

# **Promise Preschool**

## **Parent Handbook**

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Located at:

Steele Heights Baptist Church

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## **INTRODUCTION**

Thank-you for choosing Promise Preschool! We are confident in our ability to provide your child with a safe and fun program and are dedicated to meeting the needs of our community. Promise Preschool is a dynamic ministry of Steele Heights Baptist Church. The staff and members of the church are committed to having Promise Preschool carry out its purpose of providing quality preschool to the children and families of the McLeod community.

## **PHILOSOPHY**

Promise Preschool is a program of Steele Heights Baptist Church that was founded to meet a gap in services for families in the McLeod Community. In 2011, we saw the need for a safe, affordable, and quality Christian preschool program in this area. As we already had a community Out of School Care program running, we put much prayer and thought into expanding our ministry to care for three and four year old children. What has resulted is a fun, affordable, faith-based preschool program. We aim to enable children to demonstrate achievements in their development and nurture the whole child, meeting the following four components:

1. Spiritual
2. Physical
3. Mental
4. Emotional

## **MISSION**

Promise Preschool is a safe and enjoyable place where preschool aged children are given opportunity to improve pre-academic performance, develop self-help and life skills, building healthy relationships with caring adults, exploring the environment, community and the creative arts, and nurture young faith. It will include biblical teaching, that emphasizes values of love, cooperation, sharing, respect, and responsibility.

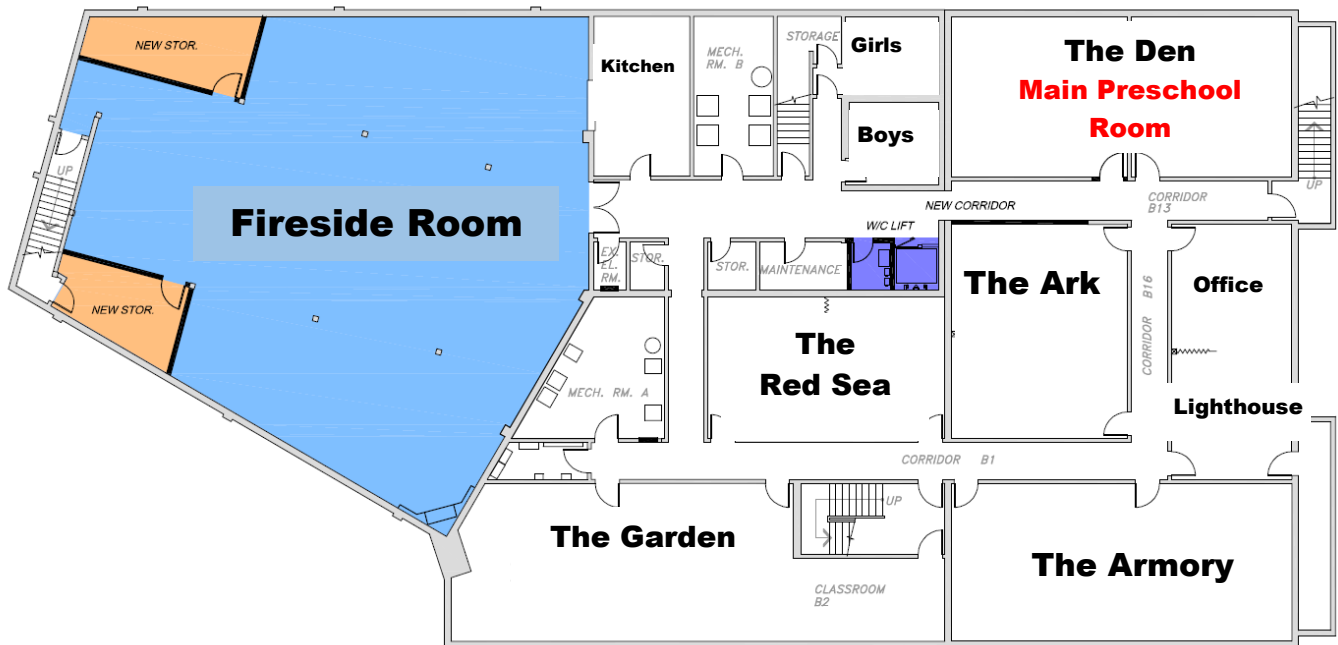
- **Spiritual needs** are met through discussion, daily prayer, Bible stories, weekly time with the family pastor (“Journey Kids”), and music played in the classroom. Preschoolers are provided with their own picture Bible to take home. In consultation with the parents, each child will have available opportunities for spiritual development to help support their understanding of the community and world in which they live.
- **Physical needs** are met by the children having a balance of organized and unstructured recreational times in the gym, fireside room and/or playground each day and perceptual skills are developed at these times throughout the day. Nutritious snacks will be provided to enhance the physical health of the children.
- **Mental needs** are met by caring adults assisting children in exploring topics and activities of interest and equipping them with life and self-help skills, such as proper hand washing, health care, manners, cooking, and creating. Adults model these skills as well as nurturing relationships and creation of a safe positive environment. Children are verbally encouraged which nurtures their confidence. Opportunities for social interaction with other group of people (i.e. preschoolers with Seniors) provide greater socialization. Children are co-constructors in developing intellectually by exploring and experimenting with the environment and by sharing ideas and information.
- **Emotional needs** are met by developing and encouraging, healthy relationships with children and Educators and allowing them freedom to express their thoughts and feelings. Children are encouraged to communicate respectfully to each other and to adults and gain a sense of belonging. Self-esteem is nurtured meaning that children are encouraged to feel both lovable and capable.

