



# SPRINGS

C H R I S T I A N   A C A D E M Y

## SCA PRESCHOOL

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## POLICIES & PROCEDURES

Springs Christian Academy Preschool is committed to providing high quality, God-centred activities for children ages 3 to 5 years. Children of all and varying abilities are taught Christian principles through hands-on learning experiences in a safe, loving environment. *SCA Preschool is a division of SCA managed by SCA Elementary Administration.*

## STAFF MISSION STATEMENT

We, the staff, are dedicated to partnering with parents to provide a consistent, nurturing environment for children of varying abilities. Each child is a gift from God and we work with each child's special abilities and encourage development in the areas of social, physical, emotional, intellectual/academic and spiritual growth.

We model appropriate behaviour & character showing respect for ourselves, one another, and our environment. We encourage the children to make choices based on their abilities, interests, and needs, both indoors and outdoors, from a variety of materials provided.

We will also teach new concepts, group Bible stories, and lead children to participate in music and movement.

We continually learn and grow as a staff spiritually and professionally to further our understanding of early childhood education and inclusive practices.

## ***SCA Preschool Policies and Procedures***

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**Welcome. Thank you for choosing Springs Christian Academy Preschool. Please familiarize yourself with this Parent Handbook providing you with valuable information to get the most out of the program.**

**We work as a partnership with parents, who know their children best and we rely on your support to keep things running smoothly. We encourage any constructive comments you may have to share with us (please see Mrs. Piper, SCA Preschool Director).**

## **1. Administration:**

Springs Christian Academy Preschool is a non-profit organization operating as a licensed child care facility. The centre is licensed for 72 spaces for children ages 3 to 5. As a licensed child care facility, Springs Christian Academy Preschool follows all regulations established under the Manitoba Child Care Program (MCCP), a provincial government office.

As we are a non-profit, tuition fees cover the program expenses. As a charitable organization approved by Canada Revenue Agency (CRA), SCA Preschool is authorized to issue tax-deductible receipts for donations received over \$20.00 to the programs.

Springs Christian Academy, including SCA Preschool, is overseen by the Board of Directors. The purpose of the Board of Directors is to be visionary in its outlook, strategic in its actions and vigilant in its oversight. The SCA Board of Directors is appointed by Springs Church leadership. Leon Fontaine is the Chair of the Board of Directors and is the SCA President.

The Board of Directors employs one Principal who is responsible for the overall operations of the school and who reports to the Board. In the school's operation, the Board of Directors has delegated the responsibilities of hiring school personnel and creating school policies to the SCA Administration and Management Team.

Parents may appeal a decision made by the SCA Administration by sending a written letter to the Board of Directors.

## **2. Staffing:**

### **a) Classification:**

All Springs Christian Academy Preschool staff are classified by the Province of Manitoba. Classifications are as follows:

- *Early Childhood Educator II (ECE II)* - an approved diploma in Early Childhood Education or equivalent
- *Early Childhood Educator III (ECE III)* - an ECE II with a recognized specialization Certificate or Degree NOTE: As per MCCP regulations, **two thirds of Preschool staff must be ECE II or III.**
- *Child Care Assistant (CCA or CCW I)* - does not meet requirements for classification at the ECE level, and is required to take a minimum of a 40 hr. ECE introduction/training course in first year of employment.

### **b) Requirements:**

- Current First Aid and CPR certification is a requirement of all staff. As well, all staff are subject to both a Criminal Record Check and a Child Abuse Registry Check upon employment.
- As part of the centre's continued pursuit for excellence through professional development and life-long learning, the Preschool Staff will participate in Professional Development training through SCA & MCCA (Manitoba Child Care Association).
- Staff performance evaluations are done on a regular basis by SCA Preschool Director & SCA Administration.

### **c) Inclusion Support Staff/Special Needs Workers:**

- The salaries of possible Inclusion Support Staff Workers are funded by government grants and are subject to approval by MCCP. If additional staffing is deemed necessary by the centre and/or the parents, both parties need to work together in obtaining required assessment & funding from government agencies.

### **d) Substitute Workers:**

- Springs Christian Academy Preschool employs contracted substitute teachers through SCA to cover staff who are absent due to sickness, vacation, or training. Criminal Record/Child Abuse Registry Checks are done on all substitute teachers. Our best practices are not to have substitute teachers alone with children until they are familiar with regulations, centre policy, children and parents.

e) Volunteers:

- Volunteers must complete the volunteer application process before approved to volunteer at SCA Preschool. Volunteers may do research projects, observations, or program evaluations with Administration's and parents' permission. Volunteers are not in ratio, are not to be left alone with children, and are not responsible for the supervision of children. Criminal Record/Child Abuse Registry checks are done on adult volunteers.

**3. Goals and Objectives:**

- Provide a safe, nurturing environment for children of all abilities who are placed in our care.
- Recognize that each individual child, as a unique creation of God, will be cared for and nurtured, so as to maximize his/her potential in all development areas: physical, emotional, intellectual, social and spiritual.
- Require that caregivers meet the standards and qualifications of the Community Child Care licensing agency and be in agreement with the Statement of Faith of Springs Christian Academy Preschool.
- Provide learning based curriculum and programs that are infused with Biblical principles and the operations based on Christian standards, as expressed in the Statement of Faith. Bible stories, Christian music and grace at meal times are an integral part of the program.

**Spiritual Development:**

- Develop an understanding of God's presence in the world.
- Develop a positive self-image through a knowledge of God's love.
- Provide an opportunity to experience God's love and express his/her love for God.
- Encourage each child and parent to discover & apply Christian concepts and principles.

**Social Development:**

- Create friendships with other children of varying ages and abilities.
- Achieve a balance between spontaneous behaviour and obedience to social standards.
- Provide positive, respectful and trusting experiences in working with adults.

**Intellectual/Academic Development:**

- Encourage curiosity and creative thinking.
- Build listening and communication skills.
- Provide hands-on learning in a developmentally appropriate program.
- Broaden each child's horizon beyond the home through varied experiences.

**Physical Development:**

- Build good health habits and attitudes.
- Train independence in physical development.
- Develop spatial awareness & motor coordination.
- Become aware of physical abilities and boundaries.

**Emotional Development:**

- Develop self-confidence, self-reliance and self-discipline.
- Help each child to be accepted by others.
- Provide guidance in showing appropriate affection and interest in others.
- Channel impulses into positive responses.

#### **4. Admission Policy:**

Springs Christian Academy Preschool is open to children ages 3 to 5 year old, of which one parent/guardian can give a clear testimony that Jesus is personal Lord and Saviour. Parent/Guardian must be actively involved in a Christian Church on a regular basis and living in accordance with God's Word and Springs Christian Academy's Statement of Faith.

