

Philosophy... We believe that children should be nurtured in an intellectually and socially enhancing atmosphere where individuality, creativity, and spirituality are encouraged. Active learning is at the heart of the developmental process, making “play” an essential component of our preschool program. Children have the opportunity to explore, question, observe, try new experiences, and take risks. Through play activities and discussions the children learn to think independently, gain confidence, and develop friendships. The goal of Oakville Christian School (“OCS”) is to provide a happy and positive school experience for your child.

Admission ... This program will be licensed for children 2.5 yrs (30 mos.) to 5 years old. There will be a maximum of 3 children between the ages of 2 – 2.5 years (24 – 30 months) allowed at any one time.

Hours of Operation ... Operating hours for a full day program are from 8:00 a.m. until 4:00 p.m. The morning program runs from 8:00 – 11:30 a.m. OCS Preschool runs according to the regular school calendar from September to June. We are closed on Statutory Holidays: Thanksgiving Day, Family Day, Good Friday, Easter Monday, and Victoria Day. There is a two week break over Christmas and one week break in March. If it becomes necessary to cancel school for any reason, all parents will be notified via memo, email or phone.

Attendance ... Students are expected to be at school for their scheduled session. In case of absence the office must be notified (905-825-1247 x 221) before 9:00 a.m. If your child will be picked up by someone other than the normal pick-up person, a written note or email must be submitted to the classroom teacher. In case of last minute changes, the front office can be notified.

Curriculum ... Our curriculum is based on the Emergent Curriculum philosophy. Play is an essential part of a quality early childhood curriculum. When children explore through play and create their own theories about how the world works, they become deeply engaged. Emergent curriculum is framed by the teacher but is child initiated, allowing for collaborations between children and teachers and giving everyone a voice. Because emergent curriculum is responsive to the child, teachers are able to build upon existing interests while addressing the developmental needs of the children. Curriculum planning is flexible as it constantly develops to accommodate emerging interests within the classroom. Value is placed on the children’s work, the children’s engagement, the role of the teacher, and the work itself. Through play, children will learn about spatial relationships, math, representation, emerging literacy, social learning, and language development.

Morning Schedule: 8:00 – 11:30 a.m.

8:00	Welcome / Students arrive
8:50	Free Play/Open Centers
9:00	Circle Time
9:30	Washroom Routine/Snack
10:00	Outdoor Time
11:00	Washroom Routine
11:15	Closing Circle
11:30	AM Students Dismissed

Lunch/Afternoon Schedule: 11:30 – 4:00 p.m.

11:30 – 12:00	Lunch Time
12:00 – 1:00	Washroom Routine/Rest Time
1:00 – 2:30	Centre Time/Snack
2:30	Washroom Routine/Snack
2:45	Circle Time
3:00 – 4:00	Outdoor Time
4:00	Full Day Students Dismissed
4:00 – 6:00	After school care if needed

Please note: The schedule provided in this handbook is a guideline for our day. From time to time due to the weather or the direction our learning takes, we may make adjustments. These adjustments will be made at the discretion of the teacher and will always be in the best interests of the children.

Nutritional Breaks ... Meals and snacks will be served according to the Canada’s Food Guide. Snacks will be provided and served one time during both the morning and afternoon sessions. A nutritional lunch will be provided and served to children that are registered for the Full Day session.

Communication ... We are always willing to speak with you about your child's day. If you have any questions or concerns, please speak with the Principal or the classroom teacher to set up an appointment.

Preparing Your Child for School ... Coming to OCS Preschool is a big step in your child's life. A carefully planned introduction into this new experience will help your child to approach the classroom with confidence and excitement. The first step is to talk to your child about starting school. Explain and reassure your child about what will happen during the school hours. You may wish to read books to your child about the first day of school such as *The Berenstain Bears First Day of School*, *Franklin Goes to School* or *The Kissing Hand*.

Supervision & Care ... Your child needs to be fully toilet trained before entering into the program. We do understand that the occasional accident can happen from time to time. It would be appreciated if an extra set of clothes could be left at school in the event of an accident.

Dress Code ... A dress code is in effect for our preschool students. The dress code is child friendly and can be purchased from *Inschool Wear*. A pair of indoor non-marking soles will be required for the children, which will remain at school. Outdoor shoes must be close-toed for safety purposes. No flip-flops or sandals. Please provide a change of labeled clothing in your child's backpack, appropriate for the season.

Field Trips ... Students may occasionally have activities outside the school premises, in which case a permission form is sent home along with a request for parent volunteers if required. All volunteers must have a police check on file with the school.

Special Guests/Parents ... In keeping with our philosophy, we want to make sure that there are many opportunities for the home and school to work together as we nurture your child. These opportunities will happen through a variety of special occasions happening throughout the year. Parental involvement is encouraged. If you are visiting the school/classroom, please sign in at the front office.

School Closure ... In case of inclement weather causing risk in transporting students, the school will close. An announcement of such closing will be posted on the OCS website (www.ocsonline.org) in the morning.

