



PRESCHOOL

REGISTRATION



NORTHUMBERLAND
CHRISTIAN
SCHOOL

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*The words “parent” and “guardian” is used in this document to represent the wide range of adult caregivers who raise children, and is not meant to exclude or omit any caregiver groups.



CORE VALUES MISSION & VISION

Core Values

Christ-centered Excellence
Empowering Self-worth & Self-esteem
Responsible & Responsive Leadership
Community of Grace & Integrity
Critical Thinkers & Active Participants

Our Mission

Northumberland Christian School empowers the development of character and conviction with formative experience and Biblical Worldview instruction in a safe, supportive community. Students are equipped to influence and transform their world on a personal, local, and global level.

Our Vision

At Northumberland Christian School, students are actively *engaged* in learning, *hopeful* of their future, and *flourishing* socially, physically, emotionally, and spiritually.



W E L C O M E

Welcome, and thank you for choosing Northumberland Christian Preschool for your childcare needs! We are thrilled to become a part of your extended family, and to have you join our community. We look forward to providing your child with endless hours of love and guidance as they continue to grow and develop into bright young citizens. At Northumberland Christian Preschool we are engaged, we are hopeful, and we are flourishing!

We are deeply touched that you feel Northumberland Christian Preschool is the perfect place to send your child for care during the week. We look forward to getting to know you and your child better as we work together to create an impactful and memorable impression in the lives of our children.

Please do not hesitate to contact us during your child's development for parental or early learning support. We are here to connect with, and build up our community members beyond the hours and the walls of our physical school building. Please reach out if you require help in the guidance and development of your ever-curious child.

Northumberland Christian Preschool, since its creation in 2016, is an unlicensed, independent childcare setting, and therefore is not licensed by the Government of Ontario. Northumberland Christian Preschool provides childcare for families at the Northumberland Christian School location, and operates on NCS' hourly and annual schedule.



REGISTRATION OVERVIEW

Due to our emphasis on small class sizes, and the unlicensed nature of our program, preschool enrollment is limited, so act quickly to ensure a spot for your little one and avoid the wait list.

In order to complete the registration process, please read through and complete all of the following paperwork. A spot will not be reserved for your child in the program until all paperwork has been received, and initial start-up fees have been submitted. A verbal indication of desire to enroll does not replace the need for completed paperwork, and does not hold a child's place.

Registration Requirements:

In order for a child to attend Northumberland Christian Preschool the child and family need to meet the following criteria:

- Child must have had second birthday, before beginning of the academic year (September)
- Toilet trained is an asset, for the flow of the day, but is not required
- Completed and returned registration package
- Submission of registration and supply fees
- Copy of child's birth certificate and immunization record
- Copy of any court order pertaining to the child

School Tour:

It is highly recommended that each family arrange a guided visit to familiarize you and your child with the classroom, facilities, and play yard. Visits are most successful when scheduled during the classroom hours of 8:30-1:00. This allows families to see the functioning of the preschool classroom, and for children who are comfortable, to join in with their potential peers. This is also a great time for questions and to complete registration forms. These tours are led by office administrators, as teachers will be occupied interacting with the students. Teachers will do their best to be available to answer questions during a tour, but are mainly focused upon the students in their care at that time.

Hours of Operation:

Parents may choose to enroll their child for full days or half days, or a mixture of both dependent upon their childcare needs. Full days and half days are structured as follows:

- Full days: 8:30-3:00
 - includes instructional and play periods, as well as 2 eating periods, 2 outdoor periods, and an afternoon rest period
- Half days: 8:30-11:30
 - includes 1 instructional and 1 play period, 1 eating period, and 1 outdoor period

We strive to offer care each year Monday – Friday, however programming availability is determined each year on the enrollment rate and days of care required by each family. Occasionally families wishing to enroll, may need to be flexible with their schedules, in order to reflect the availability of the program.



SCHEDULING CHILDCARE & PAYMENTS

Once requested days of care have been approved by the preschool teacher, to ensure program space and availability, families are required to provide their finalized childcare schedule to both the preschool teacher and the office upon enrollment. Administrators and the preschool teacher will do their best to accommodate all schedules, however due to ratio restrictions, schedules will be accommodated when possible, usually on a first come first serve basis. The childcare schedule provided will be used to calculate the monthly fees for each family. In the event that your childcare needs are not consistent, and change week to week, please provide the preschool teacher and office with a copy of the exact dates which you will require childcare.

