

PRESCHOOL PROGRAM

Classes are currently being offered on Monday, Tuesday, Wednesday, Thursday and Friday mornings from 9:00 a.m. to 11:30 a.m. September to June.

Arrivals/Departures

Please enter the building through the main doors, turn right, and make your way to the preschool room, first classroom on the left past the washrooms. Parking is available in the main lot only, in front of the school. Please do not block the bus zone at the north side of the school.

There are coat hooks and cubby boxes in the classroom, for hanging up coats, backpacks, etc.

Please sign in your child at arrival time and sign out again when picking up your child. Ensure that a teacher has acknowledged your child's presence before leaving.

There is an **option for early arrivals** for an extra fee. Children may be dropped off at 8:30 for a fee of \$3 cash (not included in tax receipt). Staff would prefer notice in advance when expecting your child early.

If you have made arrangements for someone else to pick up your child, that person **MUST** be listed on your registration form as a person authorized to pick up. It is very important to inform the teachers if someone else will be picking up your child – speak to the teacher in person, send a note, or phone the preschool at **519-421-9755**. For the safety of your child, he/she will not be released to an unauthorized person.

Late pick up Policy

First incident	Verbal warning
Second incident	Written warning
Subsequent incidents	\$10 per incident

Absent days

If your child will be absent, due to vacation or illness or other reasons, please call the preschool at **519-421-9755**. We have an answering machine that will take your message 24 hours a day and messages are checked regularly.

Daily Schedule (subject to change)

<u>Time</u>	<u>Activity</u>
8:55 am	Arrival time – free choice playtime
9:25 am	Gym time
10:00 am	Playtime
10:30 am	Washroom time
10:40 am	Snack time followed by circle time
11:00 am	Outside time
11:25 – 11:30 am	Pick up time

TUITION FEES AND POLICY

Pre-authorized debit for the fifth day of each month (September – June) must accompany your child's registration forms to guarantee your child's spot and to complete registration. Please complete the form in the registration package.

A one-time registration fee of \$20 per student is also due at the time of registration – this may be added to your first month's payment.

We cannot accept Cash for fee payment.

Tuition fees 2017 - 2018

Number of classes per week	Monthly Fee	Second child attending concurrently
1 class	\$80	\$70
2 classes	\$155	\$130
3 classes	\$230	\$190
4 classes	\$315	\$285

Discharge Policy

We require one month written notice if your child will be leaving the program during the school year. If less than one month's notice is given, you will pay for the month in lieu of notice.

Fundraising

Throughout the year, we will be presenting fundraising opportunities to help pay for new toys and equipment for the preschool. You are required to participate in these fundraisers, or you may pay \$50 at the time of registration to be exempt from this requirement. There are generally 2 or 3 events per year. If you do not participate in at least 2 events, you will be invoiced for \$50.

Scholastic Book orders are not included as qualifying fundraisers.

PARENT INVOLVEMENT

Our preschool is administered by a volunteer Board of Directors. This group of willing parents meets once a month for approx. 2 hours to discuss issues at the preschool, approve purchases, organize special events and monitor the finances of the preschool.

It is a relaxed setting and is a great way to be involved in the early education of your child, while getting to know some of the other parents. There are various positions available. If you would like to be involved in this capacity, please indicate this on your registration form.

ALL PARENTS (or one per family) are requested to attend the annual meeting in September to vote for new Board members, to meet the other parents and to get to know the teachers that your children will be spending time with. Information about the program will be presented.

Occasionally the class will take a trip to a place of interest. You will notified in advance and may be asked to accompany your child to provide extra supervision. A Criminal Reference Check will be required if you are providing care for children other than your own.

EMERGENCY EVACUATIONS

In the case of fire or other emergency, we will use our emergency evacuation procedure (which is practised once a month). Our place of emergency shelter is Steve's Automotive (directly across Juliana Drive). In the event that we take your child to this shelter, you will be notified by telephone.

PROHIBITED PRACTICES

As per section 48 of the Child Care and Early Years Act, 2014 (Ontario Regulation 137/15)...

"No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care...

- a) Corporal punishment of the child;
- b) Deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect;
- c) Depriving the child of basic needs including food, shelter, clothing or bedding;
- d) Locking the exits of the child care centre or home child care premises for the purpose of confining the child; or
- e) Using a locked or lockable room or structure to confine the child if he or she has been separated from other children."

Ontario Regulation 137/15, made under the Child Care and Early Years Act, 2014 on May 27, 2015, filed June 8, 2015.

SCHOOL CLOSING

When Woodstock Christian School closes due to bad weather conditions, the preschool must close as well. This information will be posted on our Facebook page. Also you will receive a phone call or email to confirm this closure. We hope such days are few and far between, but as we cannot plan for the weather, we do not refund for days lost.

SNACK

Your child will be served a nutritious snack at preschool. If your child has any food allergies, it is your responsibility to inform the teacher so that other arrangements can be made or those foods avoided. Below is a sample of our snack menu.

- FRESH FRUIT
- VEGETABLES AND DIP
- CRACKERS AND CHEESE
- CEREAL MIX (CHEERIOS, ALPHABET PRETZELS, GOLDFISH CRACKERS)
- GRAHAM WAFERS WITH CREAM CHEESE
- BAKING PROJECTS

Water is served with each snack.

