



# FAMILY HANDBOOK



# Contents

Welcome Letter.....	3
Location and contact Information.....	4
Introduction.....	5
Staff Qualifications.....	6
Classes/Program Details.....	7
Class Size.....	7
School Year.....	7
School Closure Days.....	7
Parking.....	8
Sign-In/Out.....	8
Items Needed for Class.....	8-9
Daily Routine.....	10
Registration Process.....	11
Registration.....	11
Society Membership.....	11
Enrolment.....	12
Withdrawal.....	12-13
Financial Information.....	14
Fees .....	14
Late and Missed Payments.....	15
Affordable Child Care Benefit.....	16
Classroom Policies.....	17
Bathroom Policy.....	17
Gradual Entry Policy.....	17

Timeliness Policy.....	18
Student Pick-Up Policy .....	18
Abuse Policy .....	19
Communication Policy .....	19
Dispute Resolution Policy .....	20
Health and Sickness Policy.....	21
Parent Teacher Conference Policy.....	22
Field Trip Policy.....	23
Active Play Policy .....	23
Discipline Policy .....	24
Incident Policy .....	25
Special Needs Policy.....	26-28
Emergency Procedures.....	29
Medical Emergencies .....	29
Emergency Disaster Preparedness.....	30-31
Earthquake Preparation Plan .....	30-31
Fundraising .....	32
Fundraising Programs.....	32
Parent Agreement .....	33-34
Board of Directors .....	35-36
Board of Directors Positions .....	37-39
Other Possible Roles & Project .....	40

# WELCOME LETTER

Dear Families,

Welcome and Bienvenu to Burnaby French Language Preschool!

This BFLP Family Handbook describes how our preschool works and the roles and responsibilities each of us have as parents/Guardians. It will also provide important information about your child's class, our program philosophy, and other policies and procedures for our preschool.

Please take the time to review the contents carefully and keep it for your reference.

We look forward to getting to know your family this year, and we welcome your questions, input, and involvement.

Sincerely,

Board of Directors  
Burnaby French Language Preschool

# LOCATION

## Mailing Address

P.O. Box 72032 Old Orchard PO  
Burnaby, BC V5H 4P9

## Physical Address

6060 B Marlborough Avenue  
Burnaby, BC V5H 3L7  
Located in a portable on the grounds of  
Marlborough Elementary School on  
Sanders Street.



## Contact Information

Phone: 604.432.1323

General Information Email: [info@bflp.org](mailto:info@bflp.org)

Program Director Email: [programdirector@bflp.org](mailto:programdirector@bflp.org)

Website: [www.bflp.org](http://www.bflp.org)

Facebook: <https://www.facebook.com/bflp.org>

Instagram:

<https://www.instagram.com/burnabyfrenchlanguagepreschool/>

Twitter: [https://twitter.com/bflp\\_preschool](https://twitter.com/bflp_preschool)

## BFLP Board of Directors

Board Chair [boardchair@bflp.org](mailto:boardchair@bflp.org)

Fundraising Director [fundraising@bflp.org](mailto:fundraising@bflp.org)

Vice Chair [vicechair@bflp.org](mailto:vicechair@bflp.org)

Publicity Director [publicity@bflp.org](mailto:publicity@bflp.org)

Treasurer [treasurer@bflp.org](mailto:treasurer@bflp.org)

Director-At-Large

Secretary [secretary@bflp.org](mailto:secretary@bflp.org)

[directoratlarge@bflp.org](mailto:directoratlarge@bflp.org)

# Introduction

In July of 1975, a group of like-minded parents incorporated a society under the name Burnaby French Language Playschool Society.

In 2013, the Board of Directors created an umbrella name specific to the Preschool program, which is Burnaby French Language Preschool, commonly known as **BFLP**.

## Mission

To provide a happy, safe, and stimulating play environment for young preschoolers, so that they can experience the joys of a creative childhood while developing an increasing awareness of the French Language.

## Play-Based Learning

Educators and academic researchers agree that play-based learning is vital for young children (Early Learning Framework 2019). Play-based means that activities are structured purposefully and meaningfully so that they are enjoyable, spontaneous, spark inquiry and encourage experimentation.

Play contributes to language acquisition, literacy, problem-solving, and creativity in children. Teachers facilitate play-based learning by creating environments which stretch each child's thinking to higher levels. At BFLP, the classroom programming is offered within a nurturing setting to meet the needs of the developing child. The BFLP play-based approach integrates free play, table activities, science experiments, arts and crafts, circle time, songs, snack time and outside play into the daily routine.

The program is based on appropriate developmental goals for the children. Each month, the children are introduced to French vocabulary and activities centered on a particular theme. In addition, themes are planned throughout the year to coincide with seasonal holidays and special events.

Field trips, arranged on a regular basis, are also an important component of the program. By offering high-quality preschool education, our program helps ensure that our students are equipped with the skills they need to be successful when they enter kindergarten.

## Introduction to French

Within this play-based approach, our program introduces the French Language at a gentle pace. The children learn simple French words and concepts through individual conversations, daily routines, free play and group activities such as story time, and singing.

Story time is enhanced with the use of the “Paul et Suzanne” program, a recognized model of French instruction used in early childhood education French schools and immersion programs. The program exposes children to a variety of topics, promoting global, as well as linguistic development.

In the initial stage, children learn by first practicing their listening skills. Then, as they become comfortable and more familiar with the sounds of the French language, they begin to use French naturally in their play or by participating in the songs.

This early and gradual introduction to French assists the natural process of learning the language and provides a head start to those who later attend French Immersion schools.

# Staff Qualifications

BFLP teachers are certified early childhood educators (ECE) and fluent in French. They meet all the requirements outlined in the Child Care Licensing Regulations, including a current First Aid Certificate and a Criminal Record Review Clearance.

# Classes

All classes at BFLP are blended age groups (3 & 4 Year Olds). We are currently running 2 sessions per day as follows:

AM classes run 9:00am - 12:00pm

PM classes run 1:00pm - 4:00pm

Enrollment Options:

2 days per week (Tuesday/Thursday)

3 days per week (Monday/Wednesday/Friday)

5 days per week (Monday - Friday)

## Class Size

Each class has a maximum of 15 students.

## School Year

The school year is from September to June.

## School Closure Days

Labour Day (Sept)

Day of Reconciliation (Sept)

Thanksgiving (Oct)

Remembrance Day (Nov)

Christmas Eve (Dec)

Christmas Day (Dec)

Boxing Day (Dec)

New Years Day (Jan)

Family Day (Feb)

Good Friday (March or April)

Easter Monday (March or April)

Victoria Day (May)

Canada Day (July)

BC Day (Aug)

Additional 2023-2024 BFLP closures -

Winter Break (December 22nd-January 1st)

Spring Break (March 25th-April 1st)

\*\*BFLP remains **open** on Burnaby School District Pro-D days.



