

Dear Child Care Giver,

It is a pleasure to welcome you to Walktall international School. You have been chosen as an intricate part of our team to ensure quality care is given to each child. With your help, the staff and I will endeavor to make this year a "best ever" school experience for our children. In this effort, communication between parents and staff, in addition to staff and coordinator, is essential. Our parents too, are given a manual similar to the one you are reading now in order that everyone is aware of our intent, operations and rules to provide a safe environment and a clear understanding of the goals of our facility. Much thought, planning and preparation have gone into the program in our new center. We encourage your suggestions and input and look forward to a long and professional relationship.

Sincerely,
Omolara Adebisi - Proprietress

Walktall International School

GOALS

The goal of Walktall International School is to encourage children to maximize growth cognitively, emotionally, socially and physically. Our teaching staff, are trained to meet the needs of the whole child in a loving and respectful manner. Each child is treated as an individual personality with utmost importance being placed on self-esteem and verbalization of one's feelings. It is our goal to provide a safe, nurturing environment while offering a wide range of activities that foster social skills, problem solving and first and foremost, having fun while learning and growing.

1. Arrival Time

You must arrive 15 minutes before our facility is open in order to be ready for children's arrival. Our facility is open at 7:00 a.m. exactly one hour before school care begins. Our school day starts at 8:00 a.m. exactly. In deference to the children and staff, please be prompt... If you are sick, you must call in no later than 7:15. If you are running late please try to call and advise of your arrival time. Persistent lateness, sick calls and no shows will be cause for termination.

Upon arrival make sure your classroom and area is clean and ready for the children. Make sure your roster is available to log in children as they arrive. Once parents begin to arrive with their children greet them with a happy smile and listen to parent's/person dropping off as they describe the mood or circumstances surrounding their child's morning prior to arrival. Make note of any special or unusual signs (sadness, hunger, anger, frightiness, etc.) or medications that may be necessary to administer during the day. Any child arriving with very runny noses or fevers should be sent home. Parents are allowed to stay in order to comfort their child during the transition from drop off should the child have any anxiety. However, watch for signs of the parent having to leave in order to assist with the transition and perhaps re-directing the child toward a favorite toy or activity lots of hugs and holding with songs or rhymes may also ease the child's sadness. Parents are advised not to simply "sneak out" in order to develop trust between the child and parent and staff.

Open play and activity is scheduled until 8:00 am when the lesson plan for the day should begin.

2. Pick-up Time

The Day Care will close promptly at 6:30 p.m. Extended Day Care is available from 6:30 p.m. to 8:00 p.m. A late fee of N 100 for every hour will apply for each child who is picked up late, in accordance with their plan. In

the event we cannot reach the parent or an authorized person, the Nigeria Police force will be called at 8:15 p.m.

Parents must come into the facility to pick their child up and sign them out. If a person other than the parent is picking child up, ID must be checked and verified as authorized individual to pick up the child. Under no circumstances should a child be released to anyone whom you don't recognize or who has not been authorized by the parent or guardian as allowed to pick child up. If you are unsure try to call the parent directly or advise the Head teacher who will attempt to contact parent.

3. In the event the center must be closed due to inclement weather, you will be notified via telephone.

4. Children must bring a lunch from home. Fruits are provided daily at 12:00 p.m by the school. No loud talking should be permitted during lunch and we strive to teach manners while eating (ie. No elbows on the table, no talking while chewing, no shouting. Return your empty plate or garbage to the waste receptacle. Etc.) No child should get up from the table until they have finished their meal. While waiting for every one to finish, other children may sit and play finger games or look at books quietly.

5. Parents are responsible for advising Preschool Administrators of changes in address, phone, work, or emergency telephone numbers, etc. Please advise the director of any changes a parent or guardian brings to your attention.