#### **5. Statement of Faith:**

### SPRINGS CHURCH/SCA STATEMENT OF FAITH

#### **We believe ... THE SCRIPTURES**

- The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, established through the death, burial, resurrection and ascension of the Lord Jesus Christ as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine. (2 Timothy 3:16; 1 Thessalonians 2:13; 2 Peter 1:21)

#### **We believe ... THE GODHEAD**

- Our God is one, but manifested in three persons - the Father, the Son and the Holy Spirit, being co-equal. (Philippians 2:6)
- God the Father is greater than all: the sender of the Word (Logos) and the Begetter. (John 14:28; John 16:28; John 1:14)
- The Son is the Word flesh-covered, the One Begotten and has existed with the Father from the beginning. (John 1:1; John 1:18; John 1:14)
- We believe in the Lord Jesus Christ, the Saviour of all men, conceived by the Holy Spirit, born of the Virgin Mary. He is totally God and yet, totally Man. (Luke 1:26; John 1:14-18; Isaiah 7:14, 9:6)
- We believe Christ died for our sins, was buried and rose again on the third day. (1 Corinthians 15:1-4; Romans 4:25)
- We believe in the bodily ascension of Jesus to heaven.
- The Holy Spirit proceeds forth from both the Father and the Son and is eternal. (John 15:26)
- We believe that the operation of the gifts and ministries of the Spirit that are listed in 1 Corinthians 12 & 14 and Ephesians 4 are still relevant for us today.

#### **We believe ... MAN, HIS FALL AND REDEMPTION**

- We believe all people were created equal. (Genesis 1:27; Genesis 5: 1-2; James 2:1-9)
- We believe our bodies are not to be abused. (1 Corinthians 6:9-20; Ephesians 5:18; Proverbs 23:20-21; Proverbs 31:4-5)
- We believe life starts at conception in the womb. Life is therefore sacred and deserving of protection beginning at conception. (Jeremiah 1:4-5; Psalm 139:13-16; Romans 8:28-31; Ephesians 1:4-6, 10-12).
- All people were created in the image and likeness of God. Through Adam's transgression and fall (voluntary disobedience) sin came into the world. "... All have sinned and come short of the glory of God," and "... There is none righteous, no, not one." Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God. (Romans 5:12-15; Romans 3:10; Romans 3:23; 1 John 3:8)
- We believe that while we were still sinners, Christ died for us, offering forgiveness to all who believe in Him. (John 3:16; Romans 5:8)
- Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God. (Ephesians 2:8-10)

#### **We believe ... ETERNAL LIFE AND THE NEW BIRTH**

- Man's first step toward salvation is godly sorrow that worketh repentance. We believe that upon sincere repentance and whole-hearted acceptance of Christ, we are forgiven and made perfect before God. We believe that salvation is a spiritual new birth that offers new life in Christ. The New Birth is necessary to all men, and when experienced produces eternal life. (1 John 1:1; 2 Corinthians 5:17; John 3:5-7; 2 Corinthians 7:10; 1 John 5:12; John 3:3-5)

#### **We believe ... COMMUNION AND WATER BAPTISM**

- These are ordinances to be observed by the Church during the present day. We believe in the commemoration of the Lord's Supper by the use of the bread and the juice of the vine. (1 Corinthians 11:24-25)
- Baptism in water is by immersion, a direct commandment of our Lord, an outward sign of an inward work, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (Matthew 28:19; Romans 6:4; Colossians 2:12; Acts 8:36-39)

#### **We believe ... BAPTISM IN THE HOLY SPIRIT**

- The present day ministry of the Holy Spirit is to comfort and guide the believer, with the final purpose of glorifying the Lord Jesus Christ in the earth. During this age, He indwells, guides, instructs and empowers the believer for godly living and service. The Baptism in the Holy Spirit and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the New Birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. (Matthew 3:11; John 14:16-17; Acts 1:8; Acts 2:38-39; Acts 19:1-7; Acts 2:4)

#### **We believe ... SANCTIFICATION**

- The Bible teaches that without holiness no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return. (Hebrews 12:14; 1 Thessalonians 5:23; 2 Peter 3:18; 2 Corinthians 3:18; Philippians 3:12-14; 1 Corinthians 1:30)

#### **We believe ... SEXUAL RELATIONSHIPS**

- We believe marriage is a covenant union between God, one naturally born man and one naturally born woman. This covenant is a spiritual and legal contract performed by a minister of the Gospel or a duly authorized government official in the presence of witnesses. (Matthew 19:4-6; Mark 10:6-9)
- Sex was designed by God and is only acceptable when occurring between one naturally born man and one naturally born woman within the confines of a covenant marriage. (Genesis 2:23-25; Acts 15:28-30; 1 Corinthians 6:17-19;
- 1 Corinthians 7:1-3; Galatians 5:19-21; 1 Thessalonians 4:2-4; Leviticus 18:22; 1 Corinthians 6:9 (Amplified); Leviticus 20:13; Romans 1:21-32)

#### **We believe ... DIVINE HEALING**

- Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith and by the laying on of hands. It is provided for in the atonement of Christ and is the privilege of every member of the Church today. (Mark 16:18; James 5:14, 15; 1 Peter 2:24; Matthew 8:17; Isaiah 53:4, 5)

#### **We believe ... CHURCH RELATIONSHIPS**

- We believe that there is one true universal Church that is made up of genuine believers. However, this one universal Church is composed of many local churches in different localities. (Acts 15:22; Matthew 16:18, 18:15-20). The Universal Church of the Lord Jesus Christ is composed of all those who are born again. Through the new birth we are united together in the Body of Christ. Jesus Christ is the Lord and Head of the Church, and has provided leadership for the local church through the ministry gifts, which only He can give. It is the Christian's responsibility to identify with a local church and to support it with their time, gifts and finances. (Colossians 2:19; Ephesians 4:12; Colossians 1:18; Colossians 3:15; Acts 16:5; Hebrews 10:25)

#### **We believe ... TITHES AND OFFERINGS**

- Believers should give tithes and offerings to their church to support and spread the cause of Christ. (Malachi 3:10; 2 Corinthians 9:7)

#### **We believe ... RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD**

- The pre-millennial second coming of Jesus Christ is two-part in nature; He will come in the air to resurrect the righteous dead and catch away the living saints. (1 Thessalonians 4:16-17) He will then before the millennium come to the earth to establish His physical Kingdom and begin His thousand-year reign. (Revelation 20:6) The angels said to Jesus' disciples, "... this same Jesus, who is taken up from you into heaven, shall so come in like manner as ye have seen Him go into heaven." His coming is imminent. When He comes, "... the dead in Christ shall rise first; then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air..." (Acts 1:11; 1 Thessalonians 4:16-17) Following the tribulation, He shall return to earth as King of kings, and Lord of lords, and together with His saints who shall be kings and priests, He shall reign a thousand years. (Revelation 20:6)

**We believe ... HEAVEN**

- We believe that Heaven is the glorious eternal home of believers, the place that the Lord Jesus said He was going to prepare. (John 14:1-3; Revelation 7:15-17)

**We believe ... HELL AND ETERNAL RETRIBUTION**

- The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost in the lake of fire and, therefore, has no further opportunity of hearing the gospel or repenting. The lake of fire is literal. The terms “eternal” and “everlasting”, used in describing the duration of punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the Presence of God. (Hebrews 9:27; Revelation 19:20)
- We believe that the devil is a real spiritual person who will eventually be judged with his angels in the lake of fire. (Matthew 25:41; Revelation 20:10-15)

**6. Hours of Operation:**

SCA Preschool will be open from 7:30 am until 5:30 pm (with limited spaces available from 7:30 to 8:30 am & 4:00 to 5:30 pm), Monday to Friday except for all statutory holidays. SCA Preschool follows the SCA school calendar for Professional Development & Administration days. Schedules & calendars will be available at the beginning of each year. SCA Preschool will continue to be open regular hours on early dismissal days.

