



STEINBACH CHRISTIAN PRESCHOOL

Parent Policy

*A ministry of the
Emmanuel Evangelical
Free Church*

PROGRAM OBJECTIVES AND GOALS

Objectives:

- To provide developmentally appropriate experiences in a clean, safe, caring Christian atmosphere where all children may develop physically, socially, emotionally, spiritually, and intellectually.
- 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 respect 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 of May.

School hours

- Monday to Thursday
- Morning classes run from 9:00am to 11:30am.
- Afternoon classes run from 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 if we can meet your child's needs. The final decision will be left to the discretion of the Preschool Director.

TRANSITIONING

Procedures and practices are in place to help during enrolment, withdrawal, and transitions to another child care 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. The Director must be told by the parents when there are changes as to who is allowed to pick up their child. The Director will then update the designated pick up list for that child.

Promptness in pick-up 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 the 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

Manitoba has passed *The Child Care Safety Charter*, the first comprehensive legislation of its kind in Canada. Under this Safety Charter all child care centers have been required to develop safety plans and codes of conduct that will enhance safe learning environments. Steinbach Christian Preschool has complied with this mandate by the Manitoba Child Care Program. Part of *The Child Care Safety Charter* is a **Locked Door Policy** which will control access to the Preschool.

Our Locked Door Policy states:

The hall door leading to the classrooms will be locked to prevent unmonitored entry.

It will be unlocked from 8:50-9:05am and 12:50-1:05pm for arriving parents and children.

The door will also be unlocked at 11:25am and 3:25pm for pick-up and departure. At these times the door will be monitored by the Director (or a designated alternate).

Parents will sign in their child, and present their child to the staff at the classroom door.

Should a child be late in arrival the parent will need to ring the chime next to the locked hall door. This will alert staff in the classrooms that someone has arrived, and a staff member will come and open the hall door.

It is important for parents to realize that late arrivals will require a staff member to go to the hall door, and this will interrupt interactions between children and staff in the classrooms.

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 level floor space further allows for easy entrance and movement of such equipment because of the absence of stairs.

We also make changes to our daily program to meet the needs of each child.

Opportunities are provided for all children to participate in social free play and routines throughout the day.

We provide developmentally appropriate group experiences for all children and encourage the socialization of every child with peers. Interactive play among children of varying abilities is encouraged, as well as facilitated by additional staffing.

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 styles.

We respect and value input from parents, and encourage them to be part of the decision making process for their child. We recognize the desires of the family.

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 of every opportunity for such training.

Indirect Supervision

Although your child is supervised at all times, due to the way our rooms are set up in the classroom, there may be times when your child is momentarily out of a

teacher's view.

FIRE DRILLS, ETC.

We are required to have fire drills once a month. A bell will sound to simulate a fire alarm. The children are led to the nearest exit, and 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 emergency exit door and onto the yard beyond.

The director or acting director is responsible to remove the daily attendance report and the First Aid box which contains the emergency child information records, and staff emergency information.

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 place of 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 teacher assistant.

(Permission to re-enter the building may be granted by the Fire Chief.)

There are wide pathways to all exits. All corridors and exits are accessible at all times.

STORM POLICY

In the event of a snowstorm in our area, please listen to the radio station "AM1250" or "MIX 96.7", in the early morning, for information as to whether we will be open or closed.

A good rule to follow is: If the schools in the area are closed for a snowstorm, so will be the Preschool.

No refund will be given for cancellation due to storms.

This closure policy applies to snowstorms, but **not to cold weather and high wind chills.**

Sometimes the schools in the area close for cold weather and high wind chills because buses don't start, and it is too cold/dangerous for children to be standing and waiting for a bus at driveways. But, this does not apply to the Preschool because children are brought by parents to the classroom door.

To avoid any confusion, **whenever the Preschool is closed there will be an early morning announcement on Radio AM1250 or Mix 96.7.**

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 be sent to Preschool. No child should attend school for 24 hours following a fever, vomiting, or starting a prescribed medication (i.e. 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 pick up the child. No refund will be given for days lost due to illness.

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

No medication will be administered by the staff.

