

Head Start Basic and Preparatory School



Policy booklet

Mission statements:

Our institution is committed to the promotion and delivery of a wide range of learning experiences providing opportunities for students to achieve their personal best and so become responsible and productive citizens

## **Introduction**

Thank you for choosing the Head Start Basic and Preparatory School, where the holistic growth and development of your child is our priority. Before your child can attend school we require that all forms for enrollment be completed and required documents presented. This will ensure the best possible care and protection for your child.

## **Forms and documents for enrollment.**

- Registration form (which can be downloaded from the website)
- Two recent Photographs
- Updated Immunization Record
- Birth Certificate
- Recent Medical Certificate of Health
- Emergency Medical Treatment Permit Form
- In-care Medication Permit Form
- Photo Permit Forms
- Policy Acknowledgement Form (please download, print and sign the last page of this document to acknowledge that you have read and received the Head Start Preparatory School Policy booklet.

## **Orientation for new students and parents.**

Orientation for all new students and parents will be held on the first day of school each year between the hours of 8:30 a.m. — 10:00 a.m. All new students are to be in uniform and be accompanied by their parent to be introduced to the school environment. The signed agreement slip which is attached to this document is to be presented to the Secretary (Mrs. Karen Wilkinson or the Assistant Principal (Ms. Krystina Lawrence).

## **SCHOOL HOURS**

School begins at 8:00 a.m. daily. Every child is expected to attend and participate in devotion.

### Class Time Schedule:

Pre-School	8:30 am — 12:00 pm
Kindergarten 1 & 2	8:30 am — 1:30 pm
Kindergarten 3	8:30 am — 2:00 pm
Grades 1-6	8:30 am — 2:30 pm
<b>Office Hours</b>	<b>9:00 am to 3:30 pm</b>

## **Enrollment**

Any child between Fifteen months and twelve years old can be enrolled at Head Start Basic and Preparatory School. However if your child has special needs [cognitive, behavioral or physical challenges] you will have to discuss this with the Principal prior to enrollment. Ongoing registration continues through-out the year depending on available space. Registration of new student will also be accommodated in the first two weeks of July and the last two weeks in August during the summer time.

## **RULES ON THE COMPOUND**

1. Parent/Guardian or whoever is picking up the child is to be appropriately dressed while on the school compound.
2. No Smoking is allowed on the compound.
3. No loud music or blowing of horns must be heard in front of the school premises at any time.
4. No indecent language or any other form of verbal abuse is to be used on the compound.
5. Only persons listed on your child's enrollment form will be allowed to pick your child up from school. If someone else needs to pick your child up from school, the procedure is that you call the office and inform us. You are also required to give us the name and a description of this person. When the person arrives they will be required to present a picture ID to the school.
6. Whenever your child is picked up or dropped off he/she is required to be signed for in the "Sign-in, Sign-out" book.

7. **Toys, valuables and electronic devices.** These items are not allowed to be brought to school without written permission from the principal. Such items often cause disruption in the classroom, should these items be lost, stolen or destroyed Head Start Preparatory School cannot and will not be liable.

8. Please label all personal items belonging to your child. Any items left behind will be placed in a box in the holding area. Encourage your child to ask about any items lost and check the lost and found box for their belongings.

## **The staff at Head Start Basic and Preparatory School**

The Head Start Basic and Preparatory School has a Board of Governors which comprises of nine members, its founder and Principal is a Registered Nurse and Trained Early Childhood Teacher. All teachers are trained and are encouraged to participate in continued education.

## **Ratio**

Pre-Schoolers	1:8
Kindergarten	1:16
Grades 1-3	1:20
Grades 4-6	1:20

## **SCHOOL FEES**

The current school fee is printed on your child's payment voucher and must be paid by cash or certified cheque payable to Little Hands/ Head Start (Liguanea) at any branch of the Bank of Nova Scotia.

If your voucher is not presented on the 1<sup>st</sup> day of a Term the space assigned to your child will be forfeited.