**7. Transportation Policy:****• Entrance:**

The parent/guardian is responsible for dropping off and picking up their child at the entrance to the classroom in the south hallway. Please enter the school from the door on the southeast side of the school if your child is in W1 and S3 (by the school office) and at the outside door (south side of the school) if your child is in S2 and S1.

For drop-off, please ensure that your child has stopped at the washroom and washed their hands before entering the classroom. The children will regularly go to the washroom as required and scheduled throughout the day; however, staff must be in the classroom to greet the children during arrival times.

**• Sign-In:**

Parents/Guardians are responsible for bringing their children to SCA Preschool and children remain their parent's responsibility until they have been signed in by the staff on the attendance form. Parents must locate a staff and let them know that the child has arrived before leaving the child in the room. All outdoor foot wear of parents and children must be removed before entering the room.

Staff members hold the responsibility for supervising children during the time when the child is signed in for the program. Staff members are no longer responsible for children once the child has been signed out for the day. Parents must notify staff if they are leaving the building without their child once the child has been signed out. Please notify a staff member when leaving with your child and ensure they have been signed out by a staff member.

**• Pick-Up Arrangements:**

If the parent or guardian cannot pick up the child, the staff must be notified of this in advance. The name of the individual who will pick up the child must be provided. If this person is not a person listed on the registration form or if unknown to the staff, this individual must be able to provide photo ID if requested.

It is required by law that preschool children not be released into the care of someone under 13 years of age. Children will not be released to an individual if in the staff's opinion, the person picking up the child is not capable of providing safe supervision; for example: under the influence of alcohol.

- **Late Arrival or Pick-Up:**

SCA Preschool requires the parent or guardian to call the centre if the child will be arriving late or whether they will be picking up the child later than their scheduled time (recorded on contractual agreement). Please note that staff is arranged according to the number of children at SCA Preschool; if a parent/guardian arrives late, there may not be adequate staff members to arrange care for that child. ***It is pertinent for all of the children's care that SCA Preschool be informed of all late arrivals and pick ups.***

- **Late Pick-Up and Fines:**

. We understand there are situations that can arise that are beyond your control in which case you must contact the preschool and notify them if you are not able to make it on time. This cannot be a consistent event. Only under special circumstances can you pick up late and late fees will be charged. Late fees are \$10.00 within the first 10 minutes of being late and \$1.00 for every minute thereafter.

As per this link, <http://springschristianacademy.ca/wp-content/uploads/2016/10/preschool-policies-2014.pdf> our Preschool Policies and Procedures states that,

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- **Late Pick-Up and Fines:**

SCA Preschool must be notified of any late pick-ups. ***A late fine will be charged*** on your statement if the child is not picked up from SCA Preschool by **5:30 pm**. The fine, payable along with your regular fees, is \$10.00 for each 10 minutes, or portion thereof, that SCA Preschool remains open beyond 5:30 pm. ***This fine cannot be waived by the worker. If you feel that the fee has been unjustly charged, please submit a written appeal to the Preschool Director for consideration.*** Please ensure that you allow enough time for pick-up to dress your child prior to 5:30 pm, especially during the winter months. If a child has not been picked up by 5:30 pm, and SCA Preschool has not been notified, the staff will attempt to contact the parent, and if unsuccessful, try to reach someone at the emergency number(s) listed on the Registration Form. ***If the staff member has been unsuccessful in making a pick-up contact by 6:00 pm, they are required by law to contact Child and Family Services and turn the child over to the agency.***

If a child has not been picked up by 5:30 pm, and SCA Preschool has not been notified, the staff will attempt to contact the parent, and if unsuccessful, try to reach someone at the emergency number(s) listed on the Registration Form. If the staff member has been unsuccessful in making a pick-up contact by 6:00 pm, they are required by law to contact Child and Family Services and turn the child over to the agent

### **Field trips:**

From time to time, the children may be taken on field trips outside of the SCA Preschool for which parents will be asked to sign for permission. An information sheet will be sent home with the newsletter. The means of transportation will be included on the information sheet along with the time children should be at SCA Preschool and the expected time of return from the field trip back to SCA Preschool. The mode of transportation will ensure all children are able to participate. Parents are encouraged to volunteer on field

trips to increase the amount of adult supervision (completion of the SCA Volunteer Application process is required for all volunteers attending field trips).

#### **8. Guardianship:**

The community Child Day Care standards Act requires SCA Preschool to have any copies of separation agreements, court orders or other documents confirming custody arrangements for each child. Without such a form, the staff cannot refuse access to the child by the other parent. Your child will be released only to a parent, guardian, or designate of the parent or guardian. SCA Preschool will honour guardianship documents, and will not be held responsible if the other parent poses a threat or danger to the staff when insisting on taking the child. If a non-custodial parent arrives at a time not authorized by the arrangements, the director or alternate staff will notify the authorized parent and discuss the situation.

**Parent must advise the SCA Preschool Director of any changes in family situation, employment, emergency contact numbers, addresses and telephone numbers.**

#### **9. Parent-Staff Partnership:**

SCA Preschool considers itself to be an extension of the family, providing a home away from home for children. We believe that parental involvement enhances the quality of care that SCA Preschool provides to the child. We encourage your involvement in a number of ways:

- **Parent-Staff Meetings**

Any time you wish to discuss your child at length, it is best to arrange an appointment with the staff and SCA Preschool Director. This will allow for privacy and full attention. There may be occasions when looking for ways to improve situations that SCA Preschool staff may also request a parent-staff meeting, and will ask for the parent's preference in scheduling it.

As SCA Preschool is always looking for ways to improve its quality, parents should feel free to provide **constructive** feedback and potential solutions. Any complaints that the parents may have should be made to SCA Preschool Staff, discreetly and quietly away from the children. Loud yelling and/or offensive language will not be accepted. We believe all grievances should follow the principles set forth in Matthew 18: Initial communication is between the two concerned parties before a complaint or concern is brought to the Administrator. This process allows resolution of any concerns, miscommunications, misunderstandings or differences.

