



...a Ministry of Harvest City Church

We believe that every child should be trained in the way they should go, and when they are old they will not depart from it. (Proverbs 22:6) What better way to start off but with *Little Sprouts Pre-School!*

We will provide a learning program through play and expose your child to a wide variety of learning experiences and activities that will enhance and expand their knowledge. They will have opportunities for language development, creative thinking, memory skills, self-awareness, fine and gross motor skills, auditory and visual perception and a whole lot of fun.

In play and interaction with other children, we will encourage your child to be confident in themselves, be creative and increase their language skills. We will also encourage our Little Sprouts to express themselves clearly and have Christian values.

This information packet has been designed to provide you with all essential information about policies, procedures and goals for our pre-school. We ask for your support and cooperation. It is our earnest desire to always be available and open to any of your concerns or suggestions. We have a common interest...your child. So let's work together in a prayerful, loving and respectful manner at all times. If your child is sick or absent, please call to inform our teachers. You can reach us through the main office at 569-1935. Please ask to leave a message for the preschool.

### **Eligibility**

- Children may be enrolled if their 3<sup>rd</sup> birthday is before August 31<sup>st</sup> of the enrollment year.
- Children must be independently toilet trained.
- The Little Sprouts Pre-School is not equipped to care for special needs children at this time.





**Hours of Operation**

The pre-school will be open Tuesday, Wednesday, Thursday, and Friday mornings from 9:00 am – 11:30 am.

Our preschool will coincide with Harvest City Christian Academy’s school year calendar (except for Professional Development days.) Therefore, there will be no pre-school during Winter, Easter, Christmas, & statutory holidays, or summer break.

Please pick up your child at 11:30 am sharp as all teachers have different responsibilities to attend to. Your diligence in this area is much appreciated!

**Preschool Classes\***

**One class per week:**

Wednesday Morning: 9:00 am – 11:30 am

**Two classes per week:**

Tuesday and Thursday Morning: 9:00 am – 11:30 am

**Three classes per week:**

Tuesday, Thursday and Friday Morning: 9:00 am – 11:30 am

**\*As available.** Our preschool days fill up very fast. We will let you know what days are still available when inquiring about enrolling your child.

**Enrollment fee**

A yearly enrollment fee of \$35 is to be paid at the time of registration and is non-refundable. We would appreciate pre-school fee payments to be arranged by post-dated cheques, pre-authorized credit card or bank account withdrawal. Cheques are to be payable to Harvest City Church.

**Fees**

|                        |       |           |
|------------------------|-------|-----------|
| One half day a week    | \$70  | per month |
| Two half days a week   | \$100 | per month |
| Three half days a week | \$130 | per month |

If fees are not paid when due, your child will not be allowed to attend until fees are paid or alternative arrangements have been approved through our accounting office.

### **Notice of withdrawal**

A month's notice is required if you choose to withdraw your child from the pre-school. Please do so by notifying pre-school staff in writing by the 1<sup>st</sup> of that month.

### **Absences**

If your child is absent from pre-school, a phone call is required as we plan fun and time intensive activities every day. (No deductions in the fees will be made.)

### **Sign in/out**

Every child must be signed in when they arrive and signed out when they leave the pre-school. Please ensure that the teacher is aware that your child has arrived before you leave. No child will be released from the pre-school to anyone other than an authorized person without prior, written permission from a parent or guardian.

### **Health**

Illness and disease spread easily from one child to another in this type of environment. However, by applying simple preventative measures and your cooperation, illness will be minimized.

We strongly encourage that any child that shows any signs or symptoms of illness remains out of the school (bad cold with a runny nose, cough, pink eyes, fever, chicken pox, etc.) This will help in prevention for your child and the other children.

### **Medication**

No medication will be dispensed to a child by any pre-school staff with the exception of an inhaler or Epi-pen with parent/guardian's written permission.

### **Behavior**

Parents, guardians, teachers and children are to show respect to everyone.

"So in everything, do to others what you would have them do to you..." Matthew 7:12.

The "Time-Out" method will be used for inappropriate or unacceptable behavior based on minutes per age of child (e.g. three minute timeout for a three-year-old.)

### **Dress code**

Children must wear shoes at all times. Our day is full of fun-filled activities such as painting, baking, water/sand play, and indoor/outdoor play. Please keep this in mind when you dress your child for the day.



## Personal belongings

Please label all your child's personal belongings that will be brought to the pre-school (extra clothes, boots, backpack, etc.)

Please, NO toys from home other than items for "Show and Share" (no toy weapons are permitted.) Our school is not responsible for any lost articles.

## Snacks - BYOS

**Bring Your Own Snack** to pre-school each day. Beverages will be bought by parents on a rotational schedule. We would like to encourage healthy snacks such as, fruit (fresh or dry), muffins, veggies and dip, crackers and cheese, banana bread, granola bars, etc. Please do not send any candy.



## Nut Alert!!!!

No food with traces of nut or nut oils are permitted inside of our pre-school due to severe allergies. If we see any snacks with nuts or nut oil in the ingredients we will have to immediately remove the item from your child's lunch.

---

## What to Bring to Pre-School

- A full set of clothes in case of accident (socks, underwear, pants, shirt.) These garments are to be placed in a ziplock bag and kept in their locker.
- A plastic cup with child name permanently labeled – no lids or straws please.
- A pair of indoor shoes
- A Healthy Snack (see guidelines above.)
- Items on the supplies list.