## Parking

### Marlborough Elementary

Parking will be limited on Sanders Street. Parents of Marlborough Elementary school students will also be parking on Sanders Street to drop off and pick up their children. Marlborough Elementary classes begin at 8:50 am and end at 2:40 pm. Parking is limited to 15 minutes on Sanders Street. Please plan accordingly.

## Sign-In/Out

### Drop-offs and Pick-ups

Classroom doors open at 9:00 am and 1:00pm. Doors open 5 minutes earlier when the weather is poor.

Please be punctual and remember to sign your child in at drop off and out at pick up time. Please call BFLP or email the Absent notification email to inform the Teachers if your child will be late or absent from class.

Program phone # is **(604) 432-1323**

Absent Notification email [Absent@bflp.org](mailto:Absent@bflp.org)

Note: Absent Notification emails will NOT be responded too

## Strollers

The ramp is for stroller-use only. Please wait at the bottom of the stairs to prevent children from running on the ramp.

## Items Needed for Class

### Inside Shoes and Outside Shoes

Each child should bring a pair of inside shoes with non-skid bottoms to change into upon entering the classroom. Inside shoes fastened with Velcro are preferred over slippers.

Running shoes are more suitable than dress shoes for outside play. Outside shoes fastened with Velcro are preferred.

### Recommended Clothing

Children should wear comfortable clothes that may get dirty. They should wear appropriate clothing for outdoor play. Rain gear should be worn for rainy days and snow gear for snowy days\*, I.e. mittens, hats, and boots. Please provide a full change of clothes in your child's backpack.

### Snacks

Please pack your child a healthy snack of fresh fruit and/or veggies in a portion appropriate sized container , as well as a water bottle.

***\*\*Please make sure your child can open and close their containers and water bottle easily.***

### Allergies

BFLP has a "no nut" policy, as nuts pose a serious allergy hazard to some children. Additional postings regarding other allergens or food hazards will be posted when appropriate.

***\*\*Please keep this in mind if you choose to participate in seasonal celebrations and birthdays.***

### Shared Cubby Storage

A cubby is provided to your child for use during their class. The cubby area is shared between all classes. For this reason, all items brought into the school, including indoor shoes, extra change of clothes, water bottles, etc., need to be taken home at the end of each class.

### Labels

Please label ALL clothing, shoes, Tupperware, and personal items. BFLP recommends purchasing **Lovable Labels** as they are 'durable, cute and ship quickly.' This is also a great way to support BFLP as orders made through [bflp.lovablelabels.ca](http://bflp.lovablelabels.ca) receive a 20% return to BFLP.

## Lost and Found

Items accidentally lost in class or left in cubbies are placed in the Lost and Found box near the entrance of the school.

## Daily Routine (Example\* schedule may change)

AM Class			PM Class	
9:00	Arrival and table activities		1:00	Arrival and table activities
9:20	<ul style="list-style-type: none"> <li>• Circle time</li> <li>• Flannel story board</li> <li>• Music and movement</li> <li>• Games</li> <li>• Math concepts</li> <li>• Science experiments</li> </ul>		1:15	<ul style="list-style-type: none"> <li>• Circle time</li> <li>• Flannel story board</li> <li>• Music and movement</li> <li>• Games</li> <li>• Math concepts</li> <li>• Science experiments</li> </ul>
9:40	Free play		1:40	Outdoor play or indoor movements
10:40	Clean up		2:10	Handwashing
10:45	Paul et Suzanne (French story with puppets)		2:15	Snack time
10:55	Handwashing		2:30	Paul et Suzanne (French story with puppets) Story Time
11:10	Snack time		2:40	Free Play
11:15	Story time		3:40	Clean up
11:30	Outdoor play or indoor movements		3:45	Story Time
12:00	Au revoir		4:00	Au revoir

# REGISTRATION PROCESS

## Registration

Filling out an interest list application is the first step in registration; however, it does not guarantee your child's subsequent enrollment. When a space becomes available for your child, the Program Director will contact you by email or phone to let you know. You will then have 48 hours to respond to the email/phone call expressing your continued interest and pay the required deposit to secure your child's space. The deposit consists of a BFLP membership fee and one month tuition. Once the deposit is received, the Program Director will send an email with instructions on how to fill out the remaining registration documents required.

Interest List applications are taken up to one year in advance of the school year, beginning July 1 of the previous year. Interest List applications submitted more than one year in advance of the school year will not be accepted.

## Society Membership

Enrolment at BFLP is contingent upon membership of the Burnaby French Language Preschool Society. The membership fee of \$70 per year per child is due at the time a space is offered. The membership fee is **non-refundable** and payable by e-transfer with the tuition deposit, after the registrar has offered you a preschool space for your child.

## Membership in Good Standing

All members are in good standing except a member who has failed to pay his/her current Society Membership fee or any debt due and owing by him/her to the Society and he/she is not in good standing so long as the debt remains unpaid. Every member is expected to comply with the Parent Agreement.

Members not in good standing will be brought to the attention of the Board of Directors.

## Cessation of Membership

Cessation of membership may occur:

1. If a member is not in good standing, or
2. If a member is ruled to be not in compliance with BFLP policies, bylaws, and/or Parent Agreement.

The Board of Directors retains the right to request a family to withdraw their child for non-compliance with the Parent Agreement or if they have violated the Society's bylaws.

## Enrolment

Class space is limited, and students are accepted from the Interest List on a first come, first served basis. When the registration period begins, available spaces are filled first with current students and their siblings, then with families from the public Interest List. Currently enrolled students and their siblings receive priority in registration for the following year.

During the registration period, you will be emailed a registration package. Completed registration packages including all required documentation must be received prior to your child's first day of Preschool.

Please avoid errors by carefully reading instructions and completing all required fields in the registration documents, as well as ensuring any additional documents requested are submitted before the deadline.

Fraser Health Licensing mandates that a newly registered child can only begin attending classes when all completed forms and bank account information have been received by the Program Director. For mid-year enrollments, please wait for **written confirmation from the Program Director** of your enrollment and the date of your child's first class before beginning attendance.