6. The Preschool is closed for all public holidays: New Year's Day, worker's Day, Christmas Eve and Christmas Day etc. There will be no adjustments in fees for holidays. There will be no refunds of fees or adjustments for days the child does not attend. You will be paid however for these holidays if you are a full time staff member and have been working more than 180 days.

MEDICAL EMERGENCY PROCEDURE/ACCIDENTS

1. Injuries of a minor nature (small cuts, bruises, bumps, etc.)

a. Staff gives necessary first aid and notifies parents of injury upon pick-up from Preschool. A note should be made in your daily log/ Incident report

b. If the injury appears of a more serious nature, the parents will be notified for further instructions. A note should be made in your daily log/ Incident report.

2. Serious Injuries

- a. Staff member will call hospital and then make contact with parents or other emergency contact.
 - b. Staff will give first aid until ambulance arrives.
3. Accident reports are sent home following a serious injury.
 4. In the event staff suspects a child of being abused in any way (physically, sexually, emotionally), a report should be sent to the Head teacher who then notify the consultant.

The facility is not required to notify parents of such a report. There are some obvious signs of abuse (bruises, burns, large cuts etc.) and then some are not so noticeable. If you do suspect any form of abuse, please direct your concerns to the head teacher for further evaluation. The staff should not make any parental contact regarding the suspected abuse.

FIRE DRILL/EMERGENCY EVACUATIONS

1. After the sounding of the alarm children will be directed by staff to line up in an orderly fashion (similar to gathering to go out side to playground) and to be as quiet as possible and to walk in a quick but calm fashion.
2. Once outside to the designated waiting area you must perform a head count based on the number of children on your roster that day. Wait for the OK by the head teacher to return to your classrooms, again, in an orderly fashion.

HEALTH & MEDICATION POLICIES

If a child is sick and has a fever or undiagnosed symptoms, we are not equipped to take care of that child. However, if the child has a cold or is generally not feeling well after a 24-hour bug, etc., we will accept him. Children must be symptom free for 24 hours.

Medicine must be sent with a signed request including:

- a. Date
- b. Name of child
- c. Name of Medicine
- d. Amount to be given
- e. Time of day to be given and how often
- f. Number of days to be given
- g. Medicine must be in original container

PRESCHOOL PARTIES

Professional Week
Cultural week
Christmas
Valentine's Day
Easter
End of School Program and Party
Bar-B-Que (End of summer)

A short program is presented by children for parents on each party day. (Christmas, etc.). These programs are always fun and adorable and are an excellent way for our schoolers to gain self-confidence while having fun. We practice the songs and routines each day in the lesson plan. This is an opportunity for us to show our parents just how much fun and learning our children do each day.

Please make every effort to be on time. Video cameras are welcome. Parents are invited to stay for coffee and visit.

Parents are asked to bring goodies, we provide drinks and other party foods. Notices are posted regarding each party and what each parent should bring.

BIRTHDAYS

We have (1) birthday party each month celebrating all children's birthdays in that particular month. Parents send cupcakes - we provide fun and games.

PERSONAL ITEMS

Children are welcome to bring a special blanket or stuffed animal that gives special comfort . . . No bottles, or toys that appear to look like guns knives etc.. We will have selected days for sharing toys from home. As a general rule, however, toys are welcome, but are at high risk for damage in a large group. Do your best to reiterate this to parents. Explain that if the item should get lost or damaged the child may be very sad.

GROUP TIME

We have three groups within which children work. They are placed according to interest in activities, concentration span, and comfort zone (a special friend or teacher). Children may change groups throughout the year. Basic preschool skills (colors, shapes, numbers and the alphabet) are taught through games which also encourage healthy problem solving skills and

respect for others. Children progress at their own interest rate into pre-math and phonics skills. If one of your children seems ready to join an older group, feel free to discuss this with the director.

