



PARENT POLICY MANUAL

1) INTRODUCTION

Blumenort Christian Preschool would like to welcome you to our program. This parent policy manual is a tool for parents to refer to should they have any questions or concerns regarding our program.

2) PURPOSE/PHILOSOPHY

Blumenort Christian Preschool is a Christian preschool program committed to providing an atmosphere allowing children to grow and develop at their own rate as they learn through play. We believe that learning begins the moment a child walks through our door. We also believe that the best learning tool for a child no matter what age or stage of life, the experiences they bring with them or the different abilities they have is PLAY.

GOALS: TO ENCOURAGE CHILDREN

- to develop Christian values
- to develop confidence in themselves
- to develop self-control and respect for others
- to develop independence
- to develop creativity and imagination
- to develop self-expression and increase language development
- to participate in group play and interact with other children
- to develop Pre-Kindergarten readiness for 3-5 year olds

3) ADMINISTRATION

Blumenort Christian Preschool is run by a Volunteer Parent Board. The board is responsible to oversee the operation of the program.

We are a non-profit organization and are licensed for 50 nursery school spaces.

The staff to child ratio is a maximum of 1 to 10.

Our goal is to strive to maintain a maximum of 1 to 8 ratio.

Children will be under staff supervision at all times.

4) PROGRAM AREA AND GOALS

We offer a play-based program where children can learn and grow. To facilitate all areas of growth and development we offer many centres, free time, and circle time. Our centres will include daily living/dramatic centres, active play/ gross motor centres, creative arts centres, unit block centres, reading centres, fine motor centres, sand and water centres, science discovery centres, construction centres and music centres.

Our daily program will consist of Free play, Centre Time, including Crafts, Circle Time, Snack Time and Gym Time as well as a half hour Music for Young Children class once every other week. We also feel it is important to further extend our children's experiences by providing outdoor play as well as several field trips throughout the year.

During our circle times we will experience many age appropriate themes, stories, songs and activities.

Super hero play is considered acceptable as long as there is no violence involved and all students are treated fairly and with respect. Weapon play is discouraged.

Our behaviour management policy is set up to quickly and effectively resolve challenging situations. No child is physically punished or verbally or emotionally abused. All children are treated firmly and fairly and with respect. Praising positive behaviour is emphasized. However, if a child finds him/herself in a situation that cannot be resolved they will be removed from that situation and encouraged to choose an alternate activity.

If a child is having difficulty with compliance in a situation they may need to be removed for a time and a staff person will deal with the situation to facilitate a return to the activities as quickly as possible. If the problem is ongoing or cannot be resolved, the parents will be contacted and a time will be arranged the matter to be discussed with the Director.

5) PARENTS

Parent Volunteers are welcomed in our preschool. Our volunteer program will begin in October. There will be an information sheet sent home at the end of September. (Due to Covid Restrictions we will not run our volunteer program at this time.)

We encourage parent involvement and ask that should you wish to discuss any issues with the Director, you may do so at the beginning or end of a session or call to make arrangements to meet at another time. As well, if the Director feels there is an issue to be discussed, parents will be contacted.

We understand that children may have some difficulty with the transition to preschool and are flexible in accommodating the child and parent in this regard.

We ask that parents provide a pair of indoor shoes to be left at preschool and an extra set of labelled clothes to be in their backpack.

Children should be dressed appropriately for all weather conditions.

We are not responsible for lost or stolen items. There will be a lost and found located at preschool should you be missing any items.

6) REGISTRATION POLICIES

a) 2022/23 School Year

We will begin the school year following the September long weekend and run through until the middle of June. We will contact you with your child's start date, as we will be doing a staggered entrance. You will receive a package in the mail in August with any other information you will need.

3-year-old classes: Monday and Wednesday mornings from 9:15-11:45
Tuesday and Thursday mornings from 9:15-11:45

4-year-old class: Monday and Wednesday mornings from 9:15-11:45
Tuesday and Thursday mornings from 9:15-11:45
Monday and Wednesday afternoons from 12:45-3:15
Tuesday and Thursday afternoons from 12:45-3:15

*Supervision will begin five minutes prior to classes.

** **Children must be picked up promptly! Late fees will be charged for late pick-ups. See Billing and Fees**

We will follow the same school holidays as Hanover School Division unless otherwise informed.

As well, we will follow the same Storm/Cold Day Policy as the Hanover School Division. You can check for school closures on Steinbach Online or by listening to AM1250/96.7FM.

(No refund will be given for cancellation due to storms or cold day closures)

b) Billing and Fees

\$50.00 per month (automatically debited from your account on the 1st of each month (Or alternate day) beginning in September) PLUS registration fee.

All classes require a \$50.00 registration fee upon registration.

Late Pick Up Fees: If children are picked up later than five minutes after the end of class, a \$5.00 fee will be charged for every 15 minute block of time after that.

