



PARENT HANDBOOK

Revised January 2023

PRESCHOOL PROGRAM

Classes are currently being offered on Monday, Tuesday, Wednesday, Thursday and Friday mornings from 8:30 a.m. to 11:30 a.m. as well as Tuesday, Wednesday, & Thursday afternoons from 12:25 – 3:00 p.m. September to June. As long as we have 6 or more students to attend the class. You will be notified if we do not have enough students to open the class of your preference.

We take a two week break at Christmas time and a one week break in March (as observed by Woodstock Christian School). 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.

COMMUNICATION

There are a few ways we can communicate.

PHONE - 519.421.9755

SUPERVISOR EMAIL - joanne@weecreations.ca or weecreationschristianpreschool@gmail.com

TEACHERS - SEE SAW APP (a link will be given to you through your email once registered)

SEE SAW - all confirmed attending students will be given a link to join the APP. Here you will be able to privately message the preschool. We can also share photos and videos of your child's day and what they are learning.

WEBSITE - weecreations.ca

FACEBOOK PAGE - Wee Creations Christian Preschool

REGISTRATION PROCESS

When you begin registration, we will have your basic information from the website registration request or the supervisor will have your contact information from conversations of request. Once you have been in connection with the supervisor, you will receive the full registration package. You may begin filling out the full registration package. Please ensure all banking information and immunization records are present to be fully registered. Once we have all the information required, your child will go on the attendance list.

If the list for the class is full, your child will automatically be placed on a WAIT LIST. You will be notified through email or a phone call when we have space for your child. If your child is on the WAIT LIST, you may call to see how far your child is on the list or let us know if you no longer need your child on the wait list.

Registration confirmation will be emailed to you by the Supervisor when we have confirmed your child has a spot on the attendance.

Remember, registration is on a first come first served order of the fully completed registration package.

TUITION FEES AND POLICY

Pre-authorized debit for the 5th 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 along with sending in a void cheque or banking information.

We cannot accept Cash for fee payment. One month notice of cancelling care is a must for payments to be stopped. In the case of non sufficient funds is stated a \$20 fee from the bank will be added to your next payment. If payment is blocked, your family will no longer be able to send your child to Wee Creations until the tuition fees have been resolved.

Tuition fees 2022 - 2023

Number of half day classes per week	Monthly Tuition
1 class	\$80
2 classes	\$160
3 classes	\$240
4 classes	\$320
5 classes	\$400

DISCHARGE POLICY

We require minimum **two week written notice** to weecreationschristianpreschool@gmail.com if your child will be leaving the program during the school year. Notice **MUST** be no less than two weeks prior to the 5th of the next month. If less than two weeks notice is given prior to the 5th of the next month, you will pay for the next month in lieu of notice.

Last payment will be in June and all students are automatically discharged. If your child is returning for the September, a new registration form will need to be filled out and signed to go along with the next school seasons registration.

CWELCC

Canada Wide Early Learning Child Care is a government program offered to child care centres. Child care centres have the option to opt in or out of the programs. Wee Creations Christian Preschool decided to opt out of the program. We are a learning half day preschool. We felt we are giving our families the highest quality of child care possible. Therefore the way we run our program is succeeding and do not want to change our program at this time. If you have any questions about this please speak to the program supervisor.

ARRIVALS/DEPARTURES

Please enter the building through the main doors for **drop-off** . Wait between the two entrance doors for a staff member to greet you and your child. Be patient, if no one is there, they will be there shortly after bringing another child to the classroom. If arriving after 9:00 am or 12:40 am please message on see saw to let us know you are here.

Parking is available near the main entrance for drop off and along Woodstock Christian School fence for pick up only. Please do not block the bus zone at the north side of the school.

Pickup will be at the black gates on the east side of the school. Please wait at the gate and we will bring your child to you from our playground. Keep an eye on the see saw app if we stay indoors.

There are coat hooks in the classroom, for your child to hang their coats & backpacks. We will sign in your child at arrival time and sign out again when picking up your child.

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 on SeeSaw, 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 reminder
Second incident	Written reminder
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 or message on SeeSaw App**. We have an answering machine that will take your message 24 hours a day. Seesaw is checked by all staff regularly. Emails are checked by Supervisor 2 -3 times a day.

