

# Preschool Handbook

This handbook covers policies, procedures, expectations and program descriptions exclusively for our social activities. Please note that specialized activities operate under separate guidelines. Please check WebReg for information regarding those programs.



WE TAKE  
*Fun*  
SERIOUSLY!

# Preschool philosophies

## Preschool philosophy

The City of Burnaby's Preschool Services philosophy is to provide opportunities for learning through creative and explorative play. The role of the preschool instructor is to maximize and enhance play potential for preschool children in a safe environment.

We believe play is a path of discovery, facilitating learning about ourselves, our families and our communities.

While children are playing, we believe they learn concepts such as counting, mixing and how things change. They are developing skills such as cooperation, responsibility and respect for others and the environment. They are discovering that in some ways we're the same and in some ways we're different.



In every program, we offer a variety of play stations and activities and provide a generous amount of time devoted to self-directed play. We feel that time for exploration and internalization, where the child becomes familiar with materials and equipment, is a vital component to future development.

We encourage feelings of accomplishment and confidence as children make their own choices when deciding on what to explore. We strive to provide a variety of play experiences, including those readily available in most home environments and those that may not be. Our programs also include group times where discussions around our themes, songs and stories are shared.

The objective of our preschool program is to encourage positive growth and development, and recognize individual needs and achievements. We strive to achieve these objectives by providing a comfortable and inviting atmosphere where children have the freedom to learn through play.

## Preschool sports philosophy

Our play-based sports programs are designed to help children develop the fundamental movement skills and motor abilities they require to become physically literate. Through explorative play and active games, preschoolers learn how and why their bodies move for awareness and safety. This allows children to develop the competence and confidence for future sport experiences. Please note: Preschool sports programs take place indoors unless noted. Find out more at [Burnaby.ca/PhysicalLiteracy](https://burnaby.ca/PhysicalLiteracy)



# Choosing a recreational program for preschoolers in Burnaby



Burnaby's preschool activities have an excellent reputation, with staff chosen for their experience, abilities and dedication. Our team is committed to ensuring a safe and fun experience for all. This handbook focuses only on preschool social and sports activities. For preschool arts, music, dance, swimming and skating please view directly on WebReg.

Children taking part in social/sports activities for three to five year olds must be the required age within one month of the program start date, ready to attend on their own and able to use the toilet independently. Children who are within one month of meeting the activities age requirement may register by phone or in person. Online registration is not available for age exceptions.

# Contact information



## Recreation facility phone numbers

|                                                  |              |
|--------------------------------------------------|--------------|
| Bill Copeland                                    | 604-297-4521 |
| Bonsor                                           | 604-297-4597 |
| Charles Rummel Centre                            | 604-297-4456 |
| Christine Sinclair                               | 604-320-2222 |
| Edmonds                                          | 604-297-4838 |
| Eileen Dailly                                    | 604-298-7946 |
| Forest Grove Community Recreation Office         | 604-297-4529 |
| Kensington                                       | 604-297-4535 |
| Temporary Cameron                                | 604-297-4456 |
| University Highlands Community Recreation Office | 604-297-4529 |
| Wesburn Community Centre                         | 604-297-4572 |
| Willingdon                                       | 604-297-4526 |

# Preschool program descriptions



## Registered activities: \*Adult participation required

### **Busy Bees\* (10 months-5 years)**

You and your little one keep busy with many activities in this fun and creative playtime. Painting and pasting, musical activities, stories, songs and a variety of play stations are all designed to spark your child's imagination and encourage social development. Attendance is limited to one adult per child and no unregistered siblings are permitted in the room. Please come prepared to participate with your child.

### **Cooking Time for Toddlers\* (17 months-3 years with an adult)**

Cooking Time for Toddlers is a fun, hands-on activity where young children explore food, creativity, and early cooking skills alongside a parent or caregiver. Designed for toddlers, this activity introduces simple, safe, and age-appropriate food activities. Together, adults and children prepare easy recipes, explore new ingredients, and practice basic kitchen skills while building confidence and independence. If you or your child has any allergies or dietary restrictions, please contact the supervisor one week prior to the activity start date.

### **Outdoor Science Adventures\* (3-5 years with an adult)**

Outdoor Science Adventures is a hands-on, nature-based activity. Children with their parent or caregiver will engage in simple science activities that encourage them to observe, question and learn about the natural world around them. Together we will explore topics like plants, animals, weather, and the environment through guided activities, sensory play, crafts and outdoor experiments. Activity takes place in the park rain or shine.

