

# GREAT LAKES CHRISTIAN PRESCHOOL PARENT HANDBOOK



**COME LEARN WITH US**

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# PROGRAM STATEMENT



At Great Lakes Christian Preschool we believe each child is a precious gift, created by God. While attending Great Lakes your child will experience a safe and loving environment where they are valued and affirmed. Learning through play is at the heart of the developmental process; therefore, play is an essential component of the preschool program. Through play, children interact with one another developing friendships and cooperation. Children have the opportunity to explore, question, observe, try new things and take risks through a variety of activities. Great Lakes Christian Preschool follows a learning model whereby the curriculum is based on the stages of development, the interests of children are highly valued and a program is customized to provide learning that encompasses their curiosities.

The Program Statement of Great Lakes Christian Preschool supports the policy framework outlined in the Ministry of Education's Early Learning Document, [How Does Learning Happen? Ontario's Pedagogy for the Early Years](http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf). The conditions of belonging, well-being, engagement and expression are foundational to a child's growth and development. At Great Lakes it is our mandate to facilitate a learning environment that embraces the whole child; physically, emotionally, socially, cognitively and spiritually. Our Program Statement has been developed to reflect the framework which is available to parents online: <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

**Great Lakes Christian Preschool endeavours to provide high quality and enriching experiences that foster exploration and inquiry. These experiences lead to positive outcomes in relation to children's learning, physical development, health and safety, and overall well being.**

Learning experiences are nurtured through our play-based environment designed for indoor and outdoor activity. Great Lakes will implement play-based learning which supports exploration and inquiry, and fosters positive outcomes by:

- Allowing free choice of activities and providing materials which allow children to gain awareness of the world around them.
- Providing natural materials that allow for exploration and encourage thinking about living and non-living things.
- Supplying large and small sensory bins which encourage scooping, pouring, and measuring.

## Learning through Play



Play is at the heart of the developmental process.



Children interact with one another developing friendships and cooperation.



Opportunities to explore, question, observe, try new things and take risks.



- Dramatic play and role modelling activities that give children freedom to express themselves.
- Offering children a variety of building materials such as; cardboard, wooden blocks, boards and pool noodles.
- Using music, sound and rhythm experiences; recordings, live instruments and singing.
- Reading aloud to groups or individuals from a variety of books.
- Rotating toys and materials as interests and stages of development change.
- Inviting children to participate in creative games, exploring natural settings, and making obstacle courses using recycled and natural materials in our large outdoor play space.
- Using the outdoor space as an extension of the indoors, for example; sensory play using water bins, drawing and painting using a chalkboard and fence painting.
- Leading children in games that encourage following directions and enhancement of gross motor skills.



**Great Lakes Christian Preschool provides a balanced day which supports healthy nutrition, physical activity, quiet activity, rest, creativity, respectful listening and communication.**

Timelines are somewhat flexible, however, children who are full day will receive at least two hours of outdoor activity, weather permitting, two snacks and lunch, a rest time which allows for sleep as needed (up to 1 hour or as directed by a parent), group time, and time to participate in activities independently and with others.

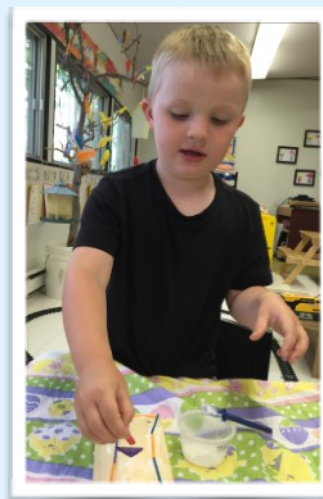
Children will receive time in the day to reflect, listen and communicate with the group as a whole. Sharing and respecting the ideas of others will take place through:

- Daily gathering times; impromptu and planned.
- Participating in story time.
- Gathering to share experiences such as birthdays or family news.
- Showing a finished product to the group and selecting a place to display it in the classroom.

