

**GREEN APPLE**  
**Preschool**  
*Coquitlam*



We are pleased to welcome you and your child to an exciting and rewarding year at preschool.

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## ABOUT GREEN APPLE

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In 1998, after graduating from Douglas college with a diploma in Early Childhood Education, Jeanette Henderson founded Red Apple Preschool in Coquitlam. In 2006, the community and their families were in need of a daycare so she opened Green Apple Daycare. The Daycare was such a big success that in 2008 Green Apple expanded to a second location in Port Moody. In 2012, the Coquitlam community was in need of a Before and After School Program so Green Apple stepped up again and opened a Before and After School Program. To this day Green Apple continues to be flexible and serve the communities needs. The community has rewarded Green Apple with their "Best Daycare" award for the past decade.

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## PRESCHOOL DETAILS

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Green Apple Preschool is licensed with the Ministry of Health and under the Community Care Facility Licensing Act. Our Preschool is a 10 month program running from September to June. We follow the same vacation schedule as school district SD43. All scheduled closures will be posted each September. Green Apple Preschool staff are licensed Early Childhood Educators. All staff have undergone routine criminal record checks and hold a valid First Aid Certificate.

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## WHAT TO EXPECT

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We understand the importance of shaping your child's young life. We have carefully chosen our ECE certified staff to provide a loving, caring, home like setting. We realize that every child learns in their own unique way and we're here to help provide the children with the building blocks that will mold their future.

We have created a well rounded program of learning and playing. We hope to build a strong foundation in all areas of development for his/her most important years. We focus on these important skills.

- LANGUAGE** Learning to communicate.
- SOCIAL** Sharing, taking turns, solving problems, working and playing in groups and on their own.
- PHYSICAL** Practicing the use of gross and fine motor skills.
- EMOTIONAL** Expressing their feelings, giving and receiving empathy, gaining positive self-esteem.
- COGNITIVE** incorporated preschool program consisting of an exciting year of weekly themes such as the four seasons, our 5 senses, letter and number recognition, dinosaurs and farm animals.

Our doors are always open for your viewing or participation. Our teachers are here to make you feel comfortable and to answer any questions you may have at any time. Our goal is to keep things simple and intimate and to provide your child with good role models and a positive influence. We're here to earn trust and love and to form a bond with your growing child.



Our program is designed to meet the many needs of your child. Circle time gives your child the opportunity to think and grow intellectually with weekly themes, songs, stories and interactive learning activities. We offer music and movement classes, we experiment with science, create with arts and crafts using a wide range of materials. We foster your child's physical development by providing outdoor play in which the children are able to run, jump, climb, balance. We encourage fine motor development using peg boards, puzzles, threading, pasting, painting, drawing and many other activities that encourage hand/eye coordination. Our program will help your child learn and grow at his/her own speed. They will also create new friendships, share in the joy of discovering, and learn to take pride in their accomplishments. We are certain your experience with Green Apple preschool will be a fulfilling and happy one.

### **What you'll find at Green Apple Preschool**

- > Active and enjoyable program to get ready for Kindergarten
- > Caring and enthusiastic teachers
- > Clean, fresh, spacious facility with big windows and a lot of light
- > Science area to experiment
- > "Learning to grow " outdoor vegetable and flower garden
- > Age appropriate activities, love of music/movement, dancing/scarves, monthly themes, seasonal fieldtrips
- > Large room for dramatic play and housekeeping
- > Large room for building blocks, cars, trains, lego, rescue heroes, & much much more
- > A quiet reading room with a lot of books, finger puppet show creation
- > Water/sand tables, playdough table for sensory experience
- > Art area with easels, cutting, pasting, drawing, tracing and practice for pre writing skills
- > Puzzles, educational games, table top activities, matching games
- > Large outdoor fenced playground in a natural setting with trees and shade
- > We have a nice balance between structure and free play, everything in life needs BALANCE children thrive in this kind of learning environment
- > We also have an open door policy to answer any questions or concerns you may have.



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## AGES / HOURS

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**AGES:** 30 months to 5 years of age.

**CLASSES WILL BE THREE HOURS:** 9:15am to 12:15pm.

Green Apple Preschool is closed on all statutory holidays

Green Apple Preschool is closed during public school ( SD43 ) closures.

