



# PARENT HANDBOOK

## **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. We take a two week break at Christmas time and a one week break in March (as observed by the local public school board). Classes start the day following Labour Day. Holidays observed are Thanksgiving Day, Family Day, Good Friday, Easter Monday and Victoria Day. Preschool will be closed on these days.

### **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.

We cannot accept Cash for fee payment.

### Tuition fees 2018 - 2019

Number of classes per week	Monthly Fee	Second child attending concurrently
1 class	\$80	\$70
2 classes	\$150	\$130
3 classes	\$220	\$190
4 classes	\$300	\$260
5 classes	\$360	\$310

### 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 1 event, you will be invoiced for \$50.

Scholastic Book orders are not included as qualifying fundraisers.

**This year there will be no selling to family and friends.**

## 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.

## CLASS OUTINGS

Occasionally the class will take a trip to a place of interest. Each fall, we visit the Apple Orchard (usually Apple land Station) and in June, we visit Clovermead Adventure Farm. Additional trips may be planned.

These trips are open to all students of the preschool even if they take place on a day different from your child's regular school day.

You will be 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.*

## **VOLUNTEERS AND STUDENTS**

When Co-op students or volunteers are participating in our program, they will be supervised at all times by a regular staff member and are not permitted to be alone with any preschool student.

## **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 HUMMUS
- CEREAL MIX ( CHEERIOS, ALPHABET PRETZELS, TEDDY GRAHAMS)
- BAGELS WITH MARGARINE / JAM

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 NON FOOD TREAT. Ask the teacher for suggestions and how many students are in the class.

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.

We have our own washroom attached to the classroom, for use during class time. We use the big washroom next door as a group before snack so everyone is encouraged to use the toilet and must wash hands.

## **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/CONJUNCTIVITUS 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.

## **WAIT LIST POLICY**

When prospective students are placed on the wait list for a class at Wee Creations, the supervisor will place the name on the master list of students and indicate which day(s) they are waiting for, as well as the month they are looking to start. Spaces will be granted on a first come-first served basis.

As space becomes available, parents will be notified. If they no longer require the space, then the supervisor will go to the next name on the list.

Parents wanting to see the wait list may ask the supervisor at any time what their status is.

# Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Wee Creations Christian Preschool, Inc.

Date Policy and Procedures Established: Sept. 1, 2017

Date Policy and Procedures Updated: November 6, 2017

## Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

## Definitions

*Licensee*: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

*Staff*: Individual employed by the licensee (e.g. program room staff).

## Policy

### General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the Supervisor and Board of Directors and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

## Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

## Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p><b>Program Room-Related</b></p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within two business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> </ul>
<p><b>General, Centre- or Operations-Related</b></p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p><b>Student- / Volunteer-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> </ul> <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Board of Directors.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Contacts:**

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

Supervisor : Janet Scheele @ weecreationschristianpreschool@gmail.com

Board of Directors President : Kendra Baker ksbaker87@gmail.com

An Emergency Preparedness Policy and Procedure has been developed and is in place for your child's safety.

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## **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.