

De Winton Community Preschool

Parent Handbook
2022-2023 School Year



Preschool Classroom Phone
(403) 852-5887
Preschool Parent Committee Email Address
dewintoncommunitypreschool@gmail.com

DE WINTON COMMUNITY PRESCHOOL

PHILOSOPHY

The De Winton Community Preschool's philosophy is that children learn through play and socialization. Our goal is to provide an atmosphere that allows our students the opportunity to grow in a safe and nurturing environment while making learning fun and interactive.

For young children this is their way of exploring their environments, developing age appropriate concepts and making meaningful relationships with their peers. As a result, children are able to relate learning with a positive experience, which is beneficial in preparing preschool children to cope with more formal education in kindergarten and beyond.

Children primarily learn through a process of sensory stimulation. Use of the five senses (sight, sound, smell, taste and touch) is the best way to communicate with preschool aged children when introducing new concepts. Because of this, learning needs to involve as many of these senses as possible to give the maximum experience and illicit the best responses.

The De Winton Community Preschool utilizes a theme based curriculum. Generally, the themes run for one month and each skill area is connected to that theme. Our curriculum is based on themes that are program implemented and are introduced by our teaching staff. Our teachers have flexibility to observe and follow student interests and can extend or shorten the time spent on a theme.

Learning through play is what comes naturally to most children and must be encouraged to help build confidence and awareness when meeting the children's developing needs. Movement is another key concept that contributes to profound experiences. After all, the act of 'doing' is both gratifying and rewarding. The De Winton Community Preschool is ideally situated in a building that has an open gym area and outdoor playground that are incorporated into the daily class plans.

PARENT INVOLVEMENT REQUIREMENTS

The De Winton Community Preschool program is a non-profit parent-run program. Parental involvement and input are essential in making our program successful and in keeping tuition costs to a minimum while covering the operating costs of the preschool and paying for upgrades to play equipment, toys, books and other learning tools. Your volunteer time is greatly appreciated. This time will not only give you some insight into the day-to-day operations of the preschool but will also help to create a sense of community and build relationships for both our children and parents. The following are the ways that parents help out in making our program run smoothly.

- **Classroom Helper Volunteers:**

The most important volunteering role in our preschool is that of the Classroom Helper. Due to being a community and parent-run program, we have made parents active partners in their child's preschool experience and education. Parents are asked to fulfill approximately 4-6 "Classroom Helper" volunteer days throughout the school year. The number of days required and the dates are determined depending on the number of students in the classroom as well as special dates such as birthdays and holidays. In addition, there are several opportunities that arise throughout the year in the form of special celebrations, in which parents are encouraged to participate. This helps keep parents involved and interested in supporting the preschool program as well as being active in our local community. Additional information is available under the "Volunteer Policy" section later in this document.

Note: Classroom volunteer opportunities are dependent on current Government of Alberta and Alberta Health Services policies

- **Fundraising Events:**

Parents are encouraged to participate in fundraising events throughout the school year. Past fundraising events have included raffles and food/chocolate sales. Money raised from these fundraising events allows the preschool the opportunity to update teaching aides, classroom toys, etc.

- **Other Volunteer Opportunities:**

Parents are also encouraged to join the De Winton Community Preschool Parent Committee and/or volunteer for other various committees and jobs at the preschool such as organizing the annual Christmas Concert, planning the year end party, helping with the fundraising committee, classroom snack co-coordinators, etc. The De Winton Community Association also has volunteer opportunities available throughout the year.

PARENT COMMUNICATION

Communication between parents and the Parent Committee and/or Preschool Teachers is essential to keeping our program running efficiently. Parents are informed and included in the De Winton Community Preschool in the following ways:

- Parents are asked and encouraged to join the De Winton Preschool Parent Committee, or if interested, the De Winton Community Association Board of Directors
- Pertinent information is communicated to parents in the Parent Handbook, which is received with registration packages
- Parents will receive information and current notices throughout the year from the De Winton Community Preschool Parent Committee and/or from the teachers either through email or in their child's marked file folder, located at the sign in/out table
- Parents are encouraged to communicate with the preschool teachers and the Parent Committee anytime throughout the year

GENERAL PRESCHOOL INFORMATION

FACILITY LOCATION

The De Winton Community Preschool is located in the De Winton Community Hall in the hamlet of De Winton, Alberta.