## **UNIFORMS**

**All students are to have crests properly attached to uniforms.**

**Every student is Grade 4-6 is required to where a properly tied school tie.**

## **BOYS**

White shirts with black buttons with crest properly attached, grey short pants for students in Pre-K —Kindergarten 3 with white socks and black shoes. For boys in Grades 1-3 should wear white shirts with black buttons and crest attached to the pocket with long grey pants and have the option of wearing Black or Navy blue socks. For boys in Grades 4-6 must wear white shirts with ties instead of the crest with long grey pants and have the option of wearing Black or Navy blue socks. All boys are to wear black shoes.

## **GIRLS**

Pre-K — Kindergarten 3 should wear Grey paneled tunics with white blouse with Peter-Pan Collar and “puff-sleeves” white socks and black shoes with crest attached to the left side.

Grade 1-3 girls should wear white Eaton collar blouse with black buttons, pleated tunic with crest, black shoes and white socks.

Grade 4-6 girls should wear Eaton collar blouse with school tie, pleated shirts, white socks and black shoes.

## **GAMES UNIFORMS**

Boys and girls are required to wear the gears which are for sale at the school. Footwear must be sneakers white, black or grey.

School uniforms are to be worn every day. Proper uniform for Physical Education must be worn on the specified days. A written excuse must be provided whenever your child/ward does not conform to the specified uniform

## **FIELD TRIP UNIFORM**

Students are to wear the full games uniform, full daily uniform or appropriate jeans and their games tops. Students will be informed which uniform to wear for each field trip.

## **Payment of Fees**

All weekly fees are due on Monday. Failure to pay the fees attracts a 10% penalty. All Termly fees are due on the first day of the school term. Failure to pay the fees attracts a 10% penalty. All penalties will be strictly enforced. Arrangement can be made in regards to a payment plan; the parent must come in and sign an agreement for this to be authorized. If your child is unable to attend this institution for any other than a protracted illness you will be required to pay the fees in full. You are paying for a place in this institution and

preparation for his/her education and expenses continue whether your child attends or not.

**The current School fee** is printed on every student's payment voucher. Tuition fees must be paid at the bank using the prescribed vouchers issued by the school. All other fee payments must be entered in the 'collection book' and signed and dated by the person paying the fee. Failure to do so will indicate non-payment of fees. Receipts of such payments are given on request or placed in your child's bag at the end of the month. **No student will be allowed to take end of term exams with fees outstanding.**

#### **Types of Payments allowed.**

Termly fees are to be paid to the bank in cash. Other fees are to be paid at the school in cash, manager's cheques or personal cheques. If your cheque is not honored by the bank you will have to pay any additional fees the bank charges the institution and you will no longer be allowed to pay by personal cheques; you will only be allowed to pay in cash or by manager's cheque. Arrangements can be made to pay school fee in part however this can only be approved by the Board and requires the Parent/ Guardian to come in to the office. This option will also attract a late fee of 10%. No Student will be allowed to take end of term exams with outstanding fees.

#### **Withdrawal of student**

The school requires one term's notice if your child is being removed. Deposits are Non-refundable.

#### **LUNCH**

Cooked meals and snacks are available at the school canteen at a reasonable cost. Students are not permitted to purchase outside food during the school hours.

#### **Illness and Exclusions**

Your child must be excluded from the institution if he/she has:

- a fever of 100.4 or above.
- a communicable disease [measles, chicken pox, mumps etc.]
- gastro-enteritis
- pink eye
- skin infections
- lice infestation

If you take your child to the doctor for any illness you will be required to submit a letter from the doctor stating when your child can return to the institution. If your child needs to take medication while at the institution you will need to fill out the medication form stating the type of medication, when to give it to the child and how much medication to give the child. If your child has a medical emergency while at the institution you will be notified by telephone immediately. It is therefore imperative that you ensure that the school always has updated contact information for you.

