

# DEVON CHRISTIAN SCHOOL

*Learning*

*Loving*

*Serving*

## Pre-Kindergarten Registration Package

# 2019 - 2020



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# DEVON CHRISTIAN SCHOOL PRE-KINDERGARTEN PROGRAM

## General Information

Devon Christian School Pre-Kindergarten is a learning program with centres, physical activity, and free play time incorporated.

The 3/4 Year Old Pre-Kindergarten program will commence **September 4, 2019** and will conclude on **June 24, 2020**. The classes will be on Monday and Wednesday mornings *from 8:30 a.m. to 11:15 a.m.* and afternoons *from 12:00 p.m. to 2:45 p.m.*

Students must be potty trained prior to start date. Each student must supply indoor velcro shoes and a change of clothes on the start date.

## Fee Schedule

The fees for each Pre-Kindergarten student are:

Registration Fee:	\$75.00
Monthly Fee:	\$100.00

*The registration fee is due with the registration package. The registration fee includes a Devon Christian School T-Shirt.*

## Financial Fee Guidelines

Due to the nature of education, much of the planning required to run an effective school must be done on an annual basis. Significant financial commitments are made annually: teachers are hired, capital assets are purchased, programs are developed, and a host of other plans are created to function for the entire year. As such, by enrolling your child/children at Devon Christian School, you are committing to partner with the school for the entire year.

## Key Guidelines

### 1. Payment Options:

**Option A:** Annual Single Payment on or before September 30

*You can pay by Cash, Cheque, E-transfer, Visa, or MasterCard (plus applicable fees).*

**Option B:** 10 Post-dated Cheques dated for the first of each month.

### 2. When a family voluntarily withdraws from the school for any reason, it must give at least one full calendar month notice to the school. Fees for the entire current month, plus the next month will be charged to the family's account as a Withdrawal Penalty.

*(For example, if a family leaves on February 10, fees for the entire month of February plus the month of March remains due to the school.)*

3. Students will not be re-enrolled until all financial obligations from the previous year are met. Families with an outstanding balance at June 15 will cause their child's name to be removed from the class lists for the following year until payment has been received or payment arrangements have been made with the Administration Office.
4. Failure to meet the financial obligations of the chosen payment plan may result in the release of the student.
5. When a student is asked to withdraw for disciplinary reasons, fees for the balance of the year remains due to the school.
6. When a student leaves Devon Christian School for any reason, all unpaid accounts remain due to the school.
7. The registration fee is due when the registration package is submitted to the school. Registration fees are non-refundable.
8. All fees are expected to be paid on a timely basis regardless of payment method.
9. A family's account will be charged an NSF fee of \$35.00 should any payment made by cheque be rejected by the family's financial institution for any reason (*i.e. non-sufficient funds, account closed, etc.*)
10. Inability to comply with any of the above Key Financial Guidelines must be communicated to the Administration Office.

## **School Fees**

### **1. Registration**

A non-refundable registration fee will be paid before the beginning of each school year or on acceptance to the school. Pre-Kindergarten registration fees are \$75.00 per child.

### **2. Collection Procedures**

The following procedures will be followed by the Board for past due accounts, at intervals determined by the board:

- Reminder letter from the school's Administration Office
- Letter and personal contact by Board member
- Letter from the Board and/ or Finance Committee calling for a meeting to determine steps to take
- The Board reserves the right to involve a collection agency, or to invoke legal action to collect outstanding fees if necessary.

All payments received will be applied in the following order:

- Past due school fees
- Current school fees

A one-time late fee of 5% of the account balance will be added to any account showing fees outstanding at June 30. This fee will be waived if:

- Postdated cheques for the entire outstanding balance are received by the Administration Office by June 30 or
- At the discretion of the Board

If you have any questions, please leave a message at the school, and you will be contacted as soon as possible or e-mail [dc@devonchristianschool.ca](mailto:dc@devonchristianschool.ca).

## PRE-KINDERGARTEN PROGRAM GOALS

To prepare your child for continued learning and living with a positive reinforcement for the joy of learning and love for God. To foster development in the following areas:

**SPIRITUAL:** Foster an awareness of God's love for each child using Bible stories, songs, and verses in daily activities.