## STAFF

Our teachers are qualified through Alberta childcare certification standards. They will teach preschool activities based on the philosophy and mission of Promise Preschool. They are passionate about helping your child grow and learn. Our Preschool Teacher is qualified with Level 3 Child Care Certification, many years of experience, and is passionate about helping your child grow and learn.

An approval process must be completed by each staff member prior to employment including reference checks, criminal record check, and a thorough interview. All our staff have completed First Aid in Child Care training and are qualified at a minimum with Level 1 Child Care certification.

# OUT OF SCHOOL CARE/ PRESCHOOL FLOOR PLAN



## Daily Timetable

### Preschool Program Sample

#### Monday to Friday

<b>9:00 - 9:10</b>	Arrival and Free quiet activity time
<b>9:10 - 9:45</b>	Welcome Group time
<b>9:45 - 10:15</b>	Supervised Centers
<b>10:15 - 10:25</b>	Washroom
<b>10:25 - 10:45</b>	Snack
<b>10:45 - 11:00</b>	Quiet Story Time
<b>11:00 - 11:30</b>	Outdoors/Gym/Fireside Room

## Monday to Friday

12:30 - 12:40	Arrival and Free quiet activity time
12:40 - 1:15	Welcome Group time
1:15 - 1:45	Supervised Centers
1:45-1:55	Washroom
1:55 - 2:15	Snack
2:15 - 2:30	Quiet Story Time
2:30 - 3:00	Outdoors/Gym/Fireside Room

## PROGRAM

The program is child oriented; keeping the children engaged by participating in activities around their interests. Free play allows the child to adjust to the classroom and allows the educator to see what interests the child. **All children are expected to be toilet trained.**

God's Word, the Bible is the foundation for our program. In that aspect, we teach co-operation, sharing, taking turns, and respect for others. We celebrate Jesus' birth at Christmas and His resurrection at Easter. Children will learn Bible stories that reinforce a healthy spiritual walk. Once a week, the children will have a pastor come lead them in songs, games, bible stories, and prayer.

## SNACKS

Promise Preschool provides healthy snacks for the children. The snack menu will be posted on the parent board and consists of two food groups per snack. We ask that your child does not bring in any candy or pop. The preschool is a **nut free zone**. There is a zero tolerance for any foods containing peanuts. We ensure that things like granola bars and cookies that children may have do not contain peanuts as peanut allergies can be fatal. If your child has any special dietary requirements,

please inform us. Please note that it is the parent's responsibility to provide special dietary food. Please check with staff first if you would like to bring in a snack for special occasions such as birthdays. We ask that all snacks be store-bought and peanut free.

## **HOURS AND HOLIDAYS**

Our hours of operation for Promise Preschool are 9:00-11:30 am and 12:30 – 3:00 pm. We follow the public school calendar and are closed for the following holidays:

*Labor Day*

*Boxing Day*

*Truth & Reconciliation Day*

*New Year's Eve*

*Thanksgiving Day*

*New Year's Day*

*Remembrance Day*

*Easter Monday*

*Family Day*

*Good Friday*

*Victoria Day*

*Christmas Holidays (to be determined annually)*

*Canada Day*

*Public School PD Days & School Closure Days*

*Spring Break*

## **DEPARTURE FROM THE PRESCHOOL**

To protect your child, the Preschool program will only release a child to their parent or guardian or one of the emergency contacts listed on your children's profile. If you need to make arrangements for someone other than yourself to pick your child up, you must let the office staff know by signing them onto the emergency contacts list or sending an e-mail in advance. Please note that when someone new is picking up your child, that caregiver will be required to show his/her driver's license (picture I.D).

