

# Wee Wisdom Nursery School



## Parent Policy Manual

Wee Wisdom Nursery School  
87B Hillcrest Street  
Bridgewater, NS B4V 1T2  
(902) 543-1400

Revised: October 18<sup>th</sup>, 2018  
Replaces: Sept 25<sup>th</sup>, 2018

## Contents

Welcome .....	3
Philosophy.....	3
Vision and Mission .....	3
Administrative Structure .....	3
Programs and Activities.....	4
Hours of Operation .....	5
General Holidays .....	5
Storm Days .....	5
Professional Development (In-Service) Days.....	5
Child Attendance.....	5
Your Child’s First Day.....	6
Arrivals and Departures .....	6
Room Arrangements .....	7
Your Child’s Needs.....	7
Monthly Newsletter to Parents .....	8
Progress Reports.....	8
Snack Schedule .....	9
Child Abuse Prevention and Reporting.....	9
Non-Profit .....	10
Pictures .....	10
Scholastic Book Orders .....	10
Donations.....	10
Playground .....	11
Field Trips .....	11
Financial Policies .....	11
Health and Safety .....	12
Illness Exclusion Criteria .....	13
Medical (Non-Emergency) .....	14
Medical (Emergency – Requiring Medical Attention) .....	15
Regulatory Information .....	16
Board of Directors .....	16
Parent Committee .....	16
Behaviour Guidance Policy.....	17
Social Media Websites.....	17

## Welcome

Welcome to Wee Wisdom Nursery School. This Parent Policy Manual has been designed to provide you with information about our program and policies. Please read it and keep it for future reference. Open, two-way communication is important to our success in caring for and educating your child. If you have any questions, concerns, ideas, or comments concerning the school, please feel free to speak to our staff or the Director.

## Philosophy

Wee Wisdom Nursery School believes that children of preschool age learn most effectively through age appropriate play experiences and exploration of their environment, and are entitled to opportunities that support all areas of their development. Wee Wisdom Nursery School believes in fostering active learning, multiculturalism, creativity, independence, and parent involvement by providing experiences for positive interactions between children, staff, parents, the nursery school, and the community.

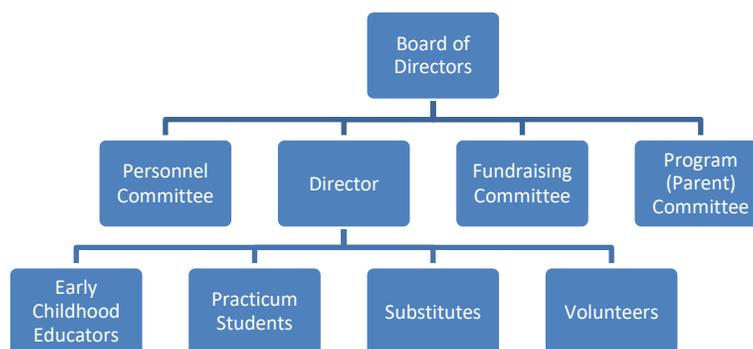
## Vision

Our vision is for children to explore, learn and grow with confidence.

## Mission

Wee Wisdom Nursery School is a non-profit facility whose trained professionals are committed to providing a nurturing, stimulating environment with high quality child care services for all families in the community of Bridgewater and surrounding areas. Wee Wisdom Nursery School provides child care and education programs for children between 2 ½ years and school-age, who are typically developing or have special needs. We work with individual education plans provided by First Steps Early Intervention and South Shore Health.

## Administrative Structure



A list of the Board of Directors as well as school staff can be found on the playground entrance bulletin board. These lists are kept current as changes occur.

## **Programs and Activities**

The programs at Wee Wisdom Nursery School run:

Monday, Wednesday, Friday AM - 8:30 a.m. – 11:30 a.m.

Tuesday, Thursday AM - 8:30 a.m. – 11:30 a.m.

Nursery school phone is 543-1400

We have a 1:8 teacher/student ratio. We employ three (3) staff who are specialized in Early Childhood Education, are currently certified in First Aid and CPR, have current police checks, and have been screened through the Child Abuse Register. This applies to substitutes and practicum students as well.

