



WEE WONDER PRESCHOOL PROGRAM
2022 STUDENT/PARENT HANDBOOK

Creating moments with friends

Contact Program Supervisor:

Phone: 403-532-0868

Email: office@weewonder.ca

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INTRODUCTION

Welcome all our families to the Wee Wonder Preschool, kinder & Out of School Care program. This Handbook outlines some of the guiding principles of our classrooms and the day-to-day operating procedures of the Centre. Parents and students are requested to please review and discuss the information in this handbook. We hope it will serve as a handy reference about our program. Please review the handbook, and should you have any questions, please contact

Program Supervisor

Phone: 403-532-0868

Email: office@weewonder.ca

BEFORE YOU BEGIN - REGISTRATION REQUIREMENTS

Now that you're ready to complete your enrolment please note a completed package for our program must be submitted to hold your space including:

1. Online enrolment form found at www.weewonder.ca/preschool or the paper copy found at the end of this manual
2. Post-dated cheques (September 1- June 1) or preauthorized debit form pg. 24
3. subsidy approval letter if applicable - Government subsidies now up to family income of \$180,000 apply at <https://www.alberta.ca/child-care-subsidy.aspx>
4. Payment of your \$50.00 registration fee. Registration fees are used to add to equipment in the program and program special events.



STARTING AT THE CENTRE

MEET THE TEACHER

After your tour it may be sometime before you return to the Centre for your first day of care. If it is, feel free to call for a meet the teacher appointment where you can bring your child in for a few minutes before their first day to meet their teacher again and see their classroom. We also regular do Open House prior to fall start and you will be notified if one is scheduled before your start date.

WHAT TO BRING

On your first day of care please bring the following:

1. Parent - Any remaining item to show or discuss pertaining to the success of your child in the program - i.e., meds, aide info, etc.
2. Student - Items to be brought by student for
 - a. Daily attendance -items taken daily between home and program - indoor shoes preferably sneakers that can safely be used in all program activities including gym School style insulated lunch kit with snack for day if applicable, water bottle (all items to be taken home daily to sanitize), Weather appropriate coat, outdoor hat for all seasons
 - b. Special events - calendars may include special activity days, bring item to share days or special guest days - these days are optional and participated in at discretion and risk of the family



Please clearly label all your child's items.

BUDDY PROGRAM



New students in the program will be buddied up with another student to assist them in getting used to the facilities, routine, rules and to have a buddy to play with on their first day.

OUR PROGRAM

Wee Wonder's overall objective is to allow children to make memories with their friends while being introduced to new experiences and having fun. We work to achieve this with:

OUR TEACHERS

At Wee Wonder our teachers pride themselves in putting together a weekly program for each classroom that is a mix of student requests, social themes, community

events, special events and field trips. They act as role models, mentors and just someone there to listen to the kids at the end of a busy week.

Teachers are there for your family so please feel free to discuss the program with them or ask questions on the parent app, or after covid cohort restrictions to come on in and join the day. Some of our favorite moments are those spent with family volunteers.

Our commitment in all our classes is to safety and to involving our students and their families in improving our program so as per covid 19 AHS guidelines there will be no outside parties including unnecessary staff, children, parents (unless necessary), volunteers, aides or other persons allowed into the program premises.

COMMUNICATION WITH THE CENTRE

With regret this season parents, volunteers and special guests are only allowed in the program, when necessary, by appointment. This means that communication with the classroom will be done differently this year. Please ensure you have the parent app and are regularly reviewing your program board located in the pick-up/drop off parent waiting area or reviewing our website.

Parent App- this online app gives parents interactive access at their convenience including:

- **News, Calendars and program pictures** shows your child experience with their buddies and in the program
- **Messages** - contacting your teacher for questions, or advising teacher of change in pick up persons or emergency contacts, change in address or contact info, or let us know about an upcoming absence or holiday or ask for an extra \$ drop in day
- **Policy updates and forms** - update your enrollment form with any new contacts, phone numbers, change of address or email, review your parent handbook
- **Family fee accounts** - see all your invoicing, upcoming payments and print your tax receipts

Please note received emails, texts, and parent app messages will regularly be reviewed at the end of the program day and will reply within 24 hours- teachers will not be on computers or electronic devices unless necessary while teaching the program.



