



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

**Completed forms should be submitted by email to [scp@eefc.ca](mailto:scp@eefc.ca)**

**Please indicate with a 1 or 2 which class is your first and second choice.**

Monday/Wednesday AM 3 yrs \_\_\_\_

Monday/Wednesday AM 4 yrs \_\_\_\_ (2 classes)

Monday/Wednesday PM 3 yrs \_\_\_\_

Monday/Wednesday PM 4 yrs \_\_\_\_ (2 classes)

Tuesday/Thursday AM 3 yrs \_\_\_\_

Tuesday/Thursday AM 4 yrs \_\_\_\_ (2 classes)

Tuesday/Thursday PM 4 yrs \_\_\_\_ (2 classes)

**Friend Requests:** \_\_\_\_\_

We do our best to accommodate these requests, but cannot promise that they will all be honoured.

### Child's Information

Name: \_\_\_\_\_ (male \_\_\_ female \_\_\_)

Birthdate: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

(will be used to communicate announcements and monthly calendars)

### Parents/guardians

Mother's name: \_\_\_\_\_

Mother's phone: \_\_\_\_\_

Mother's place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's name: \_\_\_\_\_

Father's phone: \_\_\_\_\_

Father's place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

Marital Status:

Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Single \_\_\_ Common-law \_\_\_



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

Home Church: \_\_\_\_\_

### Parent Designate

(who may be contacted in the event of an emergency if BOTH parents are not available)

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

### Child Development

Do you have any concerns regarding your child's development?

Attention Span \_\_\_ Speech \_\_\_ Interaction with other \_\_\_ Aggression \_\_\_ Other \_\_\_

If yes, please explain \_\_\_\_\_

I understand that my child needs to be fully potty trained to start preschool \_\_\_

Is this child in the care of a foster agency? Yes \_\_\_ No \_\_\_

If yes:

Name of Agency: \_\_\_\_\_

Name of Social Worker: \_\_\_\_\_

Office Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Pickup Permission

Names of individuals to whom your child may be released for pick-up from preschool, (other than parents):

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

Name: \_\_\_\_\_ Ph#: \_\_\_\_\_



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM  
**MEDICAL CONSENT FORM**

In the event that my child is ill or injured, and I cannot be reached, I give consent for the Steinbach Christian Preschool provider to refer my child to the family physician. If the physician cannot be reached, I give my consent to have my child taken to the Emergency Department of the hospital listed below.

\_\_\_ I \_\_\_\_\_ agree to the above statement regarding my child's healthcare provider.

### **Medical Conditions**

Please list any, physical, developmental or emotional conditions relevant to the care of your child: \_\_\_\_\_

### **Doctor Information**

Family Physician: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Manitoba Health Family ID #: \_\_\_\_\_

Manitoba Health Individual 9-digit #: \_\_\_\_\_

Child's allergies to medication: \_\_\_\_\_



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### Medical Questionnaire

Specify Yes if Doctor or Physician diagnosed:

- |  |              |
|--|--------------|
| 1. Life Threatening Allergies  | Yes___ No___ |
| If yes please specify allergy/allergies_____   |              |
| 2. EpiPen/auto-injector prescribed   | Yes___ No___ |
| 3. EpiPen/auto-injector provided to the centre   | Yes___ No___ |
| 4. Asthma  | Yes___ No___ |
| 5. Inhaler provided to school  | Yes___ No___ |
| 6. Bleeding Disorder   | Yes___ No___ |
| 7. Diabetes  | Yes___ No___ |
| 8. Heart Condition   | Yes___ No___ |
| 9. Seizure Condition   | Yes___ No___ |
| 10. Other significant conditions that are Physician diagnosed (ex. ulcerative colitis, crohns, transplants, spina-bifida, permanent physical limitations, etc) |              |

---

---

This medical information is being collected so that an appropriate individual health care plan may be developed. The Steinbach Christian Preschool will share this above information with URIS (unified referral and intake system) if your child has anaphylaxis or a severe medical condition. This program is a partnership between Health, Family services and Housing, Education and Youth.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### Parental Child Custody

Family Services requires SCP to have a copy of any court documentation regarding child custody. If this applies to your circumstances please make sure the appropriate paper work is attached.

No, this does not apply to our family.

Yes, this applies to our family and the appropriate documents are attached.

### Parent Policy Consent

I \_\_\_\_\_ have read and understand the information and procedure as outlined in the Parent Policy Statement (see page 5).

