

SACRED HEART PRESCHOOL

455 Pigeon Avenue
Williams Lake, BC V2G4R5
250-398-5852
www.sacredheartwl.com



Parent Handbook

Sacred Heart Preschool 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.

Effective September 2012

Kindergarten Prep

8:30 a.m. – 12:00 noon

5 days per week

Monthly Fees

\$350.00

3 days per week

Mon/Wed/Fri

\$210.00

2 days per week

Tues/Thurs

\$140.00

Afternoon Preschool

1:00 p.m. – 3:00 p.m.

2 days per week / 2 hours per day

Tues/Thurs *or* Mon/Wed

\$90.00

For more information please contact Tina Weber at 250-398-5852.

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

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 will result in a discontinuation of service until fees are paid. There will be a \$20.00 charge for any NSF cheques.

When withdrawing from the preschool, parents must provide one month's written notice to the preschool supervisor. 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.

Payment can be made by postdated cheques or cash. Please put cash payment into an envelope with your child's name clearly written on the outside of the envelope.

PROCEDURES

1. Please do not drop your child off any earlier than 5 minutes before class begins. Please pick your child up within 5 minutes of the end of class time. We are unable to supervise children any earlier or later than the scheduled preschool hours.
2. To encourage healthy eating habits please send healthy foods for snack time: fruit/veggies/sandwich. No nuts please.

3. We welcome all parents to help out in the classroom if they would like. Please remember to find alternate care for any siblings during this time.

Sacred Heart Preschool Daily Schedule Morning Class

8:30-9:00	Arrival & Free play (table toys, painting, dress up etc.)
9:00-9:30	Morning circle (greeting, calendar, structured art demonstration)
9:30-10:30	Free play/Art
10:30-10:45	Clean up/wash hands
10:45-11:05	Snack time
11:05-11:30	Bathroom/wash hands/dress for outside or gym time
11:30-12:00	Outside play or gym time

Daily Schedule Afternoon Class

1:00-1:20	Arrival & Free play (table toys, painting, dress up etc.)
1:20-1:30	Circle time (greeting song, calendar, structured art demonstration)
1:30-2:05	Free play/Art
2:05-2:15	Clean up
2:15-2:25	Circle time (story, songs, games)
2:25-2:30	Wash hands
2:30-2:40	Snack time
2:45-3:00	Gymnasium play (time permitting)

Sacred Heart Preschool- Illness & First Aid Policy

Children who are not well or who have an infectious illness must not come to preschool. When a child becomes ill at preschool we will keep the child as comfortable as possible in a quiet area closely supervised by an adult and notify the parent to pick up the child. If we are unable to reach the parents or the emergency contact person, a doctor and/or ambulance may be called. All costs incurred are the responsibility of the parent or guardian.

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

1. Pain. Any complaints of unexplained or undiagnosed pain.
2. An acute cold with fever, runny nose and eyes, coughing and sore throat.
3. Difficulty in breathing, wheezing or a persistent cough.
4. Fever 100 degrees F/38.3 C or higher.
5. Sore throat or trouble swallowing.
6. Infected skin or easy or an undiagnosed rash.
7. Diarrhea or loose stool combined with nausea, vomiting or abdominal pain.
8. Severe itching of body or scalp.
9. Children with known or suspected communicable diseases.
10. Head lice. All nits (eggs) must be removed and not present upon return to daycare.

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. The Health Unit may be informed and, if necessary, the daycare staff will complete a Serious Incident Report for the Licensing Officer.

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 prescribed, or recommended for a child by a physician, must remain in its original packaging with full instructions and precautions. Only then will it be administered by the staff. All parents must sign a "Permission to Administer Medication: form before any medication is dispensed. Medication is stored by the staff in a locked container at room temperature or in the fridge if required.

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

Sacred Heart Preschool - Health Policy

It is inevitable that children in group care will get sick. They play very intimately, sharing toys and joys with one another. As well younger children have lower resistance to infection and communicable disease. Children in group care have an increased exposure to these because of the expanded number of people with whom they are in contact.

An important factor in the control of communicable disease is the frequency of hand washing by children and caregivers. Hands should be washed 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 the 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 - 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 – Field Trip Policy

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

Sacred Heart Preschool/Daycare

Please complete and sign below. Return this page to the preschool/daycare.

Thank you.

I _____ have read and understand the policies presented
(please print name)

to me in the parent handbook of Sacred Heart Preschool/Daycare. I agree to abide by these policies to ensure the safety of my child and others attending the preschool/daycare.

Signature: _____

Date: _____