



Parent Policy

UPDATED JANUARY, 2024

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Welcome to Van Belleghem French Immersion Pre-School Co-op Inc.!

Mission Statement

Van Belleghem French Immersion Preschool is an inclusive, parent-run, non-profit cooperative that exists to promote, advance and enrich the lives of children and families in the St. Boniface/Southdale community. One of our main goals is to provide a quality pre-school program for children anticipating entrance into a French Immersion School.

Philosophy

- Each child is a unique individual with rights for love, respect and quality care in a safe, warm and nurturing environment.
- Children will be introduced to the French language by establishing a gentle introduction. This will be established by learning basic words, commands, colours, shapes and numbers through day to day learning and by singing songs.
- Children learn best through play. Through play, children learn to devise, surmise, compromise and empathize.
- It is our job to provide an environment where the children feel safe and excited to explore.
- Children are given opportunities to imagine, invent, create, experiment, discover and draw conclusions on their own.
- Children are encouraged to develop self-confidence and a positive self image through various activities such as: dramatic play, science, social studies, large and small muscle activities, language stimulation and creative skills.
- Children have the opportunity to learn to make choices and decisions, solve problems and become independent capable thinkers.
- Children will learn to socialize with others. The children will have opportunities, and the tools, to learn to enter and exit play, to negotiate and to problem solve.
- Early Childhood Educators are trained and knowledgeable in child development, in addition to being warm, loving individuals.

Goals

To provide children with an environment which will promote their optimum development in all areas including physical, social and emotional through the following means:

- Offering a wide variety of experiences in a balanced environment
- Providing a warm, safe, healthy and nurturing environment
- To provide an introduction to the organized classroom setting, while stressing enjoyment and socialization
- To be inclusive of children with additional support needs and to take into account the developmental capabilities of children.
- Providing stimulating programming based on emergent curriculum that responds to children's needs and interests
- To introduce some basic aspects of the French language
- Maintaining a stable routine with consistent discipline based on children's needs
- Setting developmentally appropriate limits and expectations
- Providing well trained, professional, caring ECE's and CCA's
- Promoting and instilling diversity at all times

Registration Process-Preschool Information

All children must be three (for the three-year-old program) and four (for the four-year-old programs) by December 31, of the current year.

All children must be fully toilet trained. This includes no pull ups and/or diapers.

When registering your child in the program, a \$100 non-refundable registration fee must be paid in order to hold a space. Fees will be outlined in August and will be payable in full at the September "Meet and Greet"/Parent Information Night or in instalments from September to December.

We will require a copy of your child's birth certificate (Note: this is the only proof of age acceptable as evidence) when you submit your registration form. We will also require your MHSC number and the child's individual medical number, as well as your physician's name, address, and telephone number at the time of registration.

A Privacy Consent form is included with your registration package. Please carefully read, fill out and sign this form. The e-mail address provided upon registration will be shared with your class rep for the sole purpose of Van Belleghem French Immersion Pre-School communication. **Your child will not be able to attend Van Belleghem French Immersion Pre-school until the signed Privacy Consent form has been returned to the pre-school.**

Three Year Old Program – Tuesday/Thursday mornings

Doors open at: 8:25 a.m.

Class time: 8:25 - 11:00 AM

Supplies needed by each child;

1. Slip-on or Velcro runners to be left at school. (No crocs, dress shoes or laces)
2. School bag big enough to bring home completed crafts, etc.
3. An extra set of clothes to leave in your child's school bag in case of bathroom accidents or paint spills, etc.
4. Small "nut free" snack to be brought daily in non-disposable container (i.e. lunch kit, margarine container). Also, please include a labeled refillable water bottle for your child's snack.
5. Family photo that will be hung in the classroom. It will be returned at the end of the year.

Note: Everything must be labeled clearly, this includes outside clothing and footwear.

Daily Schedule

- Free Play
- Circle, Show & Tell, French words (colours, shapes, counting), songs in French and English
- ECE Guided Experience (such as creativity, science, music and movement, etc...)
- Gym (as available)
- Snack
- Story time
- Dismissal

Drop-off and pick-up procedures

- The children must be accompanied to and from the school by an adult. Please make sure the person who is picking up and dropping off your child also understands these procedures.
- To ensure that the teachers will SIGN IN and SIGN OUT your child on the Attendance Sheet, you are required to accompany your child into the Preschool. Children become the responsibility of the Preschool only after they are signed in by a teacher and will become the responsibility of the parent only after your child is picked up from the classroom.
- Please help your child wash their hands in the washroom or classroom before they begin to play.
- Please be prompt in picking up your child. Wait at the doors until the teacher signals to you.