- **Family Support**

We respect and value input from parents and encourage them to be part of the decision making process for their child. As necessary, families are encouraged and supported to make decisions about early intervention options. We work with parents and early intervention professionals who have valuable knowledge and expertise to share. The desires of the family, the needs, abilities and interests of the child and the knowledge of professionals are used to create the individual program plan required.

- **SCA Preschool Parent Visits:**

As space is limited, we ask that you schedule an observation day if you wish to observe your child during the school day. Please follow the guidelines that are set out to ensure the daily routines and normal conduct is followed. This ensures a non-disruptive day for your child and the others attending the program.

- **Donations:**

Tax deductible receipts for monetary donations to SCA Preschool or SCA will be issued for any amount in excess of \$20.00.

## 10. **Newsletters/Information & Communication:**

Please check your child's backpack for monthly calendars, quarterly newsletters, & memos to notify you of upcoming events, staff changes, policies, requests, fundraising activities, etc. – or see the SCA Preschool staff with any questions.

- **Parent Information Board:**

Information will be posted at the entrance to the classroom. Postings may include: illnesses occurring in SCA Preschool, calendars, staff changes, and notices from the M CCP, SCA Preschool closures, upcoming events and fundraising activities. Please ensure that you take the time at the beginning or end of each day to read the notices.

- **Participation:**

Your involvement with SCA Preschool is encouraged. Volunteers assist with projects in the classroom like sewing jobs, cutting paper for art projects, special events planning, making play dough, equipment repairs, etc. If you can help in any area, please inform the Staff.

## 11. **Personal Belongings:**

- **Clothing:**

Parents are to help their child hang up their outdoor clothing in the child's designated locker upon arrival. Each child must have a complete set of extra clothing at all times at the school as well as non-marking indoor shoes. All clothing must be labelled with the child's name and stored in a bag (large zip lock with the child's name on it) in the child's backpack.

Children should come to school dressed in comfortable & appropriate clothing for art (painting and gluing), occasional spills, and for outdoor activities such as running and climbing, etc. Simple, washable and sturdy clothing that the child can easily fasten independently and get out of quickly in case of a bathroom emergency is recommended.

**Suitable outdoor wear must be provided:** Please ensure that your child is dressed appropriately for the weather. We do not have enough staff to be able to leave one in the building with a child who may not have the proper clothing. All children are required to play outside at the scheduled times each day. Please ensure that snow pants, mittens (not gloves), scarf, hat, warm coat and boots are provided for the winter; splash pants, rubber boots and a rain jacket for the spring/fall; and light clothing and a hat for warmer days. In addition, please apply sunscreen on your child before coming to school, if you so desire, and inform the staff if they are to reapply sunscreen on your child for the afternoon (enclose sunscreen in your child's back pack at your discretion).

Please note: Children are encouraged to carry all of their outdoor clothing from their lockers to the designated dressing spot for recess times. Please tuck small items such as hats, scarves, and mittens into sleeves to help items from being dropped and lost, and making it easier to carry.

To prevent accidents by slipping or falling, and in case of emergency evacuations, children must wear non-slip, non-marking shoes or sneakers at all times when in the building. SCA Preschool is not responsible for accidents if the child is not outfitted in accordance with this policy.

- **Toys:**

Children are *not permitted to bring toys from home, unless it is an item brought in for a special study*. If your child naps and needs a cuddle toy from home, it is to stay in the child's back pack before and after nap time. Staff is not responsible for locating lost or stolen toys.

- **Napping:**

Please provide your child with a yoga mat for their napping time at SCA Preschool. Also, supply a sheet, a blanket and small pillow, if required. Label all of these items with your child's name and place them in a draw string bag. These items are to be taken home to be washed weekly.

**SCA Preschool will not launder any soiled clothes or bedding; these items will be sent home in a sealed plastic bag at the end of the day.**

## 12. *Food and Nutrition:*

**S.C.A. Preschool does not have kitchen facilities to be used for students, and therefore does not supply snacks and lunches.**

- **Healthy Snacks and Lunch:**

Parents are required to pack enough food that their child will need for the day; send their lunch and snacks in labelled, sturdy bags (AM Snack, PM Snack & lunch kit) with a re-freezable ice pack to ensure that food stays cold. We encourage your child's lunch to include a healthy variety of foods from all four food groups. For sanitary reasons, juice boxes, once opened must be discarded, as well as fruit from cans, and any items that don't seal. Please use re-closable juice containers and plastic containers with good seals to prevent spillage in your child's lunch box or wastage of food.

- **Lunch/Snack Bags:**

Please put your child's AM & PM Snack bags into appropriate baskets, & place your child's lunch bag in appropriate cubby upon arrival. The staff will help each child eat during their snack times based on what is in their individual snack/lunch bags.

If your child's lunch bag is not in the appropriate cubby, staff will assume that your child does not have a lunch, and we will provide them with some basic non-perishable foods that SCA Preschool uses for such occasions. Parents will be charged a \$5.00 lunch fee for that day. This same policy occurs when lunches/snacks are forgotten.

- **Lunches are served "as from home":**

SCA Preschool does not have the facilities to prepare, cut, warm or peel food. All food in your child's lunch bag must be ready to eat. Staff will help with opening packages and re-wrapping of food at meal and snack times.

- **Allergies**

To reduce the risk of allergic reactions, and to ensure proper nutrition and safety, there are certain foods that will not be allowed at SCA Preschool. If one of these "avoided" items is brought to school by your child, it will be removed from their lunch bag by staff and given back to parents at pick-up time. If no other food is sent with your child, they will be provided with food from SCA Preschool and will be charged the \$5.00 lunch fee.

The following items are **not allowed at SCA Preschool during school hours:**

- Peanuts, peanut butter, nuts, granola bars, etc. or any item that states "may contain nuts" in the list of ingredients. When posted, fish products will not be permitted. **Although children are encouraged to share, sharing lunches is not permitted due to the possibility of allergies.**
- Items that may be a choking hazard (wieners unsliced, grapes, or other small, round items the size of a child's little finger, as they pose a choking hazard and must be cut in half.
- Chewing gum is not permitted.

"Junk foods" including candy, chocolate, potato chips, carbonated soft drinks, unhealthy cookies, etc. are not recommended.

Some suggestions of appropriate, brain-friendly foods are: cheese, meat, eggs, vegetables, fruit, yogurt, fruit cocktail, rice crispy squares, etc. If you are unsure if an item is acceptable, please ask one of the staff.

Parents are encouraged to discuss their child's eating patterns with the staff.

### 13. **Allergies**

To reduce the risk of accidental exposure to items that a child may have a severe allergic reaction to, the following policies are to be followed.

- **Indication of Allergies:**

Every child with severe allergies should always wear a Medic-Alert bracelet or some other type of label indicating his/her allergies. All allergy disclosures are to be made by the parent/guardian in the registration form specific to their child. URIS forms are to be completed by parent and provided to URIS nurse for medical plan.