### **Preschool Party\* (1-5 years with an adult)**

You and your little one can groove to all the pop classics and your child's favourite artists in this fun and open environment. Families will have the opportunity to learn about other cultures, celebrations and create simple art props to dance with. We will have music, lights and other fun props to spark your preschooler's movement! Attendance is limited to one adult per child and no unregistered siblings are permitted in the room. Please come prepared to participate with your child.

### **Sensory Playgroup\* (0-4 years with an adult)**

This activity is tailored for families with children with diverse needs in a supportive, inclusive and fun environment to learn and play. Here is an opportunity to bond with your family while making connections in your community. Please come prepared to participate with your child.

### **Sports & Games: Soccer, Variety, Basketball, etc. (3 years with an adult)**

Parent and child can have an exciting time developing gross motor and physical literacy skills through a variety of activities, sports and play. Attendance is limited to one adult per child and no unregistered siblings are permitted in the room. Please come prepared to participate with your child.

# Preschool program descriptions



## Registered activities: \*Adult participation required

### **Teen Holiday Special (18 months-5 years) (Halloween, Valentines, Easter Bunny, Lunar New Year etc)**

This one-time holiday special invites you and your toddlers to get creative together through a variety of fun, holiday-themed crafts and activities designed to spark imagination and celebrate the season. Attendance is limited to one adult per child and no unregistered siblings are permitted in the room. Please come prepared to participate with your child.

### **Parent and Child Discoveries (2-3½ years)**

Join us for a hands-on adventure designed for you and your little one! We invite you to explore a new, exciting theme through a mix of free-play activities, creative crafts, whimsical stories, and catchy songs. It's the perfect space to play, learn, and grow together. Attendance is limited to one adult per child and no unregistered siblings are permitted in the room.

### **Toddler Build & Play\* (17 months-42 months with an adult)**

Come build, play and grow with your toddler! This hands-on activity invites toddlers and their parent or caregiver to explore, create, and learn together through building and play. This activity encourages curiosity, fine motor development, and early problem-solving skills in a fun and supportive environment. Attendance is limited to one adult per child and no unregistered siblings are permitted in the room. Please come prepared to participate with your child.

### **Tot Gymnastics\* (10 months-47 months with an adult)**

Jump, climb, roll, and play together! This fun-filled class invites parents and caregivers to explore the gym alongside their little one through songs, games, and exciting gymnastics circuits. Children develop balance, coordination, and confidence while exploring movement in a fun, supportive environment. Please come prepared to participate with your child. For safety, children should participate barefoot, in ballet slippers, or wearing non-slip grip socks.

# Preschool program descriptions



## Registered activities

**Children must be required age within one month of the program start date, ready to attend on their own and able to use the toilet independently.**

### **ABC Active Adventures (3-5 years)**

Children learn and discover the wonders of the ABCs through creative, explorative and active play adventures. Each class includes 30 minutes of engaging physical activity in the gym, helping to build coordination and confidence. This thoughtful combination of playtime and gym time keeps energetic preschoolers active, curious, and happily learning throughout the day.

### **Baking Buddies (3-5 years)**

Baking Buddies is a hands-on baking activity where children explore baking techniques, learn kitchen and food safety skills, and build confidence through simple, child-friendly baking recipes. Participants will mix, measure, bake and enjoy what they create in a supportive and fun environment.

### **Creations & Inventions (3-5 years)**

Imagine, build, create, and learn! Young inventors will explore the exciting world of creativity through hands-on projects, self-directed building challenges and fun activities. Children will design their own creations and bring their ideas to life. Along the way they will develop creativity, critical thinking and teamwork skills in this fun activity.

### **Daily Discoveries (3-5 years)**

During this activity, your preschooler will explore and engage in activities centered around a variety of exciting themes. Each session includes crafts, games, stories and songs designed to bring the theme to life in a fun and interactive way.

### **Double the Fun for Preschoolers (3-5 years)**

Laugh, play, and explore the building blocks of movement! Children spend a portion of the class playing active games while developing fundamental movement skills such as balance, coordination, and agility. The fun continues in the classroom with creative play stations including art, music, and stories. Children will also learn about and taste a new tasty food each week.

### **Dynamite Dinosaurs (3-5 years)**

Dynamite Dinosaurs is an exciting, play-based activity for children who love dinosaurs and adventure! Through hands-on activities, games, and imaginative play, children explore the fascinating world of dinosaurs. Young explorers will dig for fossils, learn about different dinosaurs and engage in creative play activities that spark curiosity and bring prehistoric creatures to life.