For items requiring immediate attention always call the program. For fees/invoice inquiries please use the email address office@weewonder.ca. During covid the onsite office is closed, and all fee related items will be done offsite in a part time office so please allow 2-3 business days for reply.

Emergency contact from the centre: In the occurrence of an emergency, illness or your child not appearing at a bus pick up we will be contacting you by the cell phone number on file. While your child is in care, please ensure you have access to your phone.

PROGRAMMING PRESCHOOL

We believe preschool is the one of the first steps children take in building a passion for lifelong learning. Children 3-5 years of age join us in circle where they learn about community, individuality, weather, calendar, music and movement.



In their day children will move thru a variety of activity areas that allow for their imagination to lead them in the exploration of art, music, dramatic play, sports, games, literacy and math activities, and gross motor active time.

Preschool offers a learn thru play environment that allows the child to explore our world in a safe setting with a group of peers developing both cognitive and social skills crucial in whole life success.

HOURS OF CARE

Classes **Variety of programs available to meet your part time needs**

Please note all posted December 2021 rates are net of the new Government affordability grant beginning January 2022, subsidies are available for additional credit to monthly fees thru Alberta Childcare Subsidy.

Regular Preschool classes 8:15 am to 12:05 pm or 12:15 pm to 4:05pm

- 2-day T/Th class \$135.00 / month
- 3-day M/W/F class \$240.00 /month
- 5 days M-F class \$460.00 / month

Condensed class for those looking for introductory class for younger children or those not ready for longer program

Short option 9:00 am to 11:15 am or 1:00 pm to 3:15 pm

- 2-day T/Th class \$90.00 /month
- 3-day M/W/F class \$170.00 /month
- 5 days M-F class \$335.00 / month

Playschool classes anytime between 8:15 am to 4:05pm

- Per day M, T, W, Th, or F \$105.00 /day/ month maximum of 3 hrs 50 min per day
less \$75/month government affordability grant,

Note: All fees are subject to 3% fee increase each September

We offer classes year-round - Monday to Friday including summer holidays see class calendar for details. We are closed for the following holidays:

New Years

Family day

Good Friday/ Easter Monday

Victoria Day

Canada Day

Heritage Day

Labour day

Thanksgiving

Remembrance Day

Christmas (2 weeks winter break following CBE calendar)



PROGRAM FEES

Fees include all special events and activities

- **Fees** - Parents this season have the option of monthly (1st) or semi-monthly fees (1/15th) if the fees are over \$250.00, we understand financial circumstances have changed for many of our families. Please advise your preference on your parent agreements and ensure you are aware of the late payment policy.
- **NSF fees:** \$25.00 - 2 occurrences back-to-back NSF payments move the family to cash or etransfer only basis
- **Method of Payment** can be made by post-dated cheque, etransfer or preauthorised direct debit
- **Non-payment fees:** - invoices are fixed regular amount, so parents always know in advance the amount they owe. Please remember the 1st or 1/15th payment date a \$25.00 non-payment fee will be applied, and an email will be sent requesting payment and advising of the applied late fee on the day after your invoice date, second email will go out on the third business day and final notice will go out at 5 business days terminating service from the program until the account is paid in full. Please email the office at office@weewonder.ca if you have any questions. There is no fee adjustment for holidays, absences, illness, weather, days in week or closures out of our control. Fees are calculated for the total year and divided into equal monthly payments for ease of our families there is no discount for number of program days / month.
- **Drop-in fees** - due to covid restrictions on cohort numbers drop in is limited please contact the office to check for availability.
- **Ending your program** - 1 calendar months written notice is required for ending your program - alternatively 1 month's fees are due in lieu of notice. We do not prorate monthly fees.



