



Wee College Policy and Procedure Manual

Governed by the Christian Education Association of Alberta (CHREDA)

Classes held at Fort Saskatchewan Alliance Church

These policies and procedures were developed to help you know what to expect when you bring your child to Wee College. With the best interest of your child in mind, we strive to provide a clean, safe, secure and loving environment where every child can learn about the love of God. We take the responsibility of caring for and teaching children very seriously.

Whether you are a first time guest or attend regularly, please take a few moments to review the following pages. If you have any questions, please feel free to contact any member of our Wee College Staff. We will be glad to help you in any way.

We consider our ministry a partnership with parents on this wonderful journey of faith. Thank you for the opportunity and privilege to love, guide and teach your child.

At Wee College, our purpose is to assist families in nurturing the spiritual formation of their children by providing a fun, loving, and accepting environment where they can learn Bible stories and verses, learn about God's gift of salvation and His vast love for them, learn to apply what they learn to their daily lives, and grow to love the Lord with all their hearts, souls, mind and strength. As a result, we pray that our children will choose to follow Christ's leadership in a lifelong journey of faith.

General Policies:

1. There is a **two adult** rule followed at all times in classroom. We will maintain a reasonable ratio of workers to children in each classroom.
2. Parents are required to check in their child(ren) to ensure they are listed in case of an emergency and a head count is required.
3. Only parents and guardians who signed a child in may sign them out. If someone other than a parent or guardian is to sign out a child parental or guardian consent is required.
4. The regular staff at Wee College have had background checks performed and have participated in the "Plan to Protect" program administered by the church.
5. Any incident of injury or illness will be reported by staff immediately to the child's parent.

Safety

1. Children are to be left in a classroom by parents when the designated teacher or volunteers are present. If only one volunteer is present, a parent will need to wait with the child until the second volunteer arrives.
2. When restrooms are adjoining or near the classroom a teacher must assist the child to and from the restroom.
3. All preschool equipment and resources should be free of sharp edges, broken edges or sharp parts. When items are found like this, please remove them from the classroom immediately.

4. Parents are asked to update our teachers if their child is diagnosed with any allergies (food or animal). Please keep our Wee College staff updated with this information and any necessary steps that need to be taken in the event of an allergic reaction. If an epi-pen is required, parents are expected to provide this medication and to be available to review administration of the epi-pen with staff.
5. In the event of an injury or allergic reaction, parents will be notified immediately.
6. Parents currently provide snack on a rotational basis from a list of suggestions.
7. Each classroom will have a student roster with the name of each child, names of parents, and any known allergies or medical/health conditions.

Security

1. Prior to entering the classroom, parents are asked to sign in their child(ren) in the drop off area.
2. Parents are asked to report to the teacher regarding any legal, custody or guardianship issues that might cause a security concern for a child.
3. The **two adult** rule is followed at all times in the classroom.
4. All children will be given name tags and should wear them upon entering the classroom.

Discipline

For young children, discipline is used to encourage cooperative behaviour. The following are methods used by our volunteers:

1. Use positively worded directions: "You may sit on the floor or on a chair". "Walk inside". "Run outside or in the gym".
2. Redirection. Substitute a positive activity for a negative activity: "You may throw a bean bag, we use blocks for building".
3. Distraction: Change the focus of the activity or behaviour.
4. Positive Reinforcement: Try to catch a child being good or affirm a child's appropriate behaviour.
5. Active Listening: Help the child determine why there is a problem and help him acknowledge his feelings and/or reaction.
6. Separation from the group: When all of the above fails, only then is a child briefly (less than 5 minutes) separated from his or her classmates. The child will always be within sight of the teachers.

Illness

If your child is sick or has been sick within the past 24 hour period before class, we ask that you not bring your child to Wee College. Please adhere to the 24 hour fever rule which states that a child needs to be fever free without medication for a 24 hour period before attending Wee College. Children with the following symptoms may be contagious:

- Fever of 100 degrees or higher
- Nausea, vomiting and/or diarrhea
- Yellow or green nasal mucous
- Severe coughing, strep throat
- Any untreated rash, skin infection or open lesion
- Head lice or nits in the hair
- Pink eye or other eye infections with mucous discharge
- Flu-like symptoms: chills, sweats, body aches, coughing up yellow or green mucous
- For safety reasons, parents are asked to be responsible for giving medications to their own children

Hygiene

1. Toys should be cleaned after use.
2. Disinfectant wipes and anti-bacterial soap or hand gel are provided in the classroom.
3. All cleaning products are to be kept in a cabinet that is out of reach of the children.
4. Any spills of body fluids (i.e. urine, feces, blood, saliva or nasal discharge) must be cleaned up and the area disinfected with bleach solution immediately.

Emergency Procedures

1. Fire escape route posted in the classroom
2. First Aid kits are kept in the classroom
3. All injuries or incidents need to be reported in writing and given to the parents.
4. In the event of a security threat, we have **lockdown** measures in place. Refer to school procedures.

Inclement Weather Policy

Wee College staff will contact the parents with a phone call if the weather does not cooperate or if we are cancelling for some other reason. Also, the parents can contact either the church or a Wee College Staff member by phone in the event that the child will not be attending for the day.