Green Apple Preschool is closed during spring break, summer break, Christmas break and district pro d days.

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## FEES

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**3 DAYS PER WEEK** > \$500.00 per month

Tuesday, Wednesday, Thursday

**2 DAYS PER WEEK** > \$400.00 per month

(2 of) Tuesday, Wednesday, or Thursday

### **Fees are payable by either cheque or e-transfer**

#### **If paying by cheque:**

Pay to: Green Apple Daycare

Post-date 10 cheques, each to be dated the first of the month—September through June.

#### **If paying be by e-transfer:**

Please email to:

jeanettemilan@hotmail.com password: green

Fees are based over a 10 month period so no refunds are given for holidays and no extra charges are added when extra long months occur.

**A 60 day written notice is required for withdrawal from Green Apple Preschool.** For this reason an advance payment of a half a month is required and will be deducted from the last month your child attends preschool.

There is a one time registration fee of \$65 due with your application at the time of enrollment.

## PRESCHOOL DAILY SCHEDULE

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### 9:15

Circle Time (arrival/greeting, weather, calendar, theme-based related songs, stories, learning activities, abc's, 123's letter/number recognition, felt board stories, gross motor interactive learning activities/games and much more.

### 9:50

Indoor Free Play — Arts and Crafts. Theme based and set up daily by the teachers.

### 10:50

Snacktime time — This is an important social time for the children to learn their self help skills like getting lunch, putting garbage away, and putting things back into their cubbies.

### 11:10

Special activities, fun with science, children's yoga.

### 11:30

Outdoor time — Activities such as running, jumping, balancing, games, sand, bubbles, dancing, slides, parachute play, mud pies, castles, bean bag throw, and learning in our Green Apple Preschool Garden.

### 12:00

Circle Time / Musical Instruments / Music & Movement / Songs / Story Baskets.

### 12:15

Class dismissed

This schedule is our basic daily routine, however it can be varied according to the desires and needs of the children. Many fun activities and projects will be added but this gives families a basic idea of what to expect. Please feel free to inquire at any time. Monthly newsletters will be handed out to explain activities we have planned.

## ACTIVITIES

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### ART

Green Apple Preschool LOVES to create ART! Occasionally your child's art work will remain at the preschool for display board purposes for a short time (1-2 weeks) if this a problem please let the teachers know and we will be happy to send your child's home.

### NATURE WALKS

Nature walks will also be part of our regular walking field trips. Observing the changes in the environment and collecting samples to bring back to our science table for examining with magnifying glasses and open discussion will encourage the children to be aware of taking care of Nature and our Environment. Children learn from hands on.

### FIELDTRIPS

Occasionally the children will be going on fieldtrips to visit area of interest in the community. Some possibilities are the library , firehall, dentist, grocery store etc. You will be notified in advance and will be required to sign a parent permission form in order to have your child take part. Parents are encouraged and are welcome to join.

### PARTIES AND CELEBRATIONS

Everyone enjoys parties! Throughout the year, on special holidays (Halloween, Valentines Day etc..) we will be celebrating with a class room party. Details will be posted on the "Parent Board" 2 weeks prior . If any religions don't allow for this please speak with a staff and we will be happy to find an alternative for your child, thank you .

### BIRTHDAYS

Please feel free to bring treats for the class on your child's birthday. Please arrange with staff prior so we can make the necessary arrangements

### SHOW AND TELL

Show and Tell is an exciting part of the preschool year. The children enjoy bringing memorabilia from home to show and tell their classmates. This activity encourages self -esteem and confidence. Even a quick walk around is important, with lots of claps and encouragement from their friends.



## PARENT INVOLVEMENT

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### PARENT BOARD

Please check the Parent Board for information concerning monthly themes, community events, field trips, and health information. A Preschool monthly newsletter will be emailed to all families and we will print and post a hard copy each month.

We encourage families to discuss any and all concerns they may have regarding any aspects of our program. It is important that we know all of our families' needs and requests. Your opinions and comments are valuable to our program. We are committed to reaching appropriate and amicable solutions in a timely manner. If you have any questions or concerns, please email your thoughts to [jeanettemilan@hotmail.com](mailto:jeanettemilan@hotmail.com).

