



# Veritas Catholic School

*"A Tradition of Academic Excellence"*

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## Pre-Kindergarten

&

## Pre-School



## "SPROUT UP"



# Program Philosophy

The philosophy of the Pre-Kindergarten & Pre-School Program is that children learn best through play and in an atmosphere of enthusiasm and fun. We provide a balance of child centered activities and structured curriculum throughout the year in an environment rich in experiences that promote positive development in their physical, emotional, social, and cognitive growth.

Of course, the most powerful form of exploration is PLAY. Young children learn best when encouraged to move freely and explore in a safe, age-appropriate setting. There will be many opportunities to freely explore a planned learning environment. Each child's feelings and uniqueness will be respected.

We strive to keep a comfortable physical environment and provide fun and exciting learning experiences for the children. Providing a child centered curriculum that is based on the children's interests allows them to feel comfortable with what they know and excited to learn more about their world. A variety of toys, materials and activities are provided daily to foster growth in all developmental areas.

Our Pre-Kindergarten Program is housed in the church and maintains an open-door policy. This means that parents and designated adults will have access to their children throughout the day. We would ask that you contact the school office before you visit the Pre-K/Pre-S class or remove your child for the day.

Children will be encouraged to pursue their own interests; problem solve and develop independence. The

central focus of the Pre-Kindergarten and Pre-School program will be to build self-esteem and respect for self and others.

## Policies and Procedures

1. Please drop off and pick up your child from class at the right times, no earlier or later.
2. To encourage healthy eating habits, please send only healthy snacks like fruit, vegetables, cheese or yogurt. Please save cookies and other baked goods for special parties or events as they occur throughout the year.
3. We welcome all parents to help in the classroom if they would like. Please remember to find alternate care for other siblings during this time. A volunteer application and a criminal record check is mandatory for all volunteers. Please see the school office for the necessary paperwork and thank you in advance for your willingness to volunteer.

# Veritas Pre-K/Pre-S

## Release of Children Policy

Only authorized persons on the child's registration forms filled out by the parents/guardians can pick up the child. Please inform the staff member if an unauthorized person will be picking up/dropping off the child as that person will need to show photo identification to the licensee before taking the child home. In situations when an individual who appears to be incapable of providing safe care or is "not permitted access to a child" attempts to remove a child in care from the facility, the staff member is obligated to consider the health and safety of all involved including the other children in care, staff and him/herself. For an individual who appears to be incapable of providing safe care, the staff member will offer to call a friend or relative for pick up. If the licensee/staff member believes a child to be at risk, a report should be made to the Ministry of Children and Family Development. If an individual chooses to drive a vehicle while impaired, staff will report this to the police. If the child is not picked up after 30 minutes of the Pre-K Program closing and every attempt to reach someone listed on the registration form has failed, we are required by law to notify the Ministry of Children and Families.

# Veritas Pre-K/Pre-S

## Daily Schedule

During this time children can choose to:

- \* Participate at teacher planned centers
- \* Evolve their own activities in the learning centers

- \* Participate in group activities

Learning Centers include:

- \* Art (time for creative expression)
- \* Block Area (constructive and imaginative play)
- \* Small Manipulatives (cognitive and constructive play)
- \* Books (language development) and quiet area!
- \* Housekeeping (social & dramatic play)
- \* Math & Science (time to develop senses and curiosity)
- \* Sensory Table (social skills, open end learning)

Circle time: A time for language development, songs, stories, games, finger plays and discussion.

Gym/Outdoor time: Allows children time to run, jump, climb and balance. This provides the opportunity for children to discover what their bodies can do and develop their large muscles.

## Veritas Pre-K/Pre-S Nutrition Policy

Our goal at Sprout Up is to promote good health and nutrition. We do this by encouraging the children to eat healthy snacks first and treats last (e.g., sandwich first then a cookie). We respect the parent's decision as to what food their child can eat but must discourage candy, gum, and pop. The children are given time to eat and drink at their own pace and direction to always sit down while consuming food. Snack times are social times; we talk about food and healthy choices while we eat.