DISCIPLINE POLICY

Because self-discipline and responsibility are primary goals taught at Day Care, Inc., Children are handled in an individual and appropriate manner when disciplinary action is required. Each child's personality, needs, and response to disciplinary measures are taken into consideration. Parent's involvement and suggestions regarding their child's' behavior are encouraged and discussed daily until inappropriate behavior subsides. Our goal is to encourage and guide our schoolers to become happy, independent individuals who obtain problem-solving skills through the following.

- Redirection: Removing child from problem area and involving the child in activity of less stressful nature.
- Positive Reinforcement: Acknowledge and praise good behavior. Ignore negative behavior when possible.
- Problem Solving Skills: Teaching non-aggressiveness through discussion . . . discuss consequences of bad choices and talk about other's feelings.
- Remove Privileges: This is accomplished by immediately denying a fun activity or privilege when appropriate.

Through these strategies, teaching staff strives to teach repetition of good behavior and qualities needed for acceptance in a group. We support the children in thinking through problems so that the child is hopefully able to recognize that negative behavior is non-productive. Obviously, the overall safety and comfort of all our preschoolers is of utmost importance.

Therefore, extreme and repeated behavior problems may require immediate suspension. Your support and ideas are greatly appreciated and always welcome in our endeavor to create the best preschool situation possible for our children. Under no circumstances is corporal punishment implemented or any action or words used which may embarrass or demean the child. Never discuss a child with another staff member while the child is present, nor should you discuss behavior issues of any child with any parent. The correspondence with parents should be that of a positive nature. If say

Johnny bit Suzie, you may advise the parent of the incident but not voice your opinion on his behavior.

In addition, if Johnny did something wonderful (like use the toilet on his own , hugged a friend or shared a toy) you may want to mention that to the parent upon pick up. If you have concerns regarding a child that may be assisted by another staff member, discuss it in private. If it details an issue that is beyond you or another staff member's control, take your concerns to the director.

SCHEDULE OF DAILY ACTIVITIES

7:00 - 8:00 Free Play - toys, games, puzzles, play-doh, etc.
8:00 - 8:20 Story time or puppet show
8:20 - 8:40 Music and lots of action songs (We learn approximately 5 - 9 songs monthly)
8:40 - 9:00 Brain Gym
9:00 - 9:30 Breakfast snack
9:30 - 10:00 Outdoor play. (Depending on weather)
10:00 - 10:30 Educational games & group activities (alphabet & counting skills, colors, shapes)
10:30 - 10:45 Calendar time: months, seasons, clothing, foods & nature
10:45 - 11:30 Arts & crafts: painting, nature hikes, & special projects
11:30 - 12:00 Lunch: picnics, enjoy outdoor outings as often as possible
12:00 - 12:30 Preschool dismissed. Day care begins, nap time optional
12:30 - 1:00 Outdoor games: race, hop, skip, jump, Simon Says, circle games, etc. We use this time to develop physical skills and confidence.
1:00 - 1:30 Individual reading skills.
1:30 - 2:30 Movie - rest time, quiet board games
2:30 - 3:00 Snack
3:00 – Till Free play until pick up time.

TRANSPORTATION

Walktall International School provides bus transportation at a fee for all eligible students .Transportation via school bus is not mandated and individual privileges to ride the bus may be revoked at any time.

By education code, students are subject to the discipline of the school when they leave home to board the bus and after they exit the bus in the afternoon until they arrive home. The bus schedule is evaluated each school year and necessary adjustments are made within a few weeks after the start of school. Parents will be notified of any changes. Please contact the office for schedule information.

TELEPHONE

Staff should make all necessary personal calls before they arrive at school. Telephones at school are for official business or emergency use only.

VALUABLES

Children are not to bring valuables, radios/tape players, large amounts of money, walkie talkies, hazardous items, card collections, toys or live animals to school. The school is not responsible for lost personal items.

LOST AND FOUND

Many articles become lost or are left unclaimed. All personal belongings should be marked. Found items should be turned into the office. Items not claimed will be given to a charity.