### Payment Plan Options

Please indicate how you plan to pay for your child's tuition:

One-time full year payment (\$315) by cheque

One-time full year payment (\$315) by automatic withdrawal

Monthly payment (\$35/month) by cheque

Monthly payment (\$35/month) by automatic withdrawal

If you indicated that you will be paying by automatic withdrawal, please visit [this link](#) to create your account.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### PARENT POLICY

#### Program Objectives:

- To provide developmentally appropriate experiences for every child in a clean, safe, caring Christian atmosphere where all children may develop physically, socially, emotionally, spiritually, and intellectually at their own rate through play experiences.
- To provide resources that support all aspects of the program.
- To provide adaptations as needed.

#### Program Goals:

- To develop Christian values
- To develop confidence in themselves
- To develop self-control and respects for others
- To develop independence
- To develop creativity
- To develop self-expression and increase language development
- To participate in group play and interact with other children

#### School Year

The school year begins in September. All programs run to the last week in May.

#### School Hours

- Monday to Thursday
- Morning classes run 9:00am to 11:30am
- Afternoon classes run 1:00pm to 3:30pm

*There will be staff persons available for supervision beginning at 8:50am and 12:50pm.*

#### Eligibility

1. 3-year-olds must be 3 on or before September 1st of the current school year.
2. 4-year-olds must be 4 on or before December 31st of the current school year.
3. Children must be toilet trained.
4. Children of all abilities are welcome to attend our program. If your child has special needs, they need to be discussed with the director at the time of registration to determine how we can best meet your child's needs. The final decision will be left to the discretion of the preschool director.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### **Transitioning**

Procedures and practises are in place to help during enrolment, withdrawal and transitions to another childcare facility or school.

### **Daily Admissions and Discharges**

Children become the responsibility of the Preschool staff after sign-in AND presentation to the Preschool staff by the parent or a pre-authorized person.

Children again become the responsibility of the parent or pre-authorized person after sign-out AND presentation to the parent or pre-authorized person by the Preschool staff.

A daily verbal confirmation is requested for a non-parent, pre-authorized person to pick up a child. Staff must be told by the parents when there are changes as to who is allowed to pickup their child. The director will then update the designated pickup list for that child.

Promptness in pickup is appreciated.

No child will be released to anyone under the age of 13.

The teachers will be responsible for your child no sooner than ten minutes before class begins unless special arrangements have been made. All siblings of the preschool students are the responsibility of the parents at all times.

### **Locked Door Policy**

The hallway doors leading to the 4 yrs. Classrooms (and 3s classroom door) will be locked to prevent unmonitored entry. It will be unlocked from 8:50-9:10am and 12:50-1:10pm for arriving parents and children. The door will also be unlocked at 11:30am and 3:30pm for dismissal time. At these times the door will be monitored by the director or designated staff. Should a parent be late in arrival or need to pickup their child before dismissal time, the parent/caregiver will ring the doorbell next to the locked door or call the number posted on the door.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### **Indirect Supervision**

Although your child is supervised at all times, due to the setup of our side rooms in the classroom, there may be times when your child is momentarily out of a teacher's view.

### **Inclusion Policy**

We accept and welcome children of all abilities.

- Our program supports the full inclusion of children who require additional support due to physical, cognitive, social, and emotional needs.
- Our physical environment is arranged so that all children can move freely and make choices based on their abilities, interests, and needs.
- Our expansive foyer, hallways and doorways allow for easy movement of specialized equipment such as walkers and wheelchairs; our main floor level space further allows for easy entrance and movement of such equipment.
- Daily programming is planned to help all children participate in a meaningful way.

Opportunities are provided for all children to participate in social free play and routines throughout the day. Developmentally appropriate group experiences are provided for all children to encourage the socialization of every child with peers. Interactive play among children of varying abilities is facilitated.

We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development. We use program approaches that best meet the needs of each child, and his or her family, while keeping in mind the various individual learning abilities.

We respect and value input from parents and encourage them to be part of the decision-making process for their child. We strive to work closely with families. We support families by consulting with early intervention professionals who have valuable knowledge and expertise to share with each other.





# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

We are cognizant of the importance of ongoing training in current research, theory, and practice of child development. We are also committed to learning more about various disabilities and full inclusion as part of our annual training plan. We avail ourselves to every opportunity for such training.

### **Fire Drills**

We are required to have fire drills monthly. A bell will sound to simulate a fire alarm. The children are led to the nearest fire exit, and then taken outside unless extreme weather conditions prevent us from doing so. Therefore, providing proper footwear daily is imperative.

