

Wellington Early Learning Centres Inc.

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Policies and Procedures Manual	Section 5 Program	Page 1 of 2
Admissions - Policies Your Child's First Day	Policy # 5.4.5	Date: July 19, 2006 Review/Revise Feb 20 2012

It is a good idea to come for a visit before your child's first day of school. We recommend a few hours where you can spend some time with your child in the program and a second shorter visit where your child can stay by themselves in the program. This allows for you and your child to meet the child care staff, experience a day at the centre and see how the learning happens through out the day.

Let your child know what will happen on the first day. Tell him or her how long you will stay, and what you are going to do while he or she is at school and when you will return. Let your child know that you are looking forward to hearing about the day and also sharing your day.

Feel free to stay with your child for the first day or part of but whenever possible leave when you say you are going to, it is important for the child to see your confidence, this will help them build theirs. When you say goodbye don't be alarmed if you and your child cry. We will be happy to comfort your child and you can call to see how they settled in at any time. It is a good idea to have a goodbye ritual like waving at the window to help your child to let go, it may be difficult for you to leave but sometimes a child will get more upset if they sense that you are upset or unsure about what to do. You are welcome to bring a special blanket, sleep toy or other comforting item for your child. You might even send a family picture with your child. It is always difficult to leave your child in the care of others but please be assured that it will become less upsetting as everyone settles into a routine.

Clothing & Other Provisions

There are times when children may have accidents, get wet outside or otherwise need to change, so we request that a complete set of extra clothes be left in your child's cubby at the child care centre. All clothes, shoes and outdoor clothing should be labelled with your child's name. Daily clothing should be suitable for play, both indoor and outdoor. Clothing should be easily laundered as it may get paint on it. Footwear for indoor use should be running shoes or gummed soles. Please note that flip-flops, sandals and hard-soled shoes are unsafe and should not be worn. Outside shoes or boots should be suited to the weather; rubber soled with good support. We try to go outside every day in all weather when at all possible. Children learn to appreciate the outdoors if they are dressed appropriately for all weather conditions. When items are forgotten it may be difficult for us to provide the proper clothing as we keep a limited supply.

Some children will share a cubby with another child and we suggest that you bring your child's things in a backpack or bag that can be placed in the cubby and packed neatly or taken home in the evening. **Never leave medications in a back pack. Please make sure medications are given to the staff to be put away safely.**

Sunscreen: During the summer we do recommend you supply sunscreen which will be applied when the proper form is completed. Children who do not have sunscreen will be asked to wear light long sleeved shirts and pants to avoid sunburn.

Home Toys: We sometimes have show and share at school and your child can bring some of their own toys to share, however please be aware we cannot guarantee the safety of these items.

Pick Up and Drop Off Procedures

Children must be accompanied to and from the centre by a parent or adult that signs the daily sign in sheet. It is important that you take your child into his or her room and make sure the teacher is aware that your child is there when you arrive, if your child is left in the hall staff may not be aware that your child is there. Parents are responsible for making transportation arrangements for their own children. If you have any special instructions or change in pick up time, please advise staff when you arrive with your child. Your child **will not be released**

to anyone who is not listed on the application form unless you have personally discussed this arrangement with staff/Supervisor, or a note is provided. In situations where there is a custody order we are required by law to follow the requirements as written. Please keep you child's teacher informed of all relevant information. (i.e. going home with someone else, work telephone number change)

School Age Children

Staff at Wellington Early Learning Centres does not encourage school-age children to walk to and from the program alone. However, if parents request this arrangement, the Centre requires signed parental consent and a safe arrival program must be discussed with the Supervisor/Director.

We like to involve our school age children in the registration process so there are some forms which are signed by both the child and the parent, that way our school age children are informed about the rules and can play an active role in the program.