**Great Lakes Christian Preschool believes that children are competent individuals with capabilities that demand expression. We value their potential and build on the individual strengths and abilities of each child. We provide opportunities for their ideas and projects to be showcased. By observing children at play and reflecting on the outcomes, teachers design the next steps needed in the learning process. Observations are documented through pictures and anecdotal records that are then organized into a binder for each child.**

The following are some of the activities or methods which allow for children to express individuality as well as strengthen their capabilities and support their knowledge base:

- Flexible timelines to allow for expansion of ideas.
- Providing a variety of craft materials and drawing tools for free expression daily.
- Providing paint, paper, play dough and recycling materials to be used freely in the creative process.
- Integrating teacher designed activities for developing fine motor strength.
- Inviting children to experience new things.
- Teacher instruction for large and small groups that may include:
  - An art lesson or craft activity which has a desired skill or outcome at the core; designed for a particular stage of development.
  - A lesson which builds on language usage or emergent reading development such as letter recognition.
  - An activity that supports numeracy, graphing, shape and colour recognition.



We encourage and provide tools for children to grow in their interaction and communication with peers and adults. These learning goals will be met through some of the following methods and activities:

- Interacting with others through play; in large and small group settings.
- Using timers as a means to support sharing and turn taking.
- Playing singing games and dances which encourage children to communicate, choose a partner, and follow directions.
- Inclusion of all children within the classroom environment; integrating children with special needs or challenges.
- Communicating using words.
- Communication with pictures; for example, if a child is sad or missing a parent, drawing a picture helps to express their feelings.



**Great Lakes Christian Preschool supports the development of self-care and self-regulation skills using various methods.**

Children are encouraged to be self-reliant and build upon their independence by some of the following activities:

- Managing routines such as putting on shoes, coat, and hats.
- When appropriate, teachers encourage older children to assist younger children with getting on outdoor clothing.
- Regular routines are developed to assist children throughout the day.
- Hand washing is required after using the bathroom, after some classroom activities, and prior to eating. Teachers model for children and ensure this important routine is established.

Providing children with a consistent and caring, predictable and reliable environment assists them with self-regulation. Think, Feel, Act by Dr. Stuart Shanker, states; “When children are calmly focused and alert, they are best able to modulate their emotions; pay attention; ignore distractions; inhibit their impulses; assess the consequences of an action; understand what others are thinking and feeling, and the effects of their own behaviours; or feel empathy for others.”

The following are some of the methods used to assist children with their state of calm, focus and attention:

- Quiet, relaxing music is played during rest time.
- Children are offered comfort toys when needed.

- Breathing techniques such as “blow out the candle”.
- Changing the environment before a stressor happens.
- Use of picture schedules.
- Assuring a child of the staff member’s presence and or availability.
- Building reassuring relationships between children and staff.
- Providing a variety of choices in activities.
- Providing choices in environment such as; quiet areas, individual activities.

**Great Lakes Christian Preschool sees families as experts who know their children better than anyone and have important information to share with us as educators.**

We foster ongoing communication with parents regarding their children and any specific needs that may arise. Teachers keep records of the communication that takes place with families and will ensure that all staff are updated. At the same time staff will ensure that confidentiality is respected. We believe “When we recognize and build on the strengths of families and the love they have for their children, everyone benefits.” (*How Does Learning Happen?* p18)

*The Child Care and Early Years Act requires that all child care operators have a policy in place for addressing parental issues and concerns. Please see the Appendix attached to this handbook for Great Lakes Christian Preschool Policies and Procedures regarding Parental Issues and Concerns.*

**Great Lakes Christian Preschool recognizes educators as knowledgeable, reflective, resourceful and rich in experience.**

We value the wisdom of the experienced teachers and the enthusiasm of the new teachers. Together these educators create rich environments which become “THE OTHER TEACHER”. We value being educators who are drawn into a child’s play; assisting with inquiry and thought processes through verbal exchanges. This exchange becomes a child-initiated and adult-supported venture that expands the learning and exploration for the child. Programming and curriculum planning are ongoing for teachers. Our foundational sources for planning are; the Ministry of Education’s Early Learning for Every Child Today and Full Day Early Learning Kindergarten Program for 4 and 5 year olds.