Two other drills are required to be completed annually as well: a shelter-in-place practice drill (in case of tornadoes and severe thunderstorms), and an evacuation to our designated place of shelter off the property.

### **Evacuation Policy**

In the event of an emergency in which the building must be evacuated, the teachers will walk the children out the nearest emergency exit door and to the meeting place assigned outside.

The director or designated staff is responsible to remove the daily attendance reports and the first aid box which contains the emergency contact information records for all children and staff.

If the building cannot be re-entered, in winter the children will be kept warm in staff vehicles or children may be taken to the nearby shelter and parents will be notified to pick up their children. SCP will provide blankets to keep the children warm.

Children with additional needs will be evacuated by their assigned staff. (Permission to re-enter the building may be granted by the fire chief). All corridors and exits are accessible at all times.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### **Storm Policy**

In the event of a snowstorm in our area, please check your emails and listen to "MIX 96.7", in the early morning, for information as to whether we will be open or closed.

SCP will follow the Hanover School Division closures for storms, but not for cold days as we do not transport students. Discretion on whether to attend on cold days is up to the parents/caregivers.

No refund will be given for cancellations due to storms.

This closure policy applies to snowstorms, but not to cold weather and high windchills.

### **Reporting Abuse**

All staff is required by law, to immediately report any case of suspected child abuse relating to a child attending our preschool, to Child and Family Services.

### **Illness**

Children who have an infectious disease should not attend preschool. No child should attend school for 24 hours following a fever, vomiting, or starting a prescribed medication. (ex. Antibiotics). If a child becomes ill at school, he/she will be given a space to lie down away from the other children. A staff person will remain with the child to ensure safety and comfort, and parents will be contacted to pickup their child. No refund will be given for days lost due to illness.

In the event of an emergency, 911 will be called and parents will be notified.

No medications will be administered by staff.

### **Anaphylaxis Policy**

As required by the Minister of Education, Training & Youth, Family Services & Housing and Health, our facility has developed a childcare policy for life threatening allergies. Anaphylaxis is a severe allergic reaction that can result in death due to airway obstruction or a severe drop in blood pressure. The policy was developed to ensure safety of all children attending the facility. At the time of registration (and



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

annually), all families will be asked to complete a medical questionnaire for their child. Once completed, the questionnaire will be assessed to determine the need to implement the Anaphylaxis Policy.

### **Behaviour Management**

No child is physically punished or verbally or emotionally abused. All children are treated with respect. Re-enforcing positive behaviour is emphasized. However, if a child is in need of assistance, our staff gently offer guidance in problem-solving to help find a possible solution for everyone involved.

A child may be removed to a separate area to protect him/herself or others, should an occasion arise. One staff will remain with the child and facilitate a return to normal activities as needed. Staff will re-evaluate teaching strategies and guidance techniques regularly to eliminate challenging behaviours and provide supports as needed.

If a problem cannot be resolved, the parents will be called, and the matter discussed when convenient for all parties involved. If inappropriate behaviour continues, it may be an indication that the child is not ready for preschool, and attendance may not be in the child's best interest. The director may request that the child withdraw from the program.

### **Parental Involvement**

We welcome parents to come and interact (read and play...) with their child and classmates during designated times of the year. Any toileting and disciplinary issues must be handled by the classroom staff. Parents may either sign up on the volunteer sheets when posted, talk to the child's classroom teachers, or email [scp@eefc.ca](mailto:scp@eefc.ca) to sign up.

Annually parents are given the opportunity to complete a questionnaire regarding their comments and suggestions for the program.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### **Parental Concern**

Please direct any concerns that you have to the director.

Information regarding consulting services is available from the director.

Parental written consent needs to be obtained before there is collaboration between staff and professionals.

### **Clothing and Supplies**

Please dress your child in appropriate clothing for play and weather.

Washable clothes and runners are recommended.

Indoor shoes are required.

No toys may be brought to preschool unless a special day has been arranged.

### **Snacks**

You are encouraged to send a nutritional snack that your child likes. A small snack and a water bottle are all that is needed. (Examples: a few crackers or fresh fruit or a small muffin, and a water bottle).

If there are any children with life threatening allergies, parents will be notified and any foods containing that allergen will be forbidden.

### **Field Trips**

The preschool does not provide any field trips.

