



**Child Care Centre.  
Canterbury, Kent.**

## **PARENT HANDBOOK**

**May, 2024**

**Jubilee Hall,  
Cow Ln, Wincheap Industrial Estate, Canterbury, CT1 3RT  
[www.4dnurseriesandpreschool.co.uk](http://www.4dnurseriesandpreschool.co.uk)  
Email: [hello@4dnurseriesandpreschool.co.uk](mailto:hello@4dnurseriesandpreschool.co.uk)**

### Mission Statement

Preparing children academically and social/emotionally

### Philosophy

4D's Nurseries and Pre School Care Centre strives to promote a high-quality preschool that will build each child's self-esteem by giving positive motivation and enriching learning activities. We strive to meet each child's individual learning needs and provide opportunities for growth socially, emotionally, physically, mentally, and creatively.

### Community Involvement

In addition to providing an excellent learning facility for young children, 4D's Nurseries and Pre School Care Centre is dedicated to promoting and advancing the education of teachers in the Early Childhood field. 4D's Nurseries and Pre School Care Centre and its staff participate in community projects and services as well as support national organizations to help promote the importance of quality Early Education.

### Hours of Operation

4D's Nurseries and Pre School Care Centre is open each school day from 7:00am to 06:00pm. Parents and visitors are welcome at 4D's Nurseries and Pre School Care Centre anytime during regular business hours. Access to the building is available through our secured front doors. Parents and visitors will be requested to sign in if they will be in a classroom.

### Staffing

4D's Nurseries and Pre School Care Centre promotes consistency and connections. One way we do this is by keeping the same children with the same teachers for the entire school year which is from September to July. All teachers and children are assigned a specific age and group of children so that they can make connections with both their teachers and their classmates. The children advance to the next age level class at the beginning of the next consecutive school year.

### Enrolment

4D's Nurseries and Pre School Care Centre does not discriminate in enrolment on the basis of race, colour, religion, or national origin. Special needs children will be accepted based on how appropriate our program is for their needs. Priority enrolment is given in the following order: Children of staff, returning students, siblings of returning students, and new families. Upon enrolment, and each year thereafter, parents will be required to provide current emergency contact information and updated health information. Support staff such as shadows, are never left alone with the children and will be under the supervision of the teachers.

### Special Needs of Children and Families

Parents must inform the staff of any special needs and/or disability present in their children. Providing this information upon enrolment allows us to choose the best class placement for your child and to make reasonable accommodations. If a child has a special medical/dental need for which a physician has ordered special services, that we are not able to accommodate, and adult provided by the parent and trained in these procedures, must be onsite at all times. Parents of children with special needs and/or children who need a higher amount of adult assistance may be

required to provide a shadow in class for their child at the request of the teacher/school. Parents may be asked to sign a release form to allow sharing of information between 4D's Nurseries and Pre School Care Centre and other professionals or family service agencies. When we have concerns about a child's development we will document and explain the cause for concern, consult with the parents and possibly recommend outside screenings, diagnostic evaluations, and/or resources.

#### Confidentiality

All information maintained on children enrolled at, including enrolment, health and assessment records shall be kept confidential. These records are maintained in the office and inside classroom cabinets. Access is granted only to the child's parents, teachers, and directors of 4D's Nurseries and Pre School Care Centre.

#### Payment of Fees

Fees is based on the length of the school year and is divided into equal payments. Therefore, every month's tuition is the same. Monthly payments are due on the 5th of the preceding month. A late charge of £10.00 per day will be rendered for each day payment is late. Payment is due regardless of your child's attendance in preschool or holiday closures. Returned checks will be charged £35.00 and thereafter fees must be paid in cash. All fees are non-refundable or transferable. See current fee sheet for fees due. Please make cheque payable to: 4D's Nurseries and Pre School Ltd. In the event of a pandemic, inclement weather, or anything that might be out of our control, no refunds will be given.

#### Parking for Drop-Off and Pick-Up

The lane directly in front of the school entrance is for quick drop-off and pick-ups only.

- 1) If you need more than 3-4 minutes, please park your car in the parking lot so that you are not blocking the quick lane.
- 2) You must walk your child into the setting.