- **SCA Preschool Anaphylactic Policy:**

Parents/guardians of children with life-threatening allergies will be given and are expected to comply with SCA's anaphylactic policy. For SCA Preschool to effectively manage a child's medical plan requiring an Epi-pen, parents must ensure the Epi-pen is brought in daily or one is always left at SCA Preschool. It is the parent's responsibility to ensure the Epi-pen is not expired. Parents must fill out a URIS (Unified Referral Intake System) outlining the specific symptoms of a reaction of the child's diagnosed illness. This plan will be reviewed by the staff, and public health nurse, and the Preschool will ensure that SCA staff has reviewed the procedures and received training before the child can attend.

- **Food from Home:**

Staff will monitor children's lunches; however, they will not be held responsible if an allergic child does come into contact with an allergen.

- **No Nuts:**

Reactions to nuts are often more severe than to other foods; therefore, peanut butter, nuts, or any food containing nuts or reading "may contain nuts" on the product label will not be allowed at SCA Preschool. There may be children enrolled who have other severe allergic reactions to various foods. The SCA Preschool will post the allergen and send out a newsletter (i.e. no fish or shellfish) should there be other restricted food items, and parents are asked to ensure that they (or others packing the child's lunch) are aware of the allergens and refrain from sending those products to school.

- **Special Occasions:**

On special school days, the children may be asked to bring specific food items from home. Parents will be asked to supply the ingredient list in any baked goods they bring to SCA Preschool to inform the staff of the food contents as we ensure the safety of all children an attendance.

We do not encourage special treats sent for the whole class on your child's birthday. We will acknowledge your child's special day in other ways and make it a special day for them.

### 14. **Health and Safety:**

- **Illness**

Children cannot attend the Preschool if they are ill. Parents are asked to advise SCA Preschool of the nature of the child's illness.

A child who is sick should not attend SCA Preschool for the child's own comfort and the well being of others. It is not feasible for staff for staff to restrict a child's activities because of illness - including outside play. The staff/child ratio does not allow children to stay indoors while the group is involved in outside activities.

- **Sick Policy**

Parents are required to notify SCA Preschool if the child is sick and discuss the symptoms and diagnosed illness to inform staff of the needs of the child and help prevent the spread of illness. The child's space at SCA Preschool is being held while the child is away, so no refund or make-up days will be granted.

- If the child becomes sick while at the Preschool, parents will be contacted and asked to make immediate arrangements to have the child picked up and taken home.
- If a child has a communicable disease, Public Health regulations regarding incubation and/or isolation apply. A doctor's certificate may be required on re-entry.
- Children are recommended to be immunized according to Public Health Regulations.

Children with Asthma must notify SCA Preschool ahead of time if they must remain indoors. We will make every effort to provide staffing for the day. A doctor's certificate may be required. It is the parent's responsibility to check, validate expiry dates and refill canisters for the inhalers. URIS forms must be completed by parent and forwarded to URIS nurse for medical plan for student requiring inhaler/pump medication brought to SCA Preschool daily.

Parents are requested to discuss any concerns about the child's illness with the Director, and are encouraged to call SCA Preschool during the day concerning a child's well being.

\*\*\*A sick child is one who cannot participate in the activities of the day, including outside play; see below for details.

***Sick Policy for common conditions is as follows:***

**Skin rash** – must be diagnosed and proper treatment started.

**Diarrhea** – the child should be taken home or remain home after the second incident in a day. The child should be free of diarrhea for 24 hours before returning to school.

**Giardia** (a mucous diarrhea that is caused by a parasite) – the child may attend SCA Preschool if they have been on medication for 24 hours.

**Vomiting** – a child must be taken home or remain home if vomiting. If a child has vomited 24 hours prior to coming to school they should remain home for observation.

**Elevated Temperature** – if a child's temperature is 38 degrees C (100.4 F) or higher taken under the arm, the child must remain or be taken home. The child must be free of fever for 24 hours before returning to SCA Preschool.

**Ear Infection** – the child may return to SCA Preschool after treatment has commenced, providing the child feels well enough to participate. If the child is *unusually* unhappy or has a fever, the parent will be contacted.

**Infections being treated with antibiotics** – the child may attend SCA Preschool after 24 hours on medication or after the infectious period has ended. All incidents of infectious illnesses must be posted on the board.

**Strep Throat and Scarlet Fever** – in case of strep throat, the child may attend after 48 hours on antibiotics.

**Pink Eye** – the child may not attend until being treated for at least 24 hours with an antibiotic and eyes must be free of any drainage or secretions.

**Chicken Pox** – the child may attend if they feel well enough to participate in all daily activities.

**Red measles** (Rubeola) – the child may not attend SCA Preschool until at least 5 days after the appearance of the rash.

**German measles** (Rubella) – the child may not attend SCA Preschool for 2 or 3 days until the rash and symptoms have disappeared.

**Mumps** – the child may attend after the swelling has disappeared.

**Whooping cough** – the child may not attend SCA Preschool for three weeks after onset of disease or for one week after starting appropriate antibiotic therapy.

- **No Lice Policy**

In the event of lice, SCA Preschool will enforce a "no Lice" policy. If lice are discovered on a child while at SCA Preschool, the parents will be contacted to pick-up the child immediately. In order to prevent reoccurrence of lice and transmission to others, the child will need to be declared "nit-free" before returning to SCA Preschool. Therefore, when a child returns to SCA Preschool after having had lice, a staff will be required to check the child upon arrival to ensure that there are no remaining nits. As well, if a case of lice having been reported at SCA Preschool, all children will be checked on a daily basis to declare SCA Preschool Lice-free.

**\*\*\*If a child or staff member at SCA Preschool is confirmed to have a contagious illness, families will be notified of the illness by a sign posted at the entrance to the classroom and letter home. The identity of the person will remain confidential. Public Health Nurse will be notified of communicable diseases as require by regulation.**

- **Medication:**

If the parent wishes the SCA Preschool staff to administer prescription medication, a **Medication Release Form** must be completed and signed by the parent and Physician. The completed form must include: a current date, child's name, physician's name, name of medication, time of administration, amount of dose, number of days child is to receive medication at SCA Preschool, possible side effects and the parent's signature. If your child's primary caregiver is not available, another staff needs to be aware that medication needs to be administered.

The staff person in charge of administering medication ensures that the forms have been accurately completed before administering the medication. Once confirmed, the staff will follow the directions on the form in terms of time and dosage, and will record the time of administering the medication and initial it on the form.

All prescription medication must be in the original dispensing bottle. Staff will not administer any medication that has expired.