# Preschool program descriptions

## Registered activities

**Children must be required age within one month of the program start date, ready to attend on their own and able to use the toilet independently.**

### **Forest Buddies (3½-5 years)**

Nature! Outdoors! Fun & Learning! This exciting activity will give your preschooler the opportunity to experience and connect with nature in Burnaby's Warner Loat Park and the Burnaby Lake trails. Our caring preschool instructors will facilitate a child directed, play based forest learning environment that will include physical literacy, science, art and music. This activity takes place entirely outdoors so children must arrive dressed for the weather and be ready to get dirty, explore and learn what nature has to offer.

### **Fly Me to the Moon (3-5 years)**

This playful, space-themed activity invites children to explore planets, stars and rockets. Through imaginative play, games and hands-on activities, your preschooler will build creativity and curiosity while having fun "blasting off" into learning.

### **Get Ready for Kindergarten (4-5 years)**

Get ready, get set for kindergarten! This activity is designed to help children build confidence and independence as they prepare for the transition to kindergarten. Through fun and engaging activities, children will explore the alphabet, numbers, calendar concepts, weather, shapes, colours, early literacy skills, and more. This activity is specially designed for children who will be heading off to kindergarten in the same calendar year and is best suited for those with previous preschool experience who can attend on their own.

### **Holiday Special (3-5 years)**

**[Halloween, Winter Celebration, Easter, Mother's Day etc.]**

This one-time holiday special invites you and your preschooler to get creative together through a variety of fun, holiday-themed crafts and activities designed to spark imagination and celebrate the season. Attendance is limited to one adult per child and no unregistered siblings are permitted in the room.

### **Incredible Edible Books (3-5 years)**

Who wouldn't want to enjoy the tasty treats found in their favorite storybooks? This activity brings those delicious moments to life for your preschooler! In Incredible Edible Books, children will create, prepare and enjoy snacks inspired by popular children's stories, along with engaging in playtime that brings each story to life in a fun, hands-on way.

### **Kinder Carpenters (3-5 years)**

Kinder Carpenters is a hands-on, play-based activity where young builders discover construction. Children will explore tools and wood as they create their own projects while building fine motor skills and learning to plan, measure, and hammer. Creative free play with LEGO®, blocks, and other building materials is all part of the fun — perfect for curious minds and busy hands!

### **Kinder Cooking (3-5 years)**

Kinder Cooking is a fun, hands-on activity that combines cooking activities with creative play. Young children are introduced to basic food preparation skills, while exploring textures, colours and tastes. Each session includes guided, age-appropriate cooking experiences such as mixing, pouring, spreading, and assembling - paired with play-based learning activities like pretend kitchen play, sensory bins, storytelling and movement games.

### **Kinder-gymnastics (42 months-5 years)**

This energetic activity introduces young children to the exciting world of gymnastics through games, obstacle courses, and creative movement activities. Participants will build balance, coordination, strength and confidence while learning basic gymnastics skills in a fun, supportive, and playful environment. For safety, children should participate barefoot, in ballet slippers, or wearing non-slip grip socks.

### **Indoor/Outdoor Adventures (4-5 years)**

Big adventures for little explorers! From the classroom to the great outdoors, our kids learn by playing, discovering, and growing together every day. It's a fun, hands-on way for kids to build friendships and explore the world around them. Make sure your child is prepared for the outdoors regardless of the weather.

# Preschool program descriptions

## Registered activities

**Children must be required age within one month of the program start date, ready to attend on their own and able to use the toilet independently.**

### **Little Green Thumbs (3-5 years)**

In this gardening themed activity, children will dig, plant and nurture their own plants as well as explore the new season with related art and play activities. Through garden play-based activities, stories, and sensory exploration, children learn about how plants grow, the importance of caring for the environment, and where food comes from. The activity supports curiosity, fine motor skills, and early science learning. Please note some locations may have the opportunity to go outdoors, but most activities take place indoors.

### **One Day Wonders (3-5 years)**

A fun, single-session activity where young children explore a new theme each class through hands-on activities, crafts, sensory play, stories, and games. Each “one day” experience encourages curiosity, creativity, and early learning skills in a playful, engaging environment designed just for preschoolers.

### **Play to Learn (3-5 years)**

Play to Learn is all about learning through play in a fun, welcoming environment. Children explore a variety of exciting activity stations including art, music, science exploration, group games and daily routines designed to spark curiosity and creativity. Through hands-on experiences and guided play, children build confidence, friendships, independence, and important physical, social and learning skills.

