**no juice**).

## Birthdays

Parents are welcome to bring store bought (labelled & nut free) cake/cookies, etc. on the day of their child's birthday, so that the class may recognize and celebrate the birthday of a classmate.

## Illness Policy

At Le Petit Hibou Preschool, parents are strongly encouraged to keep ill children at home to prevent the spread of illness at the school. A child who is too sick to participate in the program or to play outside is too sick to attend preschool. We understand the difficulty this may pose for working families and greatly appreciate your adherence to our health and safety policies. Your cooperation in keeping sick children at home not only ensures their well-being but also helps prevent the spread of illnesses among all the children in our care and our teachers.

### If your child is going to be absent:

It is important to email, call or text staff know them know if your child will be absent.

It is **VERY IMPORTANT** to indicate if it is due to illness and explain symptoms/or diagnosis.

Please let teachers know **PRIOR** to the start of class at 8:30am. Teachers do not have the capacity to call families when a child is absent and it hasn't been reported.

If you are going to be away for vacation, it is a parent excused day or your child has an appointment, please notify staff as well.

## Fever

Guidelines for normal temperature range:

Measurement Method	Normal temperature range
Mouth	35.5°C to 37.5°C (95.9°F to 99.5°F)
Armpit	34.7°C to 37.3°C (94.5°F to 99.1°F)
Ear	35.8°C to 38°C (96.4°F to 100.4°F)

*The teacher will call you to pick up your child, if their temperature is higher than the normal temperature range in this chart, as it would be considered a fever.*

### Your child **MUST STAY HOME** if they:

- **Have a communicable illness:**

Communicable diseases include but are not limited to: Hand, Foot and mouth Disease, Fifth's disease, chicken pox, head lice, pink eye, impetigo, influenza, RSV, strep throat, Pneumonia, Covid-19, whooping cough, roseola... Please refer to <http://www.bccdc.ca/health-professionals/data-reports/communicable-diseases> for the full list of communicable diseases and check list of the symptoms.

- **Are dealing with a contagious infection.**
- **Have a cough (3-5 times per hour) - especially if choking or vomiting accompanies the cough. Child may return when coughing has subsided.**
- **Have a fever exceeding 38 degrees Celsius or have taken fever-reducing medication. They may return after 48 hours of being fever-free without medication.**
- **Have an acute cold. Child may return when discharge (green/reddish brown mucus) has subsided.**
- **Are experiencing vomiting or diarrhea. Child must be symptom-free for 48 hours of the last bout of sickness.**
- **Have a skin infection and/or undiagnosed rash.**
- **Have an ear ache and infection. They may return after 24 hours of being symptom-free without medication.**
- **Have a sore throat or trouble swallowing.**
- **Have lice. Child may return after being treated with an effective lice treatment.**
- **Are unable to fully participate in all activities including outdoor play.**

## Medications

### Over the Counter Medications

If your child is taking any over the counter medications to address symptoms, they will need to remain in your care for 24 hours after the symptoms have resolved, as well as 24 hours after the last medication dose is given. This is to ensure their safety, should a reaction occur and to protect other children from being exposed to illness.

### Antibiotics

Your child may return 24 hours after the antibiotic is first taken.

#### **If your child becomes ill at school:**

It is expected if your child falls ill at school that they will be picked up promptly. If there is no answer, we will phone the emergency contact.

## Le Petit Hibou Pandemic Policy

*In alignment with Pandemic Guidelines from the Provincial Health Officer and the Province of BC – this policy may change throughout the school year.*

Le Petit Hibou Preschool has developed a plan in response to a pandemic as a guide for the return to in-person service. As part of the recommendations from the Provincial Health Officer of British Columbia, as well as federal guidelines, Le Petit Hibou Staff will engage in routine practices that can be carried out by anyone and have been demonstrated to prevent infections.