ATTENDANCE POLICIES

If your child is away, please message your teacher on the preschool parent app, although it is completely up to the parent if a child attends on their scheduled days notifying the teacher allows them to alter their planning for the day and saves on supplies and preparation time.

ARRIVING AT THE CENTRE - SIGNING IN

Children can arrive at the Centre and wait downstairs for the preschool teacher to open the preschool door at class time.

Parents must keep their child with them always, especially when exiting your vehicle in our parking lot. Do not leave your children unattended in your car when dropping off or picking up.

To minimize contact while dropping off please escort your child to the wait area and assist your child where necessary removing their outdoor shoes then allow them to move on into the classroom with the teacher after checking in. The Teacher will sign in your child and assist them in ensuring they put away their things, safely store any necessary PPE, and wash their hands before joining the remainder of the classroom.

PICKING UP YOUR CHILD - AUTHORIZED PICK UPS

Children can only be released to someone who is listed on the enrolment form as an authorized pick up. Parents can add/remove authorized pick-ups on their parent app or by telephone if a new person is needed to pick up a child - new pickups will be required to present ID until the teacher can confidently identify them. A minor child authorized to pick up a child in the program must be a minimum of 12 years of age.

When you pick up your child, please wait for your child in the common area the teacher will advise when the children are ready and have prepared their belongings and washed their hands for departure.



Late pick-ups - staff will be waiting with your child please call in advance if you will be delayed picking up. If parent does not arrive within 10 minutes of class end, we will call guardian cell phones in order of the enrollment phone.

VOLUNTEERS IN THE PROGRAM

Due to covid restrictions limited outside volunteers or parents are allowed to participate in our program this season. If program restrictions lift regular program volunteer descriptions are found below.

Parental involvement in the program -The primary teacher from each class will produce an activity calendar outlining the upcoming opportunities for volunteers. Any volunteer working in the room with children or assisting with groups in field trips **must have presented a criminal record check to the Centre prior to working in the room.** Volunteer checks are free from the Calgary police service.

Volunteer ethics- volunteers must comply with all school policy and procedures. If you volunteer for an activity, please be prompt and reliable. If you cannot keep your commitment, a call to us is greatly appreciated. Please do not use volunteer time to extensively discuss your own child's progress. Please set-up separate conference times for this purpose - you will find that both you and the teacher are better prepared for the discussion. Treat all knowledge about children and their families as confidential information. Respect the varied backgrounds and values of all children. Refer discipline concerns to the teacher after your session not in classroom time. Volunteers respect the professional role and judgment of the teacher. If in doubt about the nature of the task you are to undertake, please ask the teacher for clarification.

SOCIAL MEDIA AND INTERNET APPLICATIONS

Wee Wonder classrooms utilizes a parent communication app. This allows parents to receive and send private messages with the teacher anytime during program hours, receive policy updates, calendars, forms and pictures and group announcements of activities occurring in the classroom.

This software like all forms of social media require the following user guidelines.

1. Users must use good judgement - Posting, files, uploads or photos must bring value to be included - having the intent of adding positive educational benefit to our program and families.

2. No staff or family may download, copy or reproduce any item off social media without the express consent of the office and/or other families named or implied in the download, copy or reproduction excluding parent fillable forms or manuals printed for submission to the office or photos that include only their child.
3. No party may upload any photo, post or file that intends to embarrass or harm the reputation and/or threaten any party involved in the program. Items of an antagonistic or complaint resolution nature should be discussed in private, and no inflammatory comments will be tolerated.
4. Persons breaching this agreement will have some or all their posts, uploads, files or photos removed and/or will be removed from the group. As in all matters pertaining to families, staff and the program any racial, threatening or antagonistic posts, photos or uploads can be used as grounds for removal from the program for families or for staff termination of employment.