The educator will sign your child in and out of the program each day.

To ensure the safety of our children and staff, precautionary measures against unwanted intruders and children leaving the centre un-escorted have been put into place. The most important step to avoid unwanted intruders is



to have only one access to the Centre, therefore the basement doors and entries to basement doors are kept locked at all times. For AM Preschool Parents arrive at 9:00 am and pick up their child at 11:30 am. For Pm Preschool parents arrive at 12:30 PM and pick up 3:00 PM.

Parents are required to pay \$1 per minute if they are late, and this is to be paid in cash directly to the attending staff members. Parents will sign a form showing the date and time of late pick up and agreement to pay the amount to the staff.

## **COMMUNICATION**

Promise Preschool is dedicated to developing and promoting respectful relationships between children, staff, families, and the community to support positive outcomes for children in the program. To facilitate these relationships, Promise Preschool will provide regular information about program activities and have opportunities for parents and the community to participate. The staff will actively promote positive aspects of the service to parents and the local community. Any parent or community concerns will be dealt with promptly.

We strongly believe that communication between staff and families is crucial to the functioning of the program. There is a parent bulletin board notifying parents of activities occurring in the month, as well as the snacks served and upcoming events or field trips taking place. We encourage parents to read the parent board and feel free to discuss issues that you may have regarding your child with the Preschool Educators or Director at any time. Parents will be advised of community services that are available to them. The monthly newsletter, calendar, and weekly plans are e-mailed to the parents.

## **FAMILY ACCESS**

Staff will communicate with parents/guardians in a positive and supportive manner that encourages the parent-child relationship. Information regarding family issues and personal lives will be handled confidentially. Parents/guardians will have access to Centre staff to enable them to discuss any concerns they may have regarding their child, at any reasonable time. Parents/guardians may visit the Centre at any convenient time while their child is in care.

## **FAMILY INVOLVEMENT**

Promise Preschool is committed to encouraging and supporting family involvement in our program. All children's backgrounds and family circumstances will be considered when developing activities for the program so all families are respected and valued. Vulnerable children will also be considered. We will display pictures and provide access to literature to children and their families that reflect everyday cultural activities such as eating or going for a walk. Children will participate in the program within socially inclusive and culturally sensitive environments in which social responsibility for self, others, and the world is enacted.

Our desire is for the families to be involved in the work we do and to play an active role in decision making and program changes. There are a variety of ways in which we will implement parent and family involvement. Educators will engage in regular communication with parents and caregivers regarding their child's growth, behavior, and any concerns there may be, either by spoken conversations or e-mail. Annual surveys regarding policies, programs, and potential changes will be implemented. Please come to the Educator with any concerns or questions you may have.

There are a variety of ways in which we will implement family involvement:

- Regular verbal communication
- Community & parenting resources made available
- Surveys and a suggestion box
- Open door policy and volunteer opportunities for parents (i.e. field trips)
- Group functions
- Fundraisers

## CHILD GUIDANCE

Child Guidance policy is posted in the room. Guidelines are done with the children (where developmentally/ age appropriate) and posted in the classroom. If destructive/hurtful behavior occurs, the child is to be spoken to at their level, make eye contact, an attempt to solve the problem is made, and when the child feels ready, they may return to the play.

The child is to be redirected to another activity if the behavior occurs again. At no time is the child to be put on "time-out" or corporeal/verbal/emotional punishment to be used in the centre. Solitary play may be used as long as a staff member is involved in the play with no time restriction placed on the child to be in that area.

Natural and logical consequences of a child's actions and based on child's developmental level are used.

The environment is set up so that children are kept engaged in activities as this will minimize challenging behaviors. Making sure that there is enough experiences available that children can choose from. Children are provided with an environment that supports their development and learning.

Bullying is not tolerated in the centre. If bullying occurs in the centre, the child(ren) is/are spoken to about the behavior and is/are redirected to another centre. If the bullying continues to occur and it becomes a problem, the centre has the right to terminate care for that child(ren) at the discretion of the Director(s)/Owner.