Volunteer procedures

A parent may be required to volunteer as a helper for at least five classes. Volunteers that are counted in ratio must have: -child abuse registry, -criminal record check and a criminal history disclosure statement.

As a volunteer, your task will involve helping individual or small groups of children during activity time. Children are free to choose an activity and are expected to participate constructively, alone or with friends. Because of the large variety of materials and options open to the children, your help will assist us to provide guidance, stimulation, and conversation with the children. You may be given a specific task when you arrive, however you are free to move about the room if you feel more comfortable or if your child wishes you to. Some projects are messy and we suggest that you wear suitable, washable clothing. Please remember to bring indoor shoes to wear while you are volunteering in the classroom.

Discipline concerns are usually best handled by the staff; however, we ask you to step in if a child's safety is threatened.

Sometimes, when a parent comes into a classroom to help, the child feels uncertain about sharing this parent with other children. If this happens, please do not be concerned, as this is a normal reaction. Your relationship with your child is important, and we want your visit to be a happy one for both you and your child. Give your child plenty of attention, let him/her sit beside you and be first, let him/her help you, he/she knows the routine. Please don't criticize your child in the classroom, or criticize your child or his/her behaviour when you arrive home.

Make sure you comment positively. Mention how well he/she managed at school, played with other children, enjoyed doing puzzles, etc. Find something that your child did well that day and tell the family. Show him/her how proud you are of him/her and that you enjoyed sharing his/her day at school.

Parent volunteer responsibilities include helping with arts and crafts, putting names on papers, interacting, having fun, and participating. Also, you may assist the children with their snacks, getting dressed for outdoor play, cleaning up play dough, sweeping floor and wiping tables and chairs if necessary.

Four Year Old AM/Mixed Ages PM Programs – Monday/Wednesday/Friday

Doors open at: 8:25 a.m.
Class time: 8:25 - 11:00 a.m.

Doors open at: 12:00 p.m.
Class time: 12:00- 2:30 p.m.

Supplies needed by each child (*please label everything*):

1. Slip-on or Velcro runners to be left at school. (No crocs, dress shoes or laces)
2. School bag to bring home completed crafts, etc.
3. An extra set of clothes to leave in your child's school bag in case of bathroom accidents or paint spills, etc.
4. Small "nut free" snack to be brought daily in non-disposable container (i.e. lunch kit, margarine container). Also, please include a labeled refillable water bottle for your child's snack.
5. Family photo to be hung in our classroom. It will be returned at the end of the year.

Daily Schedule

- Free Play
- Circle, Show & Tell, French words (colours, shapes, counting), songs in French and English
- ECE Guided Experience (such as creativity, science, music and movement, etc...)
- Gym (as available)
- Snack
- Story time
- Dismissal

Note: Everything must be labeled clearly, this includes outside clothing and footwear.

Drop-off and pick-up procedures

- The children must be accompanied to and from the school by an adult. Please make sure the person who is picking up and dropping off your child also understands these procedures.
- To ensure that the teachers will SIGN IN and SIGN OUT your child on the Attendance Sheet, you are required to accompany your child into the Preschool. Children become the responsibility of the Preschool only after they are signed in by a teacher and will become the responsibility of the parent only after your child is picked up from the classroom.
- Please help your child wash their hands in the washroom or classroom before they begin to play.
- Please be prompt in picking up your child. Wait at the doors until the teacher signals to you.

INCLUSION

Van Belleghem French Immersion Preschool values the contributions and potential of all children. The preschool strives to be accessible to all children, including those who require additional support for physical, cognitive, social or emotional needs. We will be open to enrolment of all children and will make all reasonable efforts to accommodate children with additional support needs within the confines of available physical and human resources. The following policy points illustrate the practices and potential in this area.

Access/Goal:

- Our goal is to be inclusive by providing a developmentally appropriate setting for all children in a safe, secure environment.
- All children for whom the preschool has the appropriate resources available, will be accepted into the program
- We will make every effort to provide all children with the opportunity to participate in all activities and develop to their fullest potential.