### **Preschool Explorers (3-5 years)**

Send your preschooler to come and explore with us! Our instructors will follow the children’s interests and encourage learning through art, music, science, games, stories and special activities. Kids will help to create a new theme each week while making friends and having lots of fun.

### **Preschool on the Run (3-5 years)**

Children will enjoy one hour of active play on the arena floor, featuring movement games, ride-on toys, and fun physical activities. The activity then moves to the community room for art activities, snack time, and circle time to support creativity, social connection, and learning.

### **Preschool Sports & More (3-5 years)**

Your preschooler enjoys their favorite sports and active games and are introduced to new activities. The second half of the class is made up of fun arts and craft activities as well as circle time filled with song and dance. If the weather is appropriate, outdoor play may be included.

### **Rudolph’s Playtime (3-5 years)**

Looking for a festive, fun-filled activity for your little one? Our popular holiday playtime is the perfect place for children to sing seasonal songs, get crafty and make new friends! We offer a warm and encouraging environment that naturally boosts creativity and social skills.

### **Silly Scientists (3-5 years)**

This activity transports your child into the fun-filled world of science! Your preschooler will learn through a variety of activities including experiments, crafts, sensory play, and circle time. Each class is structured to help your child develop their intuitive and scientific thinking.

### **Sports & Games: Basketball (4-5 years)**

Introduce your child to the joy of basketball! This activity combines fun, interactive games and fundamentals of basketball designed specifically for preschoolers. Led by experienced preschool instructors, children will explore the basics of the game like dribbling, shooting, and passing using age-appropriate equipment to build confidence and coordination. Through these engaging activities, children will also practice listening skills and learn to follow simple, multi-step instructions.

# Preschool program descriptions

## Registered activities

**Children must be required age within one month of the program start date, ready to attend on their own and able to use the toilet independently.**

### **Sports & Games: Soccer (4-5 years)**

Introduce your child to the joy of soccer! This activity combines fun, interactive games and fundamentals of soccer designed specifically for preschoolers. Led by experienced preschool instructors, children will explore the basics of the game like dribbling, kicking, and scoring goals—using age-appropriate equipment to build confidence and coordination. Through these engaging activities, children will also practice listening skills and learn to follow simple, multi-step instructions.

### **Sports & Games: Variety (4-5 years)**

Introduce your child to the joy of active play! This activity combines fun, interactive games and sports designed specifically for preschoolers. Led by experienced preschool instructors, children will explore a variety of gym activities using age-appropriate equipment to build confidence and coordination. Through these engaging activities, children will also practice listening skills and learn to follow simple, multi-step instructions.

### **Sports & Games: Basketball & Soccer (4-5 years)**

Preschoolers enjoy the wide world of basketball and soccer, plus games and gym activities through explorative play, using a wide range of age-appropriate equipment. This great combination of fun games and interactive sports, led by our preschool instructors, will keep your preschooler active! Exploration and play in an encouraging environment help develop coordination as well as physical and social skills.

### **Sports & Games: Floor hockey (4-5 years)**

Introduce your child to the joy of T-ball! This activity combines fun, interactive games and fundamentals of T-ball designed specifically for preschoolers. Led by experienced preschool instructors, children will explore the basics of the game; like catching, throwing and hitting a ball off a tee; using age-appropriate equipment to build confidence and coordination. Through these engaging activities, children will also practice listening skills and learn to follow simple, multi-step instructions.

### **Storybook Adventures (3-5 years)**

In this storybook-themed preschool activity, children explore a new story each week through creative play, art, music, movement, and hands-on activities. Inspired by beloved children's books.

### **Wee Ventures (3-5 years)**

Spark your child's curiosity and confidence! This dynamic activity offers a fun-filled environment where preschoolers can develop independence and socialize with new friends. Based on the theme of the session, your child will dive into play activities, exciting art activities, music and stories.

### **Young Einsteins (3-5 years)**

This science and discovery activity helps preschool children learn through fun, hands-on activities. Children explore science, experiments, and discovery while learning to observe, ask questions, make simple predictions, and solve problems. They try new ideas, test what happens and learn by doing. This activity helps build curiosity, confidence and a love of learning.

[Burnaby.ca/WebReg](http://Burnaby.ca/WebReg)

# Registering for a preschool activity

Registration day will be busy and some programs will fill quickly. If the preschool activity you are interested in is full, please put your child(ren) on the waitlist. Spaces often open before the start of the program and you will be contacted if one becomes available.

With our online registration system, it's easy to browse and enroll in any activity. WebReg includes a queuing system to save your place in line. We encourage you to register online as it will be faster than lining up in our facilities or calling us. To learn more about registration tips, visit [Burnaby.ca/HowToRegister](https://Burnaby.ca/HowToRegister).