**INTELLECTUAL:** Encourage an enthusiasm for learning and a sense of accomplishment in mastering preparative skills for school.

**SOCIAL:** Encourage participation in group activities and getting along with others.

**EMOTIONAL:** Provide a loving and caring faculty in a safe and nurturing environment designed specifically for the needs of the young child.

**PHYSICAL:** Develop large and small muscle coordination.

**CREATIVE:** Provide an environment in which each child can show one's uniqueness through creative games, movements, problem solving, art, and questioning.

## PRE-KINDERGARTEN DAILY ROUTINE

- Free Play Time (20 minutes):
  - Children choose which activity to do.
  - Example: Dress up, puppets, building blocks, kitchen, sand and water table
- Circle Time (10 minutes):
  - Calendar, weather, days of the week
  - Theme of the week
- Music Time (10 minutes):
  - Learn a song or a poem
- Reading Time (10 minutes):
  - Read a book together as a class or listen to a recorded book
- Project Time (25 minutes):
  - An activity that focuses on the learning theme, Bible theme, or the letter of the week
  - Usually involving colouring, cutting, and pasting
- Snack Time (5 minutes)

- Jesus Time (10 minutes):
  - Prayer and devotions
  - Bible Story
  
- Centre Time (25 minutes):
  - Teacher determines the centre for each child
  - Focus on fine motor skills
  - Example: colouring, painting, listening, puzzles, play dough, and computers
  
- Gym Time (25 minutes):
  - Focus on gross motor skills using various types of equipment
  - Example: catching, throwing, jumping, hopping, and skipping
  
- Closing Time (10 min):
  - Tidy up the room and get ready to leave for the day

*NOTE: Order and time of the above activities are subject to change.*

## **PRE-KINDERGARTEN ARRIVAL AND DEPARTURE PROCEDURES**

It is important for your child to have a very clear and consistent separation every day. It is important that you remain “outside in the hall” and let your child enter on his or her own. All of this is not meant to keep you out of the room, but to allow your child to separate and enter the classroom environment.

In the event that your child begins to cry and does not want to enter the school or leave you, try not to be upset. This reaction is not unique and often the parent’s concern for the child transfers into anxiety. The staff has experience in handling this. Please say goodbye as kindly and firmly as you can and then leave. We will take loving care of your child and will comfort them. Within a week almost all of these little fears are gone (yours as well). A few cases will last longer, but we will discuss these with you. Please do not worry!

When picking your child up after school, please wait in the hallway until we have completed our session. At this point, we will open the door and dismiss the children. Feel free to come into the classroom to speak with the teacher or collect your child’s belongings at this time.

Please be extremely careful and aware in the parking lot. There is a great deal of traffic at drop-off and pick-up times.

When you arrive at school, please enter the parking lot at the far entrance and exit using the opposite one, this ensures flowing traffic. There is a drop off zone along the pylons or please park along the trees if you are walking your child in. There is no parking allowed inside the pylons as this is the school bus lane. When your child enters the school please have him/her put their shoes neatly under the bottom shoe rack which has been designated for Pre-Kindergarten.

If you are unable to pick up your child and have made alternative arrangements with a friend, or relative, you must call the school and notify the staff. If we have not met the person who will be coming, we will ask for identification. We will NOT release your child to anyone without previous notification.

## **OFF-SITE ACTIVITY AND EMERGENCY EVACUATION POLICY**

For each off-site activity to be engaged the Off-Site Permission Form will be sent home in advance to notify the parents and to gain permission for the activity. This permission form and Portable Special Permission and Medical Forms binder will be taken on all trips. Parents must return the completed form acknowledging their understanding the scope and transportation arrangements and granting permission for the off-site activity before a child is permitted to participate. These forms will come home prior to each off site activity.

## **HEALTH, ILLNESS, INCIDENT AND ACCIDENT POLICY**

Our policy on illness is that if your child is well enough to be in the school, they are well enough to go outdoors. We have this policy so that we are able to maintain high teacher/child ratios throughout the day. The physical environment is maintained in a clean and sanitary condition. Policies are in place to make certain that children and staff will be safe, and the sharing of contagious illness will be kept to a minimum by relocation the child to a designated supervised area.