#### Arrival

Each child will need to be signed in and out by a parent each day. Please put your initials and the time next to your child's name as you drop off and again at pick up. Children may bring breakfast with them

#### Departure & Release of Children

If your child is going home with a friend, or there is a need for someone else to pick up your child, a written note from the parent must be given to the office. If you are calling in to advise us of someone different picking your child up for a day, that person's name must be on their enrolment form. A driver's license will be required for identification and a copy of their driver's license will be maintained in your child's file. Teachers are not allowed to release children to anyone under the age of 16. Any parent who is late picking up their child will be charged £2.00 per minute they are late. Late fees will be due that day. The parent is responsible for the late fees regardless of who picks up their child.

### Excessive Late Pick-ups

All children need to be picked up by 6:00 pm each day. This charge must be paid in cash or by check that day or the following day before the child returns to school. If your child is picked up late three times within the school year, you may be asked to withdraw your child from the centre.

### Dress Code

Dress children for active, messy play. All children must wear tennis shoes and socks. No sandals, crocs, boots, or open back shoes. Rubber soled shoes are best for safety. Although we wear painting smocks, accidents do happen 4D's Nurseries and Pre School Care Centre is not responsible for any soiled clothing

### Health

Children - Do not bring your child to school when he or she has the following symptoms: fever, hacking cough, diarrhoea, unidentified or contagious rash, vomiting, eye discharge, strep, lice, or an obvious illness (chicken pox, measles, scarlet fever, mumps, etc.). Children being treated with antibiotics must be on antibiotics for 48 hours before returning to school.

If a child leaves school due to illness they should be free of the following symptoms for 48 hours without the use of medication before being returned to school:

- Fever
- Vomiting
- Diarrhea

4D's Nurseries and Pre School Care Centre has the right to refuse a child entry into the school if he or she shows any of the above symptoms.

Staff – In addition to frequent hand washing, the following policies are all implemented: 4D's Nurseries and Pre School Care Centre requires that staff

- (1) Wear gloves when handling or cleaning bodily fluids
- (2) Remove gloves and place in a sealed closed bag
- (3) Wash hands immediately after removing gloves and after each task to prevent cross-contamination to other children
- 4) Exclude them from direct care when the employee has sign of illness.

Research has shown the single most effective practice that prevents the spread of germs in the child care setting is good hand washing by caregivers and children

### Illness

If a child becomes ill while in school, they will be removed from the classroom and brought to the office. Parents will be notified immediately to pick up their child. If one of the administrative staff is unable to contact a parent, one of the emergency contact people listed on your enrolment form will be called.

### Food Allergies

If your child has food allergies, then a food allergy emergency plan must be prepared by your child's physician. The food allergy emergency plan includes a list of food the child is allergic to, possible symptoms if your child is exposed to a food on the list, and the steps to take if your child has an allergic reaction. This plan must be signed and dated by a parent AND the child's physician. The food allergy emergency plan will be maintained in your child's file and copies will be posted on the information board by the front door, in the kitchen, and in your child's classroom.

### Medication

When possible, a child's parents and physician should try to minimize the need for medications to be given while in childcare. Medicines ordered twice a day should normally be given before and after rather than during childcare hours. All medications including non-prescription and over-the counter medications must be accompanied by a doctor's note. If your child requires medicine to be administered during the school day, the following procedures must be followed.

- All medications must be handed to the office staff. Please do not put medicine in your child's bag.
- All medications must be in the original container, labelled with the child's name, date, and directions by the physician detailing the administration, including dosage and physician's name. You must also sign a medication authorization, available in the office.
- Medication authorization forms are valid for six months only.
- Office staff will administer medication according to the label/physician directions.

Medications that have expired cannot be administered.

### Immunizations

All children attending school must have up to date immunizations and the school to keep a copy of the child's immunizations on file.

**Staff** – Flu shots and TB tests are encouraged but not mandatory. Staff members exhibiting signs of illness will be excluded from working with the children and other staff members.

### Outdoor Play

Outdoor play is an important part of each school day. Unless inclement weather is present, children MUST go outside each day. During outside time we are able to facilitate the development of gross motor skills and enhance children's understanding of physical games with rules and structure. We will go outside every day, weather permitting. Please dress your child appropriately (including jackets) for outside play each day they attend school. If your child is too sick to go outside, they are too sick to attend school. We do not have anyone to stay with children inside as both teachers go outside with the class.