WEATHER: CLOSURES, TRANSPORTATION & SAFETY

Preschool classrooms go outdoors as special activities due to the shorter nature of some of the classrooms. In the event a class activity is booked for outside the following guidelines will apply if the weather in the **winter** drops to:

- Below zero (0) degrees we will not take children outside without appropriate winter apparel and time may be limited to 30 minutes at the discretion of the Program Supervisor.
- At minus 20 degrees with the wind chill, we have a BLUE DAY - we will not take the children out for outdoor gross motor time and alternate indoor activities will be done.



If the weather in the **summer** raises:

- Above 25 degrees the children will only be allowed to participate in outdoor activities for no more than 30 minutes and must have an appropriate outdoor hat and sunscreen.

Wee Wonder will hold the right to close the entire Centre if the administration feels that it would not be safe for children or staff to travel.

CLASSROOM AND CHILD GUIDANCE POLICY

Our program will promote and maintain a safe environment, creating opportunities for children to learn problem solving steps and self-resolution when regular peer to peer conflicts occur.

For regular behaviours Wee Wonder has 2 levels of behavior policies:

1. inappropriate behaviour
2. aggressive behaviour

Inappropriate behaviour is any behaviour outside of our classroom rules that does not physically or verbally harm any other person or thing in the classroom.

Inappropriate behaviours are running, loud voices, not sharing, not taking turns, not listening to or including another, disrespect to equipment, peers or staff,

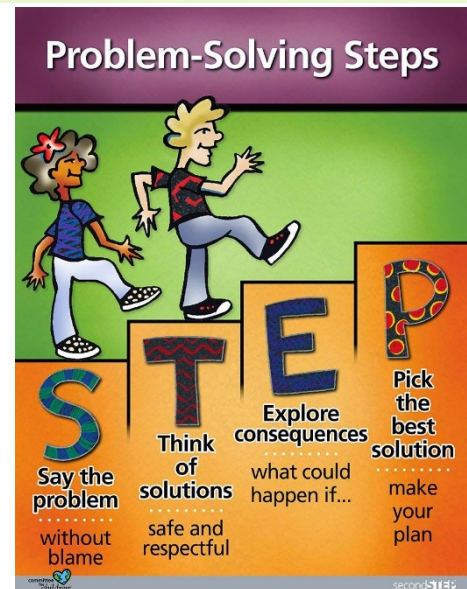
Our goal in situations requiring intervention is to teach the child the appropriate behaviour and to support their attempts at learning problem solving and self-discipline.

Review the problem - discussion of appropriate behaviour - The staff will attempt to give the child the chance to change their behaviour into a positive behaviour. This will be done by using clear language; clearly communicated classroom ground rules, frequent reminders as well as role modeling. Teachers will attempt to assist children with problem solving by involving the child in resolving the issue utilizing S.T.E.P. tools.

Exploring Consequences: including things like reminders, redirection, loss of privileges,

Any consequences taken must be reasonable in the circumstances. An example of this would be if two children are fighting over a toy and encouragement of sharing is not working then the staff will verbally discuss the class rules with the older children and will explain to them that if they cannot reach a sharing agreement maybe the solution is to leave the toy and try it another day.

Aggressive behaviour/ Bullying:



Wee Wonder has a **ZERO** tolerance for Bullying or aggressive behavior and may result in removal from the program.

Parental involvement is of primary importance and will occur in a timely manner, using a discipline report and discussion between the guardians and the program supervisor.

Review of the problem: any behaviours that demonstrates hostile action whether physical (kicking, hitting, wrestling, biting, moving or throwing objects) or verbal (startling or threatening sounds, words or gestures, bullying) that threatens themselves, others in the room or the equipment in the room, or repetitive disruption inappropriate behaviours. This can be because of another child's inappropriate behaviour or simply can be unprovoked. When these behaviours occur child's reaction is intentional, excessive given the circumstances, prolonged and uncontrollable. Aggressive behaviour is harmful to the child's overall social development as well as disrupts the teacher's ability to continue teaching time for remaining children.