We greatly value our staff and will support their continuous professional development. Programs are re-evaluated regularly to reflect changes within the Child Care and Early Years Act (CCEYA) and ideologies in early childhood education. Staff attend workshops provided by the Early Childhood Community Development Centre.

**Great Lakes Christian Preschool values the community as our third partner and will offer support to families and experiences to children through various agencies and community resources.**

Services may include:

- West Niagara Resource Consultants
- Speech Services Niagara
- Pathstones Mental Health
- Niagara Region Public Health
- Bethesda
- Private Autism Centres
- Various Church Organizations offering support to families

**Great Lakes also provides placement and training for students at the high school and college level.** Domestic and international



students attend Great Lakes Christian High School and we have had the privilege of hosting their co-op placements. The preschool children receive first hand cultural experiences with international students. Notification is sent to parents through our newsletter or by email when new students will be participating at the preschool.

**Great Lakes Christian Preschool includes opportunities for children to participate in activities outside of the regular program through:**

- A planned field trip to a local farm or community event near the end of the school year. Outside field trip information is provided in advance indicating the destination, date, time, cost and agenda. Separate permission forms are required prior to attending the trip. A parent or guardian must accompany their child on the trip for the purpose of transportation; carpooling is at your own discretion. In the event that a child cannot be accompanied by a parent, a teacher will be responsible for the child's transportation and care at all times. Teachers at Great Lakes Christian Preschool are covered under the insurance of Great Lakes Christian High School for the transportation of students. No anaphylactic foods may be taken on field trips and any child with an anaphylactic allergy must have their Epi-pen readily available on the trip. As well, any child with a special medical need must have all medications and devices available on class outings and trips. In the event that a parent volunteer is required to accompany a small group of children during a field trip, the preschool supervisor must



receive a clear Vulnerable Sector Check from that parent prior to the trip date. The supervision of children by a parent volunteer may not be done without a staff member present.

- At times, arrangements will also be made for visitors to come to the preschool. We especially invite visits from parents whose job or hobby may be of interest. Examples: optometrist, dentist, firefighter, dairy farmer, health nurse and owner with a pet (that is vaccinated and safe for children). We also enjoy a visit from Santa at Christmas. Guests are supervised by staff at all times.
- During the school year, we enjoy the entire Great Lakes campus. Excursions around campus may take place spontaneously. Permission for this type of event is granted when you complete your child's annual permission form. Some events such as Nature Walks, Winter Sports Day, Photo Day (outdoors), will be scheduled on the monthly calendar but are subject to change. Children will always be accompanied by a teacher following the legislated 1 to 8 ratio when taking part in campus excursions.

**Great Lakes Christian Preschool values children and prohibits the following actions:**

- Corporal punishment of a child.
- Physical restraint of a child such as confining him/her to a chair or other device for the purpose of discipline or in lieu of supervision. Should a staff member find it necessary to hold a child in their arms for the purpose of preventing a child from hurting himself/herself or someone else, or to prevent them from running away or escaping out a door, a staff member must be accountable to another colleague to ensure the safety of both is ascertained. If this is the case it must be as a last resort and only take place until the risk of injury or running is no longer imminent.
- Locking the exits of the preschool premises for the purpose of confining a child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the preschool emergency management policies and procedures.
- Use of harsh or degrading measures, threats or derogatory language directed at or in the presence of a child to humiliate, shame, frighten or undermine the child, his/her self-respect, dignity or self-worth.
- Depriving a child of basic needs such as food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on children including making them eat or drink against their will.