## Infection Control

Various methods may be used to mitigate the potential for transmission of infection that will include:

- Children are required to wash hands immediately upon entering the classroom
- Temperature checks may be done at drop off. If your child has an elevated temperature (of 100.4 F or 38 C or higher), he/she will be required to go home.

Children may not attend Le Petit Hibou Preschool program if they exhibit any two pandemic symptoms as per the School District #23 website. There are no exceptions to this policy. This policy will be remaining in place indefinitely. As such, parents are encouraged to think through how they will work from home/care for children who are required to stay home until they are symptom free.

Individuals residing in the household with any child attending Le Petit Hibou preschool are to be taking all precautions possible to limit their exposure to contagious infections.

Fees will not be refunded due to illness – be it staff or child illness or delayed start-up. However, following SD23 and MCFD guidance, IF the school should close indefinitely, then parents will not be responsible for their fees. IF there is an exposure in class and that class needs isolate fees will not be refunded.

***It is important to know that if there is a resurgence of a pandemic, or if other health concerns arise, there may be changes in class sizes and/or cancellation of programs.***

## Your Responsibility to Minimize Exposure

You understand that by coming to Le Petit Hibou Preschool, you are assuming the risk of exposure to infectious diseases.

To obtain preschool service, you agree to take certain precautions that will keep everyone (you, your child, our staff and other families) safer from exposure, sickness, and possible death. If you do not adhere to these safeguards, it may result in removeable of your family from our program.

## Confidentiality in the Case of Infection

If you or your child tested positive for an infectious disease, Le Petit Hibou Preschool is required to notify health authorities and licensing, that you have been within the centre. If this is reported, only the minimum information necessary for their data collection will be provided. By signing below, you are agreeing that Le Petit Hibou Preschool may do so without an additional release.

For the well-being of the children, our staff and families, open transparency and candor is required around all the above requirements. Although this may lead to some challenging conversations, staff and families need to acknowledge and respect their necessity and their intention of care during a pandemic. We sincerely appreciate your compliance and understanding!

## Parental Concerns

Parent concerns are to be directed to a Le Petit Hibou Teacher or Manager, either face-to-face during a pre-arranged meeting, via phone or by email. Please refrain from connecting through social media or personal accounts out of respect for the Staff, as they will do the same for you. An appointment is always helpful.

If the concern is regarding the Preschool Manager and you do not feel comfortable approaching them directly, you may raise the concern with the Parent Representative (Board Member) for your child's class.

## Harassment Policy

At Le Petit Hibou we have an obligation to our families, children, staff, support staff and board members to provide a safe and respectful environment. At no time will harassing or threatening behaviour be tolerated towards any member of Le Petit Hibou Preschool on or outside of school property. Any and all inappropriate language, verbal, physical, emotional abuse, in person or online will result in the offending party being asked to leave immediately, and immediate termination of the child's enrolment in the preschool.

## School Field Trips

Occasionally the preschool may have access to the school library, gym, special activities in other classrooms, the playground, spontaneous activities/walks on school grounds (within 3 kms of the school). Signs will be posted on our door to notify parents of our location.

We also plan a few field trips off school grounds to offer children a chance to expand their knowledge. Some past examples include Gymnastics, the Fire Hall, Police Station, Libraries and Paynter's Fruit Market. Sometimes these field trips will be shortened days; not on purpose, but because of time frame offered at the venue and travel time for staff and families. We hope you can understand and support the preschool offering these special experiences for your child.

## Emergency Evacuations

Fire Drills are practiced with each class on a monthly basis. Some fire drills and other emergency drills are done with the elementary school as well, such as lock down, earthquake, and hold and secure drills.

### In the Event of a School Site Evacuation

When directed (either by alarm or instructed) to evacuate, the Teachers will instruct the class to line up at the exit door with their coats and lead them, single file, to their assigned meeting spot on the field. The Teachers will take with them, the attendance clipboard and first aid kit with emergency contact records when exiting. Classes line up at their designated spots where the Teacher will take attendance and report to the school secretary (in their brightly coloured vest). The principal or designate will give direction as the evacuation proceeds.

