



Southern Cortes Community Association
CORTES ISLAND PLAYSCHOOL

Welcome to the 2025-2026 Playschool year!

Our shared vision for the childcare centre involves a responsive and caring environment for the unique growth of each child, facilitated through play and inquiry-based learning in both indoor and outdoor environments. We look forward to creating rich and vibrant learning experiences for your child through storytelling, song, movement and literacy.

We will strive to do everything we can to ensure that your child has a joyful and fulfilling experience in our program, to feel safe and confident in expressing their needs and desires, and to be supported to grow throughout our time together.



Hours of Operation & Licenses

From **September to June** our centre will be open five days a week, **Monday through Friday, 9am to 3pm.**

This year we are offering childcare for children ages 30 months to school age, with a few spaces for younger children.

A full day of care is 4 hours or more. Billing will be issued monthly by our Finance Manager, Janice Tomlinson (admin@mansonshall.org). Fees for less than 4 hours is **\$7** per day, and for 4 hours or more per day is **\$10**.

Our program operates under four licenses issued by the Vancouver Island Health Authority (VIHA), within the Community Care & Assisted Living Act. As such, our operational standards meet the requirements of the Child Care Licensing Regulations of British Columbia. All staff, visitors and volunteers are required to meet these standards for the safe operation of the facility and program.

To ensure compliance with child care regulations, the childcare facility & administration receives a yearly inspection from our designated Licensing Officer from VIHA, Chelsea McLelland.

The season will run from September 2nd - June 26th, with a pause from Dec 20th until January 4th for winter break.

We will not be operating on any Federal or statutory holidays:

Closure Dates 2025/2026	
June 30	Semester change, centre closed
July 1	Canada Day
August 4	BC Day
August 22 - September 1	End-of-Summer Break, centre reopens Sept 2nd
September 30	Reconciliation Day
October 13	Thanksgiving
November 11	Remembrance Day
December 20 - January 4	Winter break, centre reopens Jan 5th
February 16	Family Day
April 3	Good Friday
April 6	Easter Monday
May 18	Victoria Day

Staff

The Playschool program is administered by experienced staff who meet the required qualifications under BC Child Care Licensing Regulations. All staff have first aid certifications, childcare certification, and have consented to criminal record checks.

Taylor Christmas is a fully qualified Early Childhood Educator (ECE) with much experience in group care for children aged 30-60 months. She brings to the Playschool a wealth of knowledge and skill, and is our most highly qualified Lead Facilitator.

Catriona Vega returns to Playschool as one of our Lead Facilitators and is a certified ECEA (ECE Assistant), bringing decades of diverse experience working with children.

Taylor Smith is one of our local Cortes teachers with a background in ECE. We are very lucky to have her part-time participation and wonderful contribution to our program.

Olivia McKnight is currently absent from the Playschool to continue her post-secondary studies in Early Childhood Education. We are hopefully awaiting her return as an integral Lead Facilitator, qualified as an ECEA and on her path to full ECE certification.

Claudia Raaen is returning as a facilitator and is a certified Responsible Adult with decades of experience with island families.

Ruth Barrett is an assistant Facilitator integral to regular operations at the Playschool.

Rue MacDonald and Autumn Barrett-Morgan are assistant Facilitators with incredible gifts of skill, experience and care to share with participants, and they are integral to our team.

All of our facilitators are excited to be part of the Playschool this year, and to facilitate a wonderful program for Cortes families. They are supported by Cora Moret, our Manager of Care and the Executive Director of the SCCA. Cora is available for any questions, comments or concerns regarding Playschool or any other aspect of the SCCA. She is a certified Responsible Adult, has degrees and training in Oceanography, Project Management, Bookkeeping, First Aid and more, and is a single mother of 4 Cortes children.

On occasion some of our island youth may assist in the Playschool, and at all times are supervised by our qualified facilitators. We sometimes welcome volunteers into the space for special events and offerings such as storytime and music events. All volunteers undergo a criminal record check and are supervised by our staff, and we will inform parents when such visits are scheduled.

At times of unexpected absence of a facilitator, we will endeavour to fill the shift with another regular facilitator, or the Manager of Care if necessary, so that we may keep the Playschool open and functional. We will do our best to inform you of these changes as they occur.

Our Facilitators:

Taylor

I am a Mom of three and a Cortes resident who grew up visiting our beautiful island most of my own childhood. Our family of 5 has lived here full time for almost two years.

I entered the world of ECE 12 years ago, and have worked in many different centres in the Comox Valley, as well as run my own small business for 7 years in the industry of wellness. I have a background in licensed group centres, infant and toddler, and preschool programming, as well as support work.

I have further education in Child Development, Behaviours in Early Years, Foundations of Inclusion and Indigenous Education, and I believe in the importance of strong supportive partnerships with families, parents, and educators, and have strengths in communication and navigating resources. My passions include gardening, the natural world, the beach, connection, and creativity.