### **Transportation**

No transportation is provided. The parents are responsible for transporting their child to and from preschool. The parent must sign in and sign out their child upon arrival and dismissal each day. The child must be brought to the classroom door at which point the child becomes the responsibility of the preschool. At dismissal, the child is released from preschool responsibility when the parent or designate pickup person picks up the child from the classroom or hallway door.

### **Outdoor Play**

Our preschool has an outdoor play area. Outdoor play will happen as often as the weather permits (not -25 or inclement weather). Children should bring clothing appropriate for the weather daily.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### **Communication**

We keep in touch with families by sending out a monthly calendar. There will also be regular emails with updates and reminders. Teachers make posts on a classroom seesaw page for regular preschool updates on the happenings at preschool. Parents are encouraged to check emails regularly.

### **Evaluation**

We document your child's progress and experiences in their own personal journal. The journal will include photos of your child, as well as entries created by your child. These journals are sent home a few times during the year for families to see, each time returned for further entries. At the end of May, these keepsakes are yours to keep.

Reports will be completed with the 4year olds two times per year.

### **Non-Attendance**

When your child is absent, we appreciate a phone call or email to let us know they will be away. This helps us keep track of illnesses that may be running through a classroom so that we can take appropriate action (ex. Cleaning/reporting to Public Health).

If a child has not attended preschool for a period of 3 weeks or longer without communication from the family/caregivers, Steinbach Christian Preschool will send written communication as well as a phone call stating that they have one week to notify SCP with their intentions before their preschool space is terminated.

### **Late Pickups**

It is greatly appreciated that your child be picked up in a timely manner at the end of each preschool day. If there are occurrences where a child is picked up more than 5 minutes late two or more times, a late fee of \$5 will be charged for every 15 minutes past the dismissal time. Some exceptions may apply; however arrangements need to be made with the preschool director ahead of time.



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

### **Fees**

Payments for all 2-day programs is \$35 per month.

Fees are calculated at a daily rate of \$5/day.

\$5/day X 63 preschool days/yr = \$315.00.

There are 2 payment method options:

1. Post dated cheques for the first of every month.
2. Automated monthly payments

There is an NSF fee of \$10.

If a child enrolls mid-month, payment will be calculated for the days attended. No fee adjustments will be made for child absences or holidays.

When there is a holiday that falls on a Monday, our preschool will be closed on the Tuesday following the holiday, to ensure that all of our families have the same number of school days in the year.

In the event that payment is not received, parents will be reminded only once. If a payment is to be late, the matter must be discussed with the Director. Problems or refusals of payment will be taken to the preschool board.

Notification of withdrawal from the program is required in writing one month in advance. No refund will be made for a part of a month attended.

In the event that the preschool had to be cancelled due to a conflict with a church activity, a make-up day will be rescheduled for later in the school year or refunded.

### **Electronic Devices Policy**

Staff and all others using our childcare center's computer and electronic devices must:

- Respect and protect the privacy of others.
- Respect and protect the integrity of all electronic resources.
- Respect and protect the intellectual property (the ideas, creations and copyrights) of others.
- Communicate in a respectful manner.
- Report threatening or inappropriate material.

Inappropriate use includes:



# STEINBACH CHRISTIAN PRESCHOOL

## REGISTRATION FORM

2024-2025 SCHOOL TERM

- Intentionally accessing, transmitting, copying or creating material that:
  - Violates the confidentiality of children, parents, staff or the center.
  - Violates the center's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
  - Using technological resources for personal use without the center's permission.

### **Supervision and Monitoring**

Authorized employees of the center have the right to monitor the use of information technology resources and to examine, use and disclose any data found. They may use this information in disciplinary actions and release it to the police if it is criminal in nature.

Staff members and parent volunteers use of phone and other personal electronic devices:

- Staff will have cell phones in the classroom for the purposes of:
  - Safety purposes to communicate with the director or other staff when assistance is needed.
  - If staff use a personal phone or other device to photograph or videotape children (with the permission of the center and parents), the data is downloaded onto the center's iPad and/or computer and deleted from their personal phone or device.
  - Information about children, parents, staff and the center (including photos and videos) is not to be posted without permission on any personal or public web page, social media, public networking or file sharing sites, or any other internet website.
- Parent volunteers may not bring their cell phone or electronic device into the classroom due to privacy concerns.
  - If a parent would like photos of their child, they may ask a staff member to take a photo.
  - If a parent needs to make a phone call or check messages, they are able to step out of the classroom at any time to check their phone/device.