Our preschool is NUT FREE.

BIRTHDAYS

Your child's birthday will be celebrated on the closest preschool day. Feel free to bring in a special snack, in consultation with the teacher, for your child's birthday. Children will be served the special snack after eating their regular snack. We strive to promote healthy snacks so please keep sugar to a minimum. Please consult with the teacher about the number of children, any food allergies, and possible birthday snack suggestions.

Parents are also invited to spend part or all of the class time with their child to mark this special day.

CLOTHING

Please send your child to preschool dressed to play –don't send them in their "Sunday best".

We also ask for a change of clothing to be sent along, or kept at school in case of spills or toileting accidents.

All children must wear shoes in the classroom. This is both a comfort and a safety issue. We must be prepared at all times to leave the building in case of emergency. Slippers are not safe on the climber or in the gym. To keep our classroom clean, please have a pair of indoor shoes to be worn in school. We will change to outdoor footwear when going out on the playground.

Putting a label (even initials) on boots, coats, mitts, shoes helps us keep things straight.

It is helpful if you put your child's hat and mitts inside their coat sleeve for easy access, and so that we don't have to spend time searching through backpacks etc. for these items.

Please bring appropriate clothing for outdoor play as we try to get outside when the weather allows.

TOILETING

If your child is in the process of toilet training, we will support your efforts, however if there are too many accidents, we will have to ask that your child wear a pull-up or diaper to school. You will also be required to send extra diapers, wipes, change of clothes.

IT IS VERY HELPFUL IF YOU TAKE YOUR CHILD TO THE WASHROOM PRIOR TO DROP OFF TO AVOID EXTRA TRIPS TO THE BATHROOM DURING CLASS TIME. We will always take them when they ask to go.

HEALTH

Please do not send your child to preschool when he/she is ill – this will delay your child's recovery and is inconsiderate of others in the class. Young children are developing immune systems and are vulnerable to the spread of illness. We understand that through the winter months, a minor drippy nose may seem ever present and does not represent an illness. Please use the following information as your guideline. Please keep your children home with symptoms of :

COLDS With severe colds, a child may become irritable, sleepy, fevered, have a cough that will not go away, and/or green or yellow nasal discharge.

DIARRHEA Defined as repeated bowel movements that have unusual appearance or odour and are often greenish, and or/watery. Please keep your child home until bowel movements have returned to normal.

VOMITING If your child has vomited during the night, please keep them home until he/she is able to keep solids and liquids down for a 24 hour period.

FEVER A child with a temperature of 38 C or 100.4 F should stay home. Using fever medication to bring the fever down can help your child feel better but does not eliminate the illness.

CHICKEN POX Children with suspected or known cases of chicken pox are no longer excluded from daycare as long as the child is feeling well enough to fully participate in the program.

Chicken pox is contagious before the break out of spots. If your child is very itchy, irritated, fevered or lethargic, please keep them home.

PINKEYE/CONJUNCTIVITIS A child's symptoms of pinkeye are : white of the eye turns pink or red, eyes hurt or feel scratchy, and eyes may have a yellow discharge. It is extremely contagious and the child must be on antibiotics for 24 hours before returning to preschool.

WE WILL CALL FOR YOUR CHILD TO BE PICKED UP FROM PRESCHOOL IF ANY OF THE ABOVE SYMPTOMS ARE PRESENT.

MEDICATION

No Non-prescription medications will be administered at preschool.

We do recognize that conditions such as asthma and anaphylactic allergies may require the administration of medications at preschool. All prescription medications must be in the original container and may not have handwritten changes on the label. A Medication Authorization form must be completed by parent and teacher prior to any medications being given.

When a student has a severe allergy, training for the staff by the parent is required.

STATEMENT OF FAITH

GOD We believe in God, existing in three persons – Father, Son and Holy Spirit. He is holy, sovereign, eternal, the creator of all things. He gave us his Son, that we may have eternal life.

JESUS CHRIST We believe that Jesus Christ is the Son of God and equal to God. He was born without sin and born of a virgin. We believe in our Saviour's sacrificial death to pay for our sins. We believe in His bodily resurrection. He forgives the sins of those who trust in him. We believe that Jesus Christ will return.

HOLY SPIRIT We believe that the Holy Spirit is equal to God. He is the spiritual presence of God within the hearts of believers and gives us inner peace. The Holy Spirit is our guide and comforter. He leads us, illuminates us, regenerates and sanctifies us. He convicts us of our sins.

SATAN We believe that Satan is the originator of sin and therefore the powerful enemy of God and man. He is on the earth attempting to kill, steal, destroy and turn man against God. He is the master of deception.

ETERNAL LIFE We believe that eternal life is life forever with God in heaven, for believers in Christ. Similarly, we believe that eternal death is everlasting punishment in hell for those who deny Christ.

BIBLE We believe that the Bible is the divinely inspired Word of God. It is entirely without error, complete in itself, and our guide for daily living.

SIN We believe that sin is a condition into which we are born, and continues in a separation from God. Reconciliation and forgiveness of sins is only made possible through personal faith in Jesus Christ.

SALVATION We believe that salvation is granted by the grace of God through faith in Jesus Christ our Redeemer that we may choose eternal life.