

Wiseways Preschool

Parent Information



FUN, FRIENDSHIP, FOUNDATIONS

Parent Information

The staff at Wiseways Preschool and Daycare would like to welcome you to the center. We desire to love, nurture, encourage and support each child in their spiritual, cognitive, emotional, social and physical development. Wiseways values learning through play, maintaining a stimulating environment, providing an emergent curriculum, and ensuring open communication between parents and staff. We respect each family's cultural and individual values.

Philosophy Statement

Wiseways is based on a Christian worldview. This Christian perspective will be communicated through life-example, attitudes and oral instruction. While respecting different religious backgrounds, Wiseways will seek to help families develop a moral and spiritual foundation for their home.

We regard each child as a unique individual. For optimum social, emotional, communicative, physical and cognitive development, children need a safe and nurturing environment that meets their needs. This environment has practical aspects (schedules, routines), and physical aspects (space, materials and equipment) and psychological aspects (the tone created by the educators). The attitudes toward children, the approaches to guiding and the programming all contribute to this environment.

In order to prepare children better to participate within our diverse and multicultural society, Early Childhood Educators enhance an understanding of and respect for cultural and social diversity. Wiseways will provide equal opportunities for the developmental achievement of all children regardless of culture, religion, race or social class.

It is important that an educator be aware of the needs of the family and encourages the family to participate in the child's education. The early childhood educator strives to become a partner with the parents in order to better meet the needs of the child.

The educator is a facilitator and recognizes the value of unstructured learning by allowing children to make choices, to experiment, to use hands on exploring with materials and he/she recognizes that PLAY IS THE WORK OF CHILDHOOD.

Provincial Legislation

Our staff and facilities meet and frequently exceed all licensing requirements of the Province of B.C. and the Health Authority. We are a Christian center that operates fully within the mandates and regulations of our license.

Class Times

Wiseways Preschool offers four different preschool sessions per week, morning classes are 2.5 hours and afternoon classes are 3 hours long:

- 2 day class 9:00 – 11:30 am Tuesday and Thursday
- 2 day class 12:30 – 3:30 pm Tuesday and Thursday
- 3 day class 9:00 – 11:30 am Monday, Wednesday and Friday
- 3 day class 12:30 – 3:30 pm Monday, Wednesday and Friday

Arrival and Departure Procedures:

- **Your child cannot be released to anyone not listed on the registration form.** If, in an emergency, the child will be picked up by someone other than those listed on the registration form, a written, dated and signed note must be provided when the child arrives in the morning.
- Please be aware of pick up times. If you are going to be late, please call us.
- If a child is picked up late, there will be a fee of \$5 after 5 minutes. The fee will increase by a dollar for each additional minute.

Photographs

From time to time we videotape or photograph class activities. Please let the office know if you do not wish your child videotaped or photographed.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file.

Child's Personal Items

Parents are asked to provide the following items that will remain at the center: One favorite photograph which will be displayed in our classroom, rubber soled indoor shoes/slippers, complete change of clothing clearly marked in a ziploc bag.

We always go outside except in **EXTREME WEATHER**, so please dress your child appropriately.

Please keep your child's personal toys at home unless it is their sharing day. In October we will post a timetable of when your child may bring an item to share. On that day, the child will also assist the educators in the classroom.

Bike Helmets

If your child would like to ride the tricycles at our school, please send a bike helmet with your child on any day. Helmets are required by law and the children cannot ride tricycles without them. Wiseways does not provide or store helmets. Please be sure to mark your child's name clearly on the helmet.

Snack Time

Parents are asked to provide their child with a nutritious snack. We desire to model and teach healthy eating habits that will continue throughout their lives. A variety of fruits, vegetables, yogurt, apple sauce, crackers and cheese are good choices. We ask you to save chocolate bars, gum, pop and candy for home. Please label all your child's reusable containers. **Please do not send any snacks with peanuts or other nuts (including peanut butter).** We have children with severe nut allergies in our school.

Birthdays

Birthdays are special! We enjoy celebrating with each child during the school year. If you wish, you may send a small food treat on your child's birthday. Please check with the educators regarding allergies.

Sickness

- Children who have colds or any other illness should not be sent to school. **Please keep your child at home if they have vomited or had a fever within the past 24 hours.**
- If your child becomes ill at preschool and cannot participate in the daily activities, you or the alternative person/s from the authorized pick up list will be phoned to pick up your child.
- When dealing with communicable illness, the Center follows the guidelines set out by the Province and Health Authority. In the event a diagnosed communicable illness, please notify Wiseways immediately.
- The staff will administer medication if there is written permission to do so. Once the permission form is complete, the medication will be placed in a locked medicine box.
- Please ensure that all your child's immunizations are up to date and the information on the Center's registration form is complete.