**Great Lakes Christian Preschool values children and believes each one has great destiny and purpose.**

As described in the Early Learning Document, How Does Learning Happen?, we believe the conditions of belonging, well-being, engagement and expression are foundational to a child's growth and development. The following behaviours and actions are demonstrated by our staff, students and volunteers when working with children:



- Continual consideration for the needs of every child in the facility.
- Providing basic needs for children as it is required such as: water, food, washroom, change of clothing if soiled, times of rest as appropriate or needed, clothing or blankets for warmth, personal toys for comfort, and medical care if injured or sick.
- Respectful interactions with children through conversation and body language; smiling and maintaining eye contact.
- Responding to questions, needs or desires as they arise.
- Gentleness in manner, action, care and voice inflections.
- Listening to children and being “present” in the conversation.
- Getting down to a child’s level to interact; bend down to talk to a child and look them in the eye when speaking, get onto the floor whenever appropriate to experience the child’s inquiry, sit beside children or across from them when interacting (as opposed to standing over them).
- Building positive relationships with children that demonstrate our belief that children are competent and capable of their learning, expression and creativity.
- Greeting children as they arrive at school. Saying good-bye to children and their families as they leave.
- Being prepared for their daily experiences to the best of our ability.
- Keeping surfaces and cots clean, toys disinfected (weekly or as needed), floors clean for play and being mindful of spaces that could develop the potential to be unsafe.
- Genuinely loving and caring for children. Respecting their individuality and helping them reach their full potential while in our care.

## **EMPLOYEES, VOLUNTEERS, STUDENTS, THIRD PARTIES**

### **Ministry of Education Requirements for Staff, Students/ Volunteers and Third Party Instructors or Consultants**

Educators at Great Lakes Christian Preschool are skilled and have an ECE certificate or an Ontario Teacher’s Certificate. Educators must be a member in good standing with the College of Early Childhood Education and maintain their registration with the college.

We also have staff who support ratios but do not have their ECE certificate. These staff members work as Program Assistants or Supply Staff and are highly qualified to work with children.

All students and volunteers are supervised and mentored by teachers. At no time is a student or volunteer allowed to have unsupervised access to children in our program.

As outlined by the Child Care and Early Years Act, everyone working with children in a child care facility are required to have the following:

- Prior to commencing employment, each employee must provide the child care centre with a health assessment and record of immunization as recommended by the local medical officer of health, unless exempted based on the person’s written objection or physician’s medical reason.
- All employees who regularly work with children are required to have a standard first aid certification including infant and child cardiopulmonary resuscitation (Level C - CPR).
- All employees, students/volunteers (over 18 years of age) and third party instructors/consultants are required to provide a

Vulnerable Sector Check (VSC) in order to work or volunteer. A new VSC is required every 5 years and each year up to the expiry date, an offence declaration is signed and kept on file for each staff member and volunteer.

## **QUALITY CHILD CARE NIAGARA**

**Great Lakes Christian Preschool is certified with Quality Child Care Niagara (QCCN).** QCCN was inspired by a group of early childhood educators who wanted to create a program planning model to strengthen the foundation of quality educational experiences and developmental outcomes of all children enrolled in Licenced Child Care Centres in Niagara. Using the tools provided by QCCN we are able to meet the developmental needs of every child and set them up for success. The preschool educators have been trained to administer the DISC Developmental Preschool Screen (DPS), Speech and Language Checklist and Behavioural Checklist to assist with screening children. These tools are only administered with parental consent.

Great Lakes embraces every child and strives to meet their needs regardless of their developmental stage. Sometimes there are areas of concern that are brought to our attention by a parent or that arise when a child enters school. These areas may include; speech delay, developmental delays, behaviour issues or autism. The Niagara Region is rich with resources and community agencies to assist with child development. West Niagara Resource Consultants is one of the agencies available to us. Should a child benefit from resource input, the supervisor and parent work together to submit a referral to the Niagara Region for this assistance.

## **REGISTRATION & ADMISSIONS**

A registration form must be completed for each year a child is admitted to the Preschool. This procedure reserves your child’s space. Registrations will be confirmed, in the order in which they are received. Once registrations reach the maximum for our license a waiting list may be developed. Parents are also advised to use the ONELIST waiting list provided by the Niagara Region if child care is urgent and our waiting list offers little opportunity. (See *Wait list Policy in Appendix*)

A copy of immunization records must be received for admittance to the preschool program. If a child is medically exempt from immunizations or if the parent has a conscientious objection to immunization, the parent may provide the appropriate form which is available on the Niagara Region website: <http://www.niagararegion.ca/health/vaccinations/children/exemption.aspx> Niagara Region Public Health requires a copy of the child’s immunization record or the original exemption form within a month of admittance to the Preschool. Great Lakes ensures that these are provided within the timeline requested. Copies are also kept in the child’s file in the preschool office.