No refund will be given for days missed. If preschool would need to be cancelled due to conflict with a church function, a make-up day will be scheduled.

There will be a **\$25.00 NSF** fee.

c) Attendance

If a child is going to be absent please inform the Director. If your child is sick, you may call the Director the morning of the session. Once the session has begun, you may leave a message.

In case of an emergency you may leave a message. If you require immediate assistance you may call the church.

d) Guardianship

If there are custody arrangements we require copies of separation agreements, court orders or other documents setting out custody arrangements for each child.

e) Suspected Intoxication/Drug Abuse

No child will be permitted to leave the premises with anyone under the influence of alcohol or drugs. A staff member will contact another adult authorized to pick up the child.

f) Confidentiality

Staff may not disclose any information in regards to children and their families. Should an incident between children occur that parents need to be informed of, names will not be used.

Parents must sign a waiver allowing photographs or videos to be taken of their children.

g) Transportation

Parents are responsible for transportation to and from preschool.

In the case of class field trips, permission forms must be filled out and signed allowing us to transport each child by bus. We may go on outings or walks within a short enough distance that the children may walk.

h) Admissions/Discharges

Children become the responsibility of the staff once they are signed in and presented to a staff member.

Children become the responsibility of the parent or pre-authorized person after they are signed out and presented to that person by a staff member.

A verbal confirmation as well as written notification in the Sign In/Out Book is required for a non-parent/pre-authorized person to pick up a child.

Children need to be picked up promptly. Following the first five minutes after class parents will be charged \$5.00 for each fifteen minute block that they are late.

Student siblings are the responsibility of the parents at all times.

Two weeks' notice is required for withdrawal from the program. Regular fees will be charged for any time less than two weeks.

7) HEALTH AND SAFETY

a) Accidents

All minor accidents that happen will be dealt with and an incident report will be filled out. Parents will be informed of the incident when they pick their child up.

All injuries requiring medical attention are reported to parents immediately.

In the case of an emergency or serious injury the ambulance will be contacted. Parents are responsible for the cost associated with the use of an ambulance.

Medical consent must be given for the staff to act on the child's behalf if parents are unable to be contacted.

b) Illness/Exclusion

Children should not be sent to preschool for 24 hours following a fever, vomiting, or starting a prescribed medication. Please use your discretion when sending children with coughs, colds and runny noses. Children who have an infectious disease should not be sent to preschool. If a child becomes ill at preschool, the parents will be contacted to come pick up their child.

No refund will be given for days missed due to illness.

Staff may not administer medication or medical procedures other than first aid.

c) Crisis Response

**** If you would like a copy of our Evacuation Procedures, please ask the Director.

Employees are trained in CPR and First Aid and will have valid certificates.

There will be First Aid kit and Emergency Kit in the preschool area. It will be updated regularly, checking for expiry dates, and restocking

d) Toileting

We ask that children are toilet trained prior to beginning Preschool. We understand that, especially in the beginning stages of training, children may still have accidents and therefore we accept children wearing pull-ups if required.

A staff member will accompany children to the washroom.

e) Snacks

Parents are responsible for providing a small **NUTRITIOUS** snack. Each year you will be notified if there is a child with an allergy within our program.

If there are any children with life threatening allergies, parents will be notified and any foods containing that allergen will be forbidden. We will provide a list of snacks that are allowed at Preschool.

8) Registration Requirements

(1) Authorization

Permission forms must be filled out indicating those who are allowed to pick up the child.

(2) Medical Consent

Medical Consent must be given for staff to act on behalf of the child if the parents are unable to be contacted.

We must have a list of alternated contacts and next of kin should the parents be unavailable.

(3) Child Information Records

Must be completed prior to the child attending preschool.

Parents are responsible to inform Director of changes to the information.

(4) Parent Agreement

Parents are required to read the Parent Policy Manual

(5) Photography and Videotaping

Parents must initial this section of the online registration form giving permission for photos and/or videos be taken of their child.

No photo or video will be taken of any child whose parent has not signed this form.

(9) OUTINGS AND TRANSPORTATION

For all outings that will occur away from the preschool, we will give a minimum of 24 hours' notice. Permission for field trips must be initialed on the online registration form for all field trips. Some additional costs may incur.

When going on an outing, the staff are required to take child records as well as the first aid kit and the cell phone. When applicable, emergency medications such as epi pens and asthma medications must accompany the child requiring them.

Parent volunteers will be required to ensure a higher ratio of adults to children. The exact ratio will be determined by the Director depending on the specific outing and the needs of the children.

The parent board will be notified of all outings away from the preschool.

Counts of children will be conducted before departing, upon arrival as well as before departing the destination.

Transportation from the preschool to any destination will be on the Blumenort Church bus with a qualified bus driver approved by Blumenort Church. The driver is required to have a valid driver's license and a good driving record.

The bus is to have a current safety and needs to be licensed and insured to transport passengers. All staff, volunteers and children must abide by all rules of safety while riding the bus.