Guidance and Discipline

The purpose of guiding and disciplining young children at Wiseways is to provide a safe and healthy environment in which every child can feel safe and secure. Wiseways subscribes to principles in the Province of BC publication “Guiding Children’s Behaviour”ⁱ. (See ADDITIONAL INFORMATION)

Children’s Behaviour:

If at any time throughout the year a child’s behaviour creates an incident that negatively impacts the safety of the child, classmates or educators, the educators will inform the parents and together with them create a plan to modify the child’s behaviour. Educators will monitor the situation, but if there are two further incidents, the parents will be asked to withdraw their child from Wiseways.

Integration into Preschool:

Children are given up to six weeks following entry to Wiseways Preschool to adjust to the school setting. If the child is not ready for preschool or their behaviour could negatively impact the safety of child, classmates or educators, the educators in consultation with the parents may decide that the child should not remain in the preschool.

Every child has unique experiences, culture and family that shape their individual lives. At Wiseways a variety of practices are used to guide each child in a safe, positive, consistent and loving way, including the following:

Establish clear, consistent and simple limits

Provide choices

State limits in a positive way

Use the Safe Spaces Program (example: safe / not safe, friendly /not friendly, fair/not fair)

Acknowledge and encourage the child to express his feelings

Encourage and assist the child to respond verbally and appropriately

Re-direct the child positively

Focus on the behavior rather than the child

Model problem-solving techniques and positive behaviors

Guidance and Discipline cont'd.

Time out may be used occasionally for a maximum of 1 or 2 minutes. The child is never faced away from the other children. When the child has regained control of herself, she may re-enter group play. The child will receive positive reinforcement as early as possible.

No child will be punished in a punitive way. All children will be guided in a positive and supportive manner.

No belittling or humiliating language will be tolerated.

Preschool Application Procedure

Applications for the school year beginning September will be accepted in January of that year. Wiseways will announce the date on which applications will be accepted by December 1st of the previous year. Applications will be accepted on a first come, first served basis on that day. One application per person please, unless there are sibling applications for the same year.

This procedure also applies to re-registrations.

Children will be registered according to the following priorities:

- Re-registration
- Siblings of current or former students
- General

Preschool Fees

When you registered your child there was a \$25 non-refundable administration fee, and you paid the first month's fee (i.e. for September or the first month of attendance).

On the first day of attendance, please provide monthly post-dated cheques for the remainder of the year. Fees can also be paid in cash on a monthly basis. Exact change required. If fees are not received by the 4th of the month, a \$25 late fee will be charged. There is a \$45 service charge on all N.S.F cheques.

We require one month advance written notice if you plan to withdraw your child from the Center. You will be expected to pay the monthly fee if you are unable to give one months notice.

In December you will receive information regarding re-application for the next school year if your child is eligible. The following January you are required to pay the September fee in advance. Should you cancel your application prior to May 1st you will receive a refund for half of the advanced fee paid. There will be no refunds after May 1st.

Emergency Procedures

Fire

In the event of an emergency the Educator will check the rooms, gather registration information and cell phone and lead the children outside. We will gather in the parking lot away from the building and take the attendance of each child present that day. We will walk to the playground. If the playground is unsafe we will walk across Feltham Road to the Victorian Retirement House.

If there is a fire and we need the children picked up, we will call the contact person.

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Earthquake

In the event of an earthquake, the children will be asked to drop, cover and hold on. We will count to 60 out loud and talk to the children about evacuation. When safe we will exit the building with registration information and cell phone. If we cannot re-enter the building we will go to the playground. If the playground is unsafe then we will walk across Feltham Road to the Victorian Retirement House.

If there is an earthquake, please do not call us. We will be tending to the children and will not be able to call you, but we will be in one of these safe locations where you will be able to sign your child out as soon as you can safely get to us.

Holidays

Wiseways Preschool will be closed as follows:

- On statutory holidays: Labour Day, Thanksgiving Monday, Remembrance Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day,
- At Christmas (dates will coincide with surrounding school districts)
- For one week at spring break in March.
- For the months of July and August

The monthly fees will remain constant for September through June.

Snow Days

During the winter months the road conditions may be unsafe for driving. When either the Victoria School Board (District 61) or Saanich School Board (District 63) close their schools, or in a particularly unusual situation, then the preschool will **NOT** be open. In such cases, you will receive an email early that morning.

Preschool Daily Schedule

Morning classes:

9:00 - 10:15am	Free play/Circle
10:15 - 10:45am	Toileting/Prayer and snack
10:45 -10:55am	Story time
11:00 -11:30am	Outside/Gym

Afternoon classes:

12:30 – 2:00pm	Free play/Circle
2:00 - 2:30pm	Toileting/Prayer and snack
2.30 – 2:40pm	Story time
2:45 - 3:30 pm	Outside/Gym

This schedule is flexible as we always strive to meet the needs of the children.

Thank you for taking the time to read the Center's overview. If at any time you have any questions or concerns, please don't hesitate to call Wiseways at (250) 477-1312.

Email: wiseways@lambrick.com