### Sunscreen & Insect Repellent

Sunscreen and insect repellent should be applied prior to coming to school. During the months of May through September sunscreen will be applied by a staff member once a day after rest time before going outside in the afternoon. Sunscreen will be applied generously to all exposed areas of the body. 4D's Nurseries and Pre School Care Centre uses a broad-spectrum, hypoallergenic

sunscreen with a sun protection factor (SPF) of 50. Written parental permission is required to apply sunscreen. Insect repellent will not be applied by 4D's Nurseries and Pre School Care Centre staff.

#### Accidents/Incidents

If a child receives a bump, scrape, cut, etc. at school, an incident report is completed, noting the type of incident received, first aid procedures administered, and the name of the person who administered the aid. One copy goes home with the child and the other copy is retained for office records. In the case of more serious injuries the parent will be notified. Anytime an injury that occurs at school that requires medical treatment 4D's Nurseries and Pre School Care Centre will submit a "self-report" to Ofsted. In a medical emergency, parents will be notified after 999 have been called.

Evacuation-In the event that the children and staff need to be evacuated from the building the following procedures will be followed:

1. Children will be walked to the nearby Park unless otherwise directed by police or fire personnel.
2. Once children are safely relocated, parents will be contacted for pick up via phones of staff.
3. A staff member will remain with children until all children have been released to parents or other authorized persons designated by parents.
4. The Administrative team and any available staff will assist those children with limited mobility or children needing extra assistance.

#### Substitutes

In order for teachers to continue their training, attend special school events for their own children, etc. it will be necessary for them to take some personal and professional days off. We will provide a trained substitute to work in the classroom when a teacher is out.

#### Transportation and Field Trips

Transportation of children to and from school is the sole responsibility of the parent. In lieu of field trips we do invite community helpers, local artists, performers, authors, and community residents to visit us at setting. In addition, parents are welcome to share a skill or hobby with their child's class or the whole school. Please contact the front office if you or anyone else you know would like to share their talents with us. We also list community events for children on the community events page of our website.

#### Breakfast

Your child may bring a simple breakfast to eat if they arrive before 7:45. There will be no breakfast time after 7:45. The breakfast needs to be a non-messy, easy to serve item like a breakfast bar; bag of dry cereal, etc.

#### Lunch

4D's Nurseries and Pre School Care Centre parents have two lunch options. Parents may provide a nutritional lunch for their children from home or use the Lunch Direct online catering service. Lunch Direct allows parents to order hot lunches online for their children each week. These meals will be delivered to the school each day and distributed to the child's classroom.. Parents who choose to

provide lunch for their children must label them with the child's name, the date and insert a "cold pack" and/or use insulated lunchbox if necessary. Lunches provided from home should be nutritionally balanced and include foods from the following food groups: Milk, vegetable/fruit, protein, and grains. Note: Each room has a microwave available where teachers can warm your child's food for 20- 30 seconds. Please do not send uncooked foods (such as easy mac) or frozen foods, as they require more time to cook and then cool down enough for the children to eat. All opened packages and food will be thrown away. Food not consumed, which can be sealed back up, will be sent home.

### **Snacks**

All children are offered both a morning and afternoon snack each school day. A copy of the snack schedule is posted on the bulletin board by the front desk. Children may not bring an individual daily snack unless they provide a doctor's note requiring a medical exemption to our snacks due to allergies or medical need. Please contact the front office to obtain the necessary paperwork to be filled out by your physician should you need an exemption to our snack policy. Special snacks brought from home that are to be shared with the class, (i.e. multicultural snacks or birthday) treats, must include a list of ingredients in order to be served. Please do not bring tea or soda to serve.

### **Birthdays**

Birthdays can be special events for children. We also respect the fact that some cultures and faiths do not celebrate birthdays. If you would like to honour your child's birthday at school, you are welcome to bring in a special snack to be served during the class' regular snack time. A list of ingredients must be provided along with the snack. Please refrain from bringing in sheet cakes, as they are difficult to serve and clean up. Some preferred items are donuts, cookies, brownies, mini cupcakes or muffins. Please do not bring in any additional birthday items including goodie bags, balloons, or other party items. If you would like to invite their classmates to parties outside of the school, invitations may be placed in cubbies or backpacks as long as there is an invitation for every child in the class. If you chose not to invite all of the class, we ask that you mail the invitations to avoid hurt feelings.

