

SACRED HEART PRESCHOOL

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Parent Handbook

Dear Parent/Guardian:

Enclosed are the policies for Sacred Heart Preschool. Please be sure to read them carefully, complete the form on the last page and return it as soon as possible. Please keep this handbook for your reference. The preschool fees reflect the monthly amount after the Child Care Fee Reduction Initiative is deducted from our government funding. This funding is approved on a yearly basis.

Morning Preschool

Monthly Fees after CCFRI

8:30 a.m. – 11:55 am

5 mornings per week

\$310.00

3 days per week
Mon/Wed/Fri

\$205.00

2 mornings per week
Tues/Thurs

\$157.00

****PLEASE NOTE that effective July 1, 2026 there is a \$50.00 non-refundable registration fee in addition to the payment of first and last month preschool fees on registration day. ****

Sacred Heart Preschool - Philosophy

At Sacred Heart Preschool we believe that children learn best through play and in an atmosphere of enthusiasm and fun. We will provide a balance of child centered and structured curriculum throughout the year, and an environment rich in experiences that promote positive development in their physical, emotional, social and cognitive growth.

We strive to keep the physical environment comfortable and to provide fun and exciting learning experiences for the children. Providing a “child centered” curriculum that is based on the children’s interest allows them to feel comfortable with what they know and excited to find out more about their world. A variety of toys, materials and activities are provided daily to foster growth in all developmental areas. There is a balance between adult initiated, and child directed play at the centre to enhance the learning process.

Sacred Heart Preschool maintains an open-door policy that ensures parents have access to their children throughout the day.

Sacred Heart Preschool - Payment Policy

Upon registration, we require a \$50.00 registration fee for all new and returning children to our preschool program. First and last month’s fees are due on the day of registration. Fees are due the first day of the month and paid in full one month in advance of service regardless of child absenteeism due to illness or vacation. Any fees paid after the 5th of the month will be subject to a \$10.00 late charge. Fees not paid by the 5th of the month may result in a discontinuation of service until fees are paid.

When withdrawing from the preschool, parents must provide one month’s written notice to the preschool manager. If a parent chooses to withdraw their child part way through the month, the remainder of that month’s fees will not be refunded. One month’s fees must be paid in lieu of notice whether the child attends or not.

Monthly preschool fees can be made by e-transfer to epaysacredheart@rcdk.org

We do not accept cash, cheques, debit or credit cards. In the comment box attached to your payment, please be sure to reference: YOUR NAME, CHILD’S NAME, MONTH the payment is for & WHAT TYPE OF CHILD CARE the payment is for (E.g. PRESCHOOL, DAYCARE, ASC) and the AMOUNT (Ex: preschool M/W/F \$198.00, Daycare \$210.00, ASC \$150.00)

PROCEDURES

- Please do not drop your child off any earlier than 8:25 am and pick up no later than 11:55 am at the end of class time. We are unable to supervise children any earlier or later than the scheduled preschool hours.
- To encourage healthy eating habits please send healthy foods for snack time: fruit/veggies/sandwich. We are an allergy aware school. No PEANUTS please!

Sacred Heart Preschool Daily Schedule Morning Class

8:30 - 9:30	Structured Art /free play (carpet/table toys, painting, play dough)
9:30 - 10:00	Gymnasium play
10:00 - 10:15	Free play/finish structured art activity
10:20 - 10:30	CLEAN UP/BATHROOM/WASH FOR SNACK
10:30 - 10:55	Snack time (storybook read at snack)
11:05 - 11:25	Circle time (group time with songs, games, stories)
11:30- 11:55	Outside play
11:55	Dismissal

Sacred Heart Preschool- Illness Policy

Sacred Heart Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well-being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations, nevertheless it is up to our discretion when your child may return to school.

PLEASE KEEP YOUR CHILD AT HOME OR IN ALTERNATE CARE FOR THE FOLLOWING CONDITIONS:

- An acute cold with fever, runny nose and eyes, coughing and sore throat.
- Difficulty in breathing, wheezing or a persistent cough.
- Sore throat or trouble swallowing.
- Infected skin or easy or an undiagnosed rash.
- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back, they will again be sent home.
- Children with known or suspected communicable diseases.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. All nits (eggs) must be removed and not present upon return to school.
- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours **without the use of fever reducing medication. The same policy applies if your child develops a fever at home.** They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours.
- **Pink eye (bacterial):** Your child may return to preschool 24 hours after starting antibiotic drops or ointment providing their eyes no longer have thick, yellowish or white discharge present and symptoms have improved greatly.

- **Pink eye (viral):** Conjunctivitis generally remains contagious as long as the eye is tearing and producing a discharge and can last for up to 14 days. Your child may return to preschool when the symptoms **of redness and discharge are no longer present.**

Please notify the preschool within 24 hours if your child has been exposed to a communicable disease. The preschool staff will then inform other families attending the facility.

In the case of a communicable disease, a doctor's note of approval must be given to the preschool staff before the child returns. The returning child must be well enough to participate in all regular preschool activities.

Medication Administration Policy

Any doctor prescribed medication, or any over the counter medication parents bring to the centre must remain in its original packaging with full instructions and precautions. All parents must sign a "Permission to Administer Medication" form before any medication is dispensed. The medication will be stored in a container out of the reach of children at either room temperature or in the fridge if required.