Educators are provided and encouraged to take workshops that would help them learn different tools to use when challenging behaviors happen. We also have other programs such as Gritt, FSCD and community options which are programs that support with resources to work with the children.

The children are spoken to about safety issues in the room (e.g. climbing, electrical plugs, hitting/biting) and how they can be injured if they continue to do those actions. For the older children (e.g. OSC), they are asked if they understand the safety issue and to repeat back what the safety issue is in their own words. For older children (e.g. Out of School Care), if a child hurts others emotionally or physically, they are explained that those actions are not appropriate and encourage to come up with ideas on how to make the hurt person feel better.

*"Making a child feel loved is the first and most important part of discipline."*

(Ross Campbell – How to Really Love Your Child)

## **BULLYING BEHAVIOR**

All children who attend our program have the right to enjoy play and friendships in a caring environment. The program will assist children to establish a network of people they can speak to about any concerns they may have and will ensure the program reflects and encourages core values such as love, cooperation, sharing, respect, and responsibility. Staff will always listen and respond to children when incidents of bullying are reported or observed and will act to eliminate incidents.

## **PARENT GRIEVANCE**

Step 1: When a parent has a complaint (grievance), or concern, the first step is to contact the Preschool Educator or Director immediately to discuss the area of complaint. At this point, we encourage the parent as well as the Director to document the complaint. If there is no satisfaction for the parent, proceed to step 2.

Step 2: The parent, with the assistance of a third party, if necessary, and the Director, will discuss the grievance with the Family Pastor. Documentation will be required of the parent, Director, and third party. If there is no satisfaction for the parent, proceed to step 3.

Step 3: The parent, with the assistance from a third party, if necessary, and the Director, will discuss the grievance to Government of Alberta Child and Youth Services. Documentation of grievance from the parent, Director, Supervising Pastor, and minutes of the SHBC board will be reported and recorded for The Government of Alberta Child and Youth Services. The decision of Government of Alberta Child and Youth Services is recorded as the final decision.

## **CHILDREN WITH DISABILITIES**

In the case of children with disabilities, each case will be looked at individually. If we can meet the individual needs of the child, then the child will be registered in the program.

## **MEDICATION/HERBAL REMEDIES ADMINISTRATION**

Parents will need to sign a Medication Consent Form any prescription medications. No medication will be administered without parental consent. All medication to be administered by the staff must be recorded and signed daily in the Medicine Log. Medication must also be given to the caregiver for safe keeping out of reach of all children. The medication must be clearly labeled and in the original container. All medication must be placed in the locked box. Preschool Staff that have valid First Aid Certificate will be authorized to administer medication. After the medication is given the staff will observe the child for 15 minutes for any allergic reactions. It is the parent's responsibility to ask for the medication at the end of the day to take it back home. Sunscreen & insect repellent can also be administered but parents must sign a permission form to have it applied.

## **EMERGENCY/FIRE/LOCKDOWN PROCEDURES**

Located on the parent bulletin board you will find a written emergency plan that includes emergency evacuations, fire drill procedures, lockdown procedures and alternate accommodation. In the case of an emergency, if children need to be relocated, they will be walked to McLeod Community League Hall beside McLeod School and will remain there until parents are contacted.

Children will be informed of our emergency evacuation prior to practicing the emergency evacuation and during their room meeting times. We will practice fire drills monthly to ensure the children know exactly what to do in case of a real emergency. Discussions with the Educator after a practice helps them to understand the procedure. In the case of an emergency, if children need to be relocated, they will be walked to McLeod Community League Hall beside McLeod School and will remain there until parents are contacted.

## **MEDICAL EMERGENCIES**

Parents are notified immediately (if needed) when their child becomes ill or is involved in an accident, or critical incident.

If first aid is required:

1. Someone will stay with the injured child and have someone close get the First Aid kit
2. First Aid will be administered by a certified person
3. Parents of child will be contacted if needed.
4. Incident will be recorded using Accident/Incident report form

All our Educators have training in First Aid in Child Care.

If ambulance is required:

1. 9-1-1 will be called first
2. Director and parents of child will be contacted

## **CHILD SICKNESS**

If we observe that a child appears to be ill and exhibits specific symptoms and is unable to participate in the program, we will refuse admittance. If a child develops symptoms through the day we will call the parent/guardian and ask them to pick up the child promptly.