## Withdrawal

If it becomes necessary to withdraw your child from the school, parents/guardians will give **one full calendar month's written notice by the 1<sup>st</sup> of the calendar month** by submitting a completed Withdrawal Form to the Program Director

To have the tuition deposit reimbursed, please ensure there is at least one **full calendar**

**month** (e.g. from 1<sup>st</sup> to 31<sup>st</sup>) between the notice date and the withdrawal date.

Examples of proper withdrawal notice:

- For a withdrawal date (last day student will attend) of November 30, notice should be given by or on October 31<sup>st</sup>, providing the full calendar month of November as the notice period
- For a withdrawal date (last day student will attend) of November 15, notice should be given by or on September 30<sup>th</sup>, providing the full calendar month of October as the notice period
- For a withdrawal date before school begins in September (i.e. the family has chosen not to attend BFLP), notice should be given by or on July 31<sup>st</sup>, providing the full calendar month of August as the notice period

Parents/guardians are expected to ensure that the Program Director has received their withdrawal notice. They should contact the Program Director if they have not received a response in writing confirming submission of the withdrawal notice. If the Program Director has no record of receiving the notice and the parents/guardians have not followed up within 10 business days, the withdrawal notice will be invalid. Withdrawal Forms are available in the classroom.

In lieu of proper withdrawal notice, the June tuition deposit will be retained.

## No Tuition Refunds After February 1<sup>st</sup>

Please note that no tuition will be refunded for withdrawals after February 1<sup>st</sup>. BFLP recognizes that withdrawals are often unforeseen; however, as a non-profit society, the Board of Directors must operate in the best interests of the school and ensure that the school's operating expenses are covered.

While BFLP may be more likely to recruit additional students earlier in the year, by February 1<sup>st</sup>, further recruitment is unlikely.

We thank you for your understanding. Should you have any further questions on this matter, please put them in writing and submit them to the Program Director and President.

## Withdrawal and Society Membership

Only currently enrolled families are members of the preschool. Families who withdraw their child's enrolment from the school, including for an extended absence without tuition payments, will be terminating their membership. Following withdrawal, your child will be removed from all current and future enrolment lists. Families who choose to attend in the future may reapply and will be added to the interest list.

# FINANCIAL INFORMATION

## Fees

All fees are collected using Electronic Funds Transfer (EFT).

Our pre-authorized debit (PAD) agreement refers to several fees for which we require permission to withdraw from your bank account throughout the year. Please see the List of Fees included in your registration package.

There are 4 main categories of fees :

**1. Society Membership**

**2. Tuition\***

**3. Guarantees‡** – these are fees that act as a guarantee and are only withdrawn if you break your commitment.

**4. Deposits‡** – these fees function as security deposits and are withdrawn at the beginning of the year/term but refunded at the end of the year if you fulfill your obligations.

## Society Membership Fee

The membership fee of \$70 per child per year is due at the time of registration. The membership fee is non refundable.

## Tuition Fees

Monthly tuition fees will be withdrawn on the first day of each month from September to May. The last month's tuition (June) is submitted in advance as a guarantee of proper withdrawal notice. The June fee is submitted by e-transfer as part of your deposit to secure your child's preschool space.

\*You must be in good standing with BFLP (i.e. not owe any monies) to receive any reimbursements or refunds.

## Extended Absences

**Extended absences, planned or unplanned, still require monthly payment of tuition fees for all enrolled students.** BFLP does not hold spots for students without tuition payment. Families may choose to withdraw students with sufficient notice at the risk of losing their student's spot to another student on the waiting list, **including enrollment in future classes.** Please see the Withdrawal Policy section for more information.

## Meeting Attendance Guarantees

BFLP will have member meetings throughout the school year. These include but are not limited to the Society AGM and other Special General Meetings as required. To ensure that a quorum is met for these important meetings and that all families have an opportunity to have a voice in the operation of the school, meeting attendance is a requirement for BFLP Members.

A meeting guarantee of \$25 will be charged to each family not in attendance. Acknowledgement of this responsibility and payment is outlined and signed off on in the Parent Agreement submitted with your registration documents.

Meetings are for **parents or guardians only** and usually last 1.5 hours. Please arrange childcare in advance.

***These fees will only be withdrawn following each meeting if a child's parent or guardian was absent.*** For those in attendance, the fees will **not apply.**

## Late and Missed Payments

### Non-Sufficient Funds

All non-sufficient funds (NSF) payments will be brought to the attention of the Board of Directors. The school will notify families when a payment has bounced. A \$35 NSF charge will be applied for each bounced payment and a repayment will only be accepted by a certified cheque. Families are expected to provide a certified cheque within 10 business



days.

After the 3<sup>rd</sup> NSF incident, a family may be asked by the Board of Directors to withdraw their child from the school.

## Failure to Pay Debt Due

The Board of Directors retains the right to request that a family withdraw their child or to deny future enrollment for non-compliance with the Parent Agreement, violation of the Society's bylaws, or any unpaid debt he/she owes to the Society.

## Affordable Child Care Benefit (ACCB)

The criteria and the application form for the Affordable Childcare Benefit (formerly Child Care Subsidy) can be found at the provincial government website at:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

Download, complete, and submit your application to the Program Director. The school will complete the BFLP portion of your application and return it to you. You will then submit it to the provincial government.

*If you get approved to receive the Affordable Child Care Benefit, please let the Program Director know by email, including a copy of your approval. BFLP will get notification from the government about your approval, however it is often received a few weeks after you receive notice. **Please note** that once your approval is received, BFLP will withdraw the difference of the monthly fee and your approved ACCB from your account each month for the duration of the approval. **However, if your initial notification of approval is received after the 1st of the month, BFLP will be required to withdraw the full monthly fee as per the parent agreement and will then credit your ACCB amount to your BFLP account once received. If at the end of the year you still have a credit balance in your BFLP account, this amount will be reimbursed to you.\****

If you require assistance with your application please contact the Program Director. You can also find more information about the program and your eligibility at

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

\* You must be in good standing with BFLP (i.e. not owe any monies) to receive any reimbursements or refunds.

# CLASSROOM POLICIES

## Bathrooming Policy

BFLP does not have diaper changing tables or facilities, therefore your child should be nearing the end of their toilet training experience when they start at BFLP. Our Bathrooming policy is to support children with toileting and hand washing through verbal support and encouragement only. This includes reminders to go to the bathroom throughout the day. If you have questions regarding this please speak to the teachers and/or Program Director.

## Gradual Entry Policy

Gradual Entry is an important part of your child's preschool experience. It provides time for the child, parent, and teacher to get to know one another and help make the transition to a new setting a gentler, more comfortable, and secure experience for everyone. For children who have never attended daycare or preschool, separation from the family and adjustment to the new preschool environment may be difficult. BFLP has developed the following gradual entry system for all new to BFLP students.