Parents will also be required to complete an admission form, health form, special instruction form and permission form prior to beginning preschool. Please ensure that forms are provided to the supervisor

on or before the Parent Orientation Meeting.

Children with special medical needs or anaphylaxis must have a completed individual plan prior to starting preschool.

**Written notice of permanent withdrawal from the program must be given two weeks in advance and one month in advance if paying by the preauthorized payment plan. If notice is not received as described above, full program fees will be charged.**

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. If spaces fill up, your child would be placed on a waiting list.

Waiting lists often develop by late September. Children who will be returning for another year should be registered by April in order to avoid disappointment.

Great Lakes Christian Preschool reserves the right to terminate services if policies are not followed, fees are not paid on time or the program is unsuitable for a child.

**A note about toilet training:** As part of our admission policy we require that children are toilet trained. If a parent is in the process of training we are happy to receive the registration and assist with the potty training at school. We do not wish to delay a child's entry to school if arrangements can be made to support the child. However, our facility is not equipped to do diaper changes. Please talk to the supervisor if you have questions or concerns.

### Orientation

It is advisable to set up a visit with your child prior to the school start. An Orientation Meeting, for parents only, is on the Tuesday prior to the first day of school. The Orientation Meeting is from 7:00 to 8:00 p.m. Attendance is very important even if you are a returning parent.

## THE SCHOOL YEAR

**Great Lakes Christian Preschool values communication with parents.** Staying connected is vital to our program. To keep you informed, a monthly newsletter and calendar will be emailed to families. Calendars, menus, schedules and items of interest are posted on bulletin boards in the cloakroom and classrooms. Bulletin Boards are one of our favourite ways to communicate with you about your child's projects. These displays will fill the school with colour and expression.

A profile binder will be used to track the activities your child works on throughout the year. Photos and work will be collected to record a progression of their growth and interests. This will be available to



parents throughout the year and will be a keepsake to take home in June.

We appreciate open dialogue and encourage parents to assist us by asking questions and suggestions. Parents will have an opportunity to complete a questionnaire during the school year in order to help us evaluate how we are doing and how you feel about the experience your child is having at the preschool.

### Schedule

The Preschool operates 40 weeks from September to June and the program is designed to correspond with the Elementary School Calendar except for PD days. Great Lakes **does not** have PD days for teachers except for 2 clean up days at the end of the school year.

### The Preschool observes the following holidays:

September - Labour Day  
October - Thanksgiving  
February - Family Day  
April - Good Friday and Easter Monday  
May - Victoria Day

### Not counted in the 40 weeks of school:

Christmas Holidays - 2 week holiday (December/January)  
March Break - 1 week holiday  
Parents will be informed of actual dates in the monthly newsletter & calendar.

### Class times are as follows:

Half Day Classes - 9 a.m. to 11:50 a.m.  
Full Day Classes - 9 a.m. to 3:30 p.m.

### General Information Regarding Dates and Events

School Starts the Tuesday after Labour Day.  
Spring Open House occurs the third Thursday in April at 6:30 p.m.  
The last day of school is usually the Tuesday of the last week of June.  
Graduation is on the Wednesday afternoon following the last day.  
Teachers have 2 paid clean up days at the end of June.

### Licence to Operate and Ratios

We are inspected annually by a Program Advisor from the Ministry of Education. This inspection ensures that the guidelines in the Child Care and Early Learning Act are followed and proper reporting, logs, documentation and changes are adhered to. Ratios for our age group require that one teacher is assigned to every 8 children. The facility is permitted to have 16 children in each classroom. Children that attend the preschool for 6 or more hours per day are required to have 2 hours of outdoor play, receive 2 snacks and a lunch, and have a rest time. Our Ministry of Education Licence to Operate is posted on the cloakroom bulletin board. **Full inspection details are available to parents at any time.**

The facility is also inspected twice annually by the Niagara Region Public Health and Safety Unit to ensure that proper procedures are taken for food handling, hand washing, cleaning and disinfecting, and

general environmental cleanliness. **Public Health inspection is available to parents at any time.**

### Arrival and Pick Up

Young children depend on regular routines for their security and comfort. It is therefore recommended that you establish a regular routine when dropping off and picking up your child. When your child arrives bring him/her into the play activities and assist with the transition as needed. Ensure that a teacher is aware of any details that may affect your child's day. When picking up ensure that a teacher is aware of your presence and knows you are ready to take your child home. Arrival and departure times are recorded by staff members each day as well as any specified information shared by the parent.

