

# PARENT HANDBOOK



Revised January 2025

## **ABOUT WEE CREATIONS CHRISTIAN PRESCHOOL**

Wee Creations Christian Preschool has been offering a quality preschool program in Oxford County for over 25 years. At Wee Creations we strive to present a program that enhances the physical, social, mental, emotional and spiritual development of your child. Every student who participates in our program is viewed as curious, competent, capable of complex thinking and created in the image of God.

## **PRESCHOOL PROGRAM**

Classes are currently being offered on Monday, Tuesday, Wednesday, Thursday and Friday mornings from 8:00 a.m. to 12:00 p.m. September to June.

Each child should be at least 30 months of age at the start of the program and be toilet trained.

We take a 2 week break at Christmas time and a 1 week break in March. 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 - [weecreationschristianpreschool@gmail.com](mailto:weecreationschristianpreschool@gmail.com)

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

SEESAW - 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](http://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 an email to book a tour if you are a new family. You may complete the official registration package and return it either to the preschool during our open hours, return by email or bring along with you at your tour. 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.

## **WAIT LIST**

If the attendance list for the classes are full, your child will automatically be placed on a WAIT LIST. You will be notified via email or phone when we have an opening for your child and which spaces are available. At this time you may choose your preferred day/s from those available or wait until requested dates become available or let us know that you no longer require care for your child. If your child is on the wait list, you may contact us to inquire your child's status on the list or let us know if you no longer need your child on the wait list.

## **CONFIRMATION OF REGISTRATION**

Registration confirmation will be emailed to you from Wee Creations Christian Preschool when your child is confirmed on the attendance. Please note that registration is on a first come first served basis. When a fully completed registration package has been submitted back to Wee Creations Christian Preschool then registration is acknowledged as received. If a document is missing and/or not completed from the registration package your child will be unable to enrol and attend the preschool.

## **OPEN HOUSE**

The week before school begins Wee Creations Christian Preschool hosts an open house for all students starting the new school season. Parents are invited to bring their preschooler along with their families as an opportunity for their child to familiarize themselves with their classroom, meet their teachers and get to know some of the other students that will be in their class. Further information of the date and time of this event will be sent via email.

## **TUITION BASE FEES AND POLICY**

**Pre-authorized debit form 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 tuition fee payment. In the case of non sufficient funds a \$40 non - based fee from the bank will be added to your next payment. You will receive a letter from Wee Creations book keeper of this notice. If payment is blocked, your family will no longer be able to send your child or future children to Wee Creations until the tuition fees have been resolved.

### ***Tuition Base Fees 2025 - 2026***

#### ***Each class is \$22***

<b>Number of half day classes per week</b>	<b>Monthly Tuition</b>
1 class	\$88
2 classes	\$176
3 classes	\$264
4 classes	\$352
5 classes	\$440

## **DISCHARGE POLICY**

We require minimum **2 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 in to CWELCC as of January 1, 2025. We are a learning half day preschool and we endeavour to give our families the highest quality of child care possible. If you have any questions about the CWELCC Program please speak to the program Supervisor.

## **ARRIVALS/DEPARTURES**

Parking is available near the east entrance for drop off and pick up.

Please enter the building through the east doors for **drop-off**. At the entrance your child's indoor shoes are available to change into. Please have your child remove their outer wear. There is a place available for their outerwear to be hung. Once your child is ready you can bring them to the classroom. A staff member will be present to greet you and your child. Be patient, if no one is there, they will be there shortly. Your child is welcome to find their name tag and place their back pack in their cubby, say "good bye" and wash their hands prior to playing.

**Pickup** will be at the wooden gate of the playground on the east side of the church. Please wait at the gate and we will release your child from our playground when we see the designated parent/guardian ready to receive your child. Keep an eye on the Seesaw app. Communication will be sent through Seesaw sharing any changes in the preschool daily routine. (ex. if we stay indoors or an alternate pick up area)

There are coat hooks at the entrance of the classroom for your child to hang their outerwear. Backpacks go into the classroom in cubbies for easy access. Staff will sign in your child at arrival time and sign out again when your child is picked up.

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.

If your child is not attending school on their scheduled day, contact the preschool to let them know. The Supervisor will send a Seesaw message or call to communicate that your child has not arrived at school. Please respond asap about your child's absence on their scheduled day. If your child is not picked up in a timely manner the Supervisor will try to connect with the designated adult for picking up. If there is no contact with the designated adult, CAS may be called depending on the situation. If you would like more information on this policy, please speak to the program Supervisor.

## **LATE PICK UP NON- BASE FEE POLICY**

First incident	Verbal reminder
Second incident	Written reminder
Third incident	\$10 per incident
Subsequent incidents and/or half hr past close	\$25 per incident

Late fee will be added onto your month tuition base fee payment for the following month for every subsequent incident. You will be notified by the Supervisor of the extra cost fee due to late pick up.