**Staff should be handed the medication directly upon arrival. Do not leave medications in your child's lunch bag or locker as this could lead to potentially hazardous consequences. Medications will be stored where they are inaccessible to children. Parents are required to retrieve the medication when picking up the child. No medication may be left in the school classroom or child's locker over night.**

- **Injuries:**

**Incident Reports:** If a child sustains an injury while attending the program, staff involved will fill out an Incident Report documenting the injury, first aid required, and any other relevant information. The report must be read and signed by the parent at the end of the day. Copies can be made for parents at their request as the original must be kept in the child's SCA Preschool's file. Names of other children who may have been involved will not be released. If the injury was due to another child's inappropriate behaviour, staff will document what action was taken, and the other child's parents may be notified by means of an Incident Report.

**Emergency Medical Care:** As outlined in the application form, SCA Preschool will take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- Attempt to contact the child's parent or guardian.
- Attempt to contact any of the emergency contacts as listed on the application form.
- SCA Preschool cannot contact the parent, we will do any or all of the following:
  - Attempt to contact the child's physician
  - Call an ambulance at the cost of the parent.
  - Have the child taken to the nearest emergency hospital in the company of a staff member (any expenses incurred are the responsibility of the parent)

- **Serious Injury Report:**

SCA Preschool is required to submit a **Serious Injury Report** to MCCP for any injury that requires medical attention. Therefore, if parents take their child to a doctor because of an injury that occurred at SCA Preschool, the parents must let us know where the child was taken, the name of the doctor involved, and what medical care was rendered.

#### 15. **Safety Rules for Parents:**

- Parents must remove their outdoor shoes before entering the classroom.
- Ensure doors are closed behind you.
- When dropping-off or picking-up your child ensure that staff knows you have left the child or have taken them home.
- Any food items (lunch/snacks) or medications must be given to staff upon arrival at the school. Children should not be given food to take into SCA Preschool due to other children with food allergies.
- Dangerous items should never be left within the reach of children.
- Hot beverages or food are not allowed in any area where the children are present.
- The school and outside building area is a smoke-free environment.
- **Please familiarize yourself with the code of conduct, Enhanced safety plan which was sent to you electronically upon enrolment.**

#### 16. **Emergency Evacuations:**

Evacuation procedures are posted on the bulletin board. Arrangements have been made to accommodate the children in the case of a building evacuation to 725 Lagimodiere Blvd. If this occurs, there will be a sign posted at the entrance of the school. All staff members have assigned duties during evacuation procedures; monthly evacuation drills and shelter-in-place drills are held to ensure the safety of all children and staff. All emergency medications are taken during evacuations. SCA Preschool has safety plans in place for a variety of emergencies as outlined in the *Code of Conduct Enhanced Safety Plan*. Please see postings to familiarize yourself with the evacuation procedures. Parents who are in the centre at the time of an evacuation procedure will be asked to participate. All pathways to exits are wide, accessible and clear of clutter. In the event of mechanical failure in SCA Preschool, i.e. no heat or water, SCA will be closed. Parents will be called and asked to make other arrangements until repairs are completed.

#### 17. **Program**

##### • **Daily Activities/Schedule:**

The daily program considers the development capabilities of all children and is inclusive of children with additional support needs. Individual progress records are kept for each child for activities in all of the learning areas.

Notifications of special studies done through the year will be in the news letters.

Children are encouraged to choose activities they can work on independently or in small groups based on their interests and abilities. Staff will insure that all activities are kept updated and serve the child's interests.

##### **Preschool Schedule:**

7:30 – 9:00 Arrival and self-directed activities

9:00 – 9:30 Anthem, announcements, group lessons

9:30 – 10:30 Individual teacher-directed lessons

10:30 – 11:00 Snack time

11:00 – 12:00 Group bathroom visit & outside play time

12:00 – 1:00 Lunch & self-directed activities

12:30 – 1:30 Nap time & quiet activities

1:30 – 2:00 Second group lessons (themes, Bible memory)

2:00 – 2:30 Individual teacher-directed lessons

2:30 – 3:00 Group bathroom visit & outside play time

3:00 – 3:30 Exploration of Classroom activities

3:30 – 5:30 Self-directed activities and dismissal

- **Nap Time** – Caregivers will sit next to children's individually labelled mats and rub children's backs (blankets/ cuddle toy to be stored in the child's locker until nap time).

MCCP regulations require that children spend a minimum of half an hour outdoors each day, weather permitting.

#### 18. **Supervision:**

- While children are napping in their classroom room staff will be with them to ensure the safety of all children.
- Children may use the group washroom with doors closed if they wish.

#### 19. **Adult-to-Child Ratios:**

Government regulated adult-to-child ratios are always maintained in SCA Preschool. For full-time preschoolers the ratio is 1 to 8. Ratios may be reduced when inclusion support funding is in place by MCCP. For further information on these and other government regulations, please see the Director.

#### 20. **Videotaping/Photography:**

Parent permission is requested upon enrolment for their child to be included in any videotaping and photography connected with SCA Preschool.

#### 21. **Behaviour Management Guidelines:**

##### • **Behaviour Management Policy:**

Staff will:

- model appropriate behaviour at all times
- diligently supervise all children, positioning themselves to see all children and monitor hidden areas
- be aware when potentially disruptive behaviour could occur and monitor the situation to see if it will work itself out
- possibly move physically closer to the child(ren) to diffuse a situation
- separate children and engage each child in a different activity
- discuss problems with children and offer choices to the child on how to solve the problem suited to the scenario and explain why the behaviour is unacceptable
- redirect a frustrated child or one unable to stop unacceptable behaviour
- focus on the behaviour being a bad choice, not on the child
- ensure the child feels loved through gentle, and firm correction
- assist a child when unable to solve a problem; a time out may be given (1 minute for every year of the child's age) if required
- provide logical consequences to unacceptable behaviour; for example, "you are not using that toy properly, even after we talked about it, you cannot use that toy anymore today"
- communicate expectations in do's instead of don'ts
- not strike, restrain, shake, grab, shove or spank a child
- not permit, practice or inflict any form of physical punishment, verbal or emotional abuse, including undermining a child's self- respect
- not deny the child any physical necessities including shelter, clothing, food and bedding or toilet facilities
- not make the child repeat physical movements, force-feed a child, or cause any physical injury to a child

SCA Preschool understands that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be individually considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

- **Children's Rules and Limits:**

The following rules are set-up to ensure the children know what standard of behaviour is expected of them:

- When arriving at SCA Preschool, children (or parents) must hang up their coats in their assigned places.
- Inside, everyone is required to use an "inside voice" (no yelling or shouting) and "walking feet" (no running).
- There will be no pushing, fighting or throwing things inside SCA Preschool.
- All children must wear shoes or proper footwear at all times.
- No inappropriate language is to be used when talking to other children or staff.
- When it is time to clean up, everyone is required to help.
- All toys, games and art supplies must be cleaned-up and put away before the child goes home.