Children will be assigned a hook in the hallway or cloakroom and parents may enter the school at the most convenient door for their child.

Unless otherwise arranged, children will not be released to any person other than those who are specified on the admission form. If we are not familiar with the person picking up, please make sure a teacher has been notified of the person's name and particularly what the child calls the person (eg. Oma, Papa). When arrangements are made for someone to pick up your child and they are not on your list, they may be asked to provide identification. A "Take-Home Authorization Note" can be obtained from the preschool to use for notification in writing when a new person will be assisting with pick up. In the event of an emergency, parents may call or text changes.

*The Preschool Program begins at 9:00 a.m. and ends at 11:30 a.m./ 3:30 p.m. Teachers like to have time to greet children and speak with parents. Also, some children find it difficult to enter the classroom when there are more people around. To accommodate this need, there is a 20 minute window before start time and after end time for drop-off and pick-up. Changes to usual arrival or pick up time should be shared with a teacher in order that a record may be kept in the daily logbook for reference. We appreciate knowing these details so we can assist with your child's transition.*

### Door Security

The preschool has a door security system with intercom and cameras. Parents will be given full procedures at the Parent Orientation meeting. Anyone arriving at the school will be asked to identify themselves to be allowed into the building.

### Parking

Please use the parking area by Hotchkiss Hall and the playground. There are times in the school year when events at the High School fill up the parking lot and parents may need to park on the lane ways. We ask that parents use the parking lot with caution at all times.

### Full Day Program

The full day program is set up under the guidelines of the Child Care and Early Years Act. Children will be served a lunch that is catered by the Great Lakes High School kitchen. The kitchen is fully inspected and permission for this service has been granted by Niagara Public Health and Safety. The cost for lunches is included in parent fees unless they have made special arrangements to extend the day through lunchtime.

Children are provided with a resting cot after lunch. Rest time is designed for children to sleep if needed. If a child does not sleep they are given a 30 to 40 minute quiet time. Soft music is played, children may have a quiet activity such as books and they may bring a stuffed toy for quiet time. Cots are disinfected each time they are used and sheets are washed weekly by a designated staff member. Sheets and personal items are stored in sealed plastic bags when not in use.

### Nutrition, Snacks and Birthday Celebrations

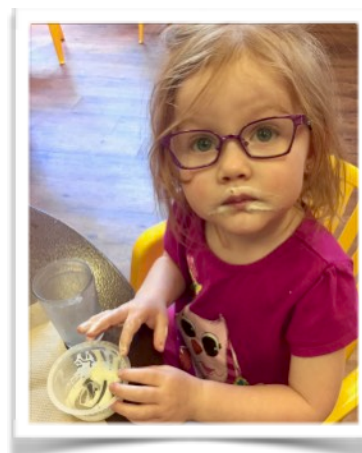
A nutritious morning and afternoon snack will be provided. Children's special dietary needs and allergies are posted wherever food is prepared and served. Menus will be posted in the kitchen and on the bulletin boards.

We like to celebrate birthdays by having a special snack. The guidelines are as follows: The snack must be wrapped, store bought preferably in a local grocery

store, and peanut/nut free. Items such as School Safe, Bear Paws, Wagon Wheels or any other treat item that is clearly marked with the Peanut/Nut Free label may be provided for the birthday treat. Teachers will ensure that the item you provide is acceptable. **We are not allowed to serve home baked goods or any food that has not been prepared in an inspected facility.** We are sorry for the restrictions within this policy but, it is for the safety of every child.