Environment:

- There is a ramp at the northeast entrance of the school for wheelchair access
- Our classroom area is set up to be accessible to all children. The learning and play centres are arranged so that all children can reach and use the materials in them.
- We have a variety of developmental games, toys and activities for all children.
- Activities are altered and plans are being continuously assessed and altered as required to respond to children's needs

Participation and Activities:

- Our daily activities promote routines, offering support to all children so everyone can participate.
- All of the children are encouraged to make their own decision on what activity they would like to participate in, learning to make decisions based on their own personal needs and abilities.
- The preschool values the contribution that having children with additional support needs can provide to the growth and learning of all children in the classroom
- All children are encouraged and given the opportunity to play together and learn how to develop relationships with each other.
- Activities/presentations in the classroom, in the school and field trips are part of our regular programming, which we promote/invite all children to participate.
- We watch/observe the children so that we can evaluate and help meet their needs to ensure that all activities can be a successful achievement for them.
- Parents/Care providers are always welcome in the classroom to provide children with additional supports when required

Individual Early Learning/Support:

- A variety of activities are prepared throughout the day to provide a mix of individual and group experiences
- Children who require time alone may find the cozy corner to be a comfortable place to sit and experience a reduction in stimulation
- Children are communicated with, using positive language, constructive feedback, redirecting, guidance, and encouragement.

- Children are commended and rewarded for cooperative and helpful behaviour, efforts and achievements at all levels of individual ability.

Family Centred Practice

- We observe and communicate the needs/progress of the children to the parents.
- We request and incorporate the feedback of families into the individual treatment of each child
- We value the insights of care givers and strive to meet children's needs based on those insights
- We listen to the family's concerns and observations before informing them of our observations, both as a tool to assess our program and the family, and as a way to ensure that the family feels valued and respected
- We offer assistance with helping the child to adjust to the classroom and the classroom activities. All challenges are discussed with the child's family to always ensure the most positive outcome.
- We always consult with the parents and encourage their participation with making the best decisions to help meet every child's need.
- Parents of children with additional support needs will be encouraged to participate on the board of directors to advocate most effectively for the needs of their children and act as a resource for the preschool to become better equipped to support children with additional support needs

Collaboration Among Partners

- We strive to access all available supports that are involved with children with additional support needs, including childcare workers, therapists and family members to better understand and accommodate these children.
- An individual program plan will be created for any child with additional support needs that comes into the program
- Resources such as a dedicated support worker will be accessed and available before the school year starts, to ensure that a child with additional support needs who requires such assistance will not miss classes.
- Community resources will be sought for children who require them. If ever in doubt about who to contact, the Childcare Coordinator will be asked to assist to find appropriate services.
- The Guidelines for Early Childhood Transition to School for Children with Special needs will be addressed and complied with
- Informed written consent will be signed before accessing services from other professionals beyond the preschool

Staff Supports

- Staff are required to complete 24 hours of professional development each year. Some of these hours are to be devoted to inclusion.
- Staff meet with the URIS Nurse during each school year to review any relevant health issues.
- Staff will acquire additional training from a health care professional if required to meet the needs of a child in the class.
- Additional staff will have to be hired, and grants to cover if there are any children who will require additional support needs. Both teachers are required to maintain the safety and productivity of the program with classes of 12-19 children.
- All staff are expected to participate with all children in their care

All other policies of Van Belleghem French Immersion Preschool support this inclusion policy. They have been reviewed and updated where required to ensure continuity and consistency.

BEHAVIOUR MANAGEMENT

Since we live in a community, it is important that our children learn to behave appropriately in a variety of class situations. Great importance is placed on the behaviour of the children to reflect the following values:

- self-respect
- respect of others
- respect of property
- order
- safety
- fair play
- dependability

It is the responsibility of the school to create a positive learning environment where warmth, cooperation, mutual respect, and confidence reign.