Families may request to make changes to their child's schedule at any time. Families wishing to make changes to their schedule, either increasing or decreasing their days of attendance, must first speak with the preschool teacher to ensure these changes can be accommodated within the confines of the program. Once changes have been approved by the preschool teacher, changes will need to be communicated to our financial advisor, as billing changes will then be required.

Northumberland Christian Preschool follows the same school calendar as Northumberland Christian School. This means that there are scheduled closures based around school holidays and vacations (Christmas, March break, Easter, summer break, provincial holidays, and professional development days). Families will not be charged for statutory holidays or P.D. days. When scheduling your child for part time enrollment, please refer to the academic calendar to ensure your childcare needs are covered. School closures most typically occur on Mondays and Fridays.

PAYMENTS

Monthly payments are required before the 1st of each month, and will be based upon the childcare schedule submitted to the office upon enrollment. Any changes being made to a child's enrollment, need to be communicated to the financial advisor, so that billing may correctly reflect attendance. A payment schedule will be provided prior to the child's first day of classes.

If a tuition payment is past due and not received by the 15th of the month, a written notice will be issued. If payment is then not received by the 30th of the same month, nor alternative arrangements made with the school, the child's enrollment may be terminated from the school program and the space may be offered to another child from the waitlist.

Additional Late Fees:

In the event that families are unable to meet the payment expectations for the program, there is a late payment fee. This additional fee will be added to your family account if there are unpaid balances after the 30th of each month.

In the event that families choose to pay via cheque, and the cheque is returned by the bank, there is a returned cheque fee. This additional fee will be charged to your family account to cover the fee charged to the school by the bank.



ABSENCES, WITHDRAWALS & TERMINATION

ABSENCES

There are no refunds for sick days throughout the school year. When your child is presenting with signs of illness or discomfort, please be considerate of other children and staff, and determine if school is the best place for your child given their condition. If your child exhibits a fever (37°C or higher), diarrhea and/or vomiting within 24 hours of class time, illness or discomfort that requires medication to suppress the effects, or a communicable disease, please do not bring them to preschool. Families with children remaining home due to illness, whether for one day or an extended period of time, will not have their daily payments refunded. Families with children becoming ill at school, and later sent home due to their symptoms, will not have their daily payments refunded or reduced for partial attendance. If your child is unable to attend school, please call or email the office before 9am to inform the preschool teacher of your child's absence.

There are no refunds for family holidays which may be taken throughout the school year and result in missed days of scheduled childcare. Families with children not attending preschool due to travel schedules and plans, whether for one day or an extended period of time, will not have their daily payments refunded. If your child is unable to attend school, please call or email the office before 9am to inform the preschool teacher of your child's absence.

If your child is unable to attend preschool for an extended period of time, the child's space in the class will be guaranteed for one month and tuition payments will continue. If your child is absent for longer than one month, administrators will need to discuss termination from the program to allow space for others. Such a situation will be evaluated on a case-by-case basis. Possible arrangements to accommodate extended absences will be made at the discretion of the preschool teacher.

WITHDRAWAL

Northumberland Christian Preschool requires that parents formally notify the school in writing, one full month before the child's last day of attendance. Families that are unable to provide one month's notice prior to withdrawal, will be required to pay an additional month installment in lieu of notice. A notice of withdrawal must be dated, and indicate the last day the child will attend. A verbal notice given to instructors is not considered to be a formal notice. If a child is unable to continue attending for medical reasons, the required one-month notice is waived.

TERMINATION

Program: In the unlikely event that Northumberland Christian Preschool is no longer able to offer enrolled families childcare at Northumberland Christian School, we will provide preschool families with two months' notice of our closure. Should such a closure occur unexpectedly, we will provide enrolled families with as much notice of this change as we are able. Preschool teachers and administrators will work to support individual families as best they can in regard to easing such a transition and assisting in the search for alternative childcare solutions.

Client: A disruptive or aggressive child, which poses a threat to the safety and wellbeing of the preschool teacher, program, and students, provides grounds for termination. Termination however is the last resort, and will not be recommended without first exploring all available options and avenues for family and classroom support. The preschool teacher, Student Success Teacher, and administrators will first work with families, by identifying issues and concerns as soon as possible. The goal is never to dismiss students with challenging behaviour or needs, but to find a way to support their learning through strategies and avenues for problem solving.