In such circumstances where a child must bring food from home to support a healthy diet, the family must ensure that no foods which could cause an allergic reaction is brought into the preschool. Children who must have home food will only eat the food provided by their parents and precautions will be made by staff to ensure the food is not ingested by another child. **It is the responsibility of the parent to clearly label all food and containers coming from home with the child's name.**

Water bottles and select dairy substitutes may also be provided for children from home. The containers which are used for these should be clearly labelled with the child's name.





### Clothing and Possessions

Your child should be dressed in clothing that is appropriate for physical activity, messy activities and the weather. A second set of clothes should be kept at the preschool in case of accidents. Also provide indoor shoes or slippers. (Please label the bag, clothes and footwear.)

### Outdoor Playtime

Outside play generally takes place twice a day. The first outdoor time usually starts at 11:00 a.m. and the second at 3:00 p.m. During very hot weather the outdoor play begins when children are dropped off at school. If the weather permits the children will remain outdoors for 1 1/2 to 2 hours in the morning. Children may end the day outdoors if they are a full day child. Parents will be made aware of schedule changes in the newsletter. Parents should put sunscreen on their children prior to school start on days when it is needed. Teachers will also apply sunscreen when required. A blanket permission for sunscreen will be provided upon registration. Hats and sunglasses are helpful for hot days. Sunglasses are also practical in the winter when the sun is bright.



### Health and Administration of Drugs & Prescriptions

As children enter school it is the responsibility of the teachers to do a health check. If a child has had an illness or injury at home, please inform a staff member when the child arrives at school. If a child becomes ill during the day, temporary care will be provided until you can be contacted and pick up your child. Please observe the Niagara Regional Health Unit procedures for keeping children at home during illness. (This will be provided at Parent Orientation or on the first day of school, or in newsletters)

Great Lakes Christian Preschool will administer both prescription and non-prescription drugs to children, in accordance with provincial legislation. Parents must complete a form for administering medication which includes written instruction of the dosage and times any drug is to be given. The medication must be provided in the original container, clearly labelled with the child's name, date, name of drug, instructions for storage and administration of the drug.

**Medication is not to be left in the cloakroom area.** Give it directly to a staff member. All medications are kept in a locked container; in the classroom or refrigerator. Staff document the amount and time when the drug has been given. The form is retained in the child's file once the administration of the prescription/non-prescription has been completed.

### Anaphylaxis and EpiPens

Individual emergency plans must be completed by parents before a child is admitted to preschool. Emergency plans are posted in food preparation areas and classrooms for children who are anaphylactic. Staff, supply teachers, students and volunteers are required to read the information sheets of any child who has an EpiPen. An EpiPen must be kept at the school for each child identified with anaphylaxis syndrome. When the medication has expired it is the responsibility of the parent to provide a new EpiPen. EpiPens are kept within easy access for staff but out of children's reach. EpiPens must contain the Pharmacist label displaying the name of the child, name of drug, dosage, expiration and date of purchase.

### Safety Training for Children and Staff

Upon commencing school in September, fire drills will take place throughout the month to ensure all new children have had ample time to adjust to the procedure.

After the training time in September, fire drills and procedures will take place monthly.

Great Lakes also has an Emergency Management Policy and Procedures which are reviewed annually by staff. (See appendix for Emergency Management Policy and Procedures.) If an emergency situation takes place, parents will receive communication from Great Lakes Christian Preschool or High School personnel to inform them on the status of their child's safety. If parents cannot be reached on any of the given numbers the emergency contact number will be used. If contact has still not been made, an email and or text will be sent. This will be done in the most timely fashion as possible. Misinformation can easily spread if a crisis situation occurs and we will make every attempt to inform parents individually rather than through media. A voice recording will be prepared on the preschool phone (905-563-5374 extension 218) to inform families of details regarding school closure and expected reopening after an emergency situation.