### MEALS

Green Apple Preschool encourages everyone to eat healthy. Please provide a healthy snack for your child and refrain from sending any chocolate or candy. Water is provided daily for the children so juice boxes and other drinks are not necessary.

### ARRIVING AND LEAVING PRESCHOOL

Children should arrive no earlier than 5 minutes before class time. This is to allow the teachers time to prepare for the classroom for daily activities. The child should be brought directly to the classroom and MUST be signed in. He/she should be picked up at the classroom and MUST be signed out. If there is anyone other than yourself picking up your child, please advise us so that we are able to identify the person you have authorized, whether it be a relative or neighbor. This is an extremely important policy at Green Apple.

### CLOTHING

Please dress your child in comfortable play clothes. Indoor shoes will be needed and left at preschool. It is important that he/she feels free to engage in messy activities without being concerned about his/her clothing. We will be outdoors daily in all weather conditions so please dress your child accordingly. We also require "Muddy Buddies" and boots to be left at the preschool in your child's cubby. The bag MUST have your child's name on it.

### TOILET TRAINED

**Children enrolled at Green Apple Preschool must be toilet trained.**

### DISCIPLINE & GUIDANCE

Green Apple Preschool staff believe discipline should be done in a positive and respectful manner. Acceptable behaviour is encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his/her behaviour and serves as excellent role modeling. Asking a child to stop and think about his/her unpleasant behaviour enables that child to work at self control. We will foster their language and help give them the tools to deal with any situation they may encounter. Again everything is done in a positive way.

Our preschool policy helps children to use their words to talk out the problem or to use re-direction to diffuse a conflict situation. We encourage children to speak about their feelings and to work with each other to help each other feel good.

Problem solving is accomplished quietly and in a respectful manner. As teachers, we will model respect this behaviour.

## PARENT INVOLVEMENT (CONTINUED)

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Under NO circumstances will corporal punishment be used. No child will be subjected to ridicule, sarcasm, labelling or demoralizing.

Creating a harmonious environment where the children are socializing in a positive and exciting manner, leaves less room for conflicts and disagreements.

### HEALTH

Please do not send to preschool your child if any of the following are present:

\*fever, diarrhea, vomiting, cough, severe runny nose, eye discharge, skin infection, communicable illness (chicken pox etc.), head lice\*

The preschool should be immediately notified of any contagious illness so that preventative measures may be taken for the rest of the children.

### Covid-19 Protocol

The most up-to-date Covid-19 protocols will be emailed to parents before preschool begins.





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## STAFF

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Green Apple Daycare staff are licensed Early Childhood Educators. All staff have undergone criminal record checks and hold a valid First Aid Certificate.

### *Substitute Caregivers*

To help staff through illness, holidays and training sessions, we may need to rely on substitute caregivers. These caregivers will have:

- Valid First Aid/CPR Certificate, approved by the Community Care Facility Licensing Branch
- Doctor's letter ensuring their suitability for providing care to children
- Criminal record check

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## FOR QUESTIONS OR MORE INFORMATION

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1504 Spruce Ave  
Coquitlam, BC  
V3J 2P6  
**604.931.5595**

*Director*  
Jeanette - 604.218.3417

*Web*  
**greenappledaycare.ca**

*Email*  
jeanettemilan@hotmail.com



# REGISTRATION

NAME OF CHILD		NAME CHILD RESPONDS TO	
MALE / FEMALE	BIRTH DATE	ENROLLMENT DATE	
ADDRESS			POSTAL CODE
MOTHER'S NAME		HOME #	CELL/WORK #
FATHER'S NAME		HOME #	CELL/WORK #
PERSON(S) WHOM THE CHILD LIVES WITH		HOME #	CELL/WORK #
LANGUAGES SPOKEN IN THE HOME			
DOCTOR'S NAME			PHONE #
CARE CARD NUMBER			
ALLERGIES/ REACTIONS/ TREATMENT			
ILLNESSES OR MEDICAL CONDITIONS/ SYMPTOMS/ TREATMENT			

## EMERGENCY CONTACTS OTHER THAN PARENT/GUARDIAN:

NAME	RELATIONSHIP TO CHILD	HOME #	CELL / WORK #

## PERSONS AUTHORIZED TO PICK UP CHILD FROM CARE FACILITY:

NAME	RELATIONSHIP TO CHILD	HOME #	CELL / WORK #

If there is a custody agreement, please give details. A copy of the custody order must be left with the facility manger.