SNOW DAYS, UNEXPECTED CLOSURES & IMMUNIZATIONS

SNOW DAYS AND UNEXPECTED CLOSURES

Our preschool program is run independently of the NCS budget. Due to our financial commitment to our preschool instructor, snow days are non-refundable. In the event that area buses are cancelled, Northumberland Christian School will declare a non-instructional day, which means the school will remain open to care for your child. Regular in-class programming will not be offered, and instead teachers will pivot programming intentions to reflect smaller class sizes. Some days, depending upon student attendance and teacher availability, this may result in multiage supervision in which children of varying ages are grouped together.

Safety is our first priority. Please keep your child home if you feel that would be the safest option for your family. Our school serves a large catchment, resulting in varying weather and road conditions which affect each family differently.

In the event that the weather is severe enough for police/emergency workers to issue stay-at-home orders, then NCS will be closed to all staff and students. In the event that unexpected onsite situations arise beyond our control (such as flooding, or lengthy power outages), then NCS will be closed to all staff and students while necessary facilities are repaired and deemed safe. This allows the safety of our community members to be held in the highest regard. Very rarely will the school ever be completely closed due to inclement weather or an onsite situation. As these events are beyond our control, payment for these days will not be refunded.

IMMUNIZATIONS

For everyone's protection, Northumberland Christian Preschool strongly recommends that all children receive their childhood immunizations (as recommended by the Ontario Health Care Authority) before attending preschool, unless your child's doctor has deemed it to be contra-indicated (i.e., likelihood of allergic reaction). By law, dates of all immunizations must be indicated on the registration form.

Families who have chosen not to immunize their child, or who do not have their child's immunizations up to date may be required to take a leave of absence from the program. Such situations will be reviewed on a case-by-case basis in regard to the health and safety of all enrolled students. This is especially important during a communicable disease outbreak or in the event of the enrollment of a child who is autoimmune compromised. This allows Northumberland Christian Preschool to prioritize the health of all enrolled children.



ARRIVALS & DEPARTURES

Arrivals:

An adult must accompany each child to the drop off location. This location changes depending upon the time of year. September, October, and April through June, preschool children are dropped off around the side of the building at their outdoor play yard, to allow for some extra gross motor development during warmer temperatures. This happens rain or shine, so please ensure that preschool children are dressed for the weather when they arrive in the morning. Children who are potty trained, should also use the washroom before they arrive, as there is only one teacher supervising the play yard. Teachers are unable to take children indoors to use the washroom, as that would require leaving other preschool students unsupervised. November through March, due to the need for snowsuits, preschool students are to be dropped off inside the building at their classroom.

Drop off is between the times of 8:15-8:30. Programming will not be available prior to this time frame. Preschool children dropped off before this time are the responsibility of their guardian and are to wait together until adequate supervision is available.

Departures:

Half Days:

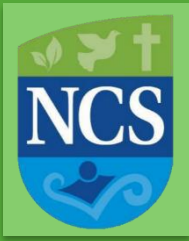
Students leaving after a half day of school will need to be picked up in person by a guardian. Parents are responsible for coming to the preschool classroom to call their child from class and ready them for departure. Preschool teachers are unable to stop full day programming to ready each half day child for home. Classroom transitions are designed around this time of day, to allow for ease of pick up. It is important that parents are prompt to avoid disrupting the learning environment of our full-time students.

Families that arrive consistently late for half day pick-ups, will need to examine their childcare needs to see if a full day of childcare would better suit their needs. In the event that there is an ongoing issue with late pick-ups, additional fees may be charged, as those families would then be receiving additional programming that is not covered in the half day program.

Full Days:

Students are picked up outside at the end of the school day from their designated pick-up location, which is removed from the flow of foot traffic. This allows teachers to keep a close eye on student safety, and to speak with parents in a quieter environment. An adult must pick up each child in person at the end of the school day. Due to the young age of preschool children, they are not permitted to walk across the parking lot to a waiting vehicle without being accompanied by an adult or older sibling. Teachers are unable to walk each child to their vehicle, as that would require leaving other preschool students unsupervised.

