



PARENT HANDBOOK

Revised March 2026

ABOUT WEE CREATIONS CHRISTIAN PRESCHOOL

Welcome to Wee Creations Christian Preschool!

If you are new to our community or a family returning to our program for another year we warmly welcome you and thank you for choosing Wee Creations Christian Preschool to be a part of your child's early learning journey and we appreciate your confidence in our commitment to providing a safe, engaging and enriching educational experience for your child. Wee Creations Christian Preschool has been offering a quality preschool program in Oxford County for over 35 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 takes part 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. The 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

TEACHERS – BRIGHTWHEEL APP: Once registered, families will receive an email invitation to join the app. The Brightwheel app allows you to privately message the preschool, view photos and videos of your child's learning experiences, and manage payments, invoices, and tax statements.

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 an email to book a tour if you are a new family. You may complete the official registration package and return it by email or during your tour. Immunization records are required to complete registration. Once we have all the information needed, your child will be added to the attendance list.

WAIT LIST

If a class is full, your child will be placed on a wait list. Families will be notified by email or phone when a space becomes available and advised of the days offered. At that time, you may select from the available days, remain on the wait list for preferred dates, or withdraw your request. Families may contact the preschool at any time for an update on their child's wait list status.

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. Registration will only be acknowledged once a fully completed registration package is returned to Wee Creation Christian School. If a document is missing and/or not completed from the registration package your child will be unable to enroll and attend the preschool.

OPEN HOUSE

Before school begins Wee Creations Christian Preschool hosts an open house for all students starting the new school season. Parents are encouraged to bring their preschooler along 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

We cannot accept cash for tuition fee payment. In the case of non-sufficient funds, a \$40 fee from the bank will be added to your next payment. You will receive notice from the Brightwheel app. If payment transaction is unsuccessful, your family will no longer be able to send your child or future children to Wee Creations until the tuition fees have been resolved. Invoicing and tax statements can be found on the Brightwheel app.

Tuition Base Fees 2026 - 2027

Each class is \$22

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

Please note that for every additional preschool day of the month (5 Mondays i.e.) and additional program day fee will be added for the billing month. This can be seen on your invoice on the Brightwheel app.

DISCHARGE POLICY

A minimum of **two weeks'** written notice is required if your child will be withdrawing from the program during the school year. Notice must be submitted by email to weecreationschristianpreschool@gmail.com at least two weeks prior to the 5th of the following month. If notice is received less than two weeks before the 5th, tuition for the subsequent month will be charged in lieu of notice.

The final tuition payment is due in June, at which time all students are automatically discharged. Families wishing to return in September must complete and submit a new registration form for the upcoming school year.

REFUND POLICY

Refunds may be issued by Wee Creations Christian School for reasons such as an overpayment of tuition or a set government-mandated rebate program. Typically refunds will be issued via cheque form. Please note fees for the month a child is withdrawn or no longer attending preschool classes are non-refundable. Days lost due to weather, illness and/or vacation are also non-refundable.

CWELCC

Canada Wide Early Learning Child Care is a government program offered to childcare centers. Childcare centers have the choice 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 endeavor to give our families the highest quality of childcare 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 will be a designated place for their outerwear before entering the classroom. Backpacks go into the classroom in cubbies for easy access. Once your child is ready you can bring them to the classroom. A staff member will be present to greet you and your child. Please sign your child in on the Brightwheel app on the tablet provided. The code for sign in and sign out will be on your Brightwheel app. Be patient, if no one is there, they will be there shortly. Your child is welcome to find their name tag and place their backpack in their cubby, say "goodbye," and wash their hands prior to playing.

Pick up 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. Any changes to the preschool routine (if we stay indoors, or alternate pick up area, etc.) will be posted on the Brightwheel app. A staff member will have a tablet where you can sign your child out via the Brightwheel app.

If you have made arrangements for someone else to pick up your child, that person **MUST** be listed on your registration form and in the Brightwheel app as a person authorized to pick up. It is especially important to inform the teachers if someone else will be picking up your child – speak to the teacher in person, send a note on Brightwheel, or phone the preschool at **519-421-9755**. For the safety of your child, they 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 Brightwheel 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 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 hour past close	\$25 per incident

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

ABSENT DAYS

If your child will be absent, due to vacation or illness or other reasons, please message on the **Brightwheel App** or email: weecreationschristianpreschool@gmail.com

We have a voice mail that will take your message 24 hours a day. Brightwheel is checked by all staff regularly. Emails are checked by Supervisor 2 -3 times a day.

DAILY SCHEDULE (subject to change)

<u>Time</u>	<u>Activity</u>
8:00am-9:00am	Arrival time
	Free choice playtime
9:30am	Learning time (story, songs, games)
9:50 am	Extending on our learning with craft, sensory and play
10:30 am	Clean-up time
10:45am	Handwashing/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 us 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.

