
Emmanuel Preschool Policies

1. REGISTRATION and TUITION

The annual registration fee (per child) is payable by current dated cheque at the time of registration. This is a non-refundable fee unless we cannot offer a space in the class selected. The balance of the annual tuition is to be paid by 10 post-dated cheques, dated the first of each month (Sept. to June) for the specified amount. Cheques for the duration of the school year must be submitted before a child begins classes. There is a service charge for NSF cheques to cover bank fees. The amount of the tuition is determined on an annual basis and is divided into monthly installments for the convenience of parents. Cash is accepted as a Tuition payment as long as two (2) months are paid in full at a time and it is paid in the exact amounts required.

Registration forms must be completed in full before a child may begin classes.

When a child is enrolled after the beginning of the school year, the first month's tuition will depend on which day the child begins. If there is less than half a month remaining, a daily rate of \$20/day will be applied. If there is more than half a month remaining, half of the monthly tuition will be applied, plus a daily rate of \$20/day for any additional days.

Early registration for the school year beginning in September are accepted and prioritized until February 28th, in the following order:

- returning children
- siblings of returning children
- siblings of previously enrolled children
- children whose parents or grandparents are active members or adherents of Emmanuel Baptist Church

After February 28th, children will be accepted in order of application.

For children starting in January, registration will be accepted in the following order:

- currently enrolled children transferring from another class
- siblings of currently enrolled children (who meet age requirements)
- all others in order of application

2. NOTICE of WITHDRAWAL / REPAYMENT

Emmanuel Preschool requires that parents notify the administrator in writing before the first day of their child's last month of attendance, or pay an additional month's installment in lieu of notice. If a child is registered in two classes, two months notice is required.

Payment may be waived if we can fill the space. Notice must be given to the Administrator by depositing a withdrawal form in the red mailbox outside the classroom, or you may choose to send an email to preschool@emmanuelvictoria.ca, before the first day of the child's last month. It must be dated and indicate

the last day the child will attend. Verbal notice given to teachers is not considered to be notice – cheques will be cashed until written notice has been given to the Administrator.

Parents who withdraw their child in September are exempt from providing one month's notice if we can fill the space.

If a child is unable to continue attending preschool for medical reasons, the one month's notice is waived, all post-dated cheques will be returned, and if applicable, a refund will be issued for the remainder of the days in the month the child is unable to attend.

Any other appeals for refunds must be made in writing to the Preschool Committee, and may be granted only under special circumstances, after the next meeting of the committee.

If a child is unable to attend preschool due to an extended family vacation or other reason, the child's space in the class will be guaranteed for one month and tuition must be continue to be paid. If your child will be away longer than a month, your child may need to be withdrawn from the class depending on whether there is a waitlist for that class. If this situation arises, it will be evaluated at that time by the teachers and Administrator. Any possible arrangements to accommodate extended absences will be made at the discretion of the preschool staff.

In the unlikely event that Emmanuel Preschool is no longer able to provide care, we will provide all preschool families with two month's notice of our closure.

3. SNACKS & ALLERGIES

Each preschool day, your child should come to preschool with a nutritious snack that your child enjoys and can manage independently. Items like fruits, vegetables, cheese and crackers, hard boiled eggs, etc. are all healthy options. Please send all food in a reusable container with a lid, so that uneaten portions can be sent home. Instead of juice boxes or other drinks, we also ask that you send water along with your child.

Due to the frequency of nut allergies among children, we ask that parents do not send nuts or any products containing nuts, to preschool. However, parents of allergic children should be aware that we cannot guarantee the preschool environment will be completely free of nuts or traces of nuts, as it is impossible to enforce the cooperation of everyone who may use the preschool facility.

If your child has severe allergies and/or uses an epi-pen, you must provide the teachers with instructions as to what to do in the event of an allergic reaction. Please request an Allergy Information Form from the Administrator.

On days where the children do special baking activities, all ingredients will be listed in a prominent location for parents to view. Where possible, special attention will be paid to using ingredients that are considered less allergenic.

4. ILLNESS

Please be considerate to other children and their families and evaluate your child's health before sending them to preschool. If your child exhibits the following symptoms, please do not bring them to preschool and advise a teacher that your child will be absent: diarrhea and/or vomiting within 24 hours of class time; high fever; or any communicable disease (i.e. pink eye, strep throat, hand foot and mouth disease, etc.). If a teacher feels your child is not well enough to attend class, you will be asked to take them home.

If your child develops an infectious disease (i.e. Chicken pox, whooping cough, impetigo, etc) or lice, the parent is asked to inform the preschool.

5. IMMUNIZATIONS

For everyone's protection, Emmanuel Preschool strongly recommends that all children receive immunizations (as recommended by the Vancouver Island Health Authority) before attending preschool, unless your child's doctor has deemed it to be contra-indicated (i.e. likelihood of allergic reaction). By law, dates of all immunizations must be indicated on the registration form.