**The following guidelines are indicators that a child would be more comfortable at home:**

- is vomiting, has a fever, diarrhea or a new unexplained rash or cough
- requires greater attention than can be provided without compromising the care of the other children in the program

- displays any other illness or symptom the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers, or staff

**In some cases, a child may return to the preschool if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk or if the Director no longer poses a health risk to other children or Educators.**

Parents will be contacted at the emergency numbers that are provided upon enrollment to alert them of their child's situation. Parents are encouraged to do all that they can to either pick up their child or have the alternate person pick up the child as soon as possible. The emergency contact person cannot authorize treatment or medication. If the Centre must call the parent to have the child picked up early, the child will need to be picked up within one hour of the parent being called.

The safety and health of all enrolled children is our top priority; therefore, the following rule will be strictly enforced:

**CHILDREN WHO EXHIBIT SIGNS OF BEING ILL MUST LEAVE. THEY WILL BE ISOLATED IN THE OFFICE UNTIL PICKED UP BY A PARENT OR DESIGNATED ALTERNATE PERSON.**

## **COMMUNICABLE DISEASES**

Any child with a communicable disease must be kept home for the full period required by the Department of Public Health.

Parents must notify the Centre if their child has a communicable disease. Staff and parents must be notified to look for symptoms in other children. Children with signs of a communicable disease cannot be admitted into the Centre. Staff and parents are to look over the child briefly upon arrival at the Centre for any signs of illness such as:

- A temperature over 38 degrees taken in the armpit if needed. When a staff finds a child to have a temperature over 38 degrees, the parent or guardian must be notified. A written illness document must be completed and signed by parent/guardian upon arrival and kept in child's file. Children sent home with a fever, for whatever reason, are not to return to

preschool until 24 hours after they are fever free (without the aid of fever reducing medication) from the time you send them home.

- Diarrhea – more than one abnormally loose stool per day. Must be diarrhea free for 24 hours.
- Vomiting – Free of upset stomach & vomiting for 24 hours.
- Inflammation of the eyes.
- Skin lesions, i.e., impetigo, ringworm, and scabies.
- Any undiagnosed rash
- Lice

Children at the Centre showing any or a combination of any of the previous symptoms are to be taken to the office and a parent called to take the child home. Only Promise Preschool Educators or Directors may call parents. The call to parents can be made after clearing the illness with the Director or Assistant Director and an Illness Documentation form has been completed.

For illnesses other than fever, diarrhea and vomiting, children must be kept home the recommended number of days. The Centre also must keep record of communicable disease outbreaks for the Department of Health. Communicable diseases include, but are not limited to these illnesses:

- Chicken Pox                    - Rubella                    - Lice
- Strep Throat                    - Meningitis                    - Pink Eye
- Scarlet Fever                    - Rosella                    - Impetigo
- Mumps                    - Whooping Cough

We understand the difficulty for many people to take time off from work to be home with a sick child. We will not call you unless it is warranted and only after the staff has consulted with the Director

## **DOCTOR'S NOTE**

Doctor's notes are often required for re-admission to the Centre. A doctor's note must contain the following information: date of visit, child's name, the fact that the child is free from contagion, the date the child may return to the Centre, and the doctor's signature.



## HEALTH

Every effort will be made to maintain a healthy environment at the Centre. The staff will make the effort to partner with parents and:

- Serve nutritious snacks
- Go outdoors every day, weather permitting
- Obey strict sanitary procedures, including regular hand washing
- Understand the importance of daily exercise in maintaining good health and implement exercise into daily routine
- Practice good hydration in offering regular opportunities for drinking water
- Ensure the Centre is a non-smoking area. No person shall smoke on program premises indoors or outdoors.

## CLOTHING/PERSONAL ITEMS

Parents should dress their children in clothing suitable for indoor and outdoor play, considering the weather. We may at any time be taking the children outside, and they must be dressed properly. We will only cancel outside play if the temperature drops below -13 degrees Celsius.