Manitoba Day Care licenses the school, and the policies of the school are those stated in the *Best Practices Licensing Manual for Day Care Centres*, Child Day Care Program, in particular:

A licensee shall not permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of physical necessities to, any child in attendance at the child care centre. (Section 11(1))

In addition, the staff and executive of the school are bound to comply with regulations in respect to suspected child abuse occurring outside the school's operation:

Every licensee shall immediately report, or cause to be reported, any case of suspected child abuse relating to a child attending the licensee's child care centre to the Director of Child and Family Services or a designated child care agency as required by "The Child and Family Services Act" or any similar legislation. (Section 11(4))

It is important to note that the above regulation takes precedence over the confidentiality requirements of the regulation stated below:

Every licensee shall keep information concerning a child or a child's family strictly confidential, but (a) the child's parents or guardians shall have access to such information upon request, and (b) the information can be disclosed with the written consent of the child's parents or guardians. (Section 6(3))

When behaviour issues are identified in the classroom, first response by the teacher is to address the child directly, at eye level. Discussion of the behaviour at issue will involve the following basic sequence:

- Identification of the problem behaviour
- Expression of appreciation if the student identifies the inappropriate behaviour and accepts responsibility for it
- Identification of why this behaviour is unacceptable
- Discussion between students will be facilitated if it is a situation involving more than one child
- The child will be encouraged to provide empathy towards the other child. They can ask the other child what they can do to make them feel better. Gestures such as giving a hug, a hand shake, a high five, giving them some space or giving an appropriate apology are all ways that a child can provide empathy. Speaking to the child about what they could do

differently ex: “What can I do the next time....”

If this sequence does not result in the desired outcome, or the child is too upset to discuss the event, the child will be redirected and/or guided to an alternate area until he/she is ready to return and /or has calmed down. During this time the child will be checked in with every few minutes. Once the child is ready to deal with the problem, the sequence will be picked up where it was left off.

For most “normal” preschool aged issues, dealing with the incident within the class is sufficient. In situations of repeated violations OR when the problem is one of intentional violence against another student, discussion with the parent will follow. A plan will be discussed and achieved with the parent. These policies take into account the developmental capabilities of 3 and 4 year old children, and age appropriate developmental behaviour and expectations.

In any situation where a parent has concerns about their child’s experience, the teacher will agree to set up a time to discuss the child’s progress in the program. There is an open door policy in the class. If at any time and for any reason, a parent/guardian wishes to observe the class, they are welcome to do so.

SERIOUS DISRUPTIONS OF THE CLASSROOM

In any situation where the child’s behaviour is disruptive to the point that the class cannot be conducted in an orderly way, or where one child’s needs exceed the resources available, consultation with the parent will be required. A plan of action will be created with the parent. This may include but is not limited to:

- using behavioural analysis to learn what may be contributing to a child’s inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- parent’s attendance of classes to assist with child,
- parent staying on site but not in the class
- a referral may be made to an outside agency to assist the preschool and the family

If a child’s needs exceed the available resources of the preschool, the child may be sent home with the parent if no other alternatives can be found at that time. These issues will be documented and brought to the board for consideration and problem solving. Repeated disruption of class progress of this nature may result in the board deciding that the child should be removed from the program. The board would also consider whether or not to return tuition and/or deposit in this situation.

EMERGENCY PROCEDURES

The teacher, or teacher and aide, are responsible for notifying the Principal's office (where proper channels will be followed) over the intercom immediately in the case of a medical emergency. In case of fire, the alarm outside the class shall be pulled. All staff members are knowledgeable in the use of fire extinguishers. A first aid kit is available for staff use if necessary. The school designs evacuation procedures. Fire drills are conducted monthly. The removal of daily attendance report and emergency child information records are the responsibility of the teacher in case of evacuation.

The designated place of shelter in the event of an evacuation is:

Monterey Board Office
50 Monterey Road
Ph # 204-257-7827 ext 58460
Contact Person: Nicole Duesterhoeft

EXECUTIVE BOARD

The Executive consists of a Coordinator, Assistant Coordinator, Secretary, Treasurer, Programming Coordinator, Fundraising Coordinator as well as Class Representatives for each classroom. All these positions are held by parent volunteers. Executive meetings are held shortly after the beginning of the school term and anytime thereafter that they are deemed necessary.

LICENSE

The license is to be displayed on the bulletin board. It is issued by:

Manitoba Family Services
Manitoba Early Learning Child Care
114 Garry Street
Winnipeg, Manitoba
R3C 1G1 Telephone: 204-945-2197

CLASSROOM SPACE

Must be applied for annually to the Louis Riel School Division. The use of the school facility on other occasions such as for the purpose of general meetings, registration, etc. must be applied for to the School Division and the date cleared with the Principal.

INSURANCE

Comprehensive general liability coverage is purchased annually.

SCHOOL TERM

The school term is September to the end of May/beginning of June.