Children are encouraged to bring a water bottle. There is a water fountain outside the classroom which can be provided in a cup should a water bottle be forgotten. At Sprout Up, food and drink are never used as a form of reward or punishment.

## Veritas Pre-K/Pre-S Screen Time Policy

Programs where children are in attendance for 3hrs or less do not include screen time activities in the daily routine. At Sprout Up, there will be no screens incorporated into the program (this includes TV, iPad, smartphones and computers). During preschool hours, the preschool teacher will use a smartphone to take pictures of the children for wall display only. Texting and personal calls will wait until breaks or end of day (unless it is considered an emergency or call to a parent).

## Veritas Pre-K/Pre-S Illness and First Aid Policy

Children who are not well or who have an infectious illness must not come to the Pre-School. When a child becomes ill at Pre-School, we will keep the child as comfortable as possible in a quiet area closely supervised by an adult. We will then contact the parents to pick up their child. If we are unable to contact the parents or the emergency contact person, a doctor or ambulance may be called. All costs incurred will be the responsibility of the parent of guardian. Your child's health and safety are our top priority.

**Please keep your child at home or in alternate care for the following conditions:**

1. Pain: Any complaints of unexplained or undiagnosed pain.
2. An acute cold with fever, runny nose and eyes, coughing and/or sore throat.
3. Difficulty breathing, wheezing or a persistent cough.
4. Fever of 100° F /38.3° C or greater.
5. Sore throat or trouble swallowing.
6. Infected skin or undiagnosed rash.
7. Diarrhea or loose stool combined with nausea, vomiting, or abdominal pain.
8. Severe itching of body or scalp.
9. Children with known or suspected communicable diseases.
10. Head lice and all nits (eggs must be removed and not be present when child returns).

Please notify the Pre-School teacher within 24 hours if your child has been exposed to a communicable disease. The Pre-School staff will then inform the other families attending the facility. The Health Unit may be informed and if necessary, the staff will complete a Serious Incident Report for the Licensing Officer.

Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. Only then will it be administered by staff. All parents must sign a “Permission to Administer Medication” form before any medication is dispensed. The medication is stored in a locked container at room temperature or in the fridge if necessary.

There is always a qualified first aid staff member on site.



# Veritas Pre-K/Pre-S Health Policy

It is inevitable that children in care get sick. They play very intimately, sharing toys and joys with one another. As well, younger children have lower resistance to infection and communicable disease. Children in Pre-K have an increased exposure to these because of the expandable number of people with whom they are in contact.

The Pre-K teacher is aware of familial and cultural influences on behavior. In addition, people, space, time and many other things affect behavior as well. The teacher and staff will use respectful, preventative guidance strategies.

An important factor in the control of communicable disease is the frequency of hand washing by children and caregivers. Hands should be washed with soap and water after going to the washroom, before meals, snacks and before food preparation.

Consistent cleaning and sanitizing procedures of the toys and equipment at the center will be followed by staff and universal precautions will be used to reduce transmission of blood borne disease. A high level of cleanliness will be always maintained in the Pre-K Program.

# Veritas Pre-K/Pre-S Supervision Policy

The children are always supervised by a responsible adult who holds a valid ECE and first aid certification. The child to adult ratio is 1/10 as per the Childcare Licensing regulations. If in emergency and unforeseen circumstances the licensee must leave, then the Principal of the school will be contacted and arrange a replacement responsible adult with the appropriate qualifications to cover the licensee. The licensee practices active supervision throughout the day and maintains close proximity and attention. The licensee must be able to move and see the entire play space. The indoor space has open sightlines so staff can always see all areas of the play space. Outside the licensee continuously monitors and counts the children behind unattended (e.g., moving from the field to the playground). Staff are aware of “unsafe” play and step in when necessary to redirect play towards a safer, more positive direction. Staff perform daily playground checks and eliminate any potential hazards creating “off limit” zones for areas that are deemed unsafe. Staff position themselves in the best position to always scan and see every child in care, moving themselves accordingly to accomplish this.