DAILY SCHEDULE (subject to change)

Time		Activity
8:30 - 9:00 am	12:25 pm	Arrival time – free choice playtime
9:15 am	1:00 pm	Teacher led learning time followed by playtime
9:30 am		1/2 hour Gym time (when weather does not permit to be outdoors)
10:15 am	2:00 pm	Washroom time
10:30 am	2:10 pm	Snack time
11:00 am	2:30 pm	Outside time
11:30 am	3:00 pm	Pick up time

SCHOOL CLOSING

WEATHER- When Woodstock Christian School closes due to bad weather conditions, the preschool closes as well. Fog days for WCS is bring your child in when safe do so. On fog days Wee Creations will be open and continue with regular routine. Ice days will be monitored. (The morning program may be closed, afternoon program may be open.) This information will be posted on our SEE SAW app. We hope such days are few and far between, but as we cannot plan for the weather, we do not refund for days lost due to weather.

PD DAY - Oxford County has begun in 2022 a Professional Development Day for all Child Care staff. Wee Creations is CLOSED 2 days in the school year, to learn more about our profession and to continue being motivated in our work environment. PD Day refund will be issued on the next months tuition from Oxford County funding.

HOLIDAYS - We are closed Labour Day, Thanksgiving, 2 weeks at Christmas, 1 week for March Break, May Long Weekend, and Summer. We follow Woodstock Christian School Schedule for breaks. These days are non refundable with tuition.

LEAVE FOR EXTENDED TIME

If your family is planning on taking an extended time away from preschool, please notify Supervisor. Your child's spot will not be 'saved' upon return unless payment is continued throughout the time away. If you choose not to continue payments, your child will lose their spot and another child on the wait list will be offered your child's day/s. If you would like your child to return to preschool and payments were not given to save their days; your child's name will return to the wait list until a day opens up for your child to return to the attendance.

Discharge policy will take effect as stated earlier in this handbook ,if planning not to continue payments through out the extended leave. Two weeks notice must be given for extended time away.

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 and animal crackers
- Fresh veggie, apple butter and pretzels
- Cereal mix (cheerios, mini wheats, teddy grams, craisins)
- Flavoured bagels with margarine & fruit

Water is served with each snack. Your child is invited to bring a well sealed water bottle from home with their name clearly marked on it.

Our preschool is NUT FREE.

****When the items on our menu are not suitable for your child, snack may be provided for your child from home. A written agreement must be completed between preschool staff and parents – this will be kept in the child’s file. YOU MUST KEEP IN MIND that we are a NUT FREE facility and we also have a dairy free menu to accommodate children who have a dairy intolerance. Your snacks from home must comply with these restrictions. Snack containers must be clearly labelled with your child’s name and will be stored in our snack prep area, not a backpack. If no written agreement is given. Please keep all foods at home. We do not encourage food to be in backpacks. If your child is finishing breakfast/lunch, please have them finish it in the vehicle prior to entering the school.**

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. We will sing “Happy Birthday “ and the teachers will create a special card with your child’s name on it to take home.

CLOTHING

EXTRA CLOTHING-Please send your child to preschool dressed to play –don’t send them in their fancy outfits. We also ask for a change of clothing to be sent along in their backpacks. Accidents happen. Please bring appropriate clothing for outdoor play as we try to get outside when the weather allows.

FOOT WEAR- We ask for two pairs of footwear. One that they wear too and from school and for outside. The second pair are indoor shoes to help keep our classroom clean, for the gym, & fire emergency. The indoor shoes are recommended to be kept at school. We have space to store them. Please LABEL them.

LABEL- Putting a label (even initials) on boots, coats, mitts, shoes, hats helps us keep the right items with the correct child. It is helpful if your child’s hat and mitts are inside their coat sleeve OR the top item in backpack for easy access, and so that we don’t have to spend time searching through backpacks for these items. You can order labels through mabelslabels.ca and support the school by clicking Wee Creations Christian Preschool.

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, and change of clothes in their back pack.

We have our own washroom attached to the classroom, for use during class time. We encourage every child to try to use the toilet during washroom time. If your child is in the training stages we will encourage to use more often.