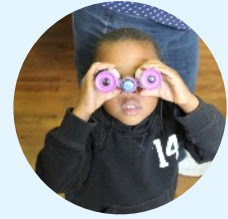
### Serious Occurrence

Serious Occurrences will be reported to the Ministry of Education. The Serious Occurrence will be reported within 24 hours of becoming aware of the incident. Serious Occurrence Notification Forms will be posted in a conspicuous place near the Child Care License and Licensing Summary chart closest to the entrance used by parents. Updates will be made by the Supervisor as action or investigations are completed. Notifications will remain posted for 10 business days and remain on file for three years.

A serious occurrence is defined under the CCEYA as:

- a) the death of a child who receives child care at a licensed home premises or child care centre;
- b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home premises or child care centre;
- c) a life-threatening injury to or a life-threatening illness of a child who receives child care at a home premises or child care centre;

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- d) an incident where a child who is receiving child care at a home premise or child care centre goes missing or is temporarily unsupervised, or
- e) an unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre

### Inclement Weather and Sick Days

It is our practice to close the Preschool whenever the District School Board of Niagara closes schools due to inclement weather. Should inclement weather occur parents can check the DSNB Website: <http://dsbn.edu.on.ca/> to see if the schools are closed. Each parent whose child is scheduled to attend that day will be notified;

1. By email which they will be asked to reply to when they have received the message.
2. By text message if they have not responded to the email within a reasonable amount of time.
3. By phone if they still have not replied that the message was received.

### Student Absence

Please notify the school if your child will be absent and state the reason for the absence. The children develop friendships and ask about their friends when they are not at school. The staff also track sickness in order that parents can be kept well informed should a contagious illness occur.

## FEES

\$20/day - half day

\$40/day - full day

*Additional days may be requested and obtained if space is available. Each additional day is \$20 per half day or \$40 per full day.*

*The preschool is open from 8:00am until 4:00pm. Early drop off between 8:00am and 8:30am or late pick up between 3:30pm and 4:00pm may be arranged on request. Additional fees may apply.*

### Payment Methods

1. Fees may be paid once monthly or twice monthly by pre-authorized payment plan. Pre-authorized debit (PAD) must be set up a month in advance. When setting up fees to be paid by PAD, please submit a VOID cheque or a print out from your bank providing banking information. The PAD form is available from the supervisor or at the Parent Orientation meeting. September payments cannot be made by PAD and must be made by cheque or cash.
2. Fees may also be paid monthly or bi-weekly by cheque. We request that post-dated cheques for the school year be provided at the Parent Orientation or the first day of school in September.

Please speak with the supervisor if you need to make other arrangements for fees.

Make cheques payable to Great Lakes Christian College. (GLCC)  
There is a \$10.00 charge for each N.S.F. cheque.

**In February you will receive an official receipt for your yearly fee amount.**

The Preschool operates on a 40 week budget. We observe two weeks holiday at Christmas and one week holiday in March. These are not included in the 40 week schedule and are not included in fees.

We also observe regular statutory holidays as outlined previously in the handbook. There is no reduction in fees for a short week due to a statutory holiday.

We are unable to provide refunds for any days missed due to inclement weather, family holidays or illness. If a special circumstance arises and a child misses 15 or more consecutive days, a written request for refund may be considered by the Business Manager of Great Lakes Christian High School.

## ADDRESS & CONTACT INFORMATION

### Great Lakes Christian Preschool

4875 King Street,  
Beamsville, ON L0R 1B6

Preschool Phone: 905-563-5374 extension 218

High School Fax: 905-563-0818

Preschool Email: [preschool@glchs.ca](mailto:preschool@glchs.ca)

Heather Moyer - Supervisor

Cell phone number will be provided to parents for day & evening calls or text messages at the Parent Orientation Meeting.

Teaching Staff - Teachers may provide their personal cell numbers for easy contact as required. However, please allow the staff member to initiate any sharing of cell phone numbers - thank you.

Lacey May - Finance Department

905-563-5374 extension 228

[lacey.may@glchs.ca](mailto:lacey.may@glchs.ca)

Website: [glchs.on.ca](http://glchs.on.ca)

**Please Note:**

Messages left on the office phone can sometimes be missed due to the nature of our activities in the classrooms and outside. It is suggested that parents text Heather's cell phone as this is more readily available throughout the day and we will have a written record of your information for reference.