## **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 the Seesaw App**. We have a voice mail 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)

<b><u>Time</u></b>	<b><u>Activity</u></b>
8:00am-9:00am	Arrival time
9:30am	Free choice playtime
9:50 am	Learning time (story, songs, games)
10:30 am	Extending on our learning with craft, sensory and play
10:45am	Clean-up time
	Hand-washing/water bottles and finding a seat at the snack table. We sing songs while we wait for all friends to be seated
11:10 am	Snack time
11:20 am.	Time to get ready for outside
11:30am -12:00pm	Outdoor play
12:00pm	Pick-up time

### **GYM TIME**

When weather does not permit to be outdoors and the gym is not in use for other functions scheduled by Maranatha CRC, students are taken to the gym for gym time. Students participate in games and gross motor play. However, if the gym is not available gross motor activities are encouraged within the classroom.

### **SCHOOL CLOSED DAYS**

**WEATHER** - Supervisor will make the call for snow days. Snow days the school is closed. Fog days will be upon your discretion, 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. This information will be posted on the Seesaw 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** - In the event that Oxford County has a Professional Development Day for all Child Care staff Wee Creations may be CLOSED 2 days in the school year. PD Days are for staff to learn more about the profession of Early Childhood Care and to continue being motivated in our work environment. PD Day refunds may be issued on the next months tuition from Oxford County funding.

**HOLIDAYS** - Wee Creations is closed **Labour Day, Thanksgiving, Christmas (2 weeks), March Break (1 week), Good Friday, Easter Monday, May Long Weekend, and Summer**. These days are non refundable with tuition. We close for Summer holidays one week prior to public schools being off for the summer. No tuition payment is required for Summer holidays.

**LEAVE FOR EXTENDED TIME** - If your family is planning on taking an extended time away from preschool please notify the Supervisor. Your child's spot will not be "saved" upon return unless tuition base payment is continued throughout your 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 without the continuance of payments while away; please advise the Supervisor and your child's name will return to the wait list. Once a spot opens up for your child to return to the attendance you will be notified. Discharge policy will take effect if payments are discontinued through out the extended leave. Two weeks notice must be given for extended time away prior to the 5th of the next month.

### **SNACK**

Your child will be served a nutritious snack at preschool. Our preschool is NUT FREE and all snacks will be nut free. 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 Veggie, Apple Butter and Pretzels
- Animal Crackers served with Fruit/Veggie
- Bagels with Wow Butter & Fruit/Veggie

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. You may fill it with water from home as well. Please do not send food with your child or put food in your child's backpack. If upon arrival they are completing breakfast, please allow your child to finish eating in the vehicle or leave the food in the vehicle prior to entering the program.

### **SPECIAL DIET**

When the items on our menu are not suitable for your child due to health or allergies, snack may be provided for your child from home. A **written agreement** must be completed between preschool staff and parents that 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 then we ask that you please keep all food at home. We do not encourage food to be in backpacks.

### **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 to take home.

### **CLOTHING**

**EXTRA CLOTHING** - Please send your child to preschool dressed to play. We encourage not to 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 2 pairs of footwear. One that they wear to and from school and the second pair as indoor shoes to help keep our classroom floors clean, for playing in the gym and in case of fire emergency. We strongly recommend non-marking, no lace running shoes for this purpose. The indoor shoes are to be kept at school. We have space to store them. It is very important to please LABEL your child's shoes.

**LABEL** - Putting a named label (or 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 backpacks so that we don't have to guess who's they are. You may order labels through [mabelslabels.ca](http://mabelslabels.ca) and support the preschool by clicking Wee Creations Christian Preschool.

### **TOILETING**

We require that all children are toilet trained.

We have our own washroom attached to the classroom for use during class time. We encourage every child to try to use the toilet through-out the morning.

## **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:

<b><u>COLDS</u></b>	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.
<b><u>DIARRHEA</u></b>	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.
<b><u>VOMITING</u></b>	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.
<b><u>FEVER</u></b>	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.
<b><u>CHICKEN POX</u></b>	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.
<b><u>COVID</u></b>	Any of the following symptoms that are on the covid list such as new cough, fever, conjunctivitis, shortness of breath.
<b><u>RASH</u></b>	Any new rash that is presenting itself on the body. Especially on the cheeks, mouth, hands and feet.
<b><u>PINKEYE/ CONJUNCTIVITIS</u></b>	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.

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 NOT FEELING WELL.

## **MEDICATIONS**

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 need to be in place prior to

your child beginning preschool. The medication will be kept at school and may not go back and forth in your child's backpack. When a student has a severe allergy, training for the staff by the parent is required prior to child beginning preschool. All staff are trained with First Aid Level C.