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, minor nose discharge may seem ever present and does not represent an illness. If your child has had cold like symptoms for more than 5 days and are feeling well. They may participate in class.

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 for 24 hours.

VOMITING If your child has vomited 2 or more times, 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. Please do not send to preschool if your child is feeling better while on Advil or Tylenol like medications.

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, has many open sores, 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/ greenish discharge. It is extremely contagious and the child must be on antibiotics for 24 hours before returning to preschool.

Covid any of the following symptoms that are on the covid list such as new cough, fever, conjunctivitis, shortness of breath,

Rash Any new rash that is presenting itself on the body. Especially on the cheeks, mouth, hands and feet.

WE WILL CALL FOR YOUR CHILD TO BE PICKED UP FROM PRESCHOOL IF ANY OF THE ABOVE SYMPTOMS ARE PRESENT or IF THEY ARE JUST NOW FEELING WELL.

MEDICATION

No Non-prescription medications will be administered 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.

We do recognize that conditions such as asthma and anaphylactic allergies may require the administration of medications at preschool. A medical plan will be need to be in place prior to your child beginning preschool.

When a student has a severe allergy, training for the staff by the parent is required prior to child beginning preschool.

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. A criminal reference check and vulnerable sector check must be given to the supervisor if over the age of 18 years old. Under 18 years old, a record of immunization must be given to the supervisor.

FUNDRAISING/ ADVERTISING

We want to keep fundraising to a minimum because we know that young families are busy. Currently the only fundraiser that Wee Creations is a part of is Mabel Labels. If you would like to help advertise our program you can volunteer with Woodstock Christian School's event Touch A Truck. Wee Creations opens up the playground and donates an activity to the event as part of Wee Creations advertisement of our program. We could use volunteers to supervise the playground and if we open an activity for the event to assist in setup, supervise and take down of the activity.

VOLUNTEER AS BOARD OF DIRECTOR

Our preschool is administered by a volunteer Board of Directors(BOD). This group of willing parents meets once a month for approx. 2 hours to discuss needed topics 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. Board members are required to complete a criminal reference check and vulnerable sector check

In order for Wee Creations to have a licence to be open as a non -profit program. We are required to have 5-7 board members. Please consider joining us, in being a large part of our program.

BOD members make decisions on: finances, Christmas program, field trips, major decisions of the program, any conflicts with families or staff, hiring staff, make changes to the program, help celebrate staff birthdays and assist in so many areas that are needed.

ANNUAL GENERAL MEETING in September

ALL PARENTS (or one per family) are encouraged to attend the annual meeting in September to vote for new Board of Director 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. See some activities that your child have been doing in class. Give input into the program.

CLASS OUTINGS

Occasionally the class will take a trip to a place of interest. Some trips that have been done are visiting Appleland Station in the fall and in June, Clovermead Adventure Farm. Additional trips may be planned such as two separate days at Jax Jungle in Woodstock. BOD make the final decision as to where, when and how we will plan our field trips.

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. Preschool will be CLOSED on trip days and no refund will be given. Supervisor will send out details about the outing on SeeSaw and the monthly newsletter.

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 Smith Brother's Automotive (across Juliana Drive) in the event that we can not return to the building of Woodstock Christian School. In this case we take your child to this shelter, you will be notified by telephone & See Saw to pick up your child as soon as possible. All contact information and medications are with a staff member any time we leave the classroom.

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). Information may be disclosed with in staff or among the BOD if further assistance is required for concern. Any information that is connected with Child In U will have a separate confidentially permission form. Once this form is signed then matters can be discussed between supervisor and resource consultant that is appointed to Wee Creations.

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 premises for the purpose of confining the child;
- 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.

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: February 6, 2020

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.

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>

EDUCATION

Please connect with the following links on resources in providing further resources of our program.

<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>

https://www.familyinfo.ca/en/7/Child_Care

weecreations.ca

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:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor or licensee.	- Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within two business days. Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	- the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - the supervisor or licensee. 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.	Provide contact information for the appropriate person if the person being notified is unable to address the matter. 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. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. - 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.	

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 childcareontario@ontario.ca

Supervisor: Joanne Dreise weecreationschristianpreschool@gmail.com or joanne@weecreations.ca

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

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.