Exploring consequences: parent, child (dependant on situation), and the program supervisor will work together to discuss solutions that can range from parent intervention and follow up, suspension of 1-5 days, termination and will be incident specific depending on severity.

Upon registration, parents have the opportunity to discuss any questions on this guidance policy and then sign the parent agreements acknowledging they have read and understand center guidance. The signed document will be kept in the child's file.

HEALTH POLICY & PROCEDURES

Wee Wonder staff know that an environment filled with young children requires strict health and safety policies to prevent illness or injury wherever possible. For your child's safety we do:

- **Random fire drills** will be conducted monthly.
- **Lockdowns and environmental emergency drills** will be done once per program

At time of registration guardians must provide information pertaining to allergies, medications or special needs so we can support your child's individual needs.

Medications - All medications must be reported and turned over to the teacher upon entry into the program. Proper



forms detailing administration will be required prior to being used. During restricted access for Covid please request a form from your teacher on the parent app. Epi pens and puffers will be kept on the child when in the program all other meds will be placed in the emergency med holder within the classroom and carried by teachers if required when leaving the classroom during daily activities.

ILLNESS & POTENTIAL HEALTH RISKS

Young children can be very prone to rapidly spreading colds, flus and other contagious diseases. We strongly encourage parents to ensure that they have alternate care available for their sick child. In addition, a daily health screening checklist must be completed daily for the child to attend. This checklist will be available on our website and from any staff member.

PARENTS, CHILDREN MUST BE KEPT HOME OR IMMEDIATELY SENT HOME WHEN:

Parents must keep their child home or come to immediately pick their children up from the school if they do not pass the daily COVID health check or demonstrate the following Potential Health Risks (Schedule 1, section 8 Daycare regulations):

- are vomiting, have a fever, diarrhea or a new and/or unexplained rash or cough
- Require greater care and attention than can be provided without compromising the care of other children in the program.
- Has or displays any other illness or symptom the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff.

CHILDREN MAY RETURN WHEN

Children may return to the Centre when they pass the daily COVID health checklist and one or both of the following is met:

1. Have their physicians provide written notice that the child does not pose a health risk or
2. If the licence holder/provider is satisfied that a child no longer poses a health risk to other children, caregivers or staff. Staff will verify child is

symptom free for at least 24 hours and that they have no reason to believe the child is exhibiting signs or symptoms of illness as set out above.

Cold, Diarrhea, vomiting, or fever- Your child can attend the Centre if they are fully able to take part in all activities including outdoor play. If your child is running a fever that requires medication, are lethargic, need to spend abnormal time in the washroom or generally unwell they should remain at home as this is in the best interests of your child and the other children.

Pink Eye & strep throat - is contagious, children must be excluded from the Centre for at least 24 hours after their first dose of antibiotic treatment whether prescription or counter drops

Head lice - are very common in young school age children in mid to late summer and early fall when many families travel. Children with head lice can return to the Centre after their first treatment of head lice medication. Confidentiality should be maintained so as not to embarrass a child who has head lice. Parents will need to send confirmation in writing to the office that their child has lice, has been treated once - date, and a second written confirmation of second treatment again in 7-8 days.

SMOKING

Wee Wonder's Centre has a strict **NO SMOKING** policy on the program premises. Smoking will not be permissible in or around the Centre on the grounds. In addition, no staff/parents/guardians/volunteers are allowed to smoke in any location while providing childcare on fieldtrips or excursions.

NUTRITION

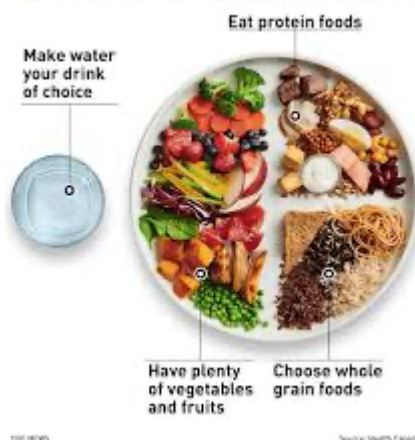
Please ensure your child has a water bottle and food available in their bag for scheduled snack and lunch periods that follow the Canada Food Guide recommendations for health eating each day.