- **Procedures Followed for "Choice Chair" and Removing Children from Play or an Area:**

- If a child is removed from one area or needs some quiet/reflection time (due to repeated inappropriate behaviour), staff will:
  - Assist the child in choosing a new area or help them find a quiet activity that they would time to do, or have child sit in "choice chair" to think about their choices and the better choices they will make.
  - If staff leave a room as scheduled (or SCA Preschool), they will clearly explain the situation to another staff, so they understand what happened and can tell the parent(s), in the event that a parent comes when the child is still having some "Choice Chair" time.

- **If the child is in "Choice Chair":**

- Choice Chair is meant for children to calm down and think about their choices/behaviour (guide: 1 minute for each year of the child's age).
- It is resolved by the staff and the child (and any other children involved) discussing the incident.
- Staff will ensure that the child is made aware that they still love/care for them, although they do not like the behaviour.
- If the staff need to leave the room (or SCA Preschool), they do not leave until the staff member and that child have discussed the situation.
- If staff leave the room (or SCA Preschool), they will clearly explain to another staff about the situation in the case a similar situation arises again.

- **Procedures for Repeated Inappropriate Behaviour:**

Procedures to be taken by staff when a child exhibits recurring, unacceptable, behaviour (this process should be completed within a one month period):

- **Observation and Documentation (Incident Form or Incident Journal):**

- Description on incident/behaviour, including what happened prior to, during and after the incident
- Staff involved, date and time
- Include how the behaviour was dealt with

- **Notification:**

Parents of a child injured by another child must be notified (Injury Report). The situation and policy will be explained to them, as well as reassurance that all staff will be monitoring the children involved to prevent further occurrences

- **Discussion with Parent/Guardian:**

Parents of a child acting out will be notified verbally and informally and/or by Incident Report when there are no more than 2 occurrences within a 5 day period.

- Three occurrences of similar inappropriate behaviour will result in a formal meeting with the Director.
- A mutual decision will try to be met between SCA Preschool and home to ensure consistent management of the problem. This must be agreed upon, in writing, between the parent(s) and the SCA Preschool Director.
- A behaviour which has potential for serious injury to the individual, another child or staff member will result in immediate notification to the parent(s) to arrange a meeting. At this point, the MCCP Coordinator will also be notified of the incident.

- **Referrals to Other Agencies:**

At the time of serious injury behaviour, the Director of SCA Preschool will recommend and offer assistance to the parent(s). This may include giving the parent(s) resources to seek out professional intervention concerning their child's behaviour.

SCA Preschool may seek consultation from a child development/behaviour specialist. This consultation may be necessary in order for care to continue at SCA Preschool, and informed, written parental consent is obtained before there is collaboration between SCA staff/SCA Preschool and other professionals.

If for any reason an SCA staff member is unable to adequately support the need of a child in SCA Preschool, Springs Christian Academy reserves the right of terminating that child's enrolment with one week's notice. Staff must have followed all guidelines such as:

- documentation
- have consulted with parent
- long standing problem (Board notified, parent, coordinator)
- SCA Preschool looked into available resources to assist behaviour
- lack of involvement from the parents in working with SCA Preschool may also result in the termination of enrolment

If, after all the above has been done and is unsuccessful, SCA Preschool reserves the right to terminate the enrolment, because we would be unable to meet the child's need at the given time.

- **Parent/Child Interactions:**

In order to be consistent with SCA Preschool's goal to provide a safe, nurturing environment, parents/guardians are expected to respect and follow SCA Preschool's Behaviour Management Policies while in the building or on a field trip.

- **Suspected Child Abuse:**

The SCA Preschool staff will document and report any evidence of physical, social or emotional abuse, whether by a staff member, parent/guardian or other individual. SCA Preschool is required by law to report any suspected abuse to Child and Family Services.

## 22. **"Safe Centre" Policy:**

SCA Preschool believes that the program must be a safe place for children to learn, for staff to work and for people to visit. It is the SCA Board's intention that children staff and visitors to SCA Preschool should be free from physical, emotional, verbal and sexual abuse and harassment while in our building or participating in related activities.

We at SCA Preschool believe that...

- The development of self-discipline and socially appropriate behaviour is a responsibility shared by the home, SCA Preschool, Church and community.
- Children learn best in an atmosphere which is safe and secure.
- This optimum learning environment can be best attained by parents, children, SCA Preschool personnel, Church, child support agencies and the justice system working together.

All employees and children at SCA Preschool have the right to work, play and learn in an environment supportive of their personal safety and well being. SCA Preschool must be a safe place for all who attend, work and visit. Further, SCA Preschool must be a place where we respect one another and learn to work together. This policy mandates and ensures that the rights and expectations of our children and staff to a safe, secure and fulfilling learning environment.

**This means that SCA Preschool will not accept:**

- Any act of violence or threat of violence by a parent or child to their peers, parents, SCA Preschool employees or any other person in the building.
- Any act of vandalism, destruction or deliberate damage to Springs Christian Academy property or the property of employees and children while at SCA Preschool.
- The possession of a weapon, threat to use a weapon, or use of a weapon in the building or on Springs Church premises.

**What do we mean by violent activity?**

A violent activity is characterized by:

- Verbal or written threats
- Physical, emotional, or sexual abuse, or assault
- Sexual or racial harassment
- Destruction of property

**What is a weapon?**

A weapon is defined as:

- Any item that is designated to be used as a weapon, specifically designed to be used in combat or to inflict harm
- Any item a person uses or intends to use as a weapon that is not normally intended to be used in combat or conflict injury, but becomes a weapon in certain circumstances

**What happens to a parent/child who exhibits violent or threatening behaviour?**

Depending on the nature and severity of the situation, one or more of the following strategies will be employed:

- contact with parent/guardian
- contact with police
- child/family required to immediately withdraw/be expelled from SCA Preschool within discretion of the SCA Board of Directors

**In case of damaged property:**

Parents will be responsible to cover the cost of damage incurred to SCA Preschool or staff property as a result of their child's violent behaviour. Parents will be notified of the damage by means of an Incident Report and then given copies of receipts for any repairs/replacements. Reimbursement will need to be arranged with the Director.

**Partners working together to make SCA Preschool safe:**

SCA Staff Manitoba Child Care Program

Parent/Guardians SCA Board of Directors

Children Winnipeg Police Services

### 23. **Confidentiality:**

We respect the privacy of all families and children attending SCA Preschool. Any verbal or written information about a child or family will be held in confidence. According to SCA Preschool policy, information will be released to the parent/guardian of the child and SCA Administration/Springs Church, unless the parent/guardian of the child has given written permission for information to be released to other sources (reporting to Child and Family Services will also occur in the case of abuse). If your child was involved in an incident with another child, staff cannot tell you who the other child was or any other details pertaining to other children.

Your privacy is important to us. We want to ensure that we comply with the legal obligation imposed by the federal governments Personal Information and Protection and Electronic Documents Act (PIPEDA) regarding the collection, use and disclosure of personal information in commercial activities. A copy of SCA's privacy policy and staff E-mail, Electronic Devices and Internet Policies can be made available upon request. We ask that parents also follow privacy procedures as outlined in the Enhanced Safety Plan (see Preschool Director or Elementary Administrator for details).