I believe I hold an important role in the building blocks that help shape a child's moral compass, sense of self, and how they interact with the world, and I take great pride in that.

Catriona

Welcome families! I am excited to collaborate with our growing team at the Playschool this year and to connect with you and your children. I have worked at the Cortes Island Playschool in many capacities over the last decade, from parent helper to assistant and lead facilitator.

Through my many and varied experiences working with children, I have come to embrace a nature-based, child-led and play-centered learning approach that supports the infinite curiosity and creativity of the children.

I bring my many passions to share, including music, dance, arts and crafts, to name a few. Some of my past teaching experiences include the after school program "Creative Critters", the outdoor "Nature Play" group, the SCCA Summer Youth Program, Power Of Hope, Linnaea Farm school, island homeschooling groups, multi-age classrooms and teaching English to youth in Eritrea and Mexico.

I look forward to connecting with you and spending time with your children, witnessing them grow as they unfold into their own unique and powerful selves!

Olivia

I am super excited to be a part of the Mansons Playschool team this year! I loved attending Playschool when I was a little kid growing up on Cortes, and it feels wonderful to have come full circle now and experience it from a different lens. I will be learning alongside the kids as I complete my ECE training at Langara College. I am looking forward to hanging out with your youngsters and having many fun adventures!

Claudia

I am excited and inspired to be part of our synergistic team at Playschool this year. I look forward to seeing your children blossom into more of themselves as we navigate together many

relationships, in a supportive, creative, nurturing, peaceful and diverse environment at Playschool and our various outings.

Foundational in all of my work is the 'Nine Principles of Harmony' that I study and practice in my ongoing education in Breema® Bodywork since 1991. Over the past decade and a half I have been busily creating and facilitating many educational classes, activities and programs for children of all ages. Some of these include: Lakehouse Learning, Summer Youth Recreational Program, Drumming and Dancing, Parents and Tots Playgroup, Cougar Sports, Nature Play and Playschool. Let's have another wonderful year!

Ruth

I really love the amazing qualities of this particular age group of youngsters, and I am so excited to be part of their experiences at Playschool this year! I am interested in helping during the growth of children under the age of 7, during such an important developmental period, watching and helping them to feel rooted, loved, secure, and guided.

I moved to Cortes post-retirement to be with my daughter, after a career in Health and Safety. I have an extensive background in first aid and emergency medical training. I have overnight childcare experience with ages 6-13, though my heart is really with the under 5 group. I am so excited to see them thrive and move through the stages. I also really enjoy seeing Playschool students outside of the Playschool, it makes me feel connected and part of the community. Looking forward to a wonderful year!

Rue

Rue has a background as a forest school teacher and a distance learning teacher, and is the creator and Lead Mentor of their independent program, Magic School. They are a storyteller, dancer and artist who brings magic and play to create a heartfelt and connected learning environment. Their special warmth and gentleness are gifts to youngsters in their care.

Autumn

Autumn's life passions revolve around animals, plants, skills, play and creativity! She loves exploring the world with other curious people; and children are certainly curious. Autumn loves to learn and she appreciates that while children are constantly learning themselves, they also have a lot to teach! Every kid has a special gift and teaching and she loves to figure out what makes each kid's passion ignite!

Autumn has been working with kids since she was a kid, she has spent many years as a tutor, a mentor, a facilitator for workshops, hosts for events, youth programs, and continues to support and is involved in local projects; all of which kids are a significant part of! Autumn has her Standard Level C First Aid, and has her Responsible Adult Certification.

Safe Release of Child

Please drop off and pick up your child using our playground entrance. We do not allow children to leave the premises alone. Please be on time for pick-up as staff may have other commitments after Playschool. Should you wish your child to leave the Playschool with someone not listed on

our files, you must ensure that staff have been notified ahead of time and in writing (by email is ok). This person may be asked to show identification.

Please note: It is the legal responsibility of staff, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for the child. (Should this circumstance ever arise we will suggest alternatives or call the appropriate authority).

Clothing

Children will be using paints, glue, washable markers and playing outside daily with few exceptions for extreme weather. Please send your child(ren) to school in play clothes, and with appropriate outerwear/ footwear (eg: rain gear, boots) for the day's forecast. Please also bring an indoor pair of running shoes that can be left at the school for running in the gym and fire drills. Please ensure your child has one complete set of clothing AT ALL TIMES for circumstances requiring a change of clothes, including additional shoes and socks.

During summer months please send a bathing suit and towel for outdoor water play. If your child is sensitive to sunscreen, please inform us so we may accommodate.

Nutrition

Please send your child with enough food to sustain their energy through the length of their time in care, and pack nutritious and wholesome food to support their growing bodies. Whenever possible, please pack lunches in child-friendly containers so that children can learn to be independent in their eating habits. Please avoid foods with high sugar content and please do not send juice or candy to Playschool.