Food should be in containers and packaging the child can open safely on their own to minimize contact with items children will be eating. Microwaves and shared items will not be available during covid restrictions so all items must be ready and available to eat including utensils.

Meals are role modeled as social situations where we eat with friends. From time-to-time program activities may include special food items for the kids and staff will ensure food restrictions and allergies are noted for those occasions for food safety. Children in the program do not share lunch bag items and during covid restrictions cannot bring sharing food items for special days like birthdays.

Allergies are posted in each classroom, office and kitchen and emergency meds are known by all staff.

Canada's food guide recommendations



MANNER OF EATING

At all mealtimes the roles of the staff and children will be as follows:

- A. The staff will decide
 - a. where the children are to eat and that the area has been properly sanitized for eating,
 - b. that they are seated during eating or drinking, no drinks are provided to children napping
 - c. When it is time to eat.
- B. The child will decide
 - a. what they choose to eat and
 - b. when they choose to be done.

FAMILY SUPPORT

Resources are available to families on our website and on the parent, board including items like

- community events, workshops or local services information
- consultant contact information for assisting in or assessment of child development

- health and safety information
- program calendars, forms, and policy information.

Health numbers:

Poison Control Centre Toll Free	1-800-332-1414
Child Abuse Hotline	1-800-387-5437
Alberta Health Link:	811
Health link phone number (24hrs)	1- 866-408-5465
Communicable Disease	403-944-7075
Environmental Health	403-943-8060 or 403-943-8030 Non-Emergency
Municipal government Information including Bylaws	311

Hospitals:

Alberta Children's Hospital	403-955-7211.
Peter Lougheed Hospital	403-291-8555.
Foothills Hospital	403-670-1110
Rocky view Hospital	403-541-3000.
South Calgary Urgent Care	403-943-9300.
South Health Campus	403-956-1111

Licensing:

Westmount Regional Office 140, 4820 Richard Rd. SW Calgary, Alberta T3E 6L1
Phone: 403-297-8033

PRESCHOOL/PLAYSCHOOL REGISTRATION FORM 2021/22

Guardian completing registration Name: _____
First Last

REGISTRATION CHECKLIST FOR PARENTS AND GUARDIANS:

- ☐ All pages of the Registration Form have been completed, initialled and signed or the online registration at www.weewonder.ca has been completed
- ☐ Enrollment fees are to be submitted by cheque, etransfer or cash including
 - o Registration /Resources fee \$50 (Non-refundable)
 - o Fee for the 1st month

Note: Registration is considered complete, and a spot is guaranteed only once ALL of the above are submitted.

Referred By: _____
Give the gift to your friend or neighbor of a referral credit

SESSION ☐ SCHOOL YEAR 2021/22 ☐ SCHOOL YEAR 2022/23

PROGRAM

PRESCHOOL PROGRAM SESSIONS AND MONTHLY FEES (PLEASE X): includes affordability grant

\$135 for 3-5 yr. old
2 days/wk. Tues, Thurs

☐ 8:15 a – 12:05 p

☐ 12:15p – 4:05 p

\$240 for 3-5 yr. olds
3 days/wk. Mon, Wed, Fri

☐ 8:15 a – 12:05 p

☐ 12:15p – 4:05 p

\$450 for 3-5 yr. olds
5 days/wk. Mon – Fri

☐ 8:15 a – 12:05 p

☐ 12:15p – 4:05 p

Short option is 9:00-11:15 am or 1:00-3:15 pm depending on availability please check this option and the office will advise of space. ☐