The mailing address is:

De Winton Community Preschool
c/o De Winton Community Hall
Box 111
De Winton, AB T0L 0X0

Street/Blue Sign Address is:

114 MacLeod Trail South
De Winton, AB

PRESCHOOL CONTACT INFORMATION

For any questions or concerns about the preschool program or to update your child's personal information/files please contact the De Winton Preschool Parent Committee by email at dewintoncommunitypreschool@gmail.com. Contact information for the De Winton Community Association Preschool Director can be obtained via the DCA Hall Manager at dwca@platinum.ca.

If your child is unable to attend class, please contact the De Winton Preschool teacher(s) at (403) 852-5887.

PRESCHOOL CLOSURE DATES

The De Winton Community Preschool usually follows the same school closure dates as the Foothills School Division. However, the first day of preschool classes is usually a week later than that of the school division and the last day of preschool classes is usually a week earlier than that of the school division. At this time the specific dates have not been determined by the school division for the 2022-2023 school year. The De Winton Preschool Parent Committee plans to send out a notification regarding the preschool closure dates once they have been determined.

PROGRAM DETAILS

The De Winton Community Preschool is open to students between the ages of 2 ½ and 5 years of age. **All children entering the program must be toilet trained.**

PRESCHOOL PROGRAMS

3-YEAR-OLD and MIXED AGE PROGRAM (3 and 4 year olds)

To be accepted for registration into these programs, at minimum the student's 3rd birthday must fall on or before December 31st, 2022.

Tuesdays and Thursdays:

AM Class: 3-year program 9:00am – 11:30am

PM Class: 3 and 4-year-old program 12:00pm – 2:30pm

Daily Schedule/Routine:

Classes start promptly and doors will be opened at that time for greeting of the students by the teacher(s). Please be on time!

9:00am - 9:10am / 12:00pm - 12:10pm

Class Starts – Welcome activities

9:10am – 9:45am / 12:10pm - 12:45pm

Children have time for free play. Free play consists of blocks, puzzles, glue and scissors, books, home centre, dress up and sand & water table. Clean up.

9:45am – 10:00am / 12:45pm - 1:00pm

Circle Time – Greetings, attendance, calendar, weather, themes and theme songs

10:00am – 10:20am / 1:00pm - 1:20pm

Snack Time

10:20am – 10:55am / 1:20pm - 1:55pm

Craft Time – Fine motor and hand-eye coordination skills are developed at the craft tables

10:55am – 11:00am / 1:55pm – 2:00pm

Show and Share

11:00am - 11:15am / 2:00pm - 2:15pm

Outdoor play time, gym time or game time

11:15am – 11:30am/2:15pm – 2:30pm

Story time / Goodbye circle

4-YEAR-OLD PROGRAM

To be accepted for registration into the 4-year program, at minimum the student's 4th birthday must fall on or before December 31st, 2022.

Mondays and Wednesdays

AM Class 9:00am – 12:00pm

Daily Schedule/Routine:

Classes start promptly and doors will be opened at that time for greeting of the students by the teacher(s). Please be on time!

9:00am - 9:10am

Class Starts – Welcome activities

9:10am – 9:45am

Children have time for free play. Free play consists of blocks, puzzles, glue and scissors, books, home centre, dress up and sand & water table

9:45am – 10:00am

Circle Time – Greetings, calendar, weather, themes and theme songs, show & tell, music & finger play and discussion. Preparation for Snack Time

10:00am - 10:20am

Snack Time

10:20am – 11:10am

Small Group Activities – Up to 3 different activities directed by teachers, assistant and classroom helper. (i.e. fine motor/hand-eye coordination at the craft table; math/science skills such as counting, sorting, experimentation; social/literary skills such as maps, puzzles, matching, categorizing and vocabulary)

11:10am - 11:20am

Show and Share

11:20am - 11:40am

Physical Activity – Movement to music, games (inside or outside – weather permitting)

11:40am – 12:00pm

Story time / Good-bye circle

Tuition Information

In January 2022, the *Federal-Provincial Child Care Agreement* came into effect. Families will see a reduction in their child care costs through Affordability Grants.