### **Naps**

All children must have a supervised rest time each day. 4D's Nurseries and Pre School Care Centre will provide plastic cushioned mat for each child. Music and Books on tape are played during naptime. If a child is not asleep within 1 hour, a naptime activity bag will be available.

### **Videotaping and Photography**

In order to protect the privacy of all children in the classroom, we ask that no videotaping or photographing of children take place. The only exception to this is the end of the year celebration/program when all parents are invited, at which time permission slips must be signed. Photos/videos taken at 4D's Nurseries and Pre School Care Centre may not be shared via the Internet. This policy also prohibits non-consensual use of recording devices for any reason while on the private property of 4D's Nurseries and Pre School Care Centre.

### Holiday Policy

4D's Nurseries and Pre School Care Centre is an international school and is not affiliated with any specific faith or religion. We honour and respect the right of parents to choose the religious practices that best fit the beliefs of their family. We do not celebrate religious based holidays as part of our curriculum at school. Please help us by not bringing stories, paper products or other items with holiday and/or religious based themes. However, in an effort to share our global diversity and promote cultural/religious awareness we have an International Day. Children may bring individually wrapped items from their own tradition to exchange with their classmates. An information sheet will be included as part of the exchange for families to use as a learning experience at home.

### Guidance

Children are encouraged to solve conflicts between themselves. Teachers are to assist and guide children when necessary. Teachers use methods that encourage self-esteem, self-control and self-direction. Destructive or disruptive behaviour is redirected in a positive manner. Under no circumstances will a child be disciplined using negative verbal or physical actions. 4D's Nurseries and Pre School Care Centre has a "hands off" policy for guiding children who exhibit challenging behaviour in the classroom setting. If staff is unable to diffuse the unsafe behaviour one staff member will stay with the child and the other staff member will remove the other children. We will contact parent to help assist the child in de-escalating his/her behaviour and work together to create a behaviour plan. 4D's Nurseries and Pre School has implemented the Conscious Discipline program, which is a loving and caring approach to helping children develop the social/emotional skills they need to be successful.

When any child in our program, presents with challenging behaviour, teaching staff shall follow the standards:

- Observe the children, and then identify events, activities, interactions and other factors that predict and may contribute to challenging behaviour.
- Rather than focus only on eliminating the behaviour, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behaviour.
- Teaching staff shall respond to challenging behaviour, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behaviour and what is not.
- We will document the challenging behaviours and the intervention methods that were attempted in a behaviour tracking log.
- Teacher-parent discussions regarding a child's behaviour shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional.

**Discipline must be:**

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behaviour and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behaviour instead of focusing only upon unacceptable behaviour;
2. Reminding a child of behaviour expectations daily by using clear, positive statements;
3. Redirecting behaviour using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

**There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**REMOVING CHILDREN FROM THE CLASSROOM**

Teachers try to avoid removing children from the classroom. However, sometimes it is the best interest of the child or the class to remove a child from the classroom for a short period of time. The teacher will bring the child to the front office and one of the admin staff will work with the child while the teacher returns to the class. The admin staff will talk to the child or allow the child to calm down and regroup. Once the child is ready to return to the classroom, the admin will walk the child back to the class. Reasons why a child would be removed from the classroom are:

1. A child is continually disrupting the class and compromising the learning for the other students.
2. A child is endangering the safety of the teachers and/or other students.
3. The child is having a hard time gaining their composure and needs a break to gain their composure and return prepared to learn in an academic setting.

In the event that a child is removed from the classroom, an incident report will be written detailing what occurred and given to the parent. Note: If for any reason we are unable to help a child redirect or diffuse his/her unsafe, disruptive and/or destructive behaviours we will contact parents to assist us in working toward a solution that will help de-escalate the situation.

### Disenrollment Policy

4D's Nurseries and Pre School strives to accommodate a wide range of individual differences, however, on rare occasions issues may arise that warrant the need to find a more suitable setting for a child on a temporary or permanent basis. A family may be asked to leave the preschool for a variety of reasons including, but not limited to, the following:

- A child's needs cannot be met at the preschool;
- A child's behaviour cannot be managed despite intervention and accommodations;
- Parent/guardian non-cooperation with administration or staff;
- Non-payment of fees.