Our school day ends at 3:00, and preschool students are ready for pick up at that time. All students are expected to be picked up by a guardian before 3:15. The school will begin to contact guardians, and if necessary, emergency contacts, for children not picked up by 3:15. Preschool students will not be dressed for extensive outside waits, or in outerwear that has been soaked/soiled during the course of the day. Please ensure a prompt pick-up, for the comfort of your preschooler. It can be upsetting for a child to be left past the end of the school day when all the other students have gone home.



Northumberland Christian Preschool Parent Agreement

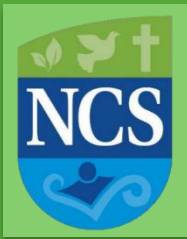
I have read, understand, and agree to comply with the procedures, and expectations outlined in this document, and presented to me by Northumberland Christian Preschool. By adding my signature to each section below, I understand that I am fully responsible for upholding the terms of this agreement as stipulated.

Topic	Parent Signature of Agreement	Date
Welcome Message		
Registration Overview <ul style="list-style-type: none"> • Registration Requirements • School Tour • Hours of Operations 		
Scheduling Childcare		
Payments <ul style="list-style-type: none"> • Additional Late Fees 		
Absences		
Withdrawal		
Termination <ul style="list-style-type: none"> • Program • Client 		
Snow Days		
Immunizations		
Arrival and Departure Expectations <ul style="list-style-type: none"> • Arrivals • Departures 		

Northumberland Christian Preschool agrees to promptly notify the parents/guardians of any changes to the above information.

Northumberland Christian Preschool Signature

Date



PARENT AGREEMENT ADMINISTRATION COPY

Northumberland Christian Preschool Parent Agreement

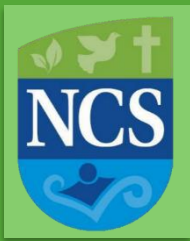
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Northumberland Christian Preschool Signature

Date



PARENT & CHILD INFORMATION

Parent's Names: _____

Address: _____

Mom's Phone Home: _____ Work: _____ Cell: _____

Dad's Phone Home: _____ Work: _____ Cell: _____

Email: _____ Yes, send me the weekly Re-minder

Child's Name: _____ Date of Birth: _____

Health concerns & Allergies: _____

Health Card: _____ (Optional)

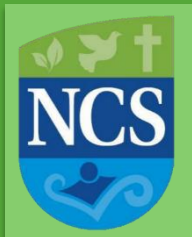
Start Date: _____

Please indicate which days and times you would want your child enrolled. A minimum of 2 mornings per week is required for registration. A half day is from 8:30-11:30 AM or 11:30 AM-3:00 PM. A full school day is from 8:30 AM to 3:00 PM.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

- **A \$50.00, non-refundable administration fee is required at the time of registration to reserve a spot for your child.**
- Pre-Authorized Debit is the preferred method of payment. Withdrawals are made on either the 1st or the 15th of each month.
- **Special Note: Review of the Preschool Handbook is required and all forms in the registration package must be complete and returned prior to your child being permitted to join the program on their start date.**

Parent Signature _____ Date: _____



EMERGENCY CONTACTS & WAIVERS

Emergency Contact Information

Name and Phone # of persons the school may contact if there is an emergency and a parent cannot be reached.

1st Choice: _____ Phone # _____

2nd Choice: _____ Phone # _____

COPYRIGHT:

I hereby give permission for the school to display my child's work providing he/she consents.

Student(s): _____

Parent's Signature: _____

NORTHUMBERLAND CHRISTIAN SCHOOL WEBSITE WAIVER

We ask your permission to use photographs taken of your child at school and school events to be used on our school promotional material and online. Photography is a meaningful tool for promotion, and pictures of our students will be used thoughtfully and carefully. Student names will not accompany the photos. Please check the appropriate box to give or decline consent, and sign below. Return form to the school office as soon as possible so that we may proceed with promoting our terrific school!

I/we _____ parent(s) or guardian(s) of
(child's name here) _____

give consent do not give consent for Northumberland Christian School to use photographs of my/our child for the purposes of school promotional material or online.

Parent/Guardian's Signature _____ Date: _____

Office Use Only: Non-refundable Admin. Fee paid: Yes / No Date Received: _____

_____ # of full days X \$48.00 = _____

Total for the Year: _____

_____ # of ½ days X \$26.00 = _____

Monthly Payment: _____

Method of Payment: _____