Affordability Grant

The Affordability Grants are provided directly to child care operators so they can lower parent fees for all families in their program. Funding is provided for each child based on age range and type of care. Preschool programs have a set rate of \$75 per month per child. Parents do not need to apply to benefit from this fee reduction.

For more information, please visit <https://www.alberta.ca/federal-provincial-child-care-agreement.aspx>

Subsidy Program

Some families may also qualify for the Subsidy Program. If you are eligible, each family must complete an application online. If a family qualifies for the Subsidy, the Preschool program will be notified and the Subsidy funding will be returned by the Preschool to families via cheque in the following month.

To find out more information, and to apply if you are eligible, please visit <https://www.alberta.ca/child-care-subsidy.aspx>.

TUITION FEES: (3 YEAR and 3\4 MIXED AGE PROGRAM)

Please choose one of the following payment options.

PAYMENT OPTION #1: Monthly Payments

Registration Fee	\$100.00
De Winton Community Association Fee	\$21.00
September Payment (\$154.50 Base Tuition less \$75 Affordability Grant)	\$79.50
Total Due at Time of Registration	\$200.50

At time of Registration, please include postdated cheques for:

October 1, 2022	\$79.50
November 1, 2022	\$79.50
December 1, 2022	\$79.50
January 1, 2023	\$79.50
February 1, 2023	\$79.50
March 1, 2023	\$79.50
April 1, 2023	\$79.50
May 1, 2023	\$79.50
June 1, 2023	\$79.50
Yearly Total:	\$916.00

Tuition Fees: (Base Tuition of \$154.50/month less Affordability Grant of \$75.00/month)
Yearly total before Affordability Grant: \$1666.00

PAYMENT OPTION #2: Lump Sum Payment

Registration Fee	\$100.00
De Winton Community Association Fee	\$21.00
Lump Sum Payment (Base Tuition of \$1545.00 less Affordability Grant of \$750)	\$795.00
Total Due at Time of Registration	\$916.00

Important:

- Make cheques payable to De Winton Community Preschool
- While we expect the Affordability Grant to continue, if the grant is cancelled, each family is responsible for the full tuition amount of \$154.50/month
- First Month payment, Registration fee and De Winton Community Association fees are non-refundable
- Postdated cheques must be handed in with completed registration forms
- When a family registers two or more children for the same school year, only one De Winton Community Association fee will be required. The Registration Fee, however, applies to every child who registers
- When a student is registered in the preschool then the family's De Winton Community Association fees are paid through the preschool and do not need to be paid again later in the year
- There will be a \$25.00 administration charge for N.S.F. cheques

TUITION FEES: (4 YEAR PROGRAM)

Please choose one of the following payment options.

PAYMENT OPTION #1: Monthly Payments

Registration Fee	\$100.00
De Winton Community Association Fee	\$21.00
<u>September Payment (\$180.25 Base Tuition less \$75 Affordability Grant)</u>	<u>\$105.25</u>
Total Due at Time of Registration	\$226.25

At time of Registration, please include postdated cheques for:

October 1, 2022	\$105.25
November 1, 2022	\$105.25
December 1, 2022	\$105.25
January 1, 2023	\$105.25
February 1, 2023	\$105.25
March 1, 2023	\$105.25
April 1, 2023	\$105.25
May 1, 2023	\$105.25
<u>June 1, 2023</u>	<u>\$105.25</u>
Yearly Total:	\$1173.50

Tuition Fees: (Base Tuition of \$180.25/month less Affordability Grant of \$75.00/month)
Yearly total before Affordability Grant: \$1923.50

PAYMENT OPTION #2: Lump Sum Payment

Registration Fee	\$100.00
De Winton Community Association Fee	\$21.00
Lump Sum Payment (Base Tuition of \$1802.50 less Affordability Grant of \$750)	\$1052.50
Total Due at Time of Registration	\$1173.50

Important:

- Make cheques payable to De Winton Community Preschool
- While we expect the Affordability Grant to continue, if the grant is cancelled, each family is responsible for the full tuition amount of \$180.25/month.
- First Month payment, Registration Fee and De Winton Community Association fees are non-refundable
- Postdated cheques must be handed in with completed registration forms
- When a family registers two or more children for the same school year, only one De Winton Community Association fee will be required. The Registration Fee, however, applies to every child who registers
- When a student is registered in the preschool then the family's De Winton Community Association fees are paid through the preschool and do not need to be paid again later in the year
- There will be a \$25.00 administration charge for N.S.F. cheques.