When everyone is accounted for, the preschool will follow the Glenrosa Elementary School Evacuation Procedure. Teachers and Admin will assess and determine the safest route to the Glenrosa Middle School Gymnasium. All parents will be contacted once the children are in a safe location. **If a parent is unavailable, the emergency contact numbers will be called.**

### In the Event of a Community Evacuation

When directed (either by alarm or instructed) to evacuate, the Teachers will instruct the class to line up at the exit door, students will pack up their lunch kits, backpacks and put on their outside clothing and shoes. The Teachers will take with them, the attendance clipboard and first aid kit with emergency contact records when exiting. The preschool will follow the existing Glenrosa Elementary School Community Evacuation Procedure that requires students to board SD #23 buses. The principal or designate will give directions as the evacuation proceeds. All students will be taken to Mount Boucherie Secondary School. Parents would then be notified by phone and public announcement as to where they can pick up their children. It is the responsibility of Le Petit Hibou Preschool staff to supervise the children from the preschool during and after evacuation, both on the bus and at the evacuation center.

## Private Facebook Group

At Le Petit Hibou Preschool we have a public and private Facebook account strictly for parents of your child's school year. Each year this group is updated with just the current preschool families, so you can follow along with what we are doing throughout the week. It's also a great way to share school reminders and upcoming events. We understand that not everyone uses it, we will continue to reach out with important information via email as well. We will be posting pictures of the children to this private page. You will have the opportunity to see them participating in classroom activities, field trips and more.

## Le Petit Hibou Preschool Registration, Payment & Fee Policies

### Registration

Children must be 3 years old by December 31st of the school year in order to register. Each parent must complete a registration form, preschool contract and a fee/payment policy form accompanied by the annual non-refundable registration fee (\$30). **September fees are due upon registration for all NEW families. September fees are due on or before June 1st for all returning families. September fees become non-refundable for ALL families on August 1st.**

### Preschool Fees

Our monthly preschool fees are as follows:

- \$250.08 for the M/W/F class
- \$194.12 for the T/TH class

*\*Our preferred method of payment is by e-mail transfer to [payments@lepetithibou.org](mailto:payments@lepetithibou.org)*

There will be a fee reduction to these amounts for all families.

We offer **2 spaces per class as fully sponsored/subsidized spots for families that qualify** as per our agreement with School District #23 and the Preschool Partnerships Program. To apply for this program, please contact the Preschool Teacher.

### Late Fees & NSF Fees

The full months fee is due on or before the **1st of each month** (regardless of holidays). Late payments will be charged a late payment fee of \$10/business day beginning on the 2nd, for a max of 10 days (\$100). At this time a final notice will be issued by the Board of Directors. If monies owed are not received within 24 hours of notice, a letter will be issued terminating the child's enrolment. \$20 will be charged for any NSF cheque. Two late e-payments or cash payments will result in post-dated cheques being required for all remaining payments.

### Withdrawal Policy

If a family should have to withdraw their child from preschool, **advance notice of 1 month is required**. At the time of withdrawal, remaining post-dated cheques will be destroyed. Failure to provide the required notice, will result in the next month's fees being collected/due.

## Government Subsidy Policy

The new Affordable Child Care Benefit is available to households earning up to \$111,000 (after deductions) and are based on income, family size, type of childcare. This may provide your family with additional assistance in your monthly fees. If you would like to apply for this funding, please contact the Preschool Teacher for application details. You will be required to complete the online application and provide supporting documents through [myfamilyservices.gov.bc.ca](https://myfamilyservices.gov.bc.ca). Applications can take time to be accepted, therefore parents must prepay for September (and any other month owing) until subsidy is approved and funding information is received. Any credit will be carried forward until used in its entirety. We recommend applying prior to your child entering preschool (late June-August).