



Steinbach Christian Preschool

Parent Policy

*A ministry of the
Emmanuel Evangelical
Free Church*

PROGRAM OBJECTIVES AND GOALS

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.

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 plus Friday am
- 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.

TRANSITIONING

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

DAILY ADMISSION 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.

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.

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 pickup 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.

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 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 INVOLMENT

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 to sign up.

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

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.

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.

FEES

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

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

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

Payments for 1-day/wk program is \$20 per month.

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

\$5/day X 36 preschool days=\$180.00/yr.

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:

- 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.