ANAPHYLAXIS POLICY

As required by the Minister of Education, Training & Youth, Family Services & Housing, and Health, our facility has developed a child care 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 the 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 firmly and fairly. Praising positive behaviour is emphasized. However, if a child finds him/herself in a situation that needs some 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 person will deal with the situation to facilitate a return to normal activities as needed. The other staff person will supervise the remainder of the children. If the problem cannot be resolved, the parents will be called and the matter discussed when convenient for all parties involved. If inappropriate behavior 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 interact (read and play...) with their child and classmates. Any toileting and disciplinary issues must be handled by the classroom teacher. The volunteer program begins in October and runs through till the end of April. We do not call in volunteers during December and May. Parents may either sign up on the volunteer sheets posted at the end of each month, talk to their child's classroom teachers, or phone/email the office at 346-1949 or scp@eefc.ca to sign up.

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

PARENTAL CONCERN

Please feel free to 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 other professionals.

CLOTHING AND SUPPLIES

Dress your child in appropriate clothing for play and weather. Washable clothes and runners are recommended. Remember to label boots and bags with your child's name.

Mats will be provided for children to sit on during Circle Times and Bible-Times.

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

SNACKS

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

Please note that our Preschool is **not allowing any nut products** (or any foods that contain nut ingredients) due to life-threatening allergies.

Please label all home-made snacks to ensure the safety of each child at our center. (ex. "no nuts")

FIELD TRIPS

The Preschool does not provide any field trips.

We may on occasion go outside for a nature walk or simply to read a story on the grass.

TRANSPORTATION

No transportation will be provided. The parents are responsible for transporting their child to and from school. The parent must sign in and sign out their child upon arrival and dismissal each preschool 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 designated pickup person picks up the child from the classroom door.

COMMUNICATION

We will be keeping in touch by sending out a monthly newsletter and calendar. The newsletter will provide our monthly themes, materials needed, dates to remember and other information as necessary and will be distributed via email and/or paper form.

Parents are encouraged to sign-up for the Steinbachlive app and select Steinbach Christian Preschool to receive important notifications such as reminders and school closures during the year.

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 several times during the year for families to enjoy, each time returned for further entries. At the end of May, these keepsakes are yours.

Reports will be sent home with the 4 year olds two times a year.

Non-attendance without notification

If a child has not attended Preschool for a period of 3 weeks or longer without written notification or contact via phone, Steinbach Christian Preschool will send written notification 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

A \$30 fee is required upon registration. (this cheque will be deposited Sept. 1st.)

Payment for all programs is \$70 per month.

Fees are calculated at a daily rate.

$\$70 \times 9 \text{ months} + \$30 \text{ (at registration)} = \660.00

$\$660.00 \text{ divided by } 65 \text{ preschool days} = \10.15 per day.

There are 2 payment method options:

1. Post-dated cheques for the first of each month
(required on the first day of preschool)
2. One VOID cheque for automated monthly payments.

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 also 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 major Church activity, a make-up day will be rescheduled later in the school year. If this day cannot be rescheduled money will be refunded for that particular day.

There is a \$10 fee for NSF cheques.

**Steinbach Christian Preschool's E-mail, Electronic Devices and Internet Policies
Children, staff and all others using our child care centre'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 centre
 - violates the centre'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 the technological resources for personal use without the centre's permission

Supervision and Monitoring

Authorized employees of the centre 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 cell phones and other personal electronic devices:

- Staff/parent volunteers do not use cell phones and other personal electronic devices when they care for and supervise children.
- Staff/parent volunteers make sure that anyone who may need to contact them during working hours knows to call the centre's phone number.
- If staff take a personal cell phone for safety purposes on outings with children, it is only used for emergency contact with the centre or a child's parents.
- If staff use a personal cell phone or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre's computer and deleted from their phone or device.
- Information about children, parents, staff and the centre (including photos or videos) is not to be posted on:
 - a staff member's personal web space
 - social networking web sites (for example, blogs, MySpace, Facebook, etc.)
 - public networking or file sharing sites (like Photobucket, Flickr, YouTube, etc.)
 - any other type of Internet website
- Staff do not accept children as "friends" or "buddies" when using social networking sites such as Facebook or MSN.