When a child's immunizations are not up to date, or parents have chosen not to have their child immunized, in the event of a communicable disease outbreak in the community, Emmanuel Preschool may request the child not attend the preschool during the period such a risk exists.

6. MEDICATIONS

If your child requires medication, bring the necessary medication to the preschool and discuss with the teachers how and when to administer it. Before the preschool can administer the medication, the parents must complete a medical consent form. This form is to be signed by the doctor and the parent and must indicate the full name of the medication, dosage and frequency, situation for administering, any contraindications or possible side effects. All medication must be in its original container with the child's name, doctor's name, date, expiration date, and dosage information.

7. TOILETING

It is **expected** that your child will be toilet trained before attending preschool, **particularly** those children enrolled 5 days per week. However, we do have diaper changing facilities on site and can change diapers or pull-ups on occasion, as long as the child is willing to let us change them. **If it becomes an issue, the Teachers will contact the parent and ask that they come to the preschool or remain on-site to change their child.**

8. GUIDANCE AND DISCIPLINE POLICY

Children require and seek guidance, and discipline as they grow and mature. To help the children develop the confidence and self-control necessary to move toward self-discipline, Emmanuel Preschool will:

- Make every effort to understand and appreciate the uniqueness of each child.
- Encourage desired behavior, and structure time and space to assist children to behave appropriately.
- Set clear and simple limits in a positive manner.
- Allow appropriate time for children to adjust to the routines of the preschool, and to respond to stated expectations.
- Constantly circulate and scan the children, anticipating potential difficulties. If necessary, guide the child toward an appropriate resolution, while acknowledging the child's feelings and need for acceptance
- When the behavior exceeds the limits, move closer to the child and establish eye contact. When simple reminders are ignored, natural or logical consequences are to be used.
- Redirect to another activity if necessary, and only under endangering circumstances should a child be removed for a "time-out"
- If a child's behavior requires ongoing intervention, it may be recommended to the parent to have the child assessed for behavioural issues, so appropriate supports can be put in place.

9. AGGRESSIVE BEHAVIOUR

If aggressive or destructive behaviour is a recurrent problem, parents will be asked to meet privately with the preschool teachers to discuss how the child's behaviour will be addressed. If aggressive or destructive behaviour continues to occur, parents may be asked to withdraw the child until a plan acceptable to both parents and teachers can be put in place, in order that a safe and non-threatening environment can be maintained for all concerned.

10. HOLIDAYS AND PRO-D DAYS

Emmanuel Preschool will close for two weeks over the Christmas holidays and for one week for Spring Break. In addition, there will be one Professional Development Day per class. Emmanuel Preschool will observe all statutory holidays.

Families will be provided with a School Year Calendar at the beginning of the school year.

11. CLASSROOM VISITORS

All students and volunteers who spend time in the classroom are required to first submit to a criminal record check.

12. ADDRESSING PARENT CONCERNS

Teachers are pleased to meet with parents at a mutually agreed time, but are not free to discuss issues with parents during class time. Parents who have concerns about their child's experience at preschool are requested to follow the following protocol:

- 1) Call the preschool and request a meeting with the teachers.
- 2) If the issue is not satisfactorily resolved, write a letter explaining your concerns to Pastor Ingrid White, and leave it with the secretary in the church office. Pastor Ingrid will contact you to discuss your concerns.
- 3) If you are still not satisfied, write a letter to the Preschool Committee, addressed to the Preschool Coordinator, Pam Rudy.

13. PRESCHOOL vs. PARENT SUPERVISION

When a parent is present during preschool hours, each child will remain under the direct supervision of the preschool staff. If the parent wishes to take their child home or out of the classroom before the session is over, that parent must advise a teacher first. At this point, the child falls under the supervision of the parent. For example, if the parent takes the child into the hallway for a time, a teacher must be notified and the staff is no longer responsible for supervision of that child. If the parent and child come back into the classroom, it is the responsibility of the parent to inform the teacher that their child is back again.

14. PICKUP AND ARRIVAL

The parent or authorized person(s) must sign-in their child(ren) upon arrival and sign-out their child(ren) upon pickup.

15. LATE ARRIVAL

At 9:00am each morning, the door to the preschool will be opened and a teacher will greet the children as they enter the classroom. After a short time, the door to the preschool will be closed for safety reasons. You are welcome to arrive late by opening the door and closing it behind you. Upon late arrival, the parent must ensure that their child enters the classroom safely and that a teacher is aware that the child has arrived. The teachers need to have a total count of the children at all times for safety reasons.

16. LATE PICKUP

If a parent or guardian has not picked up a child or called by 11:50am, Emmanuel Preschool staff will try to contact the family, and then alternative persons from the authorized pickup list. If that person is unavailable and the parent has not contacted the caregiver by 12:15pm, we are required to notify the Ministry for Children and Families. If late pickup is an ongoing problem and reasonable effort has not been made to solve it, notice of termination of services may be given.