## PARENTAL AGREEMENT

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Please read through and sign agreement. If you have any questions, feel free to discuss them with the staff.

### REGISTRATION/FINANCIAL

(1) Green Apple Daycare requires half of one month's fee as a deposit that will be deducted from the **last month's fee**. There is also a non-refundable \$65.00 registration fee to be paid upon registration. My child(ren)'s child care fee shall be paid in post-dated cheques (10 months at a time) or by E-TRANSFER.

The monthly child care fee at the time of this enrollment is:

Days per week \_\_\_\_\_ Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

- (2) If fees have not been handed in by the 5th of the month (without contact of the Preschool as to why); we reserve the right to refuse service.
- (3) It is my responsibility to know when fees need to be paid, and subsidy forms renewed.
- (4) In order to reserve my child's child care space, the full fees must be paid for any period of time in which my child is away from the center, including vacation, sickness, statutory holidays or other absences.
- (5) If I am to decrease my child's attendance or withdraw from the Preschool for any reason, I must give **two month written notice** on or before the last calendar day of the month prior to my child(ren)'s final month of enrollment. (I.e. if you would like to decrease or terminate child care hours effective May 1st, notice of this change or termination must be given to Preschool on or before March 31st) If the required notice is not given, then I will pay two month fee in lieu of notice.
- (6) At Green Apple Preschool, we are unable to give out refunds, this clause applies to: child's absence, any kind of school closures (I.e. weather (snow), power outages...). Our staffing and operational expenses are arranged on the basis of our enrollment levels and must be met on a continuing basis. To make sure that we can provide the best service, we are always prepared for each child each day, whether the child attends or not.
- (7) Green Apple Preschool is a 10 month program running from Sept - June. Preschool fees are averaged over the 10 month preschool year. No refunds or credits will be applied for preschool closures. Preschools follow the same vacation and Pro D Days as SD43, this will be posted on the parent board in September.
- (8) I agree to abide by the NO SMOKING restriction that is required by all person(s) to not smoke on, near and/or the Church, which includes the building itself and all surrounding property.
- (9) I agree to ONLY PARK in designated parent/guardian parking when dropping and picking up my child, and for any other reason I may need to park.
- (10) I agree to notify any person(s) that may be picking up my child on my behalf, and/or with me of the above TWO RESTRICTIONS, in which they also must abide by. >>>



### CHILD'S FILE

- (1) I give consent to the collection, use and disclosure of personal information on a "need to know" basis for the sole purpose of the operation of Green Apple Daycare.
- (2) I have completed and will keep up to date on the following forms:
  - **Registration Form** • **Immunization Form**
- (3) I have listed all names of persons who are legally restricted in access/contact with my child due to a Court Order/Separation Agreement.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

A copy of the most recent Court Order or Separation Agreement must be attached and any changes filed with Green Apple Daycare immediately.

### HEALTH AND SAFETY

- (1) That to attend the Facility, my child must be well enough to participate in all aspects of the program including outdoor play.
- (2) That only medication, provided in its original package with full instructions and precautions, will be administered to my child by Green Apple Daycare. The facility Staff will only administer the medication once I have completed a "Permission to Administer Medication" form and have provided this form to the staff.
- (3) That I will sign my child in and out each day on the Sign In/Out sheet posted in the doorway.
- (4) That I will notify staff by phone or in writing if someone other than those persons authorized by me on the emergency consent card will be picking up my child.
- (5) That I will phone and notify staff when my child will be absent from the facility.
- (6) There will be an immediate dismissal if your child poses any health and safety issues in accordance with child care licencing, to his/her self, the staff or any other child at Preschool.
- (7) It is unacceptable behavior at Green Apple Preschool to yell at or degrade the staff for **any** reason. If any parent or family member of a child enrolled does this, it will result in immediate dismissal from Green Apple and there will be no refund given.
- (7) My child is potty trained.