There is always a qualified first aid staff member on site.

Sacred Heart Preschool - Head Lice Policy

If a child is found to have head lice or nits (eggs) while attending preschool, the parents will be notified that they need to pick up their child immediately and take them home. Head lice should be treated with a special medicated shampoo from the local pharmacy, and nits (eggs) combed out of the hair using a nit comb. A no nit policy is in effect to ensure the well being of the other children and staff at the centre. The child may return only when all nits (eggs) have been removed and are not present upon arrival at the preschool.

Sacred Heart Preschool - Health Policy

It is inevitable that staff and children in group care will get sick. Caregivers and children in group care have an increased exposure to illness because of the expanded number of people with whom they are in contact.

When staff and children play closely together in groups and the children share toys throughout the day, this increases the risk of spreading illnesses. Being proactive and keeping your child home when they are not well helps to keep the other children and staff at school healthy.

We feel an important factor in the control of illness is the frequency of hand washing by children and caregivers. All children and staff will wash with soap and water after toileting, before meals, snacks and before food preparation.

Consistent cleaning and sanitizing procedures of the toys and equipment at the centre will be followed by staff and universal precautions will be used to reduce the transmission of blood borne disease. A high level of cleanliness will be maintained in the preschool.

Sacred Heart Preschool - Release of Child Policy

All children must be accompanied by a parent/guardian when picked up from the preschool. Only the people listed on the registration form are permitted to pick up the child. If a parent or guardian is unable to pick up your child, the staff must have either written or verbal permission to authorize an alternate arrangement.

If the child is not picked up after 30 minutes of the preschool closing, and every attempt to reach someone listed on the registration form has failed, we are required by law to notify the Ministry of Children and Families.

Sacred Heart Preschool - Guidance and Discipline Policy

We believe in positive reinforcement, and we stress throughout the year that we are all friends.

Each child is seen as a unique individual and the Preschool teachers are aware of the effect of developmental stages on behaviour.

The Preschool teachers are aware of familial and cultural influences on behaviour, also regarding people, space, time, things and the Preschool teachers use preventative guidance strategies.

Sacred Heart Preschool – Field Trip Policy

Parents/guardians will be notified of any upcoming field trips and written consent will be required.

Sacred Heart Preschool-Late Pick-Up Policy

Our preschool center closes at 11:55 each weekday and all children must be picked up by this time.

If a child remains at the preschool center past closing, late fees will be charged as follows:

- \$5.00 for the first five minutes of being late and \$10.00 per minute after that.
- The late fees must be paid in cash to the childcare provider the same day at pick-up time or brought to the center the following morning. Late fees will not be added to next month's bill.

Example:

Pickup at 12:00 pm = \$5.00

Pick up 12:05 pm = \$5.00 + \$50.00 = \$55.00

We understand that emergencies can happen, and we ask that you notify us as soon as possible if you anticipate being late. If lateness occurs on more than three occasions after being reminded verbally and in a letter, the family will be asked to meet with the center Manager to discuss continued enrollment.

Sacred Heart Preschool-Outside Agency Policy

Our preschool educators work together with the Child Development Centre in the best interest of the children/parents/caregivers to coordinate services that will provide the best quality care for the children attending. Outside agencies can be the following:

- Supported Child Development
- Physiotherapy
- Speech and Language Therapy
- Occupational Therapy
- Audiology sessions

If an educator believes that a child will benefit from the assistance of an outside agency, a conversation with the parent/guardian will take place either in person or by telephone to discuss this option.

Educators will do their best to provide information about the referral process to the family and try to answer any questions that would help the family feel comfortable speaking with someone from an outside agency.

All efforts will be made to accommodate the child's needs by working together with the family to develop a consistent plan and to encourage the use of the valuable outside agencies in our community

Parents have the right to refuse help from an outside agency if they choose; however, if the suggestion was made due to serious behaviours in the childcare setting, the center may choose to terminate services. These behaviours may include harm to staff/other children or if a child is unable to manage safely in a group of children within the child-to-adult ratio.

Sacred Heart Preschool - Toilet Training Policy

All children attending Sacred Heart Preschool must be fully toilet trained. This includes:

- No diapers or Pull Ups
 - Able to TELL an adult they have to go potty BEFORE they have to go
 - Say the words "I have to go potty" BEFORE they have to go
 - Be able to postpone going if they must wait or are outside away from a bathroom
- The children have many opportunities throughout the day to use the bathroom. As accidents may happen, it is VERY important to have an extra change of clothes for your child. If extra clothing is unavailable the parent will be contacted and will need to come to the centre to change their child.

Releasing A Child To A Person Who Is Under The Influence- Policy

If a staff member suspects that the person picking up a child is under the influence they will not be allowed to leave with the child.

Procedure:

1. No child will be sent home with anyone that a staff member suspects is under the influence of drugs or alcohol
2. The person will be brought to the side away from the children
3. The person will be asked if they have been drinking or using drugs

If the person denies any of the above but the staff are still unsure about their condition the person will be told that we are more than happy to call alternate transportation and that we cannot allow the child to leave with them in their vehicle. If the person leaves with the child while under the influence, we will contact the police department and the Ministry of Children and Family Development as soon as they leave the premises.