#### **Severe Weather or Threat to Health Situation.**

The Head Start Basic and Preparatory School will always consider the students and staffs safely a priority when making decisions to close school during severe weather or threat to health and safety.

situations. If you are unsure as to whether or not school will be held please call prior to dropping your child to school.

### **Refund policy**

#### **School fees are non-refundable!**

Once your child has been accepted and the school fee has been paid your child's space had been reserved for the entire term. One of the main features we boast about at Head Start Preparatory school is the small classes therefore when you reserve your child's space it may result in another child not being able to get it. Therefore this fee is non-refundable.

#### **Sport and extracurricular activities**

Most extra-curricular activities will be offered at a cost. This fee will be collected on a weekly basis. Fees are to be paid on the Monday. These fees are non-refundable.

#### **Special education.**

Students who require the assistance of a shadow for the duration of the school term are required to pay the school fee as well as a fee for the shadow. These fees are to be paid upfront and not in arrears. These fees are due on Monday mornings. If a student misses 3 consecutive days for a week the shadow fees may be refundable by up to 50%.

#### **Lunch fees.**

Lunch preparations are made in advance to ensure that there is enough for everyone therefore these fees are absolutely non-

refundable. However if your child is absent for two or more consecutive days the lunch fee paid can be brought forward to cover another days lunch.

#### **Field trip**

Field trips notices are made weeks prior to the day of the trip. It is important to sign and return permission slips as soon as possible to ensure that proper preparations can be made for your child to attend. No permission slips or payment will be accepted on the day of the field trip. Payments for field trips are to be made on or before the stated deadline. As preparations are made in advance for field trip fees are only refundable up to 40% to be determined by the Principal.

#### **Treats**

All students will be treated annually on Children's Day by the institution.

All mothers will be treated on Mother's Day.

All fathers will be treated on Father's Day.

#### **What do we expect from Parents?**

We expect all relevant forms to be completed regarding enrolment of your child. We expect all fees to be paid on time. We expect parents to respect the rules and encourage their children to follow them to the best of their abilities. We expect parents to always submit updated information e.g. immunization records, phone numbers and address. There is to be no smoking on the school compound or the surrounding property. We expect parents to

discuss problems that their children might be having while attending school so that these problems can be resolved quickly. We expect all parents to attend PTA meetings and to support all endeavours in the building and upliftment of your child's education.

#### **What we expect from children.**

We expect the children to follow the rules of the institution: be respectful, be considerate, listen carefully, work quietly, follow direction and play safely.

#### **What you should expect from us.**

You should expect that your child is being educated in a warm loving and safe environment. You should expect your child to be disciplined with love. You should expect us to keep you updated on any problems or issues that we should experience with your child. You should expect a program that is stimulating and age-appropriate for your child. You should expect us to provide you with a term of the assessment of your child's performance. A weekly progress report will be sent home on Fridays for students with special needs.

#### **Reasons for immediate termination.**

If your account is not paid in a timely manner we will terminate care without notice. We will also terminate care and refer your child for behavioural counselling if we feel your child is severely disruptive or dangerous around other children in our care. If a parent becomes abusive towards any member of staff, parent or child in our care termination is immediate.

#### **Open door policy.**

We encourage all parents to drop by anytime during the day to check on their child's care. However when visiting the school for any reason please come to the office before going to a classroom. We are always pleased to have parents participate but when classes are in session it is important to not interrupt.

#### **Attendance.**

In order for a student to benefit from classes, instructions and exercises, regular school attendance is essential. Parents can be very helpful by discussing the reasons regular attendance, coming to school on time and staying the entire day are important to a child's learning and development. If your child is absent please call the school as soon as possible and send a brief note stating why your child is absent and when he/she returns to school. If your child is absent for more than three days a doctor's certificate must be submitted when your child returns to school. If your child is absent for 5 or more days a Certificate of health must be submitted when your child returns to school. When your child is absent from school it is the parents' responsibility to collect any missed school work and assignments and so keep the child up to date with his class.







