



**EARLY MINDS**  
**PRESCHOOL**

# **Policy Handbook**

## **Summer Camp**

Thank you for choosing Early Minds Preschool. Below are our policies and procedures we follow.

**Philosophy:**

At Early Minds Preschool we believe learning should be fun and exciting for children. Our preschool will be a safe and caring environment that will allow children to explore new learning capabilities, create friendships and, most importantly, have fun.

We want to prepare children as best we can for Kindergarten. Through language, literacy, problem solving, cognition, following teacher instructions, sharing and social & emotional development, children will be well prepared for elementary school.

Early Minds Preschool uses activities and lessons that are designed to develop and improve physical, emotional and other sensory skills, while reinforcing good social skills. Children in our program will enjoy singing, dancing, reading, and educational activities such as circle time, letter and number recognition, and developing cursive skills. All activities will provide a positive experience for the children and the parents.

Early Minds Preschool will also be including the Handwriting Without Tears program in our curriculum. Handwriting Without Tears aims to make legible and fluent handwriting a skill that students can master easily. The program is structured to teach children that learning to write can be fun.

**Summer Camp:**

Early Minds runs weekly summer camps from July 6-August 21.

*\*There is a minimum of 5 children/camp week to be registered to run the specific week.*

**Class Times:**

Early Minds Summer camps will run from 9am-12pm daily.

**Registration:**

Along with the handbook, we have provided you with the registration package. Please fill in all information and return to Early Minds Preschool. All registrations will be taken on a first-come first-served basis.

Please note that Early Minds does not confirm your spot in our program until all documentation and fees are received.

Children must be 3 years of age to attend our summer camp.

**Please note that all children must be fully potty trained prior to attending preschool. We understand accidents may happen, so we ask that a change of clothes be kept in the child's backpack at all times.**

**Fees:**

Early Minds Preschool requires summer camp fees upon registration.

**NSF:**

A fee of \$35 will be charged on all NSF cheques. If this occurs, Early Minds Preschool will require this fee to be paid in cash within 7 days of being notified. Failure to comply

may result in Early Minds Preschool terminating your child from our program until the fees are paid in full.

**Daily Schedule:**

At Early Minds summer camp we follow a structured play-based curriculum. A typical day in the summer camp would consist of; welcome, free play, centres, crafts, snack, outdoor time, etc.

**Snacks:**

Early Minds Preschool does not supply snacks for your child. Please send your child with his or her own snacks. Early Minds Preschool is a **NUT FREE** school. Please ensure that no snacks are sent in that contain nuts. If any snack is not clearly labelled, and no note is left from the parents confirming it is nut free, your child will not be allowed to eat it.

Please ensure that your child's snack kit is clearly labelled with his or her name.

**Discipline:**

At Early Minds Preschool we want to see happy and active children, but on occasion problems arise. Our policy is based on self-discipline. Our teachers will assist the children to take the right steps to solve the problem on their own, providing positive reinforcement.

Should a child's behaviour interfere with the other children, Early Minds Preschool teachers will carry out other positive actions to deal with the situation, such as:

- Redirecting the child to a quiet space, providing them with a book, or another calming activity. Once the child has calmed down they will be able to return to the class activity.

Early Minds Preschool will not tolerate any child showing aggression to other children in the class. This includes biting, hitting, pushing, etc. Should this problem arise, we will notify the parent and come up with a solution on how to stop that behaviour. If a child continues to show aggression, putting the other children in harm, Early Minds Preschool has the right to terminate that child from our program until the aggression has stopped.

Under **NO CIRCUMSTANCES** will Early Minds Preschool inflict any form of physical, verbal, or emotional abuse on children, deny or threaten to deny any basic necessity, or use permit the use of any form of physical restraint, confinement, or isolation as per the Child Care Licensing regulation.

Any child disciplinary action taken must be reasonable in the circumstances.

Our discipline policy is communicated to all staff members, parents, and children.

**Late Pick Up:**

Early Minds Preschool will not tolerate late pick ups. A fee of \$15 for every 10 minutes you are late will be charged to you. Failure to pay the late fee may result in your child being terminated from our program.

**Emergency Evacuation/Fire Drills:**

In the case of an emergency, all children will be evacuated from the building and taken by staff to our safe designated location. Staff will have a portable attendance record with them and will account for every child. Parents will be contacted if they are required to come pick up their child.

### **Illness:**

At Early Minds Preschool, children **WILL NOT** be able to attend school if they are ill. An ill child is defined as a child who shows any of the following symptoms:

- Vomiting, fever, diarrhea, or a new unexplained rash or cough
- Requiring greater care and attention than can be provided without compromising the care of the other children in the program
- Having or displaying any other illness or symptom a staff member knows (or believes) may indicate that the child poses a health risk to persons on the program premises

Some examples of illness are:

- Fevers of 38.0 degrees C or higher
- Vomiting – with two or more episodes in the last 24 hours
- Diarrhea or loose stool – with two or more in the last 4 hours
- Continuous coughing, hacking, and runny nose with coloured discharge
- Strep throat or other Streptococcal infections
- Rashes
- Pink eye
- Lice
- Chicken pox, mumps, measles, influenza, etc.

Parents are asked to notify the school either by phone or email if their child is ill and unable to come to school. Parents are also required to let the school know immediately if their child is diagnosed with any contagious conditions (ie. measles, head lice, pink eye, mumps, chicken pox, etc.) so we can inform the other parents to watch for any symptoms in their child.

Should a child come to school with an illness, or become ill at school, the school will notify the parent, legal guardian, or emergency contact immediately. You will be asked to pick up the child immediately. We will ensure the sick child is kept as far away from other children as possible, with staff supervision.

A child may return to preschool if Early Mind Preschool is satisfied that the child does not pose a health risk to other children or staff. A parent may also provide Early Minds Preschool with a physician note, or a parent can report to Early Minds Preschool that the child has been symptom-free for a period of not less than 24 hours.

### **Medication:**

If a child requires medication to be taken while he/she is in the care of Early Minds Preschool, the medicine needs to be in the original container and clearly labelled with the child's name, physician, name of medication, and the dosage amount. A parent consent form will need to be filled out prior to Early Minds Preschool administering any medication. We will not administer medication unless the parent has given it for a 24hour period first.

### **Vaccinations:**

Early Minds Preschool requires a copy of all children's vaccination records.

If you have chosen not to vaccinate your child, please note they may be at higher risk to contract a disease.

**Smoking Policy**

Smoking is not allowed on Early Minds Preschool property at any time.