CLASS CANCELLATION

Pre-School classes are cancelled any day that it is announced that Louis Riel School Division schools are closed due to weather conditions, unless otherwise notified by the Executive. If in the unforeseen circumstance where both teachers are sick on the same day, classes may need to be cancelled. Parents will be notified by classroom reps as soon as possible!!

FEES

Fees are established and parents are advised of same in the registration package (See Appendix A, the Fee Schedule). **The \$100.00 registration fee is non-refundable.**

******The fee schedule is approximate as fees can only be finalized based on the current Louis Riel School Division calendar which is available in June.** Fees are established based on the number of classes offered. An information letter is sent to parents in August and the finalized fee schedule is included in this letter. **Please note that the fees presented in the attached schedule may decrease or increase.**

Each class is \$5.00

Full payment can be made by cash or cheque. If you prefer to pay in instalments (Sept-Dec) these must be made by post dated cheques only! Fees will be due at the Parent Information Night in September. (Further details and exact fee amounts will be sent out in August via email!)

Fees will also include statutory holidays that the Preschool would otherwise be open for. Christmas Day, New Years Day and Good Friday IF it lands on Spring Break would not be included.

The following statutory holidays would include: Louis Riel Day, Good Friday (if it does not land on Spring Break), Victoria Day, National Day for Truth and Reconciliation if it lands during a weekday, Thanksgiving Day, Remembrance Day if it lands during a weekday and the approved Preschool PD day which is TBD

The Preschool is closed for all LRSD professional development days. Families are not charged for these days.

There will be a \$20 charge for all cheques returned NSF.

WITHDRAWALS

Refunds are not provided. Special circumstances or decisions are dependent on ability to fill vacancy and are at the discretion of the Board of Executives.

SNACKS

Each child is encouraged to bring a nutritious snack daily. Some suggestions for good nutritional snacks are raw fruit and vegetables, yogurt, applesauce, dried fruit such as raisins or apricots, bagel, dry cereal, cheese, hard-boiled egg, a small sandwich, or crackers. **Please do not send chocolate bars, candy, potato chips, Fruit by the Foot or items that they may choke on such as popcorn.** Filtered water from "World of Water" is available so please send a reusable water bottle and it can be refilled whenever your child may need water. Please do not send any juice boxes.

Van Belleghem French Immersion Preschool is a Nut Safe Program-PEANUTS/TREE NUTS are NOT permitted!

Hot beverages are NOT to be consumed in the class while the children are present.

SUPPLIES AND EQUIPMENT

Supplies and equipment are purchased from general revenue unless obtained from parent donations.

SALARIES

Salaries for teachers are reviewed whenever contracts are up for renewal.

FUNDRAISING

The Board of Executive decides upon fund raising projects. **All** parents are **encouraged** to participate in fund raising projects. Some families that choose not to fundraise but would like to support the Preschool could contribute financially. Our Preschool is a not for profit cooperative that relies on fund-raising money for all extra classroom equipment, entertainment, learning resources, our annual farm trip and more.

FINANCIAL ASSISTANCE (GRANTS)

A government grant is received yearly based on the number of weekly sessions offered and occupancy. This grant depends on government fiscal policies which can vary from year to year.

FINANCIAL REPORTS

Financial records are kept and maintained by the Treasurer in keeping with generally accepted accounting principles.

COMMUNICABLE DISEASES

The parent of a child who has contracted a communicable disease must notify the teacher. In turn, the teacher shall notify at least one member of the Executive Board. This member will notify, if applicable, the Health authorities.

Public Health has furnished child care facilitates with illness and contagious guidelines which we are required to follow. A child will not be allowed to attend the Preschool if he/she has:

- Pink eye with yellow or white discharge
- Impetigo
- Ringworm/Scabies
- Contagious disease (measles, mumps, chicken pox, etc...)
- Rash (unless previously diagnosed as non-contagious)
- Strep throat
- Repeated diarrhea and/or vomiting (more than twice in 24 hours)
- Child is running a high temperature (above 37.5) in the last 24 hrs or has received fever reducing medication
- Cold is severe enough to require constant attention (i.e. runny nose that has green discharge)
- Covid 19 (We follow all current public health orders)

Please do not bring sick children to the Preschool. If your child is too sick to participate in all of the Preschool's activities, then they are too ill to be at the Preschool. We do not have the facilities or teachers to care for sick children.