17. UNAUTHORIZED PICKUP

Parents/guardians are required to notify Emmanuel Preschool staff in writing if someone else will be picking up their child. If the person picking up the child is not known to the preschool staff, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the preschool staff. A staff member will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, police will be called for assistance.

18. ALLEGED IMPAIRED PICKUP

To the extent that it is possible, it is the preschool staff's responsibility not to release a child to an authorized person who is unable to adequately care for that child. If the preschool staff believes that a child will be at risk, they will offer to call a relative or friend to pick up the person and the child, or offer to call a cab to pick them up. If the person is driving a vehicle, the staff will explain that driving a vehicle while under the influence of drugs or alcohol is against the law and that they (the staff) are obligated to ensure the safety and well being of the child. If the presumed impaired person chooses to get in the car with or without the child, the staff will immediately notify the police and provide description of the car and geographic vicinity. If the staff believes that a child is in need of protection, they will call the Ministry for Children and Families.

19. CUSTODY and RELATED COURT ORDERS

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent or guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pickup list, the policy on unauthorized persons will be implemented. The enrolling parent must provide all consents.

20. EMERGENCY PREPAREDNESS

Emergency drills are practiced at the preschool once a month. During fire drills, children are taught to drop everything they are playing with and line up at the safest exit where a teacher is waiting. A sweep is made of the preschool to make sure no other children are remaining. The children are then led to the safest location outside and attendance is taken. At this point, the emergency is reported to the appropriate authorities. Depending on the nature of the incident, parents will be notified as soon as possible.

For an earthquake drill, children are taught to crawl under the table and cover their heads, where they remain for approximately 60 seconds (the preschool teachers lead the children in a song during this time).

In the event of a real emergency, Emmanuel Preschool is equipped with its own emergency supplies. For further information detailing the procedures that will be followed in the event of an emergency, please speak with the Preschool Administrator or Preschool teachers about viewing Emmanuel Preschool's Disaster Plan.

21. EMERGENCY PRESCHOOL CLOSURE

From time to time, the preschool may experience extreme weather conditions, natural disasters or other emergencies. During these events we may not be able to open the preschool or might need to close during the day. Some examples of these types of emergencies include fire, earthquake, disease outbreaks, blizzards, and ice storms. If an emergency of this magnitude occurs during operating hours, we will attempt to contact all parents and make arrangements for the early pick-up of their children. If a widespread emergency occurs and there is a communications failure, it is the parent's responsibility to come to the preschool as soon as possible.

If an extreme emergency occurs outside of normal operating hours, the preschool will not open until the situation returns to normal. In the event of major snowfall or weather related events, please listen to the local radio station (CFAX 1070) for school closure information. While we will do our best to email parents the morning of, and contact radio stations of the preschool's status, please use your common sense and pay attention to the road conditions. If the police are requesting drivers to stay off the road, it is likely that the preschool will be closed, as many families do not live within walking distance and need to drive their child to preschool.

There will be no fee reduction or repayment for school closures lasting less than one week.

22. INCLUSION

Emmanuel Preschool is an inclusive preschool that promotes and celebrates diversity among children. Every effort will be made to integrate children with diverse abilities into the day to day activities of the preschool.

23. SMOKING

The preschool is a smoke free environment. Smoking is not permitted anywhere in or on the property.

24. EMERGENCY CONTACTS

If you need to contact the Teachers in the case of an emergency (please note that the Teachers do not answer the phone during class time) and you cannot get through to the Preschool Administrator (250 598 0573) you may call the Emmanuel Baptist Church Office (250 592 2418).

25. Active Play Policy

PURPOSE

The Staff at Emmanuel Preschool acknowledge the importance of active play and physical activity that contribute to good health and overall wellbeing.

WHAT IS ACTIVE PLAY?

Active Play is about moving and doing with the inclusion of vigorous movement that increases the heart rate. Active Play promotes healthy growth and development in children. It helps build self-esteem and confidence and improves balance, coordination, and motor skills.

PROCEDURES

Active Play Staff will ensure that...

- Children will participate in a minimum of 30 minutes of active play daily using outdoor parks and indoor gym.
- Play equipment is adaptable and moveable, to encourage change and to challenge children.
- Play experiences are inclusive of the diversity and abilities of all children.
- Staff will engage with children in active play and physical activity.
- The importance of active play and physical activity is part of the educational program through discussion, group games, stories, music and movement.
- Staff routinely identify opportunities to engage children, educate and promote appropriate physical activity skills and active play.

SCREEN TIME

- Active play is promoted instead of offering screen time.
- Screen time will not be offered to children in attendance for 3 hours or less.
- Electronic devices will be kept in the child's backpack.