**Day 1-** Parent(s) and Child will spend some time together in the preschool. Your child's class will be split into 2 groups;-

Group 1: AM Classes 9:00am-10:15am;

PM Classes 1pm-2:15pm

Group 2: AM classes 10:30am-11:45am

PM classes 2:30pm- 3:45pm

**\* your child's group will be emailed out the week prior to preschool starting.**

**Day 2-** Children will attend for a partial day (same group time as Day 1) without a parent. Parents can get their child settled in the first 10-15 mins then leave or if their child is happy to attend on their own ,parents can do a regular drop off. Parents should stay close by to the preschool in case their child is needing a bit more time to get comfortable with their new environment.

**Day 3-** Group 1 and 2 of each class will combine and attend the regular class hours. Parents are encouraged to stay nearby to ensure their child has settled.

**Day 4-** Children attend their class on their own for the full program time.

At the end of the scheduled gradual entry, the Teachers will evaluate how the students are adjusting. At the discretion of the Teachers, the gradual entry schedule may be extended, and parents/guardians may be asked to continue to remain close to the preschool until the child is fully adjusted.

Please note in the unexpected circumstance in which a child is unable to adjust despite a reasonable attempt at graduated entry, the Teachers may recommend the family withdraw the child. This recommendation is in consideration of both the child in question as well as the other children in the classroom.

## Timeliness Policy

All children are required to be on time for school. Late arrivals disrupt the class routine, and the child who is late misses out on play and socialization time. The door will open 5 minutes early when the weather is poor.

Morning sessions run 9:00am – 12:00pm; Afternoon sessions run 1:00pm – 4:00pm.

Parents/guardians will make every effort to be prompt in dropping off and picking up their child.

Parents/guardians understand that they will receive a friendly reminder of this policy after the Teachers have documented 2 late pick-ups.

**After the 3<sup>rd</sup> documented late pick-up, \$50 will be charged.**

## Student Pick-Up Policy

If a child remains at the school after class has ended, the Teachers will first try to contact the parents/guardians of the child. Failing this, they will begin contacting individuals in the sequence listed in the Contacts section of the registration form.

## Individuals Authorized to Pick Up Child

An authorized person is either the custodial parent(s) of the child or someone at least 19 years of age who has been authorized by the parent(s), in writing, to pick up the child from the school. All individuals authorized to pick up your child must be listed in the contacts section of the registration form.

Please ensure that a sequenced contact list of alternate individuals is available in case the usual authorized individuals are for any reason prevented from retrieving your child.

## Individuals Not Authorized to Pick Up Child

An unauthorized person includes persons not known to the Teachers, persons specifically not authorized for pick up, and persons who are authorized but appear incapable or disoriented. If an alternate pick up person is picking up your child from preschool, please email or send a note with your child at drop off. This note must include any authorized individuals name and contact information, the specific dates authorised to pick up and you signature. If the individual picking up the child is unfamiliar to the Teachers, they must be prepared to provide personal identification.

**Under no circumstances will the Teachers release a child to an unauthorized individual. The safety of your child is our primary concern.**

## Abuse Policy

The Teachers are required by law to report any signs or suspicions of child abuse to the appropriate authorities.

Similarly, anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty to report under the [Child, Family and Community Service Act](#)

## Communication Policy

### Communication in the Classroom

A notice board at the entrance of the school includes all announcements and upcoming events and meetings.

The Teachers issue an electronic monthly/bi-monthly newsletter, which includes future events, class activities and in-class parties. Lyrics to the songs the children are singing in that month are included.

## Communication Online

Most communication from BFLP will be via email.

Please add @bflp.org email addresses to your email contacts list or "safe-senders" list to avoid important email communications going to your Spam/Junk folder. Check your Spam/Junk folder now to ensure @bflp.org emails have not been filtered there. If they have, now is a good time to add @bflp.org email addresses to your contacts list.

The preschool also communicates through our website, Facebook and Instagram pages.

## Absences

Please call or email BFLP to inform the Teachers of an absence from class.

Program phone # is **(604) 432-1323**

Absent Notification email [Absent@bflp.org](mailto:Absent@bflp.org)

Note: Absent Notification emails will NOT be responded too

## Dispute Resolution Policy

The Board of Directors is committed to reaching a prompt and fair resolution of any disputes that may arise from time to time.

The Board encourages parties to resolve any issues at the earliest opportunity. Most issues will be resolved by an informal discussion between parties.

At all times, the Board will strive to maintain principles of fairness, confidentiality, and impartiality.

If you have any questions or concerns regarding your child or the preschool, please speak to the Teachers and try to reach a resolution that is achievable for you, your child, and the Teachers involved.

If an attempt has been made at resolution and failed, please contact the President or the Vice President for assistance.

## Health and Sickness Policy

### Health History

A complete health history and immunization status is required at the time of registration. Please ensure that this information is kept up to date so that the Teachers are aware of any allergies or specific issues that may affect your child.

### Medications

Teachers at the school will **NOT** administer medication. If your child has health concerns that require emergency medical supplies and medication on site daily, a Care Plan will be required. (ie: epi- pen; seizure medications, etc)

### Illness

If your child is sick, please keep them at home to prevent disease transmission. Please also advise the Teachers so that other parents may be informed, and preventive measures may be taken for the rest of the class.

### Symptoms of Illness

Your child should not attend school if they exhibit any of the following symptoms:

- Fever within the previous 24 hours
- Runny nose, persistent coughs, sore throat, headache, earache, rash
- Gastrointestinal upset (diarrhea, vomiting, etc.)
- Lice (please notify school)
- Any contagious disease (please notify school)

Children who are physically ill are unhappy at school and the best medicine is plenty of attention and rest at home.

### When a Child is Unwell at School

If a child becomes unwell or ill while attending the school, the Teachers will contact the child's parents/guardians.

If the Teachers are unable to reach the parents/guardians, they will then contact the designated emergency contact person to pick up the child.

## Communicable Diseases in the Home

If a member within your family home contracts a communicable disease, you must keep your child at home and notify the school.

## Parent Teacher Conference Policy

Teachers conduct formal parent-teacher conferences to discuss your child's progress. Scheduled **conferences** occur once a year, with the option to be in person or by virtual means (ie: zoom or google meets).

The Teachers spend a significant amount of time preparing a summary of your child's progress in the following areas:

- Emotional Development
- Cognitive Development
- Language Development
- Physical Development
- Work Habits
- French Language

Classes are dismissed for one day in each of the classes to accommodate the conferences.

Conferences are limited to **15 minutes per family**.

If attending an in person conference, please arrange childcare in advance to derive the most benefit from your conference.