4D's Nurseries and Pre School will do everything possible to avoid disenrollment but reserves the right to make that decision in the best interest of all our students.

### Technology

Technology is a significant part of our society and children are frequently exposed to many forms of technology at a young age. Although 4D's Nurseries and Pre School classrooms each have a computer and iPad, we are very careful about their use in an early childhood setting. We believe that the best teaching methods during the preschool years involve hands on learning and interactions with others. Kindergarten Prep believes that a focus on academic skills should be balanced with opportunities for social interactions that will develop skills such as empathy, emotional self-control, and communication. Therefore, the classroom computer and iPad are used for instructional purposes and as group or partner activities rather than a solitary activity for individual children.

### Personal Items and Toys

All children need a backpack with a complete change of clothes in a plastic bag. All items need to be clearly marked with the child's name. Clothing will remain in backpack unless needed. Soiled clothing will be placed in a plastic bag to return home. Backpacks will travel with the children to and from school each day. Toys from home are not to be brought to school unless the teacher requests them for a special activity or they are needed as a comfort item at nap. We do NOT have Shown & Tell because we have found that bringing in personal toys can cause arguments, hurt feelings, and may get damaged or lost. Toys that encourage rough and violent play are never appropriate for classroom use; these include toy guns and knives. Please do not allow your child to chew gum, bring any non-lunch food items, lip balm, lotions, cough drops or medication in their backpacks. All medication must be checked in at the front desk.

### Parent Responsibilities

1. Read your monthly class calendar and newsletter, which can be found on the website each month so you will be informed of what is going on and what your child needs for class.
2. Call and make arrangements with the teacher for the day you want to bring birthday treats.
3. Notify the school as soon as possible if your child will not be attending school due to vacation, illness, etc.
4. It is the parent's responsibility to provide the office with any changes on the enrolment form (address, phone, work numbers, change in people to pick up child, etc.).

5. Please keep the teacher informed of any changes in the child's home life (divorce, death in the family, other stresses, etc.).

4D's Nurseries and Pre School staff members are interested in answering your questions, discussing your concerns, and receiving your input. We cannot discuss items pertaining to your child in his/her presence. Instead, we ask you to schedule a phone call or meeting with your child's teacher. This will allow us to also give you our undivided attention. Any information you share with us is confidential and will not be shared with others.

#### 4D's Nurseries and Pre School Child Care Centre Communication/Evaluations

**Directors and Office Staff** – Each parent is given information to access the 4D's Nurseries and Pre School parent handbook upon enrolment. Parents will be notified by email and/or a written note of any policy changes. Parent letters and updates are given out as needed. Reminders are sent home via email. The team publishes several newsletters throughout the year and hosts several parent meetings. Meeting dates are printed in the newsletter. You may call to speak with any of the our team or schedule a personal meeting. To contact the Centre Director personally you can call or email Carla at [Director@4Dsnurseriesandpreschool .com](mailto:Director@4Dsnurseriesandpreschool.com).

**Teachers and Classrooms** – Posted by each classroom door is a bulletin board with the monthly class schedule, lesson plans, and newsletter. Class calendars and newsletters with topics of study for each day are also posted on the class web page. From time to time additional notes and information sheets are sent home. Open communication is encouraged. Drop-off is an ideal time to request that a conference or phone call be scheduled. However, we do ask that you respect the fact that during drop-off and pick-up times, the teachers are still responsible for the safety and well-being of all of the children. Please keep your conversation brief at this time and request a call or meeting with the teacher if you need more than a few minutes to talk to the teacher. Parents may also call and leave a message for the teachers in the front office or email .

**Assessments** – 4D's Nurseries and Pre School uses a variety of methods to assess each individual child's progress throughout the school year. Teachers are trained annually on how to assess the children using developmentally appropriate practices. Children are assessed on an on-going basis through observations and developmentally appropriate checklists. Data collected from these assessments is used to identify children's needs and special interests, develop individual goals, and enhance curriculum content and to arrange for developmental screening referrals when necessary.