PLAY SCHOOL PROGRAM SESSIONS AND MONTHLY FEES (PLEASE X):

\$105 for 3-5 yr. olds (per day/monthly) 4 hr max sessions

☐ M ☐ T ☐ W ☐ TH ☐ F

booked with office subject to availability
affordability credit will be applied
hours between 815 a - 405 p

FEE PAYMENT OPTIONS

We are happy to inform you that we have several options for regular monthly school fee payment for our Parents. Please choose how you would like to pay your upcoming fees:

	Contact #1	Contact #2
Relationship: (grandparent, friend, etc.)		
Legal Name: (First name, Last name)		
Address: (Street, City, Province, Postal Code)		
Cell Phone:		
Home Phone:		
Are you authorizing this person to be your:	Emergency contact <input type="checkbox"/> Authorized pick up <input type="checkbox"/>	Emergency contact <input type="checkbox"/> Authorized pick up <input type="checkbox"/>

HEALTH INFORMATION (PLEASE X) (AHS outbreak notification) IF NO, an immunization waiver form will be required.

Immunizations up to date ☐ Immunizations not up to date ☐ We do not wish to disclose ☐

Allergies (if any). None ☐ _____

Medication or Actions required: (i.e., Epipen, Benadryl, none)

PARENT HANDBOOK AGREEMENT

I _____ have received and read a copy of the Wee Wonder's handbook and fully understand the policies and procedure outlined in the handbook and understand my requirements regarding my child including (but not limited to)

RELEASE OF LIABILITY: I hereby consent to Wee Wonder Inc. having care and custody of my child during the times registered and in attendance, and hereby recognize and acknowledge that Wee Wonder Inc. will not be responsible for personal injury or loss to my child or their belongings.

I understand that if my child is ill or injured during the course of attendance I will be called, and I must have my child picked up within the hour or as quickly as is possible by myself or an authorized pickup contact on my record or of my choosing.

If I cannot be reached/consulted by my cell phone number listed and emergency medical treatment is required, I hereby agree to allow the staff of Wee Wonder Inc. to secure such medical advice and services (i.e., contacting EMS) as may be deemed necessary for the health and safety of myself or my child.

I agree to accept any financial responsibility for the care my child/or I receive by these services
I have read, understand and agree to adhere to the **RELEASE OF LIABILITY** Policy

Parent/Guardian Signature: _____. Date: _____

DISCIPLINE POLICY:

At Wee Wonder, we recognize that children are always learning and growing to develop as an individual with distinct developmental characteristics at different ages. It is our responsibility as Teachers and Parents to establish guidelines to foster behaviour by communicating with the children so they can learn to be successful in the class, with their peers, and the environment around them.

At Wee Wonder we teach, create, promote and model positive behaviour for our preschoolers. However, should any behaviours need to be addressed; the following techniques will be used in a progressive manner:

- Recognizing and rewarding positive behaviour.
- Recognizing and discussing emotions
- Redirection to a choice of another activity (if applicable).
- Discussion with child of the problem without blame.
- Think of solutions that are safe and respectful.
- Temporary removal from the group, inside the classroom, if emotions or physical behaviour is a threat to the child, any other child, the teacher or the classroom materials.
- Teacher and/or the Program supervisor and the Parent will meet to discuss strategy for further steps to be taken if the child continues to misbehave in class.
- Removal from program if behaviour cannot be safely incorporated into the regular classroom day without requiring higher proportion of teacher time over other children in the program.