POLICIES & PROCEDURES

VOLUNTEER POLICY

Parents are asked to fulfill approximately 3-6 “Classroom Helper” volunteer days throughout the school year. The number of days required and the dates are determined depending on the number of students in the classroom as well as special dates such as birthdays and holidays. If a parent is unable to attend one of their assigned days, they will attempt to switch days with another parent and notify the teachers of any switches. If the parent is unable to switch days with another parent, then the parent is to notify the Parent Committee at least 2 weeks in advance that they will not be able to attend their “Classroom Helper” day. In this case, the Parent Committee will attempt to find a replacement “Classroom Helper”.

Note: Classroom volunteer opportunities are dependent on current Government of Alberta and Alberta Health Services COVID policies.

In addition, parents are encouraged to help the preschool throughout the year by volunteering for various Parent Committee positions, committees, etc. and participating in various fundraisers and special events. A program orientation session will be held in early September to give parents the opportunity to ask questions about and to sign up for volunteer positions and committees.

SIGN IN/SIGN OUT POLICY

Every day, at the start and end of each class, each student needs to be signed in and out. In accordance with licensing and fire regulations, teachers **MUST** sign each child in and out with exact times they are present at Preschool. The sign-in sheets are located in the Preschool classroom.

LATE PICK UP POLICY

In the case where a student is picked up late, the teacher will emphasize the importance of picking their child up on time with the parents on an individual basis. If the behavior becomes routine, the De Winton Community Preschool Parent Committee will verbally reiterate the issue and present the parent/guardian with a written notice. If late pick-ups continue, the Preschool Parent Committee will advise the family of the subsequent withdrawal of the student from classes, no fees will be returned as a result.

AUTHORIZED RELEASE OF CHILDREN TO NON-PARENTS/GUARDIAN POLICY

Preschool teachers will release students only to persons for whom the preschool has written authorization. Exceptions will only be made if the parent has spoken directly, in person or by phone, with the teacher(s) responsible for the student at dismissal

time. In this case the student will be released provided that the person produces valid photo identification. Exceptions will not be made for students for whom a court restraining order has been issued. A copy of restraining orders against a parent or other significant adult must be on file with the child's health form.

ILLNESS POLICY

The De Winton Community Preschool requests that any student(s) displaying any of the following symptoms should not be attending class.

- Vomiting within the past 24 hours
- Fever over 100°F
- Diarrhea within the past 24 hours
- Discharge from eyes, ears and/or nose
- A new, unexplained rash
- A new, unexplained cough
- Requires greater attention than can be provided without compromising the care of the other students in the program
- Displays any other symptoms of illness that a staff member knows or believes may indicate the student poses a health risk to other persons at the De Winton Community Preschool

The De Winton Preschool staff will determine if a child is ill by observing the physical signs and symptoms, such as vomiting, diarrhea, eye and ear discharges and unexplained rashes. If staff believes a student has a fever, they will check the student's temperature with a forehead thermometer.

Student's arriving at the preschool with any of the above listed symptoms may be asked to leave the preschool. Students developing symptoms after their arrival will be isolated and parents will be contacted to make arrangements for the student to leave the preschool.

When it is determined that a student needs to be removed from the classroom due to the potential health risk, the De Winton Community Preschool staff will record:

- The name of the staff member who identified the student was ill
- The date and time that the student was observed as ill
- The name of the staff member who contacted the parent(s)/guardian(s)
- The date and time the parent(s) were called
- The date and time that the student was removed from the premises
- The reason/illness for which the parent/guardian was called
- The name of the ill student
- The name of the parent(s)/guardian(s) contacted
- The date that the student returns to the preschool class

If a parent fails to arrange for the immediate removal of an ill student, the De Winton Community Preschool staff will ensure that the sick student is kept as far away as is practical from the other students and is directly supervised by a primary staff member. If the De Winton Community Preschool staff cannot reach a parent via telephone, they will contact the student's Emergency Contacts as necessary.

Once a student is sent home from the De Winton Community Preschool, they are not allowed to return to class until the student has been symptom-free for at least 24 hours.