# Veritas Pre-K/Pre-S

## Guidance and Discipline Policy

We believe in positive reinforcement and encouragement and we stress throughout the year that we are all friends.

Each child is seen as a unique individual and the Pre-K teacher is aware of the effect of developmental stages on behavior. Our goal is to encourage the process of socialization and developing relationships with and among the children.

# Veritas Pre-K/Pre-S

## Head Lice Policy

If a child is found to have head lice or nits (eggs) while attending, the parents will be notified that they need to pick up their child immediately and take them home. Head lice should be treated with a special medicated shampoo from the local pharmacy and nits (eggs) must be combed out using a special nit comb. The child may return only when all nits (eggs) have been removed and are not present upon arrival at Pre-Kindergarten.

# Veritas Pre-K/Pre-S

## Field Trip Policy

Parents/guardians will be notified well in advance of upcoming field trips and written consent will be required for each of these trips. Field trips will require volunteer parents.

# Veritas Pre-K/Pre-S

## Additional Play areas

In addition to the classroom in the church, our children will be using the school facilities when scheduled. The gym, library and primary playground will be available to the teacher and students. These opportunities will be scheduled during times when these are not being used by the rest of the school and will be properly supervised.

There may be occasional outings in the neighborhood such as a nature walk. In these cases, additional staff will be included to supervise.

# Veritas Pre-K/Pre-S

## Evacuation Plan

In case of fire or other emergency where the children must leave the building and not return, the teacher will follow the evacuation plan as practiced and then walk the children to the front entrance of the school on the same grounds as the church.

After ensuring that it is safe to enter the school, they will be brought into our office area to wait for parents / guardians to pick them up. If the school and the church are deemed unsafe, the students will follow the evacuation plan for the school and proceed with their teacher to Caledonia Secondary School. Once we determine where the children will be located, parents will be contacted to come and pick them up and the children will be supervised until they are collected.

# Program Hours and Fees

Fees are due at the school office at the beginning of each month regardless of child absenteeism due to illness or vacation. There are many options of payment available through the school office i.e., post-dated cheques, pre-authorized debit, recurring monthly credit card payments, in school payments or etransfer ([veritasaccounting@cispg.ca](mailto:veritasaccounting@cispg.ca)).

Pre-K/Pre-S (30mths - 4 yrs. old) Mon/Wed/Fri

Pre-K/Pre-S (30mths – 4 yrs. old) Tues/Thurs (N/A)

Monday, Wednesday, Friday 8:40 am – 11:30 am

Monday, Wednesday, Friday 12:30 pm – 3:20 pm

3 days/week

\$190/month (\$1900/year)

Each family must choose a payment method and complete the appropriate form at the school office:

- Pre-authorized debit payments (1<sup>st</sup> or 15<sup>th</sup> of each month)
- Pre-authorized credit card (Visa/MasterCard, 1<sup>st</sup> or 15<sup>th</sup> of each month)
- Post-dated cheques (10 cheques dated the 1<sup>st</sup> of each month)
- E-transfer to [veritasaccounting@cispg.ca](mailto:veritasaccounting@cispg.ca) (1<sup>st</sup> or 15<sup>th</sup> of each month)
- Cash payments at the Veritas School office
- One-time payment (full tuition due 1<sup>st</sup> day of school)
- Other payment methods as approved by Veritas School.

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**ONE MONTH'S NOTICE IS REQUIRED IF YOU  
WITHDRAW YOUR CHILD FROM THE SPROUT  
UP PROGRAM. IF THIS NOTICE IS NOT  
RECEIVED YOU WILL BE CHARGED FOR AN  
ADDITIONAL MONTH'S TUITION. THANK YOU.**

**Parent Notes**





2022/2023