CLOSED SCHOOL DAYS

WEATHER - Supervisor will make the call for snow days. On snow days the preschool 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 Brightwheel 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 next month's 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 throughout 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 Supervisor 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 encouraged 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, snacks 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 staff 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.

FOOTWEAR - 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, and 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 do not have to guess whose they are.

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 throughout 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 is 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	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	Vomiting 2 or more time, please keep them home until he/she is able to keep solids and liquids down for a 24-hour period.
Fever	Temperature of 38C or 100.4F. Please keep them home until your child is fever free for 24 hours without the use of medicine. Using fever medication to bring the fever down, helps 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 breakout of spots. If you child is very itchy, irritated, has opened sores, is fevered or lethargic, please keep them home.

COVID	Any new cough, fever, conjunctivitis, or shortness of breath.
Rash	Any new rash, especially those on the mouth, hands or feet.
Pinkeye/ Conjunctivitis	If the white of the eye turns pink or red, eyes hurt or feel itchy, and/or eyes have a yellow/green discharge. It is extremely contagious. The child must be on antibiotics for 24 hours before returning to school.

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.

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 license for a nonprofit 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 2026)

ALL PARENTS are encouraged to attend the Annual General Meeting in May to vote on the election of new Board of Directors members. The meeting provides an opportunity to meet board members and teaching staff, receive program updates, and ask questions. Your input into the program is welcome and considered invaluable.

CLASS TRIPS

The preschool may periodically attend educational field trips to approved locations of interest. Past destinations have included Appleland Station, Little Hobby Farm, and Clovermead Adventure Farm, and additional outings may be planned. All field trips are coordinated by the Board of Directors, which determines the destination, scheduling, and logistics. Field trips are open to all enrolled students, including those occurring on days outside a child's regular attendance schedule. Families will receive advance notice and may be invited to assist with supervision. The preschool will be **CLOSED** on field trip days, and tuition is non-refundable. Details will be communicated through the Brightwheel app 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 High school (across Juliana Drive), in the event that we are unable to return to the building of Maranatha CRC. In the case we take your child to this shelter, you will be notified by telephone and Brightwheel 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

All issues and concerns are handled confidentially, and every effort is made to protect the privacy of parents/guardians, children, staff, students, and volunteers, except where disclosure is required by law (e.g., to the Ministry of Education, the College of Early Childhood Educators, law enforcement, or a Children's Aid Society). Information may be shared internally among staff or the Board of Directors when necessary to address a concern. Matters involving a Resource Consultant require a separate confidentiality consent form, after which information may be shared between the Supervisor and the assigned Resource Consultant.

PROHIBITED PRACTICES BY STAFF AND VOLUNTEERS

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

- (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 childcare centre or home childcare 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: March 2026

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare 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 childcare 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 childcare 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, childcare providers, and staff, as well as 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/childrensaidd/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

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:
<p>Program Room-Related</p> <p>E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to the</p> <ul style="list-style-type: none"> - classroom staff directly <p>Or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within two business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern;
<p>General, Centre- or Operations-Related</p> <p>E.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to the</p> <ul style="list-style-type: none"> -supervisor or licensee 	<ul style="list-style-type: none"> - 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.
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to the</p> <ul style="list-style-type: none"> - individual directly <p>Or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <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>	<ul style="list-style-type: none"> - Provide contact information for the person involved 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 2 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.
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <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 bring 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: Coretta Rolle 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 Brightwheel app.
- Staff members will be informed on current trends in childcare 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 throughout 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. Upon the end of the school year. Children who will be moving onto JK/SK will be celebrated and acknowledged as preschool graduates.

ENGAGEMENT

Fostering Communication and Exploration within the Classroom and Community

- 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 Brightwheel 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. Staff also document your child's development through photos and video posted on our Brightwheel app. One of our goals is to build children's confidence in their abilities and coping strategies.
- Children's interests are identified through observation and interaction.
- Staff will adapt the environment and play materials to extend children's 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 are encouraged to resolve challenges independently or through discussion with peers or staff, seeking adult support when needed. When difficulties arise, staff provide guidance by modeling appropriate language and actions to support problem-solving. This support is gradually reduced as children develop confidence and the ability to manage problems independently.
- We encourage children to express themselves as well as understand their peers' emotions. We have spaces in the centre that allow children to freely dance and 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 understanding each other's 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 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 to 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 (2.5-5 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 opportunities for both indoor and outdoor play. A consistent daily routine is maintained to promote stability and predictability. Children are supported in understanding their routine through visual cues and clear verbal communication about the day's activities.
- 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.
- The Board of Directors hosts an Annual General Meeting (AGM) to bring the preschool community together to discuss the program, including any feedback or concerns. The program statement may be reviewed at the meeting. All comments and concerns raised during the school year or at the AGM are documented and presented at the subsequent Board of Directors meeting for consideration.

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, 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 by the grace of God through faith in Jesus Christ our Redeemer that we may choose eternal life.