NO NIT POLICY

As a means to reduce the spread of head lice, the Preschool will strictly enforce a NO-NIT POLICY. The only effective measure against head lice is the COMPLETE AND THOROUGH REMOVAL OF ALL EGGS (nits). Any child found with head lice or nits will be asked to remain at home until treated and there is no visible evidence of head lice seen for 24 hours. Staff will check the child's hair for 3 weeks after the first sighting.

TRANSPORTATION

It is the responsibility of the parent or guardian to arrange for their child's transportation to or from school. The teacher is responsible for the child during class hours only, and only after the child's presence has been acknowledged by the teacher inside the classroom. The teacher must be told who will be picking up the child from school and they will need to provide photo ID before the child will be released.

DROP OFF/PICK UP

It must be remembered that classes are in session when you bring your child to pre-school. We must use the entrance doors on the North side of the school. Please do not walk through the hallways of the school. Please do not drop-off your child any earlier than the allotted start time of class. Bring your child into the classroom after their outdoor clothes are removed and hung up.

When picking up your child, please wait in the carpeted hallway directly inside the middle doors on the north side of the school. The teacher will motion to the parents when it is time to dress your child. Please be on time.

The children must be accompanied to and from the school by an adult. Please make sure the person who is picking up and dropping off your child also understands these procedures. To ensure that the teachers will SIGN IN and SIGN OUT your child on the Attendance Sheet, you are required to accompany your child into the Preschool. Children become the responsibility of the Preschool only after they are signed in by a teacher and will become the responsibility of the parent only after your child is picked up from the classroom. Please help your child wash their hands in the washroom or classroom before they begin to play.

GUARDIANSHIP

The primary responsibility of the Preschool is to ensure the health, safety and well-being of your child. We do not get involved with disputes between parents/guardians. The Preschool requires a copy of any legal documents pertaining to guardianship. Without such a form, either parent/guardian has access to pick up. The Preschool is required to follow the Manitoba Early Learning and Child Care Protocol Understanding Custody Arrangements and Court Orders issued by the Criminal or Family Law Courts. Please discuss these issues with the Director.

For more information please visit: <http://www.gov.mb.ca/fs/childcare/resources/publications.html>

LATE FEE

A late fee will be issued if the child is picked up after 11:00 or 2:30. A charge of \$10 for the first 10 minutes or portion there of and \$5 for each remaining 10 minutes there after will be issued. This will need to be paid by the start of the next preschool class for your child.

FIELD TRIPS

Parent volunteers will provide and/or arrange for their child's transportation for field trips. While in transit, the child/adult ratio should not exceed three (3). In addition, there should be only as many persons in one vehicle as there are seat belts in that vehicle. All children are required to wear seat belts while riding in a parent's vehicle to and from the designated destination. Parents must provide car seats for their children if desired. Parent volunteers are asked to assist the staff in the supervision of the children assigned to them for the duration of the field trip. For this reason, no siblings are allowed on field trips.

ENHANCED SAFETY PLAN

A copy of Van Belleghem French Immersion Pre-School's Enhanced Safety Plan is located in the classroom. An electronic copy is available upon request.

PARKING

It is recommended to park on Cottonwood and then walk up the path as our doors are directly right across from the path on Lomond. (North side of the building)

PARENT PARTICIPATION-3 YEAR PROGRAM ONLY

Parents of children enrolled in the three-year-old program may be required to assist the teacher for the entire duration of the class at least five times a year. Early Learning and Child Care requires a child abuse registry form to be filled out by volunteers when the volunteer is included in the child/adult ratio.

CLASS OBSERVATION

Parents are always welcome at the school. For obvious reasons, no siblings can be present during class observation.

CLASS LOCATION

Classroom space is rented annually from the Louis Riel School Division and is currently located in General Vanier School, 18 Lomond Blvd in room #2.

TOILET TRAINING

All children must be fully toilet trained. They must not be wearing pull-ups or diapers.

FIRST AID

Parents are required to sign a First Aid release, located on the registration form, in the event of accident. All teachers and aides have completed recognized First Aid and C.P.R. Courses.

LIFE THREATENING ALLERGIES

In keeping partnerships with General Vanier School's policies we maintain a "peanut/nut free" environment. Please do not send products containing peanuts/tree nuts to the Preschool or they will be sent home. Allergies can be life threatening. We make every effort to maintain a safe environment for both the children and the teachers. In addition, we will inform you when other allergy precautions need to be taken. We rely on parents to ensure that all food sent to the Preschool meets these guidelines.