I have read, understand and agree to adhere to the **DISCIPLINE** Policy

Parent/Guardian Signature: _____. Date: _____

PROGRAM ACTIVITIES & FIELD TRIPS:

Wee Wonder's Preschool Programming is a mix of teacher and child led planning that may include

- In class special event/activity days.
- Out of class activities – I give consent for my child to go to outdoor activities and neighborhood walks during the regular program day which may include:

- i. Walks within the area of Lake Bonavista and streets adjacent to the program, including local play spaces or schools: Lake Bonavista School, Sam Livingston School, St. Boniface School, Andrew Sibbald School
- ii. Activities in the LBCA adjacent fields, in the LBCA gym and LBCA skating rink (skating days will be posted in advance).
- iii. Field Trips - Wee Wonder may take educational field trips in the City of Calgary and vicinity. Before each field trip, a special notice will be provided to the Parents/Guardians with information naming the area to be visited, including date/time of the field trip. This notice and waiver will require a Parent or Guardian's signature in order to grant permission for the student to participate.

I have read, understand and agree to adhere to the **PROGRAM ACTIVITIES & FIELD TRIPS POLICY**

Parent/Guardian Signature: _____. Date: _____

CANCELLATION & PAYMENT POLICY:

Registration Fee is non-refundable. To cancel your registration during the school term, a 1 month written notice is mandatory. Registration Fee and 1st month's school fee must be paid on the day of registration. Arrangement of payment terms must be submitted with the completed registration form before your child's first day of class. There will be an NSF fee of \$25.00 for each cheque returned or late fee payment.

I have read, understand and agree to adhere to the CANCELLATION & PAYMENT POLICY.

Parent/Guardian Signature: _____. Date: _____

MEDIA CONFIDENTIALITY AND CONSENT POLICY:

Confidentiality → All information regarding the children, families or employees of Wee Wonder will be kept in the strictest of confidence by all who have access to it and cannot be reproduced or posted to outside parties without consent of all parties. When disclosure is required by regulations or an authorized party, we will need parental written approval to release your child's file or information. Any information released will be documented on your child's file. Yes. No

Social Media → Families cannot reproduce or post pictures/posts on social media regarding the centre or families in it without express written consent of the parties named or implied in the picture or posting. Yes. No

Photographic release → Wee Wonder Inc uses the private group picture postings for our families on the parent app. From time to time, we will also post group photos of your child in his(her) classroom for viewing in the program and are intended for private use of the families enrolled in the program to demonstrate part of the child's day Yes. No

Electronic messages → from Wee Wonder Inc. including Centre updates, important info and emergency communications

- via email Yes. No
- via parent communication software. Yes. No

Parent/Guardian Signature: _____. Date: _____

Please make post-dated cheques payable to: *Wee Wonder Inc.*

ADMINISTRATION USE ONLY:

Start date:

Receipt No:

Notes:

(Initial)

PREAUTHORIZED DEBIT FORM WEE WONDER INC

FAMILY ACCOUNT INFORMATION: PLEASE PRINT

Name:		Phone:
Mailing address:		City:
Prov:	Postal:	Date:

- ☐ **1 monthly payment on the 1st business day of each month**
☐ **2 monthly payments on the 1st/15th of each month**

PREAUTHORIZED DEBIT INFORMATION

Please fill out this section to **CHANGE OR PROVIDE** the banking information for your preauthorized debit for your Wee Wonder Inc. childcare account. The bank account provided must belong to the family parent (guardian) authorizing this form. An authorization signature must be provided below. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights contact your financial institution or visit www.cdnpay.ca.

Financial Institution Number (3 digits)	Branch (Transit) Number (5 digits)	Account Number (May be up to 12 digits)
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I, the Bank Account Holder, _____, hereby authorize Wee Wonder Inc. to **debit childcare payments** from my account at the Financial Institution indicated above. I agree to the terms and conditions established by Wee Wonder Inc. on my registration until notice to the contrary is given by me to Wee Wonder Inc. I understand it is the responsibility of the Family Member to advise Wee Wonder Inc. of any updates and/or changes to this account to avoid nonpayment fees and that Wee Wonder Inc. will advise me with notice of any changes in regular childcare fees before withdrawal of amounts for outstanding amounts owing on the account. I understand I have the right to receive reimbursement for any debit that does not comply with this agreement or my registration policy Agreement.

Print name of Bank Account Holder:	Authorization Signature: x
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