At any time, however, if you wish to review your child's progress or have any concerns, you may speak to the Teachers at the end of the class. Please limit these conversations to 5 minutes to allow the Teachers time to prepare for the next class session and attend to other classroom matters.



## Field Trip Policy

Field trips are arranged up to 4 times per year.

Examples of previous field trips include:

- Poirier Productions Ballet
- Burnaby Firefighters
- Maplewood Farms
- Richmond Country Farms
- Mike's Critters (in class)

Some field trips may require extra parents to help supervise the children.

## Permission Slips

Details of the field trip and permission slips will be sent home or emailed out prior to the trip. Permission slips must be signed and returned to the school in order for your child to attend.

## Transportation to Field Trips

Field Trip Transportation will be via public transit, rented bus or Parents personal vehicles. All drivers are required to carry a minimum of one million dollars **liability insurance** (although \$2 to \$5 million is recommended). Volunteer drivers must sign the **Field Trip Volunteer Driver Form** and submit a **Drivers Abstract**.

## Car Seat Policy

BFLP policy requires that **all children be in a car seat** in any personal vehicle used for transport to and from field trips. Accordingly, parents are responsible for bringing a car seat to school on the day of a field trip if their child is to travel within another parent's vehicle.

## Active Play Policy

As per Child Care Licensing Regulations, BFLP follows the **Standard of Practice for Active Play**. This Standard of Practice recognizes that getting children physically active and reducing the time spent sitting in front of screens is important in establishing **healthy habits for life**.

The children at BFLP will engage in a minimum of **30 minutes of active play** during their time at the school. Active play is any activity that gets the body moving and increases breathing

and heart rate. The 30 minutes of active play may be met through a continuous session or accumulated through 10- to 15-minute portions of time during the class.

The children will spend time outdoors being physically active and therefore it is imperative that they be dressed appropriately for the weather each day at school. For appropriate clothing suggestions, please refer to School Clothing section in this Parent Handbook.

There will be **no screen time** offered to children at BFLP.

## Discipline Policy

The discipline philosophy at BFLP is centered on respect for the individual child. The goals of the methods employed include helping children develop self-control, inner discipline, sensitivity, and respect in their interactions with others.

Our primary goal is to encourage problem solving among children through learning to resolve their conflicts. Teachers gently guide children to become responsible and cooperative participants, grounded in the principles of treating one another with respect.

## BFLP Discipline Guidelines

- Reasonable limits are set up to ensure safety of self and of others in the environment.
- Rules are enforced with clarity, simplicity and consistency. For example, we employ statements such as:
  - "Inside, we walk."
  - "The sand needs to stay in the sandbox."
  - "When we come down the slide, we always come down feet first."
- Feelings are acknowledged by active listening and by offering choices for appropriate behaviours:
  - "I know that you are angry but I can not let you throw the Lego. You can use Lego for building or you can choose another activity."
- Use of calm, low voice when enforcing a rule or boundary.
- Children are given opportunities to express themselves verbally and to problem solve. Verbal acknowledgement is given for instances of appropriate behaviours and co-operative play. For example:
  - "I like the way you worked together to build that tower!"
  - "I think that Michelle understands now that you have explained it to her using your words."

- Children are given opportunities to make amends. A child who has caused an injury to another child should always be part of the healing process. For example, a child can:
  - Hold a cold towel over a bump,
  - Take the other child to the washroom to help wash sand out of their eye.
- Logical consequences for persistent inappropriate or destructive behaviours are followed through:
  - "If you continue to throw sand, you will have to come out of the sandbox." • 25

When all suggestions and reinforcements of positive behaviours fail or when a child's behaviour is threatening to himself/herself or others, it may be necessary to guide the child away from a situation. The child will be offered the choice to re enter the activity when he or she is ready to co-operate or engage with others using acceptable behaviour.

Under no circumstances would a child be subjected to physical punishment, shoving, hitting, shaking, spanking, harsh, belittling, or degrading treatment whether verbal, emotional or physical that would humiliate or undermine the child's self-respect.

## Changes at Home

We also encourage parents to inform the Teachers of any changes that may affect the children.

Some examples of changes that impact a child's behaviour might be a:

- Parent going out of town
- Loss of a loved one
- Separation
- Sickness in the family
- Moving to another house
- Lack of sleep

## Incident Policy

Parents are notified of all accidents involving their child no matter how minor. This is so parents are aware of any injuries, incidents and/or illness that occurred during the class. Notifying parents is also a requirement of our regulations.

## Extreme Weather Policy

In extreme weather conditions (snow, flooding, ect), Families will be notified of preschool closures by email and on the BFLP school website. You can also check the front page of the Burnaby school district website (<http://burnabyschools.ca>), which is updated at 6:30 am daily, as we are located on School Board Land. Please listen to local radio stations such as CBC AM 690, News AM 1130, etc. If no closures are announced for the Burnaby School District, BFLP will be open, but please use your judgment and stay safe if you are not prepared to drive in harsh weather.

In the event of closures due to circumstances or conditions beyond the control of the school, including but not limited to power failure, excessive snowfall, and flooding, families will not be eligible for reimbursement.

# Support Needs Policy

BFLP welcomes children with support needs to participate fully and successfully in our inclusive early childhood French education program.

## Individual Evaluation

Each child will be evaluated individually to ensure that enrollment maintains the care, attention, and educational needs of all children in the classroom in a safe and secure setting.

BFLP reserves the right to conduct a thorough evaluation of each child's case upon, before, and/or after registration or when the disclosure of a support need is made to the Teachers.

This evaluation determines whether the school can support the child's growth, social needs, and education within the classroom at an optimal level. A Child specific Care Plan may also be required.

## Considerations for Withdrawal

BFLP reserves the right to request a withdrawal of a student in the following circumstances:

1. Despite reasonable efforts on behalf of the parents in conjunction with BFLP and its Teachers to integrate a student, it is clear that the instructional and educational components available in the classroom coupled with supplementary support do not meet the student's **educational or social needs**.

2. Ongoing serious incidents at BFLP whereby the Teachers conclude that the **safety** of the child and/or the other children at BFLP is compromised:

- In this case, a meeting will be scheduled with both the family and Teachers to address the situation,
- The goal of the meeting will be two-fold:
  - a. To minimize and eventually **eliminate the unsafe behaviors**,
  - b. To create a collaborative care plan for the child to provide him/her with better **coping mechanisms as required by Child Care Licensing**.

## One on One Support

BFLP will work with families with children requiring one on one extra support to access government programs and supports in hopes to access funding to hire a Classroom Support Teacher. The Classroom Support Teacher is an individual dedicated to supporting one child in the classroom. The presence of an additional adult in the classroom adjusts the adult to child ratio and helps the child cope better in social/group settings.