For a copy of PIPEDA or to contact the Privacy Commissioner of Canada, please visit the Office of the Privacy Commissioner of Canada's website at: [www.privcom.gc.ca](http://www.privcom.gc.ca)

### 24. **Fees:**

**SCA Preschool fees:** \$20.80 per full day; \$50 Enrolment fee (per student); \$100 Capital fee (per student; annual; covered if siblings at SCA).

**Payment:** When the child's enrolment days are determined, a yearly fee will be calculated and payment arrangements must be made through the SCA Administration Office at 261 Youville St. (Phone 231-3640)

**Non-Sufficient Funds Cheques:** \$20.00 fee will be charged for each NSF cheque.

**Income tax receipts:** Springs Christian Academy will distribute tax deductible receipts for your income tax needs after year end. This will include donation receipts for monetary donations made over \$20.00.

**Government subsidy:** Government applications available for subsidy on-line at [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare)

**Absent days:** Regular fees apply if your child is absent including illness and/or all holidays/vacations. The parent is required to notify the Director on the first absent day, and to inform SCA Preschool of any consecutive absences (holidays, illness, etc.).

### 25. **SCA Preschool Closures:**

SCA Preschool follows the SCA calendar for professional development & administration days. This gives the chance for staff to receive professional development, plan new curriculum and make curricular changes in the classroom. SCA Preschool will be open until 5:30 pm & not follow SCA early dismissal days; however, if you are picking up a child in the school on these early dismissal days, you may also pick-up your SCA Preschool child at the early dismissal time if you wish to do so.

#### **Calendar of closures:**

The following are the days the school will be closed:

Louis Riel Day (February)  
Spring Break (March)  
Good Friday (March/April)  
Easter Monday (March/April)  
Victoria Day (May)  
Summer Holidays (July & August – following SCA Calendar)  
Labour Day (September)  
Thanksgiving Day (October)  
Remembrance Day (November – only when on a weekday)

Christmas Holidays (December and January)

Parents will be notified of these dates in their school mailboxes.

**Closures due to inclement weather:**

If the school is closed due to inclement weather, it will be announced on CJOB 680 AM radio or on CHVN 95.1 FM. If the school is closed due to any other reason, parents will be called as per SCA Preschool Enhanced Safety Plan. Fees are charged for incidental school days closed due to inclement weather.

**Admissions Process:**

SCA Preschool serves as an extension of the Christian home and church. At least one parent must give a clear testimony of Jesus Christ as personal Lord and Saviour and must be actively involved in a Christian Church on a regular basis and living in accordance with God's Word and Springs Church's Statement of Faith (see above in document).

**Step 1**

Parents obtain an admissions package from Springs Christian Academy which will include the following items:

- new student enrolment application
- SCA Preschool handbook information
- additional forms, as required

**Step 2**

Parents complete the application and submit along with completed:

- Pastoral Reference form (required annually)
- Informed Consent for Release of Promotional Materials
- updated emergency information
- \$50.00 non-refundable registration fee which is used to hold the space for your child
- Capital fee of \$100 per SCA family
- photograph of child
- copy of child's birth certificate (and any documents with legal name changes)
- medical history form containing immunization records (obtained from your doctor) or signed immunization form stating child is not being immunized, if applicable
- post-dated cheques or pre-authorized payment form
- any information unique to your family situation: custody documents, restraining orders (legal documents only)

**Step 3**

Once the paperwork is completed, an entrance interview with SCA Administrator and SCA Preschool Director will be set up with you and your child. You may receive a tour of the facilities. We will get acquainted with your family, discuss the program routines and any interests your child has in order to get to know them better and accommodate them into the program.

**Step 4**

Following the successful completion of steps 1-3, notice of acceptance will be given by the SCA Administration. Your child will begin the program on a specific date set by the SCA Director.

**A child entering the 3-5 year old full-day SCA Preschool program must be fully toilet trained.** We do not have in-room toilet facilities; therefore, your child must be able to wait until a staff member can escort them down the hallway to the bathroom facilities. An Independent "toilet trained" child is a prerequisite for Springs Christian Academy Preschool. Independent means: that the child must have the awareness of the use of the bathroom without reminders, to be able to manage his/her clothes without help and have the ability to wipe or clean themselves appropriately to maintain clean hygiene.

Preschool Registration:

Children will be admitted by the following process:

- Successful completion of the Admissions Process (detailed above).
- Five-day spaces will be considered first, based on a first come, first served basis.
- Returning families will have first priority.
- Siblings of children already enrolled at SCA will have second priority.
- Part-time spaces will be considered on a first come, first served basis, considering the spaces available. Attempts to accommodate your requested days will be considered. Families must register for a set number of days each week and pay tuitions based on that number of days.
- SCA Preschool reserves the right to give a parent, with their understanding, a full-time space that may be available to be used for part-time use (if all part-time spots are full). However, SCA Preschool reserves the right to give this parent two weeks written notice when that temporarily offered full-time spot can no longer be accommodated for part-time use. We will attempt to revise the days your child can attend.

**If you are aware that your child may be eligible for special funding, SCA Preschool must be made aware of this upon registration in order to determine if appropriate funding and staffing may be available to meet your child's needs.**

Waiting List Policies:

- If space is not available, you can request to be put on a waiting list which will again be on a first come, first served basis.
- The SCA Administration will keep a record of those on the waiting list.
- When a space becomes available, the parent will be contacted by phone. If an attempt has been made twice (message left on answering machine) and no reply has been received, your name will be removed from the list and the SCA Administration will go to the next person on the list and offer them the available space.
- If a full-time space becomes available, priority will be made to fill the full-time space with the first person on the waiting list looking for a full-time space, and if that's not possible, then to the top of the list to temporarily fill this full-time spot with part-time requests.
- It is the applicant's duty to keep SCA Preschool informed of changes in phone numbers and contact information. If the staff cannot contact you, your name will be removed from the list.

SCA Preschool's Right to Withdraw from the Contract:

SCA Preschool reserves the right to require that a child withdraw from care with 2 weeks notice under the following circumstances:

- If payments are chronically in arrears (see SCA Handbook for details).
- If the rules and regulations of SCA Preschool are chronically disregarded by the parent (for example: if the parent is frequently late)

SCA Preschool reserves the right to require that a child be withdrawn from care with less than 1 week's notice under the following circumstances:

- If the child exhibits unacceptable behaviour and all the guidelines have been met by staff (see Repeated Inappropriate Behaviour in document)

SCA Preschool Withdrawal Policies:

- Parents who wish to withdraw from the program must give two weeks written notice. All other post dated cheques will be returned to the parent.
- If 2 weeks written notice cannot be given, 2 weeks tuition will be charged to parents. All other post dated cheques will be returned to the parent.

