

PRAIRIE CHRISTIAN ACADEMY--PRESCHOOL

Sign in/out

Children must be signed in and out daily by a parent or authorized adult. If you will not be bringing or picking up your child, please be sure the staff knows who will be doing so. A written note is preferred.

Payment

Arrangements for the payment of fees must be completed before your child begins attending classes. This is typically done when the application form is returned.

Snacks

Food is not provided by the school. Please send a healthy snack (no drink) for your child with consideration for allergies and preferences. Please note that Day Care regulations recommend that small food items such as peanuts and popcorn should not be sent with young children because of the danger of choking. You will be notified if serious allergies are present among your child's classmates.

Times

Classes run from 8:45 to 11:15 and from 1:00 to 3:30. Please do not arrive early as the doors will not be open and please be prompt in picking up children afterwards. STAFF DO NOT REMAIN AT THE SCHOOL BEYOND THEIR ALLOTTED HOURS.

Discipline

Discipline will take the form of a 'time out' chair or loss of privilege. The teacher will request parent involvement for more serious incidents. If major disruption of the class is a continuing problem, the child may be asked to remain at home for a time. Every effort will be made to encourage appropriate behaviour and to provide a positive environment.

Medicines

It is our policy not to administer medications during the brief time that the child is in school. Children with communicable illnesses should be kept at home. If the child is recovering but medication still needs to be given, we request that the parent come to administer it. **In the case of emergency medications** (asthma, allergy, etc.) very specific written instructions as to symptoms and use and container clearly labeled with the child's name must be provided. If your child is not well enough to be outdoors in moderate weather, he or she should be kept at home as staff are with the group and cannot leave small children inside unattended.

Authorized Persons

Please inform staff if there are persons who are not authorized to have access to or receive information regarding your child. It is our intent to make the school as safe as possible for our students, but we cannot do this without appropriate information. Thank you for your cooperation.