### **VOLUNTEERS AND STUDENTS**

When co-op students or volunteers are participating in our preschool program they will be supervised at all times by a regular staff member. Co-op students or volunteers 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. If under the age of 18 years old a record of immunization must be given to the Supervisor.

### **FUNDRAISING/ ADVERTISING**

Wee Creations is a non profit program, we rely on grants and donations for our program to succeed. We are able to do fun events such as field trips, photo day, Christmas Program and more with the support of fundraising. Our current fundraisers that Wee Creations is a part of are:  
Mabel Labels - [http://mabelslabels.ca/en\\_CA/fundraising/support/](http://mabelslabels.ca/en_CA/fundraising/support/)

### **VOLUNTEER AS BOARD OF DIRECTORS**

Our preschool is administered by a volunteer Board of Directors (BOD). This group of willing parents, grandparents or past parents meet once a month for approx. 2 hours to discuss needed topics at 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 an important 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, changes to the program, help celebrate staff birthdays and assist in so many areas that are needed.

### **ANNUAL GENERAL MEETING (MAY 2025)**

**ALL PARENTS (or one per family) are encouraged to attend the annual meeting** in May to vote for new Board of Director members. You will have the opportunity to meet past, present and future members of Wee Creations and to get to know the teachers that your child/ren spend time with. Information about the program will be presented as well as seeing some activities the children have been participating in during class. Your input into the program is welcome and considered invaluable.

### **CLASS TRIPS**

Occasionally the class will take a trip to a place of interest. Some trips that have been done in the past are visiting Appleland Station or Little Hobby Farm, Clovermead Adventure Farm. Additional trips may be planned such as two separate days at Jax Jungle in Woodstock and a year end picnic in the spring. 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. The Supervisor will send out details about the outing on Seesaw and the monthly newsletter.



## **EMERGENCY EVACUATIONS**

In the case of fire or other emergencies, we will use our emergency evacuation procedure (which is practiced once a month). Our place of emergency shelter is St. Mary's Catholic Highschool (across Juliana Drive) in the event that we can not return to the building of Maranatha CRC. In the case we take your child to this shelter, you will be notified by telephone and Seesaw 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.

## **POLICIES**

### **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 within the 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 confidentiality 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 BY STAFF AND VOLUNTEERS**

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) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 137/15, s. 48; O. Reg. 126/16, s. 34.

(2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, and no person who provides home child care or in-home services at a premises overseen by a home child care agency shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care. O. Reg. 51/18, s. 19.

## **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: August 2023

### **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).

## **GENERAL POLICY**

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/childrensaid/reportingabuse/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](https://www.familyinfo.ca/en/7/Child_Care)

[weecreations.ca](http://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:
<b>Program Room-Related</b>  E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> or <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 or</li> <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> <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>
<b>General, Centre- or Operations-Related</b>  E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the supervisor or licensee.               </li></ul>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> or <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>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>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<b>Student- / Volunteer-Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> or <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> </ul> <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>	

**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](mailto:childcareontario@ontario.ca)

Supervisor: Coretta Rolle [weecreationschristianpreschool@gmail.com](mailto:weecreationschristianpreschool@gmail.com)

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

## **PROGRAM STATEMENT**

### **BELONGING**

#### **Supporting Student, Family, and Staff**

- It is our goal to provide open-ended play opportunities in our creative art centre, our block centre, our sensory area and our dramatic play centre.
- We use preschool ipad and phones to photograph the children's creations/play scenarios so that we can reflect on these for future experiences and share with families through the SeeSaw app.
- Staff members will be informed on current trends in child care and early childhood education through attending at least two professional development opportunities per year. As members of the College of Early Childhood Educators, staff must be involved in Continuous Professional Learning that is offered through the college, staff meetings, and Professional Development days.
- Staff are to attend monthly staff meetings where we review our documentation of the students, families and the curriculum. Come up with strategies that will foster a positive outcome and relationship.
- Supervisor and Staff communicate about each child's growth through out the school year. Children that have some developmental concerns will be assessed by Supervisor with an ASQ :2& 3 assessment program. Communication with parent/guardian will be open and direction to work with ChildinU if needed. Upon the end of the school year. Children who will be moving onto JK/SK will receive a Preschool Graduation as well as a Preschool Progress Report to allow parents/guardian to be aware of their child's growth.

### **ENGAGEMENT**

#### **Fostering Communication and Exploration within the Classroom and Community**

- ChildinU is a valuable resource for referring families who have students with extra needs/ concerns (developmental, emotional, behavioural).
- Oxford County is a helpful communication resource as well as funding source.
- St. Mary's High School is a source of co-op students.
- Staff and parents will have open communication facilitated by in-person conversations, emails, phone calls and written communication through SeeSaw where they can also address any concerns or information to staff.
- Staff will take the opportunity to speak with parents/guardians at drop off and pick up times. Communication will also take place through monthly newsletters, as well as our Facebook site through photos and anecdotes. Staff also make notes of your child's development through photos and video posted on our SeeSaw program that every family is connected on upon

registration. One of our goals is to build a child's confidence in his/her abilities and coping strategies.