We offer a gluten-free snack in the mornings, avoiding high sugar content and processed foods. The aim of this aspect of the program is to foster community, cohesion, and healthy practices around taking time together to eat. Please continue to send ample food for your child to fuel them through their busy days.

Illness

We follow the guidelines set out by the Health Department. Please do not send your child to school if he/she has a serious cold or other communicable illness, or if in the last 24 hours he/she has experienced fever, vomiting, diarrhoea or has an inexplicable skin rash. Please inform the Playschool if your child will not be attending, especially if he/she has a communicable disease such as chicken pox or measles.

Emergency Protocols

The Playschool will conduct fire drills once a month. We encourage conversation around these protocols in the classroom and at home, to ensure comfort and safety during practice.

Excursions

Excursions outside of our fenced playground are supported by the use of emergency cards, our first aid kit and other supplies for additional comfort. Staff routinely make site risk assessments

as we leave our regular play areas.

Guidance

Staff will model clear, respectful and positive guidance to children to set appropriate boundaries. As each child is unique in their growth and development, the staff will maintain transparent and consistent communication with families, colleagues and others involved to ensure that the child's individual needs are met. Children are encouraged to participate in a small amount of facilitated activities, and supported to be independent and work with peers within the classroom and outdoor experiences. We strive to be uplifting and empathic in our language and tone as we grow and learn together.

Absences & Make-up days

Please notify the Manager of Care if your child will be absent on a scheduled day of care, and provide as much notice as possible.

At times we may need to close the Playschool unexpectedly. We do not operate on statutory holiday Mondays, though we remain open for Good Friday. We will provide make-up days when there is space to do so, and within one month of the missed day(s).

If you wish to make ongoing changes to your child's schedule, or withdraw from the program, the Manager of Care must be notified at least 15 days prior to the last day of scheduled care.

Parents will be invoiced monthly, during the first week of the following month, and it is calculated based on **enrolment** and not attendance. Payment is due within 14 days upon receipt of the invoice and there will be a late charge of \$15 added to the invoice for late payments.

Parents are encouraged and supported to apply for subsidies from the provincial government, administered as the Affordable Childcare Benefit. Applications are available in the hall office and assistance is available on site during playschool hours, or by appointment with the Manager of Care. Subsidy payments will come through the hall, and will be deducted from your invoice upon approval.

Contact

Cora Moret, Manager of Care: cora@mansonshall.org

office: 250-935-0015 cell: 250-205-1096

Taylor - Lead Facilitator: hightidedesign.vi@gmail.com

Catriona - Lead Facilitator: twirlingypsy@gmail.com

Janice - Finance/Admin Coordinator: admin@mansonshall.org

FORM - CORTES ISLAND PLAYSCHOOL 2025/26

[As per *Child Care Registration* 17 a(i), (ii), (iv), (ix); (b) and (c)]

Date of enrolment: _____ End Date: _____

Name of Child: _____ Birthdate ___/___/___ Sex: M ___ F ___
(yy/mm/dd)

Address: _____

Full name of Parent/Guardian: 1. _____

Phone Numbers 1. HOME: _____ WORK: _____

Place of work 1: _____

Full name of Parent/Guardian: 2. _____

Telephone Numbers 2: HOME: _____ WORK: _____

Place of work 2: _____

Child's Care Card Number: _____

Family Doctor: _____ Phone Number: _____

Is a Court Order in effect regarding custody of your child? Yes / No

If YES, What are the conditions? _____

Names of Persons authorized to pick up your child. By Law, we can only release your child to people who have your written permission to pick up your child.

- 1. _____
- 2. _____
- 3. _____

PERSONS AUTHORIZED TO CALL FOR THE CHILD AND CONTACT IN EMERGENCY:

NAME	Telephone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Names of other children in family: _____ Birthdate: _____
_____ (yy/mm/dd): _____
_____ (yy/mm/dd): _____

Cortes Island Playschool 2025/26

Requests for Permission

Excursions

I, _____, the parent or legal guardian of _____, grant permission for my child to participate in walks and local field trips off the childcare centre grounds. I understand that the childcare centre staff will supervise along with volunteers when needed. I understand that staff will be prepared with emergency information and first aid supplies when outside of the Playschool playground yard.

(Parent/Guardian signature)

(Date)

Photo consent

I, _____, the parent or legal guardian of _____, grant permission for the staff of the Cortes Island Playschool to take photos of my child. I permit these photos to be used for the purposes of sharing amongst the playschool community of families, for displaying in the classroom, and in the ongoing professional development of the playschool staff. Should we post photos promoting the playschool, we will ask for consent before posting.

With my signature below I grant permission for my child to be photographed, or their images recorded for print or electronic use. We will not post photos on social media. Please do not post photos that we share of other people's children on social media without consent. I understand that it is my responsibility to update this form in the event that I no longer wish to authorise this permission. I agree that this form will remain in effect during the term of my child's enrollment.

(Parent/Guardian signature)

(Date)