The following should be brought for each season:

Fall: mitts, hat & jacket

Winter: snowsuit, winter boots, mitts, scarf, toque

Spring: rubber boots, raincoat, mitts, splash pants

Summer: sun hats (sunscreen, and bug spray if they don't use the centre's)

**Please do not allow your child to bring any toys from home as this can easily cause problems with other children.** Your child will also need a pair of indoor shoes (labeled) to leave at the preschool. Make sure everything your child brings (water bottles, backpacks, shoes, etc..) are all clearly marked with the child's name on them. Promise Preschool is not responsible for lost or stolen articles

## OFF-SITE EXCURSIONS

Off-site excursions are an integral part of the Preschool program and are arranged accordingly to provide a broad range of learning experiences for children. Preschool off-site excursions are planned for twice a year. Children must have a signed parental permission form which includes the date, destination, time of departure/return, supervision arrangement, contact information, and transport arrangements. Children should be dressed appropriately for these occasions.

Parents and volunteers are invited to participate in off-site excursions. Volunteers from the church are invited to participate. Each volunteer must have a security clearance and reference check prior to being permitted to volunteer.

## FEES

The preschool space(s) is not secured until a **\$200 notice fee per family** is paid. The \$200 fee to hold your space is non-refundable should you pay in advance to hold the space for your child and then choose not to take the space, without 30 days notice. Thirty days' notice is required to withdraw your child (ren) from the Centre. This applies to all parents, whether subsidized or nonsubsidized. **If 30 days' notice is not given in either the case that your child is attending the centre or the case that you have decided to reject the space, the \$200 deposit will be kept by the Centre instead of refunded.**

If Promise Preschool finds the need to give notice to a parent, care will be terminated immediately without refund of the \$200 deposit.

We are a not-for-profit preschool.

Registration fee - \$50.00 (non-refundable)

Monthly fee - \$300.00 M-F

You can pay through your banking app by our e-mail transfer system

[elcc-pay@shbc.ca](mailto:elcc-pay@shbc.ca)

LATE PAYMENT OF FEES

- A \$25 late fee will be charged for any fees received after the 5<sup>th</sup> of the month.
- If parents are unable to pay on time, please notify the Director or assistant director before the 5<sup>th</sup> to make alternate arrangements

## **LATE PICK UP**

There will be a fee of \$1.00 per minute or part there of that your child is not picked up by the end of the class.

## **HOW TO REGISTER**

Registration can be done online at <http://shbc.ca/childcare> or we can help you register at **Promise Preschool** 5812-149 Avenue.

## **ADMISSION REQUIREMENTS**

Before a child can be accepted to the preschool program, the following must be done:

1. Complete the online registration required by Promise Preschool
2. Pay a one-time non-refundable registration fee of \$50 per child
3. Provide a \$200 Notice Fee per family (this amount will be removed from your account in the final month of preschool)

*Please make all cheques payable to Steele Heights Baptist Church*

## **TERMINATION**

If you withdraw your child/ren from the Centre, we require **30 days' notice**. If 30 days' notice is not given, the \$200 notice fee will be kept.

If the Centre finds the need to give notice to a parent, the parent may terminate care immediately without a paid notice. When care is terminated, any unused post-dated cheques will be returned to the parent.

## **POLICY REVISIONS**

Revisions to policies and procedures, contracts and forms may be done with a minimum of 2 weeks notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary. Parents will be notified in writing of any changes. All previous forms will become obsolete.

## **RESOURCES**

### **The GRIT Program**

**Phone:**

**780-454-9910**

**Fax:**

(780) 455-1806

**Email:** [gritprog@gritprogram.ca](mailto:gritprog@gritprogram.ca)

**Address:**

12852 - 141 Street NW  
Edmonton, AB T5L 4N8

### **Community options**

Community Preschool Education (CPE)

**Phone**

780-482-7750

## **FSCD (Family Support for Children with Disabilities)**

### **Address**

3rd Floor Duniece Centre, 4810-50 Street  
Athabasca, Alberta T9S 1C9  
Phone: 780-645-6417

### **Early interventions program**

Address: 11342 127 St Nw, Edmonton AB T5M 0T8

Phone: 780-454-9581

[albertahealthservices.ca](http://albertahealthservices.ca)

## PROMISE PRESCHOOL CHILD ORIENTATION CHECK LIST

Child's Name: \_\_\_\_\_

- Collect \$50 non- refundable deposit per child
- Review Preschool Parent Handbook
- Collect \$200 Notice Fee
- Sign Parent Agreement Registration forms
- Fill out necessary medical/allergy forms
- Inform about indoor/outdoor shoes, extra clothes & water bottle
- Give a bible to child (God's Big Story)
- Sign In/Sign Out TimeSavr
- Tour of Centre
- Welcome Picture taken