- Children will be observed and interacted with to determine where their interests lie. Adults will adapt environment and play materials to extend their interests.
- We aim to provide an hour of free choice play each day.
- We incorporate documentation of your child's growth through observation, interactions and providing curriculum that grows with your child. In doing so we provide material within the classroom that sparks interest in your child to be curious and wonder within the environment.

## **EXPRESSION**

### **Supporting Positive and Responsive Interactions**

- We aim to welcome each child as created by God, capable of complex thinking, competent, curious and rich in potential. God created each child in their own unique way. They are all wonderfully made and this is expressed through staff who see each child as who they are and to foster their needs so each child can be expressive, encouraged, and grow to their greatest potential that God made them to be.
- Children are to be greeted by staff on arrival, with the opportunity for parent/grandparent/guardian to share any information from home that may help provide the best care for the child. Also, staff are expected to inform parents of anything notable happening at preschool.
- Children are brought into the classroom and settled into free play. Staff are encouraged to assist in settling and allowing each child to feel important in the classroom by joining them in what they see of interest in doing. Either by reading a book, invite to play with floor toys, be artistic or dramatic play area. Children have a desire to feel connected and having staff or friends joining them in their first moments in the day will allow them to feel God's love through the people in their day.
- Children should be encouraged to solve their problems by figuring out on their own or talking to staff or peers, and ask for help from an adult when necessary. When a child is having difficulty, staff are encouraging by giving the words or actions they are needing to learn to address solving the problem. This may include modelling for the child or helping initiate problem-solving the first few times. Staff and children will work through problem-solving together, with less support as children gain confidence and capability to solve problems on their own.
- We encourage children to express themselves and also understand their peers emotions. We have spaces in the centre that allow children to freely dance, build relationships with other children and staff in free play or art, as well as find some quiet space in the reading nook. Communication of understand each others emotions and expressions is taught through learning time or within their play with role play or discussion with staff.

- We encourage turn taking and sharing between peers. Children are encouraged to ask for a turn with a toy rather than taking. Children are given the words to use to express their needs for their play. Turn taking is encouraged when there is not enough for everyone. Sharing is when there is plenty to go around and we can all have a little.
- Staff are encouraged to join children at their level, either sitting on the floor with them in their play or joining them at the table or sitting on a stool or couch in their play area.
- Staff are encouraged in getting to know the children through conversations within the interactions of their play. Asking questions, listening to them, respecting the creative thoughts within their play.
- Staff are encouraged to plan curriculum that is emergent to the children's interest, loose parts for encouraging imagination, create moments of wonder, have a flexible routine in the environment to keep interests and learning to either continue in the moment or redirecting learning.
- Children are introduced to concepts that they will be expected to learn in JK/SK school setting. They will be introduced in learning to dress themselves for outdoors, using the washroom, communicating to peers in positive ways, joining in on a daily routine, and being individuals who can master independence. Feeling confident in basic concepts will be a daily ease as they enter school.

## **WELL-BEING**

### **Ensuring Physical Health and Safety**

- We endeavour to provide an environment for preschoolers (2-5 years) that is developmentally appropriate. Many hands-on activities will be offered. Children will be supervised at all times, within ratios set out in the Childcare Act 2015. Each day will also include a gross motor activity, indoors or outdoors depending on the weather.
- Toys and equipment will be chosen to enhance preschool play skills and to promote exploration and inquiry. Any broken or damaged toys or equipment will be removed, to be thrown out or repaired.
- Our snack menu is approved by the local Board of Health. We will serve snacks that promote health and good nutrition. Students with dietary restrictions will be accommodated, possibly with alternative snacks coming from home with supervisor written approval.
- Playground inspections will be done on a per-use basis as well as monthly and annually.
- The preschool balances children's health and safety needs with the need for indoor and outdoor play. Each day is routine is similar for consistency and stability. Children are made aware of their routine with pictures and verbalizing with them the next steps in their day.
- Each day our class will use the playground outside. We have the option to use the gymnasium when the weather is not favourable outside. In the event that neither option is available, we will execute a gross motor activity inside the classroom.



- Our preschool will be open to feedback from parents, co-op students, and resource staff in order to meet the needs of our students and families.
- An annual general meeting(AGM) will be put out by the Board of Directors to come together as a community and discuss any concerns or encouragements about the preschool program. The program statement may be read and reflected upon at the AGM meeting. Any comments or concerns about the program during the school year or at the AGM are documented and presented at the next BOD meeting to be discussed.

## 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.