Students exposed to head lice that have not yet been treated, or those who have been treated but are not nit-free, are asked to not attend classes.

If the student has been given medicine before coming to preschool parents must inform a staff member so that they can be aware of and watch for possible side effects.

Parents are asked to inform preschool staff if a student has been exposed to a communicable disease in another setting outside of the preschool classroom.

Parents are required to follow all AHS and Government of Alberta recommendations regarding COVID-19. Parents are expected to assist their child in completing the COVID-19 Alberta Health Daily Checklist. Children should be screened every day by completing this checklist before going to school, childcare or other activities. The Parent Committee will update families as required if new COVID-19 requirements arise.

MEDICATION ADMINISTRATION POLICY

Parents must sign the authorization form if they need the De Winton Community Preschool staff to administer emergency medication to a student. Staff will administer the medication as required and document the time, date and dosage given. De Winton Community Preschool will ensure that all medications are stored in a backpack that is inaccessible to children. The backpack is accessible to the teaching staff in case of a quick evacuation from the room during an emergency. Staff also take the backpack when they go outside to the adjacent green space and on field trips. Refrigeration is available if required for certain medications.

IMMUNIZATION POLICY

Any students who are not immunized may be required to stay at home if another student in the class is suspected of having a communicable disease.

ACCIDENT POLICY & PROCEDURES

If a minor accident occurs which does not require emergency aid, parents will be notified on their arrival at De Winton Community Preschool and are required to sign an accident report form to confirm their awareness of the incident. Examples of such accidents include scrapes, cuts, bruises, nose bleeds and bumps.

In the case of a major accident, a staff member will administer First Aid to the student as required and the parents will be contacted to pick up their child and take them to the Okotoks Urgent Care Facility or to a local Hospital for further medical attention.

If a student has an accident and is seriously injured while attending De Winton Community Preschool the following protocol will be followed:

- A staff member will call 911
- The parent(s) or the student's emergency contact person(s) will be contacted immediately after 911 has been called
- The staff member(s) will ensure that the child receives the required medical attention
- The accident/injury will be reported to the local Children's Services office and associated Children's Services Licensing Officer

If an ambulance/Emergency Medical Services is required, it will be dispatched to the school and parents or emergency contacts will be contacted immediately. **Parents will be responsible for any and all expenses incurred in administering emergent care for their child.**

The De Winton Community Preschool will track and analyze accidents to identify any trends or issues that could be rectified in the future.

EMERGENCY EVACUATION PROCEDURES

In case of an emergency, it is the teacher(s) and the volunteer classroom helper's responsibilities to ensure the following

Above 0 degree temperatures:

- All children line up in single file
- Exit out of marked EXIT door, located in the north west corner of the classroom
- Ensure children WALK out of the building, no running
- Parent volunteer(s) and teacher(s) are to take their car keys, portable emergency cards and the school designated cell phone with them
- Parent volunteer(s) and teacher(s) bags should be stored with the emergency cards on the hooks by the emergency EXIT

- All children accompanied by the teacher(s) and parent volunteer(s) are to walk over to the far NW corner of the De Winton Community Hall property (green space) if it is safe to remain on the De Winton Community Hall Property. IF it is not safe to remain on site, the teachers will lead the children to the St. Andrews Church (located 5 buildings west of the Community Hall). A key for St. Andrews Church will be kept in the emergency backpack where the emergency information cards are kept.
- Children are to walk in pairs
- Teacher(s) will ensure one adult is leading the children and another is following the group, ensuring all children are accounted for

The teacher(s) are responsible to notify all parents of the emergency, as soon as it is safe to do so.

Below 0 degree temperatures:

- All children line up in single file
- Exit out of marked EXIT door, located in the north west corner of the classroom
- Ensure children WALK out of the building, no running
- Parent volunteer(s) and teacher(s) are to take their car keys, portable emergency cards and the school designated cell phone with them
- Parent volunteer(s) and teacher(s) bags should be stored with the emergency cards on the hooks by the emergency EXIT
- The teacher(s) will separate the children into two or three groups
- One group will go with the parent volunteer (if a parent volunteer is present), one group will go with the teacher, one group will go with the teacher assistant and wait in their respective vehicles. In the case where there are more adults, the children will be evenly dispersed amongst their vehicles to ensure safety and comfort.