### EXTRAS

- (1) At Green Apple Preschool, we sometimes go on walking trips to parks within the neighbourhood. I hereby give the staff of Green Apple Preschool permission to take my child on walking trips.
- (2) That photos and video recordings may be taken of my child as they take part in field trips and events at the Preschool throughout the year.
- (3) That I will abide by the Preschool's hours of operation and if I exceed the hours that the Preschool is open, I will pay and overtime fine of \$10.00 for the first 15 minutes and a \$1.00 for every minute following. This amount is due that night and payable to the staff person who is on duty.

\_\_\_\_\_  
SIGNATURE of Green Apple Preschool

\_\_\_\_\_  
SIGNATURE of Parent(s)/Guardian(s)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_



# IMMUNIZATION

The Child Care Licensing Regulations require that children’s immunization records are maintained. Please ensure that children’s immunizations are up-to-date and on record at the child care facility. By the start of kindergarten, children should have completed the following series of immunizations. Please write in the dates immunizations were given, or attach a photocopy of the immunization record.

	2 months	4 months OR 2 MONTHS AFTER DOSE #1	6 months OR 2 MONTHS AFTER DOSE #2	12 months	18 months OR 1 YEAR AFTER DOSE #3	4-6 years
<b>PLEASE WRITE THE IMMUNIZATION DATE IN YEAR/MONTH/DAY FORMAT</b>						
* DIPHTHERIA	1	2	3		4	5
* PERTUSSIS	1	2	3		4	5
* TETANUS	1	2	3		4	5
* POLIOMYELITIS	1	2	3		4	5
* HIB (MENINGITIS)	1	2	3		4	
MEASLES MUMPS OR MMR RUBELLA				1	2	

\* At fifteen months of age and older, a single dose of any HIB product is all that is required. The vaccines may be given in various combinations

SPECIAL DIET (EXPLAIN) <hr/> <hr/>
SPECIAL INSTRUCTIONS FOR CAREGIVER <hr/> <hr/> <hr/>

I authorize the staff at the child care centre to call a medical practitioner of ambulance in the case of accident or illness of my child, if the parent cannot immediately be reached.

SIGNATURE of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE of Green Apple Preschool \_\_\_\_\_ Date \_\_\_\_\_



# ILLNESS CONSENT

## CONSENT FOR ILL CHILD TO BE TAKEN TO EMERGENCY WHEN PARENT CANNOT BE CONTACTED

Dear Parent,  
It is our policy that we notify a parent when a child is ill or needs medical attention. If we cannot contact parents, and we need to get immediate help for the child, we will take the child to the nearest emergency service. Please sign the consent below so that we can take appropriate action on behalf of your child. We will take this consent with us to the emergency centre.

I Hereby give consent for my child \_\_\_\_\_ when ill, to be taken to the nearest emergency centre by the Green Apple Preschool staff when I cannot be contacted.

I consent to an ambulance being called to take the child, if necessary,

\_\_\_\_\_ PRINT NAME Parent/ Guardian

\_\_\_\_\_ SIGNATURE of Parent/ Guardian

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Address

\_\_\_\_\_ Home # Cell # Work #

\_\_\_\_\_ Allergies

\_\_\_\_\_ Care Card Number

\_\_\_\_\_ Family Doctor Phone #

\_\_\_\_\_ Which hospital does your doctor use ?



## QUESTIONNAIRE

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### BEHAVIOUR

Has your child had any previous play group experience? YES / NO

If yes, how did he/she adapt? \_\_\_\_\_

How does your child behave towards other children (seeks out friends, feels shy)? \_\_\_\_\_

\_\_\_\_\_

What is/are your child's favourite toys/activities? \_\_\_\_\_

How does your child react when left with unfamiliar people and/or in unfamiliar places?

\_\_\_\_\_

Does your child have any particular fears? Please describe: \_\_\_\_\_

\_\_\_\_\_

If your child is upset, what usually calms him/her down? \_\_\_\_\_

\_\_\_\_\_

Has your child seen a doctor/therapist in regards to delayed developmental stage? Yes / NO

Is your child on a wait list to be seen in regards to developmental stage delay? Yes / NO

Does your child have a diagnosis of any sort? Yes / NO

If yes, what? \_\_\_\_\_

Has your child been asked to leave any other daycare or preschool program? Yes / NO

If yes, why? \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME Parent/ Guardian

\_\_\_\_\_  
SIGNATURE Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date