Parents will be informed, in writing, of the results of these assessments on a regular basis. Assessment progress notes are sent home approximately every 6-8 weeks. Progress note criteria are alternated between social/emotional- self-help skills and academic skills. Full assessments with combined skills are completed twice a year, in January and July and sent home. Additionally, parent teacher conferences are held in January each year. Each child's assessment information is kept confidential and is only available to the 4D's Nurseries and Pre School staffs that are responsible for the education of your child.

Parents are also always welcome to call the school to ask questions and discuss their child's progress. The curriculum planned is also to meet the goals outlined by general TRS criteria. Our curriculum goals are to prepare children for Reception academically, socially and emotionally. We

focus on the following subjects: math, science, literacy, social & emotional development. Lesson plans are fun, engaging, and intentionally created to meet the learning objectives for 2-5 years age group. Measurable goals and lessons/activities are created to focus on skills, behaviours, and knowledge. We observe the children, document and plan based on the children's needs.

#### Parent Involvement

4D's Nurseries and Pre School strongly encourages parents to be involved as much as their time permits. Parent involvement not only provides ways to participate in your child's education, but it improves the quality of education your child receives. Research tells us that the level of parent involvement is a strong indicator of the quality of the school. 4D's Nurseries and Pre School offers many ways for parents to be involved. We recognize that the families we serve have different resources and availability so we offer a variety of opportunities. We hope that parents will look over the list and choose one or two ways that best fit their circumstances.

Volunteer in the classroom – Parents are welcome to volunteer in classroom anytime. If you would like to participate in this program, please use the sign-up sheet in your child's classroom, and coordinate a time with your child's teacher. **Classroom volunteers may not bring younger siblings with them.** Parents are always welcome to come and visit anytime.

Reading Relatives – Reading Relatives is an opportunity for parents, grandparents, aunts, uncles and other family members to come in and read a favourite story to the class. Younger siblings may be brought for reading time, but must be held in the parent's lap not in a carrier or stroller, for the entire time. If you would like to participate in this program, please use the sign-up sheet in your child's classroom, and coordinate a time with your child's teacher.

Multi-cultural Snacks – As part of our educational curriculum we like to provide music, stories, and food from around the world. We encourage parents to share foods from other cultures or favourite family recipes. Please coordinate this with the classroom teacher and check for possible food allergies and diet restrictions. An ingredient list must be provided along with the snack in order to be served.

#### Babysitting Policy

It is the policy of 4D's Nurseries and Pre School to prohibit employees from caring for or babysitting children enrolled in our program or their siblings after hours.

#### Problem Solving Procedures

In the event that a concern or difficult situation arises, parents are encouraged to talk directly to the teachers if appropriate. If this is not appropriate or if a satisfactory resolution has not been met, parents may call the director. It is our goal to resolve any concerns or problems as quickly as possible. Director will discuss possible avenues for solutions and an action plan will be initiated. Parents and the director will follow up with a two-week evaluation of the plan and make changes as necessary. In the event that an agreeable solution is unlikely and the parents or the school choose to terminate enrolment, two weeks' notice is required.

#### Withdrawal Procedure

A one month written notice is required to withdraw your child from school. Withdrawal forms are available in the front office. The directors reserve the right to terminate enrolment in the event of non-payment or other violations of the policy agreement. All fees are non-refundable and non-transferable. In order to avoid fees for the next month, a written notice must be given to the office by 12:00pm on the 5th of the month.

#### NO Smoking, E-Cigarette, Vamping Policy

4D's Nurseries and Pre School is a non-smoking facility. The use of tobacco and nicotine products anywhere on a Child Care licensed facility including the parking lot is a violation of the laws. 4D's Nurseries and Pre School policy prohibits smoking, the use of electronic nicotine delivery systems (also known as e- cigarettes, e- cigars, e-hookahs, and e-pipes) and vamping in the facility including the parking lot. Tobacco and nicotine products are NOT permitted within the facilities of Kindergarten Prep at any time

## Parent Orientation

- o Tour of the facility
- o Introduction to the teaching staff
- o Parent visit with the classroom teacher
- o An overview of the parent handbook
- o Arrival and late arrival policy
- o An opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable
- o Information of anything related to Child Care Services enrolment that the we may be able to help with
- o An overview of family support resources and activities in the community
- o Information on child development and developmental milestones
- o The significance of consistent arrival time
- o Please refrain or limit use of technology while on site. This will assist in improving communication between staff, children, and families
- o The role and influence of families

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_