Online registration using [WebReg](#) is open 24 hours a day, 7 days a week.

## Note

Note: With our WebReg system, the City will be sending email communications from CityofBurnaby@active.com. You'll receive a transaction confirmation email once enrolled in an activity with payment details. For those wait listed, a transaction confirmation email will also be sent with a \$0.00 balance.

## Registering by phone

Have your credit card ready to register and pay by phone. We accept VISA, Mastercard and American Express. Phone-in registration hours vary from location to location.

## Note

See page 4 for contact information.



# Registering for a preschool activity

## Registration fees

Course fees must be paid when you register. We accept cash, VISA, MasterCard, American Express, debit card or personal cheques (make cheques payable to the City of Burnaby). A \$35 charge will be applied to all dishonored cheque and credit card payments. Prices for courses don't include taxes. Taxes are added at the time of payment, where applicable.

## Financial assistance

The City of Burnaby is committed to providing equitable access to parks, recreation and culture for all residents. [The Fair Play Program](#) offers financial support. Learn more about eligibility requirements and how to apply.

## Refunds

You'll receive a full refund if the activity is cancelled or if you request a refund at least 7 days before the start of the activity. Refund requests made less than 7 days before the activity starts are subject to a 10% refund fee based on the original amount you paid. After the activity has started, refunds are pro-rated according to the number of sessions remaining and a 10% refund fee will apply. No refund will be granted after the third session has ended.

### Note

There may be exceptions to these cancellation and refund guidelines as noted in the activity description. Please check your receipt for details.

## Cancellations and substitutions

Programs may be cancelled up to one week before the start date if minimum registration is not met. Most activities run rain or shine; however, unforeseen circumstances may require cancellation. In such cases, we will provide as much notice as possible. Substitutions cannot be accommodated. If your child withdraws, the spot will be offered to the next participant on the waitlist.

# Inclusion support services

## Support for children with life threatening allergies

If your child has a life-threatening allergy, please register for the program of your choice at least two weeks in advance. A completed [Accommodation Request—Life Threatening Allergy](#) form at a minimum of two weeks prior to the start date. Information from your child's doctor will be required to complete this form. Contact the Program Coordinator of your child's activity to discuss the emergency plan for your child should an allergic reaction occur.

## Children who require 1:1 support

We believe in providing inclusive recreational opportunities for everyone. 1:1 support spaces are limited and available on a first-come, first-served basis. If 1:1 support is required to participate in our programs, please contact the Access Services coordinator at 604-294-7904 at least two weeks prior to program start to arrange for support with Access Services. Completion of a [Program Support Package](#) will be required prior to the first day of the activity.

Families are welcome provide their own external support workers—please notify Access Services in advance of the start date if you are providing their own support services.

Each person requesting support currently receives up to 4 weeks or 120 hours of support per calendar year, with no additional cost to families for this support. Please note: we are unable to provide personal care such as assistance with toileting, administering medication and changing.

# What to expect

**For activities where children attend independently, parents/guardians are required to sign children in each day.**

Please stay with your child until the start of the activity and pick-up your child promptly when the activity ends.

Please ensure that all your information, including pick-up authorization and emergency contact details (must be someone different than main contact) is up-to-date in your WebReg account.

Please sign in on the daily check-in form when you arrive each day. It will be posted on a clipboard at the activity space. If you plan for someone else to pick-up your child or need to pick-up your child early, please connect with staff at drop-off.

## Safety information

The safety of participants and staff is a priority. Children are fully supervised during the program and facilities are checked for safety. Our hiring process includes reference checks, a Criminal Record Search, as well as First Aid and CPR certifications. Staff are trained in safety and emergency procedures.



# What to know

## First day

Please allow additional time for drop-off so we can confirm we have all required information and an emergency contact for your child. This is an opportunity to meet the staff and help your child make a smooth transition into the activity.

## What to bring

Please pack all items in a bag and label all personal belongings with your child's name. (Please leave money, toys, electronics and any other valuables at home).

### Things to bring every day

- » Nutritious snacks (avoid nuts and nut products).
- » A refillable water bottle (labeled).
- » Comfortable play clothes that can get messy.
- » A change of clothes, if needed.
- » Indoor shoes (if arriving in wet footwear).

## If your child is not feeling well

For the safety of all participants, children who are sick, have a fever, cough or cold, or are not feeling well, must be kept at home. If a child develops symptoms while at the activity, staff will contact a parent or guardian to come and pick them up right away.