The Preschool cannot be responsible for allergic reactions that may occur while children are in our care. Where there are known allergies, you will be responsible to provide an EpiPen, if applicable, for your child in an emergency. Families will be required to fill out forms for the "URIS" program. (Unified Referral and Intake System. "URIS provides support for children who need assistance to perform special health care procedures when they are attending community programs, which includes schools, licensed child care centres and homes, as well as respite. URIS provides a standard means of classifying the complexity of health care procedures and establishes the level of qualification required by staff assigned to support children with special health care needs."

Appendix A 2024/2025 Approximate Fee Schedule

Please note that all fees are non-refundable.

We are required to follow Louis Riel School Division's calendar which is finalized in June. Fees are established based on the number of classes offered. **The amounts below are approximate and may therefore be decreased or increased. An information letter is emailed in August and will include the exact payment schedule and the date of the registration meeting.**

All cheques should be made payable to Van Belleghem French Immersion Pre-School Co-op Inc.

*The \$100 registration fee is due when handing in your registration form and is non-refundable.

*Full payment can be made by cash or cheque. If you prefer to pay in instalments (Sept-Dec) these must be made by post dated cheques only! Fees will be due at the Parent Information Night in September. (Further details and exact fee amounts will be sent out in August via email!)

***A \$20.00 fee will be charged for cheques returned NSF.**

| <u>Program</u> | <u>Non Refundable Reg Fee (Paid in Feb)</u> | <u>Fees</u> | <u>Total Fees</u> | <u>Fee per class</u> |
|-----------------------------|---|-------------|-------------------|----------------------|
| 3 year old (Tu/Th) | \$100.00 + | \$340.00 = | \$440.00 | \$5.00 per class |
| 4 Year old (Mon/Wed/Fri AM) | \$100.00 + | \$ 485.00 = | \$ 585.00 | \$5.00 per class |
| 3/4 Yr old (Mon/Wed/Fri PM) | \$100.00 + | \$ 485.00 = | \$ 585.00 | \$5.00 per class |

Approximate remaining payments owing: (these cheques should only be submitted at the September meeting)

Please date your post-dated cheques as indicated in the table below, and write your child's name and the program on the cheque. September through December cheques should only be submitted at the September meeting. Full payments are also accepted in forms of cheque or cash.

| <u>Program</u> | <u>Sept. 2023</u> | <u>Oct 1, 2023</u> | <u>Nov 1, 2023</u> | <u>Dec. 1, 2023</u> | <u>Total</u> |
|-----------------------------|-------------------|--------------------|--------------------|---------------------|--------------|
| 3 year old (Tues/Thur) | \$85.00 | \$85.00 | \$85.00 | \$ 85.00 | \$340.00 |
| 4 year old (Mon/Wed/Fri AM) | \$121.25 | \$121.25 | \$121.25 | \$121.25 | \$485.00 |
| 3/4 yr old (Mon/Wed/Fri PM) | \$121.25 | \$121.25 | \$121.25 | \$121.25 | \$485.00 |

CHECKLIST AT TIME OF REGISTRATION

- \$100.00 non-refundable registration fee (paid at time of registration)
- a **fully completed registration form**
- copy of your child's Birth Certificate as proof of age
- Signed Privacy Consent Form. Please take time to read this form. There are questions throughout the form that need to be answered as well as signed by the parents/guardians. It must be returned with the registration form. **Your child will not be permitted to attend Van Belleghem French Immersion Pre-school until we have received this consent form.**
- Signed Board of Directors Form

FIRST DAY OF PRESCHOOL CHECKLIST

- FEES (To be paid at the Parent Information Night/"Meet and Greet" in full either by cash or cheque. If you prefer to pay in instalments (Sept-Dec) these must be made by post dated cheques only! This information will be provided in the August package)
- Snack with an ice pack, filled reusable water bottle and napkin.
- Change of clothing-labeled
- Backpack that is large enough to store belongings, artwork etc... - labeled
- Indoor Shoes to be left at the Preschool - labeled (slip-on or Velcro runners only please that are easy to put on) No laces, dress shoes or Crocs please!
- Family photo that will be hung in the classroom. It will be returned at the end of the year.