

Enrolment

- Licensing** Ministry of Education and the Day Nurseries Act
- Capacity** Teacher Ratio: 8 children to 1 Educator (Preschool Programs - 32 children)
5 children to 1 Educator (Toddler Program - 20 children)
- Staffing** Educators are Registered Early Childhood Educators with an Early Childhood Education Diploma or other experience.
4 RECE's are required for each Program – Toddler and Preschool
Plus 1 Resource Teacher
A First Aid Certificate is a must.
A Criminal Reference Check with Vulnerable Sector Screen is mandatory for all WBE employees.

FULL DAY PROGRAMS OPEN: 12 months - Monday to Friday Times: 7:45 a.m. – 4:45 p.m.

½ PRESCHOOL PROGRAM OPEN: 10 months – Monday to Friday Times: 9:00 a.m. – 11:00 a.m.
1:00 p.m. – 3:00 p.m.

PROGRAM CLOSURES:

- a) On all Statutory Holidays
- b) Band Designated Holidays
- c) Professional Development Days and 1st Wednesday of the Month 2pm Dismissal
- d) When Band Office, Health Centre or other schools close due to severe winter storms, freezing rain or power interruption.

VISITING: Parents/Guardians are encouraged to visit the Centre.

REQUIREMENTS FOR ENROLLMENT:

- a) A child must be between 1.5 years (18 months) and up into entering Jr. Kindergarten to attend.
- b) Child and one parent/guardian must be a band member of Wikwemikong.
- c) Both parents/guardians must be or combination: (**re: Full Day Programs**)
 - 1. In school full time in educational institute;
 - 2. Working full time;
 - 3. Working shift (Children of “Night Shift” workers qualify for respite care that is from 8:00am to 2:30pm);
 - 4. Home-based/self-employed parent(s) qualify for care that is from 8:00am to 4:00pm;
 - 5. Working Part time qualify for care 8:00am to 12:00pm;
 - 6. Online/Home based student parent(s) qualify for care that is from 8:00am to 11:15am.
 - 7. Respite care or special circumstances can be considered through referral to Resource Teacher.
- d) When all programs are full your child is placed on a waiting list, following criteria above. **Priority will be given to children already attending and transferring from Toddler Program to Preschool Program.**
- e) An APPLICATION FORM must be completed by the Parent/Guardian and INFORMATION UPDATE FORM be completed immediately when and if information changes.
- f) A HEALTH AND DEVELOPMENT FORM must be completed.
- g) A signed ACKNOWLEDGMENT OF PARENTAL RESPONSIBILITIES FORM.
- h) A signed CONSENT FOR RESOURCE REFFERALS FORM and SPEECH SCREEN FORM must be completed
- i) Immunizations must be up-to-date. Current year Medical/Physical Record - by nurse practitioner, medical doctor or physician must be submitted with application. *Book appointment through the Well Baby Clinic at least one month in advance.
- j) Verification of birth (Birth certificate, statement of live birth or baptismal record, status card, etc.

INTERVIEW AND ADMISSION REQUIREMENTS:

- a) All forms and documentation must be submitted to the front office and stamped with the date it was handed in.
- b) A two-part interview will be conducted with all parents/guardians. The two-part interview consists of an Initial Parent Orientation and a Parent Engagement Interview.
- c) Arrangements can be made for split custody or family arrangements. (2 Interviews if required for each party.) *Legal documentation may be required in specific circumstances.
- d) Parents/ guardians need to hand in a timetable/schedule/attendance sheet to verify criteria.
- e) On the first day of programming in the Preschool Program a parent must attend in the program with their child for the start and asked to wait up to two hours until the child is comfortable. Children in the Preschool Program will join the program alone and parents can watch from the observation windows.
- f) On the first day of the Toddler Program the parent will attend the entire first day. And additional days may be required until the child is comfortable.

TRANSPORTATION: Transportation is provided only for Preschool Program ½ day between September and June.

TRANSPORTATION – ½ Day Preschool Program ONLY

- a) Bussing is only available for ½ day Preschool program. The Bus will transport children from their residence and return them. This is a contract service provided to the Wikwemikong Hub Centre. Bus drivers will only pick-up and drop-off children on listed residence on application.
- b) For the safety of your child, you must escort and assist your child onto the bus and assist off the bus when the bus arrives. Please keep children off roadways and surrounding area until the bus has left your driveway.
- c) Any changes in residence must be relayed to the Supervisor immediately for the purpose of updating our bus lists and our bus drivers will be informed. A form is available to update information.
- d) If for any reason your child does not arrive at the regular time or soon after, please call the Hub immediately at 859-3797.
- e) If you are bringing your child to school, please leave the child in care of an educator.
- f) It is in the best interest of all children that safety is a priority while boarding, riding and getting off the bus. A child's developmental level and behavioural maturity must have the capability of riding the bus to and from the centre. If the child is not able to meet this task the parent/guardian will have the responsibility of providing own transportation to and from the centre for that child.
- g) **It is imperative that you are home to receive your child at drop off times.** The following procedure will be carried out when a child is brought back to the Hub Centre:
 - a) When no one answers the door at drop off time, the bus driver will then return the child back to the Hub Centre.
 - b) Staff will then contact the alternates on the emergency list. Please ensure numbers are in service.
 - c) The parent/guardian or the alternate contact that is responsible for picking up the child must arrange for transportation. Staff cannot transport children in their personal vehicles.
 - d) If no one is available on the list and there is no phone call from the parent or guardian, then it is our duty to report the incident to child and family services.