



A Great Place To Start

St. Giles Preschool Handbook

Welcome

A sincere welcome to you as you consider enrolling your child in our Preschool program. We trust that your child's involvement at our school will be a positive experience and that together we may help your child to grow, develop and learn.

Preschool is the gateway through which a child enters elementary school. At St. Giles School, our Preschool program provides a Christ-centred, warm and loving environment in which a child can grow and develop.

This document is designed to briefly outline our Preschool program and help you and your child prepare for school. We hope that you will find the information helpful and informative.

We look forward to years of learning and sharing with your child. We will do all we can to provide your child with a supportive and caring environment.

St. Giles School Administration

Useful Contact Details

Principal, St. Giles School

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Administration

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The St Giles Preschool Program

Our goal is to give children a love of learning and to create an integrated learning environment in which young minds thrive. We use the Early Years Foundation programme which meets British Early Years Foundation Stage (EYFS) and Ghana Education Services (GES) standards for curriculum content and Early Childhood Education.

Key components of the St. Giles Program include three prime areas of learning underpinning the EYFS. These are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

These are fundamental to the learning and development of your child.

There are four specific areas of learning as well as the prime areas in the EYFS, namely:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Reporting School Progress

The procedures for sharing your child's progress and development are as follows:

1. Your child will receive three report cards – December, March, and June.
2. Parents are requested to attend a Parent Teacher Conference each term.
3. As always, you are encouraged to discuss your child's progress and participation at school with the teacher at any time during the year.

School Schedule

The school year runs from September to July. School holidays are listed on the school calendar.

School begins at 8:00 AM each morning, Monday through Friday, and ends at 3:00PM PM for the full day program. We've made provisions for early drop from 6:00AM and extended care is available till 6:00 PM.

Dropping off and Picking up your Child

All children must be signed in/out in the classroom everyday they are in attendance at the school.

Only authorised pick up persons can pick up your child. Please fill out the Authorised Pick up Person Form and inform the class teacher of the name of the pick-up person if you are unable to pick up your child.

All authorised pick-up persons must show ID (e.g. their driver's license).

Strangers will not be allowed to pick up pupils and the school may ask for proof of identity from anyone whom it does not recognise.

Children must be picked up on time. A late pick-up fee will be incurred if a child is picked up after 6:00PM. Picking up late does not automatically enroll your child for extended care. A phone call must be placed to the school alerting the school office if a parent/guardian will be late or is running late.

Late Pick-Up Fees:

Students who are picked up after 6:00 p.m. will be billed (see fee schedule)

Absence:

If your child will be absent, please call the school office by 8:30 a.m. and leave a message. The office is required to follow-up on all children who are absent without notice.

Please notify the teacher in writing if you plan to be away for any length of time during term time.

Security and Safety Policy

The safety and security of the students is our first concern. Hence, during school hours, the school is not open for just anyone to walk in. Parents are welcome to visit our school at any time during the hours of operation, but we recommend that an appointment be made prior to the visit. Parents must also sign in at the main office and wear a visitor's badge. We ask parents to understand the need for such measures and to cooperate fully with the school.

Medication, First Aid and Sickness Policy

Medication

Please inform your child's teachers if your child has any food or environmental allergies. If your child requires medication during school hours, the school will only administer it providing the parents give written authorisation and instructions to the office or documented telephone permission from a physician.

When over-the-counter or prescription medications are brought in; they must be in their original containers and must be accompanied by a parent's note/signature. The teacher will dispense the medication only in accordance with the instructions and dosage stated on the container. Medication cannot be used by other family members in the school.

First Aid

The school will deal with and keep a record of any minor injuries. An accident report is prepared for more serious incidents and a call to the parent/guardian will be made.

If a serious injury occurs on school property, the teacher will decide on treatment. Parents and/or emergency contacts will be notified immediately.

If a child is unconscious for any reason, an ambulance will be called. The parent / guardian will also be notified and asked to pick up their child or consulted on whether to transport the child to the Lister Hospital; an emergency medical centre the St Giles School is affiliated with.

The Lister Hospital has a pediatrician and physician on site 24/7. It is located in Airport Hills, near Palace Hypermarket, Melcom, and just off the Spintex Road.

Sickness Policy

St. Giles Preschool strives to maintain a healthy environment at all times for children to thrive in. To this end, we urge parents/guardians to keep their children at home if the child is ill. If your child show symptoms of being unwell and is unable to fully participate in activities.

St. Giles reserves the right to call and have the child picked up. Symptoms include:

- Severe colds and coughs (heavy runny noses, thick mucus, chest coughs)
- Fever of 38.0 - 40.0 Degrees Celsius or higher
- Nausea, vomiting, diarrhea
- Wounds (opened or bandaged) that might hamper the child's involvement in activities and prove harmful to others

General Information

Breakfast and Lunch– Meals are provided by the school upon request. Preschoolers are to bring their snack to school each day. For those who bring their breakfast and lunch, the school will refrigerate and/or heat up meals if need be.

Drinks – We ask that parent/guardians send children to school with water, fruits, juice or milk. Children may not bring fizzy drinks (coke, sprite, etc.) to school. We allow 100% fruit juice to be brought to school on special occasions such as birthdays, etc.

Back Packs - Please make sure they are large enough to hold the lunch box, school papers and library books, as well as easy to manage independently.

Birthday Celebrations - Birthdays will be celebrated for each child. Please let your child's teacher know in advance when you would like to celebrate your child's special day. Cake, Mini cupcakes, cookie cakes and other small treats are appropriate to be shared during the lunch hour. Parents may choose to come or send in the treats. Birthdays that occur during the holidays may be recognised at the end of the term. Please check with your child's teacher with regards to food allergies in the class.