The teacher(s) are responsible to notify all parents of the emergency, as soon as it is safe to do so.

The Emergency Evacuation Procedures will be posted on the bulletin board for all parents to review.

INCIDENT REPORTING POLICY

Each time a serious illness, injury to a student or any other incident occurs at the preschool that may seriously affect the health and/or safety of a student, the De Winton Community Preschool will immediately report said incident to the Child and Youth Services office. The following incidents will be reported:

- An emergency evacuation
- Unexpected program closure
- An intruder on the program's premises

- A serious illness or injury to a student that requires the program to request emergency health care and/or requires the student to remain in hospital overnight
- An error in the administration of medication by a program staff or volunteer resulting in the student becoming seriously injured or ill and requiring first aid or the program requesting emergency health care and/or requiring the student to remain in hospital overnight
- The death of a student
- An unexpected absence of a student for the program (i.e. lost child)
- A student removed from the program by a non-custodial parent or guardian
- An allegation of physical, sexual, emotional abuse and/or neglect of a student by a program staff member or volunteer
- The commission by a student of an offence under an Act of Canada or Alberta
- A student left on the premises outside of the program's operating hours

De Winton Community Preschool will submit an Annual Summary and Analysis Report every December to the regional childcare office.

SUPERVISION POLICY

The De Winton Community Preschool requires that students are, at all times, under supervision that is effective in ensuring their safety, well-being and development. The De Winton Community Preschool Parent Committee, along with the De Winton Community Association Preschool Director, will assess the program and staff supervision practices on a regular basis to ensure that they continue to promote safety and to meet the needs of students enrolled in the program. This will include:

- Conducting regular safety checks of the program premises and equipment to remove hazards
- Positioning equipment and arranging the environment to allow teachers to supervise the students' play
- Knowing which individuals are authorized to pick-up a student from the program in place of a parent
- Noticing when students arrive and leave the program, ensuring that both arrival and departure times are accurately recorded
- Knowing where emergency medications, first aid kits and emergency contact numbers are kept and monitoring students at all times
- Using consistent systems during headcounts or roll call during transitions, including leaving and returning to the classroom from the outdoor playground
- Establishing simple rules for students (for example when they go to the playground they will walk)
- Maintaining staff to student ratios at all times

Staff will communicate any inappropriate or serious behavioral issues to parents in person and then in writing. If the inappropriate or serious behavior persists and it becomes unsafe for the student involved, staff and/or other students in the program then a formal meeting with the parent(s) will be requested to discuss possible

solutions. If the problem continues after further discussions between the parent(s) and the student, it may result in suspension from the program as determined by the De Winton Community Preschool Parent Committee.

The staff of the De Winton Community Preschool will review the Supervision Policy bi-annually (fall and spring).

CHILD GUIDANCE POLICY

A central objective at the De Winton Community Preschool is to help children become as self-actuating as possible. Our teachers use situations that arise in the classroom to teach problem solving and appropriate behavior. Children are encouraged to ask for what they need, to express their feelings in an appropriate manner and to respect the feelings and needs of others. Discipline implies punishment, which we do not practice. Guidance implies that you are going to guide the child toward more acceptable behaviors, which we do practice. The De Winton Community Preschool staff will focus on distraction and diversion when working with students involved in a disagreement or conflict. Any guidance action that is taken must be reasonable for the circumstances and **will not include physical punishment. The use of corporal punishment is prohibited under any circumstances.**

The staff of the De Winton Community Preschool **WILL NOT:**

- Inflict or cause any form of physical punishment, verbal or physical degradation or emotional deprivation
- Deny or threaten to deny any basic necessities
- Use or permit the use of a physical restraint, confinement or isolation

The staff of the De Winton Community Preschool **WILL** establish high standards of good behavior by:

- Reinforcing good behavior
- Redirecting activity if poor choices are causing a conflict
- Giving the student time to regain control and contemplate an acceptable solution
- Imposing consequences such as loss of privilege, limited choice of activity or redirection to another activity

GRIEVANCE PROCEDURE

If parents/guardians have any concerns with the staff, schedule, program, activities, facility or anything else please follow the chain of command below:

1. Speak with the Preschool Teacher directly
2. Speak with the Preschool Parent Committee:
Email: dewintoncommunitypreschool@gmail.com

3. Speak with the De Winton Community Association Preschool Director:
Email: dwca@platinum.ca
4. Speak with Alberta Government Children's Services

TRANSPORTATION POLICY

The De Winton Community Preschool Program does not provide any type of transportation of children between the Preschool Program and the child's home.