## Persistent Safety Concerns

In the event that serious incidents are repeated in spite of the presence of a Classroom Support Teacher, and after considering the educational needs of the child and/or other children in the classroom, BFLP reserves the right to conclude that **placement in another setting** is the only reasonable option.

## Enrollment

Enrollment of a new student with support needs ideally begins with a meeting with the Teachers and parents.

Parents inform the process by providing records and assessment for the Teachers and Board of Directors to review.

To best support the student's individual learning in the school, The Teachers and Board of Directors will gauge and obtain the requisite:

- Type and level of service
- Equipment
- Facilities, and
- Community support services

The Board will then discuss the school's ability to meet the student's needs within the

context of the classroom and the school.

Acceptance will be based on 2 factors:

1. The availability and accessibility of all the necessary support services and,
2. The school's confidence that the student will be adequately served through the School's educational program.

Individuals are assessed on a case-by-case basis. The school does not adhere to any specific enrollment number as each situation and each child is unique.

At all times, the school will be fair. BFLP will uphold the integrity of the school's philosophy and act in fairness to the other children in the classroom.

Students currently enrolled at the school will be given priority in re-enrolling for the next school year.

## Gradual Entry

As with all students entering BFLP, the gradual entry process at the beginning of the school year will aid in determining the school's ability to meet the student's needs. It must be noted that the enrollment process for students with support needs may follow different timelines than regular admissions.

## Further Assessment

Further evaluation and assessment of the child may be in progress. Until these have been completed, the school's ability to provide adequate student-staffing ratios, financing, and space considerations will remain to be determined.

## Appeals to Decisions

Parents/guardians who are dissatisfied with a decision that affects the education, health, or safety of their child, may appeal these decisions by bringing the matter to the Board of Directors for review. Please note decisions based on that appeal would be final.

# EMERGENCY PROCEDURES

## Medical Emergencies

A completed medical consent form, provided in your child's online registration package, is required at the time of registration.

In the event of a medical emergency, the school's policy is to call an ambulance and take your child to the nearest medical facility.

The Health Information and Medical Emergency Consent form will be provided to the medical personnel.

Parents will be responsible for any medical, emergency or ambulance fees that may be incurred for their child.

**Please note that all Teachers have current First Aid.**

## Contacting Families During an Emergency

In the event of an emergency, the Teachers will contact the child's parents/guardians. If the Teachers are unable to reach the parents or guardians, they will then contact the designated emergency contact person.

# Emergency Disaster Preparedness

## Fire Safety Drills

Fire safety drills are an important part of the program. Children are gently introduced to fire safety and will learn how to safely exit the building. The drills are conducted calmly without the ringing of the fire bell.

## Earthquake Preparedness

In the event of an earthquake or other disaster that causes the school to be unsafe, Teachers will take the children to a designated emergency meeting place.

The following Earthquake Preparation Plan details exactly where the emergency meeting place is and the procedure to follow.

Please read the contents of the Earthquake Preparation Plan carefully and store it in a safe and accessible place in your home.

## Earthquake Preparation Plan

BFLP advises all parents to familiarize themselves with the:

- Child's pick-up location
- Parking location

### East Field Child Pick Up

If the BFLP school building is deemed unsafe, the Teachers will evacuate the children to the **East Field**. The East Field is **located between the BFLP portable and Royal Oak Avenue**.

Should you become aware of an emergency or an earthquake, we request that you **pick up** your child(ren) at the East Field at your earliest convenience. The Teachers will ask you (or your representative) to sign-out your child(ren)'s attendance as usual.

### Alternate Child Pick Up Site

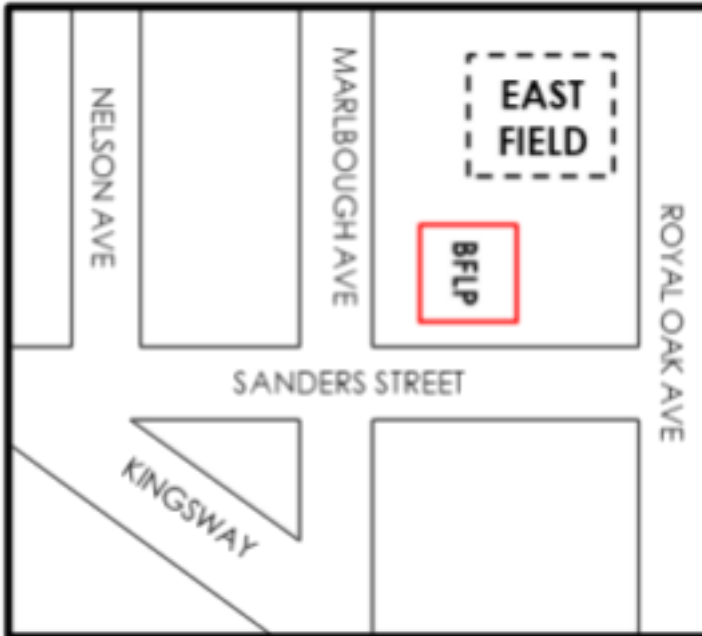
If for some reason, the children are not evacuated to the East Field and instead **evacuated to an alternate site**, the Teachers, Program Director and/or Board of Directors will post a notice on the Preschool door, change the voice message on the preschool phone and post an update on the website. Parents must **first visit the school** to check if their child is present at the East Field. If your child is not present at the East Field, check the preschool door, call the preschool to listen to the updated voice message, and check the website. If local phone lines have been cut off please contact your out of town contact and ask them to call the preschool, listen to the updated phone message with your child's location and let you know.

### Parking

You may **park** your car on **Sanders Street** or one of the smaller side streets south of Sanders Street (closer to Kingsway) when picking up your child.

**Do not park** on **Nelson Street** or in **Marlborough Elementary School's parking lot**, as both must remain clear for emergency personnel.





## Earthquake Emergency Preparedness Comfort Kit

In the event of a disaster, BFLP has taken steps to increase your child's sense of safety and comfort. BFLP provides Earthquake **Emergency Preparedness Kits** to all students. These kits are stored in the classroom.

Parents/guardians may choose to create an additional **personalized comfort kit** for their child. The purpose of the comfort kit is to provide additional reassurance to your child.

Place your child's personal items in one large **Ziploc** bag (sized 27cm x 28cm). **Submit** your child's personalized comfort kit to the school on the first day of class.

