

Wonder Years Preschool – Parent Handbook

Welcome to Wonder Years Preschool!

We are delighted to partner with you in your child's growth and development. This handbook outlines our philosophy, policies, and procedures to ensure a safe, nurturing, and collaborative environment.

Program Philosophy

At Wonder Years, we believe children thrive when they feel safe, valued, and supported.

- Our environment is welcoming, calm, and stimulating, with natural light, open spaces, and age-appropriate materials.
 - Teachers foster positive relationships with every child, honoring their unique qualities and interests.
 - We follow a holistic, child-centered approach that encourages independence, problem-solving, and creativity.
 - Inspired by Reggio Emilia philosophies, our classrooms are set up for exploration and self-directed learning.
 - Families are essential partners—we value open communication, diversity, and inclusion.
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Hours of Operation

- Monday–Friday: 8:00 AM – 6:00 PM
 - Program options: Full-Time, Part-Time, Before/After School
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Attendance & Arrival Notification

- Please notify us by 9:00 AM if your child will be late or absent.
- This ensures proper staffing, meal planning, and safety.
- If we do not hear from you, we will follow up to confirm your child's well-being.

Fees & Payment Policy

- **Tuition is based on 10 equal monthly instalments consisting of 18 school days in each month. There are no charges for holidays.**
 - Tuition is based on enrollment, not attendance.
 - A non-refundable registration fee secures your child's spot.
 - Monthly tuition is due on the 1st of each month (e.g., January's tuition is due January 1).
 - Accepted payment methods: e-payment or check only.
 - Late payments may result in fees or suspension of services.
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Celebrations

- Families may bring a small, healthy snack for birthdays.
 - Holiday celebrations are observed in class—participation is optional.
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Items to Bring

Please label all items with your child's name:

- Diapers or pull-ups, wipes, and diaper cream
- Complete change of weather-appropriate clothing
- Jacket and secure shoes (no flip-flops)
- Swimsuit and sunscreen (summer months)
- For full-time children: crib sheet + blanket (returned on Fridays for washing)

 Dress your child in play-friendly clothes—we love messy play!

Cleanliness & Hygiene

- Children wash hands before/after meals and throughout the day.
 - Classrooms, toys, and surfaces are sanitized regularly.
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Potty Training

- Training should begin at home and be consistent for at least 2 weeks before starting at school.
 - Parents provide pull-ups and wipes.
 - After 2 accident-free weeks in pull-ups, children may transition to cotton training pants.
 - Ongoing communication ensures success.
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Drop-Off & Pick-Up

- Keep drop-offs brief—a quick hug, cheerful goodbye, and reassurance work best.
 - At pick-up, remain consistent and reinforce classroom rules.
 - Only authorized individuals may pick up a child. Written notice is required and must include:
 - Full name
 - Phone number
 - Physical description
 - Valid photo ID
 - Without legal documentation, we cannot restrict parental access.
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Open Door Policy

Parents are welcome to visit at any time. To avoid disrupting routines, frequent visitors are asked to follow classroom schedules.

Wellness Policy

Keep your child home if they have had any of the following within 24 hours:

- Pink eye, fever, severe cough, vomiting, diarrhea, sore throat, infected rash, or unusual stool.

Children may return **24 hours after symptoms end** or with a doctor's note. If illness develops during care, you will be called for immediate pick-up.

COVID-19 Guidelines

Any single COVID-19 symptom requires testing. Children may return after:

- A negative COVID test (antigen or PCR),
- Doctor clearance, or
- A 10-day quarantine.

Positive cases: May return on **Day 6** with improving symptoms, fever-free for 24 hours, and a negative antigen test on Day 5 or later.

Holidays & Closures

Closed Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth

- Independence Day (July 3–5)
- Labor Day
- Veterans Day
- Thanksgiving Break (Nov 27–29)
- Winter Break (Dec 23–Jan 3)
- 3 floating sick days

Additional Closures (No Charge):

- Provider vacation
 - Emergencies
 - Training/workshops
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Nap Time

Full-time children bring:

- 1 fitted crib sheet
- 1 blanket

Bedding is sent home every Friday for washing.

Food & Nutrition

- We provide **two daily snacks (milk included) at no additional cost.**
 - Lunch is available upon request for an additional charge.
 - Parents must provide alternatives if their child has allergies, dietary restrictions, or religious needs (Doctor's note may be required).
 - Menus are posted weekly, focusing on whole foods and balanced nutrition.
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Outdoor Play

- Children play outdoors daily (weather permitting).
 - We also visit nearby parks for physical activity and nature exploration.
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Accidents & Emergencies

- Parents are notified immediately of any incidents.
 - Staff complete an incident/accident report (signed by parent and director).
 - Emergency contact information must always be up to date.
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Termination & Withdrawal

- Parents must provide a **30-day written notice** when withdrawing. Tuition is due through the notice period.
 - Enrollment may be terminated immediately in extreme cases (safety concerns or unresolved disruptive behavior).
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Photo & Video Consent

Parents will receive a separate consent form regarding the use of children's images for:

- Internal documentation
- Newsletters and updates
- Website, social media, or promotional materials

Consent may be withdrawn in writing at any time.

Acknowledgment Form

Parents will be asked to sign an acknowledgment stating that they:

- Have received and read the Parent Handbook.

- Understand and agree to follow school policies.
- Are aware that policies may change and will be notified of updates.