



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 Preschool!*

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 is designed to provide you with all essential information about policies, procedures and goals for our Preschool. 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 3rd birthday is before August 31st of the enrollment year.
- ☒ Children must be independently toilet trained.
- ☒ The Little Sprouts Preschool is not equipped to care for special needs children at this time.



Hours of Operation

The Preschool will be open for Tuesday morning, Wednesday morning, Thursday morning and Friday morning classes. Morning classes will be 9:00am-12:00pm. An afternoon Playschool class may be offered if there is enough enrollment. Our Preschool will coincide with Harvest City Christian Academy's school year calendar. Therefore, there will be no preschool during Winter, Easter, Christmas, and Statutory holidays, or summer break. Please pick up your child at the appropriate time as all teachers have different responsibilities to attend. Your diligence in this area is much appreciated!

3 HOUR Preschool Classes*

* <u>Tuesday morning</u>	9:00-12:00
* <u>Wednesday morning</u>	9:00-12:00
* <u>Thursday morning</u>	9:00-12:00
* <u>Friday morning</u>	9:00-12:00

***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 **\$45** is to be paid at the time of registration in September and is non-refundable. Any enrollment beginning in January will be a **\$30** enrollment fee. We would appreciate preschool 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. All payments are handled by our Accounting Department.

Fees

One morning	\$85 per month
Two mornings	\$160 per month
Three mornings	\$225 per month
Four mornings	\$300 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. Fees are due on the 1st of each month.

Notice of Withdrawal

A month's notice is required if you choose to withdraw your child from the Preschool. Please do so by notifying Preschool staff in writing by the 1st of that month.

Absences

If your child is absent from Preschool, a phone call is appreciated 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 preschool. Please ensure that the teacher is aware that your child has arrived before you leave. No child will be released from the Preschool 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 who shows any signs or symptoms of illness (bad cold with a runny nose, cough, pink eyes, fever, chicken pox, etc.) remains out of the school. This will help in illness prevention for your child and the other children.

Medication

No medication will be dispensed to a child by any preschool staff with the exception of an inhaler or Epi-pen with a 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-In" method will be used for inappropriate or unacceptable behavior based on minutes per age of child (e.g., three-minute rest 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 (extra clothes, boots, backpack, etc.) that you bring to the Preschool.

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 Preschool each day. 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. There may be days where other foods are not acceptable to bring due to other's severe allergies.



Nut Alert!!!!

No food with traces of nut or nut oils are permitted inside of our preschool 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.

Please be aware that Preschool participants may have other food allergies each year.

What to Bring to Preschool

- ☒ A full set of clothes in case of accident (socks, underwear, pants, shirt) – These garments are to be placed in a zip lock bag and kept in their locker.
- ☒ A pair of indoor shoes
- ☒ A Healthy Snack (see guidelines above)
- ☒ \$30 school supply fee (Supplies will be purchased in bulk by the preschool.)
- ☒ Large backpack for lunch kit, crafts and activities to fit in