PICKING CHILDREN UP EARLY FROM SCHOOL

Parents are requested to call ahead of time should they need to pick up their child early from school. We will then have him/her ready and waiting with their belongings.

DRESS CODE

Without going into long descriptions, our dress code is an attempt to provide an academically appropriate environment. The appearance of a staff member directly reflects our goals of providing quality, professional staff and an example to our children.

All clothing must be clean upon arrival at our facility. This too is to be noticed if a child arrives dirty or improperly dressed. Additional clothing in a marked shoe box with clean underwear, socks, and clothing change should be provided by the parent in case of accidents. Clothing which is not appropriate for school-wear include: shirts that expose the midriff, shirts with offensive language/pictures or language which promotes drug, alcohol use, weapons, violence, or racism or sandals without backs. Hats are to be removed in enclosed areas, such as classrooms, office, cafeteria, school bus, and at school assemblies. When a student's appearance is felt to be detrimental to the school program, the student may be sent home to change.

COMMUNICATION

Communication between staff, parents, children and director are very important at any stage of our children's development. An unanswered question can often lead to a serious concern. If still not addressed, it can become a major problem. To avoid the problem area, be sure to ask the question as soon as it arises. The place to start is with the child's parent,

and, if not resolved there, to the director. The proper way to address any parent is by their title (Mr. Mrs. Ms. Etc.) and in a fashion so as not to confront. Let's say Johnny had been more reclusive in the past several days, not wanting to participate in activities and seemingly sad or angry. You may ask the parent if a change has occurred in the family or his surroundings that may have upset him. Never offer advice, simply state that you will try to be more aware of his needs and do your best to make him feel happy while in our care. Steps for taking matters to a higher level are available if the situation cannot be taken care of at the school. Always come to the director with any concerns that you may have regarding any student or parent.

PROGRESS REPORTS

These reports are intended to give the parents and children an indication of the child's growth and development in pre-school activities. Parents will be notified whenever necessary of any concerns regarding a student's conduct and performance. This policy will enable us to develop cooperative strategies to encourage meaningful communication and plans for helping each child to experience success. A weekly happenings letter should be written by each staff member to summarize briefly what was enjoyed, learned and new songs learned that parents can sing with their child.

PARENT CONFERENCES

Conferences may be scheduled at any time during the school year at the request of either parent or teacher. However, there are specific conference days scheduled by the school. These days are minimum school days for the students. Teachers will schedule a conference with parents for these days. If you do not receive an appointment for a conference and desire one, you may call the school office (243-0561) to make the necessary arrangements.

HEAD LICE

For the benefit of everyone, all children are routinely checked for head lice. If your child is found to have head lice or nits, they will be excluded from school until:

1. You have treated them with an accepted agent that neutralizes lice.
2. Your child is "nit" free.

PERMISSION NOTES AND FIELD TRIPS

Field trip permission slips are sent home before field trips are taken. Children are not allowed to participate in any off campus activity without a signed permission slip. During field trips the staff and children wear our logo t-shirts with telephone numbers in order to be recognized as a Day Care,

Inc. individual should they become lost. When exiting the bus a head count should be done for your group. Every half hour another head count should be completed for the duration of the trip and a final head count upon arrival inside the bus.

Any time that a child rides the bus and gets off at a stop other than their home address stop, they are required to bring in a permission note to the bus driver. No child will be let off at a stop other than their designated stop without a note.

CLASSROOM VISITATION

Parents are welcome to visit the school at any time. If a parent feels a need to have a conference, they will make an appointment to talk with the staff member outside of class time.

PARENTS NIGHT OUT

This is done in order to allow our parents to drop their children off for mostly play time. We will have pizza, a movie and dance activities. Parents will leave a contact number (i.e. cell phone) for emergencies and late pick up will be charged for every 15 minutes of tardiness at a rate of \$10 per 15 minutes. The hours are from 7:00PM until 10:00PM. The staff ratio will always be two to ten.