SNACK POLICY

Parents are responsible for sending their child with a small snack and water bottle each day. Snacks should be nutritious and in containers that the child can open.

All allergies and nutritional concerns must be communicated to preschool staff on the student's registration forms. Allergies and special considerations are listed inside the door of the cupboard in the classroom. The teachers or Parent Committee will notify parents if there are any snack limitations due to allergies (other than peanuts which are always restricted).

**THE DE WINTON COMMUNITY PRESCHOOL IS A PEANUT-FREE ZONE!
PLEASE DO NOT BRING ANY SNACKS WITH
PEANUTS AND/OR PEANUT BUTTER IN THEM!**

HANDWASHING POLICY

Hand washing is required by all students, preschool staff and volunteers after using the bathroom, wiping noses, changing clothes after a toileting accident, before eating, serving or preparing food and whenever a child has sneezed or coughed upon them. Student's hand washing is supervised by preschool staff or the classroom helper and taught when necessary.

CLOTHING POLICY

INDOOR REQUIREMENTS:

It is mandatory that all students have proper indoor shoes that are sufficient for running and playing. Clothing should be comfortable and suitable for safety when running and playing. Shorts under girl's dresses are also recommended. Please dress your child in PLAY CLOTHES. Our program is very hands-on and student's clothing will show this! Smocks are provided during craft activities but preschoolers usually find a way to get paint or markers on their clothing.

OUTDOOR REQUIREMENTS:

Outdoor play is an important part of our social curriculum. It is important for parents to provide the appropriate clothing and outerwear for weather conditions, for example mitts, hats, snow pants, and warm coats during the winter months and sun hats and light coats or sweaters during the warmer months. Students should also have proper outdoor foot wear for walking, running and playing outdoors and in the park area.

COMMUNICATION POLICY

On a regular basis, teachers and/or the Parent Committee send out a monthly newsletter and/or information about upcoming events, volunteer opportunities, changes to class schedules, etc. In an effort to be environmentally friendly, this information is sent out by email, however if parents would prefer to receive a paper copy of any communication information, they are asked to contact the Preschool Parent Committee.

WITHDRAWAL POLICY

The regularly scheduled fees will be deposited until a parent gives one calendar month's written notice to the De Winton Preschool Parent Committee stating the student's withdrawal. The administration and community association fees will not be returned. There is no reduction in fees for holidays, vacations, prolonged absence due to sickness or any other absences including school closures due to emergencies or inclement weather.

STUDENT RECORDS POLICY

In respect to each student, the De Winton Community Preschool will maintain current forms on the premises with an up-to-date record and file containing the following information:

- The student's name, date of birth and home address
- A completed registration form
- The parent(s)/guardian(s) name(s), home address and contact numbers
- The name, address and contact numbers of emergency contact person(s)
- If medication is required for administration, a written consent form from the parent(s) including pertinent information (as per the "Medication" section)
- Specific information of any health concerns that teachers need to be familiar with and any other relevant health information, including the student's immunization status and allergies.

CLASS LIST CIRCULATION POLICY

Class lists with the student's names, parent's names, email addresses and phone numbers may be sent home in each class as a service to families. The intent of these class lists is:

- To email monthly newsletters, volunteer schedules and other pertinent information to parents
- For the volunteer coordinator to contact parents if needed
- For parents to contact one another to switch volunteer days, etc.
- And in case of inclement weather, to cancel class

If for some reason parents do not want your child's information circulated, they are asked to inform the De Winton Community Preschool Parent Committee.

PRIVACY POLICY

The De Winton Community Preschool will collect and use personal information only for the purposes of delivering and supporting the educational and child care services that we provide to you and your child, including: educational services, activities and programs, student health and safety including emergencies and communication with student families. Parent or guardian name and contact information is shared with the De Winton Community Association (DCA) for purposes of their annual membership list and is used for communication to the membership.