Clothing – Please dress children up in their comfortable school uniforms that allows the children to fully participate in activities without being conscious of whether their 'party clothes' will get ruined or not. School Uniforms can be purchased from the school office. We ask each child to bring an extra set of clothing (trousers, tops, socks, underwear) in case of any "accidents".

Shoes - Students are to wear comfortable black shoes with white socks and white sneakers/trainers on P.E days. *Flip-Flops are not permitted. Please do not send shoes with laces, unless your child can tie them independently.

Outdoor Play - We believe that fresh air and sunshine is important to growing children and we will go outside every day unless it is raining heavily. Please dress your child appropriately for the weather.

Toys from home - Children should not bring books and toys from home unless it is a designated Show and Tell day. We cannot be responsible for lost or damaged items and sharing issues tend to arise with non-school items.

Nap - All bedding, pillows, stuffed toys etc. will each be taken home on Friday and returned freshly laundered on Monday.

Labels – Please label all your child's belongings coming to school. Everything your child brings to school should be marked with his/her FIRST and LAST names.

Admissions, Registration, Enrollment and Withdrawal

Children registered for Crèche must be 6 months as of September 30. Children registered for Preschool must be 3 years as of September 30. These children must be self-reliant in the bathroom (i.e. potty trained) and demonstrate a level of social maturity that is age appropriate.

At registration, parents are to bring the child's proof of age, and provide immunisation records, and their Health Card number. Identification of any specific allergies or physical needs should also be brought to the school's attention.

Space Reservation:

Families whose children will be starting after the regular start of the school year for whatever reason may reserve a space up to one term early with payment of the appropriate fee.

Enrollment:

Enrollment begins with full payment of the Registration / Application Fee in order to secure a place at St. Giles. This fee is non-refundable.

Termination and Withdrawal of Child:

St. Giles may terminate a child from our program at any given time for reasons that include:

- Unpaid tuition for the program enrolled in
- A child's inability to adjust to our environment and/or program due to his or her non-compliance with our school guidelines.

If a parent/guardian wishes to withdraw a child from St. Giles, please give the School a written notice, at least a month before the proposed withdrawal date.

Tuition and Payment

The tuition is determined annually and will differ depending on whether a student attends full, part time or has an extended day at Preschool. Tuition must be paid in advance and will not be prorated for children admitted in the middle of the month during the school year. Adjustments will also not be made for sick days, vacations, holidays, or school closures due to circumstances beyond our control.

Payment Policy:

Payments may be made by using cash, a cheque, money order or cashier's cheque.

Reminders will be sent home for collection of fees. Tuition payments are due on or before the middle of the second month of the term. St. Giles School provides a five-day grace period for tuition payments. It is important to let St. Giles School know should a problem arise regarding tuition payment.

Returned Cheques:

All returned cheques incur an additional cost (see fee schedule)

If a cheque is returned, personal cheques will no longer be an acceptable form of payment. Subsequent tuition payments must be made by cash, money order or cashier's cheque. Consistent failure to pay tuition and fees will eventually result in the dismissal of the student from the School.

Fee Schedule (May 2017)

General and Administrative Fees:

- Registration - GHC 300 (one-off)
- Late pick up (after 6pm) – GHC 20.00 daily
- Returned cheque fee - GHC 50.00

Playgroup (Babies)

- Fees - GHC 1700 termly
- Toiletries - GHC 50.00 termly
- PTA dues - GHC 10.00 termly

Crèche (1YR)

- Fees - GHC 1600 termly
- Toiletries - GHC 50.00 termly
- Stationary - GHC 150.00 termly
- PTA dues - GHC 10.00 termly
- Uniform - GHC 25.00 each

Nursery 1&2 (2-3YR OLD)

- Fees - GHC 1500 termly
- Toiletries - GHC 50.00 termly
- Stationary - GHC 150.00 termly
- PTA dues - GHC 10.00 termly
- Uniform - GHC 50.00 each
- Friday wear - GHC 25.00 each

Kindergarten 1 & 2 (4-5 YR OLD)

- Fees - GHC 1500 termly
- Toiletries - GHC 50.00 termly
- Stationary - GHC 200.00 termly
- PTA dues - GHC 10.00 termly
- Uniform - GHC 50.00 each
- Friday wear - GHC 25.00 each

Feeding Fee

- Lunch - GHC 350.00 termly
- Breakfast - GHC 250.00 termly

Admission Requirements/Checklist (May 2017)

All Students

- Completed Application Form
- Signed Preschool Acknowledgement Form
- Birth Certificate
- 1 Passport Picture
- 1 Full recent photograph
- Weighing card (if applicable)

Playgroup

- 1 Baby bed
- 1 baby blanket and bed sheet
- 2 cot sheets
- School bag (Diapers, wipes, bibs, water bottle, 2 changing dresses, food-breakfast, lunch, snacks, face towel)
- 1 bottle of warm water
- Extra snack/meal for extended hours

Nursery/Kindergarten

- 1 blanket and mattress
- 2 bed sheets
- Face towel (daily)
- Extra snack/meal for extended hours
- School bag (water bottle, changing clothes, snacks, face towel)

St. Giles Preschool
Acknowledgement of Policies

In signing on the line below, I accept that I have read the St. Giles Preschool Parent Handbook and have a clear understanding of all policies and statements in the handbook.

Any complaints, concerns, or grievances against The St. Giles Preschool will be made in writing and will be followed up in a timely manner.

Parent / Guardian Name (Please Print)

Parent / Guardian Signature

Child(ren)'s Name(s): _____

Date Signed: ____/____/____

Please return the signed form to the office.