Teachers will be proactive in bringing any indications that children may be ill or injured to the attention of parents. For the safety and well being of the children, families, and staff, it may not be appropriate for an ill child to remain at the Pre-Kindergarten.

The following may be indicators of illness:

1. Significant changes in a child's activity level or behaviour that prevents the child from comfortably participating in routine activities while at the Pre-Kindergarten
2. Symptoms of illness, such as excessive coughing, breathing difficulties, diarrhea, vomiting, loss of appetite, etc.
3. Changes in how the body temperature feels to the touch
4. Comments or complaints from the child indicating illness
5. Persistent complaints of ear or stomach pain
6. Bleeding other than minor cuts or scrapes
7. Excessive greenish nasal discharge, indicating possible infection
8. Chicken pox or other communicable diseases
9. Unexplained rash

Fevers which are not influenced by factors as strong emotional upset, high activity level, warm clothing and coverings which are confirmed by an ear temperature of 100.5 degrees or higher may be reason for the child's removal from the Pre-Kindergarten. At this time the parent or other emergency contact will be alerted that there is a fever concern for the child. The child's temperature will be checked again after 15 minutes. During this time the child will be observed for any signs or symptoms of illness (in addition to those listed above).

Should any accident, incident, or other serious illness occur, in which the child's health or safety is in question, the parent or emergency contact will be notified immediately, and a staff member will ensure that appropriate care will be received, and necessary authorities notified. The principal will be notified immediately of all serious accidents, incidents, or illnesses. The principal will then notify licensing staff within 2 working days.

### **MEDICATION POLICY**

We can administer medication if needed. All medicine must be in the original container with the child's name clearly written on it. Written instructions with the child's name, dose and times, needs to accompany the medication. This medication will be kept in a safe, secure storage area within the office and appropriate tracking records will be kept on file.

### **EMERGENCY AND SAFETY CONTACTS**

Posted in all classrooms of the school will be a list of emergency contacts including, but not limited to EMS, Ambulance, Fire Department, Police, Poison Control, Devon Hospital, and local Child Abuse Hotline. Staff are trained in all emergency procedures in the August Professional Development Day, annually.



## **NUTRITION AND SNACKING POLICY**

Please send a healthy snack with your child each day. Occasionally we will have classroom parties where you will have an opportunity to send a snack to share with the classroom, or on your child's birthday, you may choose to send a treat with the class. These situations are optional, but if you would like to participate in this way, please remember that our school is nut free and the Alberta Health Services *Health and Safety Guidelines for Childcare Facilities* states that "food provided for other children by parents must be: prepared in an approved food establishment or provided to the child care facility in the original container."

## **SMOKING POLICY**

At no time, under any circumstance will staff be permitted to smoke on premises, nor during off-site trips.

## RECORD KEEPING POLICY

### **Informative:**

The following records will be kept up-to-date and on file:

- Child's name, birth date, and home address
- Completed enrolment form
- Parent's name, home address, and telephone numbers
- Names, addresses, and telephone numbers of emergency contacts
- Medication information, if necessary, including, written consent of parent, name of medication, time of administration, amount administered, and initials of administrator
- Provisions of health care, if necessary, including the special permission and medical information form
- Any other relevant health information, including, but not limited to allergies and immunizations

These records will be accessible to the Principal at all times, and to the parents at reasonable times.

### **Administrative:**

The following information will also be recorded:

- Attendance of each child, including late arrivals and early departures
- Staff member attendance, including late arrivals and early departures, child care certification, and first aid certification

These records will be accessible to the Principal at all times, to the parents at reasonable times and will be on file for a minimum of 2 years

### **Portable:**

A copy of the special permission and medical information form will be put into a binder which must be taken on all off-site trips. Off-site permission forms will be added to this binder for each trip. Recorded on the first page of this binder will be EMS, Ambulance, Fire Department, Police, Poison Control, Devon Hospital, and local Child Abuse Hotline contact numbers.