Pick-Up Procedure ... For children who stay for the entire day, pick-up is between 3:50 and 4:00 p.m. Weather permitting, we will be outside in the play area during this time. If you require further care for your child there is after school supervision beginning at 4:00 p.m. until 6:00 p.m. The additional charge for this service is handled by the Business Office. Please contact the front office if you require further information.

Behavior Management ... Discipline is a part of the learning process that leads and nurtures a person to accept a way of life, thought, and conduct. Christian discipline aims to lead your child to accept the way of life shown by Christ; a life of discipleship in all aspects of living. Christian discipline of children is a means to assist them to develop Christ-honoring self-control, to recognize acceptable behavior, to grow in respect for God, human authority, peers, one's self and all of God's creation. In the development of self-discipline the child becomes aware of his/her behavior, accepts responsibility, looks for and takes corrective action, and seeks reconciliation to God and others. Through reconciliation, the child experiences forgiveness and learns to forgive.

Medical Information ... Sometimes a child may become ill while at school. The parent will be notified, but if we are unable to reach you we will call the emergency contact person if it is evident that the child needs to go home. Children suffering from a contagious disease, heavy cold, or a low grade fever that prevents them from taking part in regular school activities should be kept at home. A child may return back when they are no longer contagious or their symptoms have subsided.

Allergies/Asthma ... Parents of children with asthma or severe allergies (nuts, bees, etc.) should provide the appropriate epi-pens or puffers. Medical forms are to be filled in and signed. Please refer to the Medical and Anaphylaxis Policies. We do our best to ensure that causative agents are not brought into our environment.

Medication Administration ... The designated ECE staff member will administer your child's medication according to your instructions provided on our Medication form, with written authorization from the parents/guardians. Medications are accepted only in the original container with the expiry date of the medication and the child's name recorded on the container as outlined in our Medication Policy.

Termination of Services Policy... Students are admitted on a six-week observation basis, during which time the teacher will evaluate the student's interaction and progress within the classroom. At the end of the six week period the teacher will consult with the Principal. If there are any concerns based on the following list we will follow the Policy and Procedures as stated below. Our goal at OCS is to work together and communicate with all parties involved to create the best environment for both the individual and his/her classmates.

OCS reserves the right to terminate child care services if, in the judgment of the Teacher and Principal, the needs of the child and OCS Preschool are in conflict of each other based on any of the situations below:

- A child is aggressive toward other children and causes harm to others or self.
- An inordinate amount of the teacher's time is needed to attend to a particular child's situation to the extent that it is depriving the other children in the classroom of the level of care and concern to which they are entitled. In this case the child may have to leave the classroom temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of Oakville Christian School's services.
- The tuition fees are not paid on schedule.
- The child is not fully toilet trained.
- Failure of parents/guardians to honor rules, regulations or policies outlined by Oakville Christian School.
- The child's special needs are beyond the Preschool's scope of care.

Procedures:

First Level

1. Staff observes and documents concerns they have based on circumstances outlined above.
2. After any "cause for concern" is noted, principal/teacher will communicate with parent/guardian:
 - Verbally when the child is picked up or by phone
 - Followed up in written form and put in the file.
3. Depending on the concern, there is the possibility of immediate temporary suspension.

Second Level

1. Formal meeting with staff, parent(s) and/or guardian(s). Written documentation will be provided to all parties involved.
2. Staff will continue to observe and document strategies/techniques being implemented as determined in the previous step.
3. Follow-up meetings will be scheduled to review any progress.

Third Level

1. A request may be made to the parents to hire additional support for one-on-one instruction.
2. Temporary suspensions may continue until this is arranged.

Fourth Level

If all outlets are exhausted and the "cause of concern" still exists, the parent(s)/guardian(s) will be advised on this concern in a meeting and asked to find alternate care for their child. If a child is to be withdrawn from the program at the request of Oakville Christian School, the length of notice will depend on each individual situation. Withdrawal may be effective immediately or in a maximum of 10 working days.

Any level of this procedure can be made void at the discretion of Oakville Christian School, depending on the “cause of concern” and the impact it is having the classroom as a whole.

Oakville Christian School appreciates the unique methods of child guidance from home to home. We are confident that with the support of staff, parents/guardians and community agencies, we can achieve common goals. We feel it is important to clearly communicate the steps we will follow in the event that a child displays ongoing challenging behavior.

When the need arises to permanently withdraw a child from our program, you will be billed for the full month and any remaining cheques will be returned to you or PAP stopped.

Payment Policy ... Oakville Christian School posts an annual fee schedule in the information package and on our website at www.ocsonline.org. Fees are paid at the first of each month or annually on the first of September.

1. A **non-refundable** registration fee and family tuition deposit must accompany registration.
2. Post-dated cheques or a completed PAP form for the year’s tuition are due with the registration application.
3. Administrative charges will apply in the case of NSF cheques or a returned PAP.
4. All current tuition fees are required to be paid up before July 31st of each year. Failure to do so will result in your children being de-registered for the next school year.
5. Oakville Christian School requires 30 days notice if you wish to withdraw your child from enrolment