Consider the following items for your child's comfort kit:

- Family photo
- A note of reassurance – let your child know it is okay to feel afraid and that they will be well cared for during this time
- Personal item: i.e. small book (palm sized)
- No electronic games or toys please

# FUNDRAISING

Fundraising is an integral and encouraged component of our preschool. To keep our tuition fees affordable, BFLP relies on government grants and your fundraising efforts. Fundraising serves several functions, including:

- Improving school operations
- Increasing program affordability
- Raising the school's profile in the community
- Acquiring vital government funding

BFLP fundraisers are available on the website and in the classroom. How you decide to participate over the year to support BFLP is entirely up to you.

## Fundraising Programs

Throughout the year, the Fundraising Director will provide families with easily accessible opportunities to participate in a variety of fundraising activities. Examples of some of the fundraising opportunities include:

- Tru Earth (20% credit)
- Lovable Labels (20%)
- Purdy's Chocolates (25%)

These and other vendors have partnered with BFLP to support the school as part of the local community. Families are offered an opportunity to either purchase the vendor's product or the vendor's gift card directly from BFLP. When a family buys these items, the vendor then provides a percentage of the total purchase to BFLP in appreciation of their business.

Another way to think of fundraising is as community-friendly 'kickbacks'! We would like to encourage you to give fundraising a try – it is possible (and even likely!) that you will find a fundraiser that not only appeals to you but is also easily accessible, such as gift cards to vendors you already frequent!

## Scholastic Book Orders

Several times throughout the year, the teachers will send home information and Scholastic book order flyers. You can purchase French or English books for your child through the Scholastic website and they will be delivered to the school for you to pick

up. Through this program, our teachers earn points which can be credited to the purchase of new books for the classroom.

## New Ideas

If you are passionate about a fundraising idea, you are always welcome to approach the Fundraising Director for help to make it happen! Our goal is always to have enough variety in our fundraisers that it is easy for families to participate, and make sure our opportunities generate public interest so we can go above and beyond. In the past parents have organized fundraisers such as pub night events, holiday greeting card sales, and frozen cookie dough fundraisers. Your idea might even become a new BFLP tradition!

## Parent Agreement

BFLP has compiled the following list of expectations and obligations so that we all have a shared understanding from the outset and throughout our child's enrolment. These policies reflect the true nature of our preschool. Parents must agree to each of these items as part of completing their registration package.

1. I have received a copy and read the contents of the Burnaby French Language Preschool (BFLP) Family Handbook and I agree to abide by all activities and policies set within.
2. I understand that as parent/guardian at the BFLP, I have clearly defined obligations to participate as set out in the BFLP Family Handbook and agree to fully honour such obligations.
3. I understand that if I fail to carry out my responsibilities or violate the Society's bylaws, it is within the rights of the school to **deny my child continued attendance** at the school.
4. I understand that monthly tuition will be withdrawn from my account on file with BFLP within the first week of each month.
5. I agree to pay any extra fees related to NSF or according to the payment agreement.
6. Morning sessions run 9:00 am - 12:00 pm; afternoon sessions run 1:00 pm – 4:00 pm. I will make every effort to be **prompt** in dropping off and picking up my child. I understand that

after the Teachers have documented 2 late pick-ups, I will receive a friendly reminder. After the **3<sup>rd</sup> documented late pick-up, \$50** will be charged.

7. I understand that in the preschool and on the playground, the Teachers have overall responsibility for the program, teaching methods, discipline, and health and safety measures.
8. I will not send my child to preschool if there is any question of **illness**. If my child contracts a communicable disease I will notify the Teachers immediately so that other families may be made aware. I will also advise the Teachers of any allergies or dietary concerns.
9. I will participate to the best of my ability in all fundraising events throughout the year.
10. I will **call or email BFLP if my child will be absent for the day**. In order to help the Teachers deal with any potentially unusual behaviour, I will inform the Teachers of any event or change in routine at home that may affect my child.
11. If I have any questions about my child's progress or the school program, I will direct them to the Teachers.
12. I understand that my child should be nearing the end of their toilet training experience when they start at BFLP. BFLP's Bathrooming policy is to support children with toileting and hand washing through verbal support and encouragement only. This includes reminders to go to the bathroom throughout the day.
13. In case of injury to my child while in the care, custody, or control of the school, I hereby waive all claims against the school in excess of public liability insurance carried by the school. In case of car-pooling and transportation of children other than my own to and from school, I am aware that adequate third person liability on my private automobile insurance is mandatory.
14. If it becomes necessary to **withdraw** my child from the school, I will give **one month's written notice by or on the 1st of the calendar month**, by submitting a completed **Withdrawal Form** to the Registrar. I understand that it is my responsibility to ensure that the Registrar has received my withdrawal notice and if I do not receive receipt of confirmation from the Registrar, my withdrawal notice will be invalid. In lieu of proper withdrawal notice, one month's tuition will be retained.
15. I am aware that **no tuition refunds are issued after February 1<sup>st</sup>**.

# BOARD OF DIRECTORS

The BFLP Board of Directors is an integral part of Preschool. Without the support of parent volunteers taking on Board of Director roles, the preschool would not be able to continue providing programs.

All Board positions are initially filled at the May **General Meeting** and those remaining are voted in at the next General Meeting. Positions are held for a one-year term **from July to the following June**.

Since 1975, BFLP has established a strong history of active parents ranging from a wide variety of backgrounds (stay-at-home and full-time parents, lawyers, new immigrants) who have pooled their skills, talents and connections (HR, fundraising, accounting, graphic design) to successfully grow our preschool.

## Nobody is an expert at first

Parents are often daunted by the idea of being an "Executive" and believe they need some sort of professional experience, or even to have served on a board in the past. The reality is that board positions at BFLP are typically only held for 1-2 years at a time, and always by parents of students who are currently enrolled. You will certainly not be the only new face on the board or the only one lacking professional experience. In fact, many board members find that the skills they have developed as busy parents managing their family's schedule - time management, financial planning, negotiation, interpersonal skills, etc. - lend themselves to the tasks involved in operating a preschool.

## Support is always available

Retiring Directors are committed to supporting one another in order to strengthen our school. You will find mentorship from the Director who preceded you as well as those from a decade prior. A detailed Operations Manual will be provided to all incoming Board members. You will find that while there is a learning curve, most tasks are regimented, and all governing bodies and partners are readily available to provide any non-profit registered charity with guidance and assistance. The teachers are friendly and knowledgeable about the school's day-to-day operations, and even past board members are often happy to provide insight.

## Great opportunity for career and personal growth

Those who have served on the BFLP Boards often look back on their time fondly and many are grateful to have used skills they had forgotten they had, especially to benefit their own child's school. In fact, the BFLP Board has gained a reputation for setting the stage for subsequent leadership roles in other organizations in the community. Directors have many opportunities throughout the year to pursue individual projects that they are passionate about or that will boost their career skills. You may be pleasantly surprised at how rewarding you will find it to be a part of the Board team and all the opportunities to grow personally and gain new skills, perspectives, and friendships. Learn about:

- Board governance
- Running a small business
- Grant renewal and applications

Gain:

- New perspectives
- Practice in leadership roles
- Financial literacy
- Friendships

## All BFLP Board positions are open for nomination

All positions are voted in to ensure that all Board members are democratically chosen by its voting membership. At the time of registration, often a pool of interested parents meet to decide how best to allocate the board positions among them based on their skills and interest.

Every Board member plays an invaluable role and we thank you in advance for your consideration!

Interested but uncertain? Please email [Boardchair@bflp.org](mailto:Boardchair@bflp.org) to chat!

## Duties of Board Members

Each Board member has specific duties which they are ultimately responsible to fulfill. These are outlined in the next section.

Board members are expected to attend all monthly meetings of the Board of Directors as well as attend and facilitate the Annual General Meeting and any other Special General meetings called throughout the year.

Board members who are unable to find childcare may bring their children to Board meetings.

## Board of Director Positions

### Finance Committee

- Comprised of 3 Signing Officers (Chair, Treasurer and Program Director)
- Reviews year end (June 30<sup>th</sup>) financial statements (to avoid surplus)
  - Supports Program Director with Gaming Grant eligibility
  - <50% previous fiscal year's operating expenses on hand
  - Internally restricts funds at AGM as needed for capital acquisitions
- Strives to provide strategic insight to the Board
- Seeks grant opportunities in collaboration with the Program Director
- Work closely with the Program Director

### Chair

- Oversees the Executive and Program Director
- Provides overall Leadership to the Board of Directors
- Member of the Finance Committee
  - Is one of the signatories of the preschool
- Responsible for overall Society affairs
- Communicates with Program Director to obtain list of parents to recruit potential new Board members
- Personally, invites new parents to Board and facilitates meeting for interested candidates
- Provides operations manual to all new Directors
- Presides at all board and general meetings of the school
- Strengthens community partnerships
  - Maintains contact list
- Seeks opportunities to improve and expand preschool
- Acts as the emergency liaison

## Vice-Chair

- Assists the chair as required.
- Takes on duties of the President in their absence.
- Assist in organize the Winter Party in December and the Summer Party in June

## Treasurer

- Member of the Finance Committee
- Oversee the financials of the Society and present at each monthly meeting
- In collaboration with the Program Director:
  - Reviews the Record and categorization of all financial transactions
  - Ensures Gaming grant expensed by June 30<sup>th</sup>
  - Receives donor fundraising revenue and commission report for AGM
  - Receives withdrawal report from the Program Director and assists in settling parent accounts
- Completes government forms and reports as needed
- Is one of the signatories for the Society

## Secretary

- Primary record-keeper for Society
- Familiar with constitution, bylaws and Society Act
- Circulates Board of Directors contact list
- Maintains signed Board confidentiality agreements
- Files annual report (address confirmation) within 30 days of AGM •  
Files Directors with BC Registry and CRA
- Issues notices of meetings to members 14 calendar days in advance •
- Records minutes, motions, and votes at all board and general meetings •  
Records attendance at all board and general meetings
- Liaises with Program Director to update email lists
- Compiles year minutes into single document for Handover
- Updates Board Binders
- Archives and removes BFLP storage contents in accordance with record-keeping requirements



## Fundraising Director

- Primary role to continue current fundraising efforts with fundraising committee
- Assists families and new Board members in participating in ongoing fundraisers o  
Pizza nights, labels, gift cards
- Tracks donor fundraising revenue and commission
- Delivers fundraising report to Treasurer for bookkeeping
- Ensures all commission/kickbacks are received by year end
- Advises Treasurer when to issue tax receipts for charitable donations
- Recruits new fundraising partners recommended by parents or preschools
- Maintains donor and donation contact database

## Publicity Director

- Primary role to oversee all promotional aspects for the school
- Seeks and promotes contests (*Best of Burnaby Now*) and inspires votes (January)
- Posts signage to advertise Open House and fall registration
- Updates and distributes flyers/posters in the community throughout the year
  - Updates local advertisements (*Burnaby Leisure Guide*)
  - Updates all social media platforms
  - Writes article for local newspaper
  - Liaises with the Program Director to update the website

## Director At Large

- Supports other board members as needed
- CPF (Canadian Parents for French) Representative
  - Ideally, a parent who enjoys supporting French programs at the Pre-K level and onwards from K-12
  - Attends CPF's monthly board meetings in various SD41 schools
  - Apply for CPF grants to fund BFLP's French teaching resources, French cultural field trips, and/or in-class community guests
  - Introduces CPF initiatives to BFLP's parent membership at the general meetings (i.e. CPF adult French language classes, CPF events, French summer camps, etc.)

## Other Possible Roles and Projects

BFLP is a community that is always looking to welcome parents with ideas and initiatives that would improve our school.

Do you have a special skill or talent that you would like to use? What about the company that you work for or own, can it contribute to the school in some way? Do you have a relative with an interesting job such as a firefighter, mechanic or horticulturalist that could do an interactive presentation? Is there a passion project or hobby that you could share?

Please let the teachers and/or Program Director know and they will assist you in setting this up.

## If I Have My Child To Raise All Over Again

I'd finger paint more  
And point the finger less.  
I'd do less correcting  
And more connecting.  
I'd take my eyes off my watch  
And watch with my eyes.  
I would care to know less  
And know to care more.  
I'd take more hikes  
And fly more kites.  
I'd stop playing serious  
And seriously play.  
I'd run through more fields  
And gaze at more stars.  
I'd do more hugging  
And do less tugging.  
I would be firm less often  
And affirm much more.  
I'd build self-esteem first  
And the house later  
I'd teach less about  
The love of power  
And more about  
The Power of Love

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And now for all parents who don't already know, here is the official list of **Toddler Property Laws**:

### **What's Mine ...Is Mine**

If I like it, it's mine.  
If it's in my hand, it's mine.  
If I can take it from you, it's mine.  
If it's mine, it must never appear to be yours in any way.  
If I'm doing or building something all the pieces are mine.  
If it looks like mine, it is mine.  
If I saw it first, it's mine.  
If you are playing with something and you put it down, it automatically becomes mine. If it's broken,  
it's yours.

From the bulletin board at the Sarasota Tribune