The teachers are here from 8:00 a.m. to 12:30pm. (Mon, Wed, Fri) and 8:00am to 3:30pm (Tues, Thurs)

Our program is theme-based and open for children to learn and explore. During our day we may build, put together, dress-up, create, play in sand and/or water, and use our imagination.

A day at nursery school starts with free play, structured craft time, snack, indoor or outdoor play, singing songs, learning at circle time, and talking about the weather, days of the week, months or whatever our theme is for the week. Whether your child is in the two and a half hour or the three-hour program, we do it all.

### **We are always learning!**

If we go for a walk, there are shapes, numbers and letters, in a variety of colours. Bugs are everywhere; there is every kind of nature around us. Whatever the season, there is something new for us. Next time your child is playing, really watch them and see just exactly what they are doing and how they are learning. **Ask Questions!** Never assume they are just playing.

We help the children promote social skills. Some are so outgoing while others would rather observe from afar. Either way, they help each other. Craft and snack time are great ways for us to make conversation.

The classrooms are bright and cheerful; we have great wall displays of numbers, letters, shapes, animals, seasons, and of course **COLOURS**.

## Hours of Operation

Wee Wisdom Nursery School is open Monday to Friday and runs from September through June. The school is closed for Christmas Break and March Break. Dates of closure are announced in the newsletter.

## General Holidays

The school is closed on the following holidays:

New Year's Day

Heritage Day

Good Friday

Easter Monday

Victoria Day

Labour Day

Thanksgiving

Remembrance Day

Christmas Day

Boxing Day

If any holiday falls on a Saturday or Sunday, then the holiday will be observed on the Monday immediately following.

## Storm Days

Wee Wisdom Nursery School follows the protocol for the South Shore Regional Centre for Education. Listen to CKBW or go on the South Shore Regional Centre for Education website [www.ssrce.ca](http://www.ssrce.ca)

## Professional Development (In-Service) Days

Wee Wisdom Nursery School is open during Professional Development Days observed by South Shore Regional Centre for Education. We do not take these days. We are here at the school with the children. Wee Wisdom Nursery School makes alternate arrangements to provide professional development opportunities for their staff who are required to complete at least thirty hours of professional development every three years.

## Child Attendance

Wee Wisdom Nursery School accepts children between the ages of 2 ½ and 5 years. They must be completely toilet trained as we do not have facilities for diapering.

Doors open at 8:30 a.m. for morning classes. Please notify us if they will not be attending or will be arriving late (please give an approximate time of arrival). If someone else is dropping off or picking up your child, please notify us.

Wee Wisdom Nursery School is located in the same building as Bridgewater Day Care. However, they are two separate facilities. If your child goes to the day care,

they do not automatically come to nursery school but, if enrolled in both programs, we can make arrangements to take the children back to the day care at the end of the nursery school class.

**Please note: The gym and the playground are shared spaces.** To enable both programs to maintain their child to staff ratio and group sizes, we ask that, when children are being dropped off and picked up, these spaces be avoided if in use by the day care.

**\* \* \* Parents must provide one month's written notice of their child's withdrawal from the school \* \* \***

## **Your Child's First Day**

This is a very important day for your child. Children who are introduced to the nursery school setting with the help of their parent(s) tend to cope better with their new situation. On this day you will start to become familiar with the environment, the staff, the routine and the activities at the school.

Whenever your child is ready to leave your side, it is time to go. There may be times when either the child or the parent may be anxious and we do not mind you staying for a few minutes. However, after 15 minutes, we try to make the separation. **Never sneak out of the room!**

Always come to one of the staff and we will help. We are used to tears, whether it be the child or the parent. *It will get easier.* If we are unable to calm your child down after a short time, you will be contacted to return. Sometimes it takes days, weeks or longer. We are very patient people.

## **Arrivals and Departures**

### **Arrival:**

1. Please remove your child's outerwear in the cubby area, place in his/her cubby and wait for the classroom door to open at the starting time.  
**Children are not to be left at the door or in the cubby area!**
2. You, or the person dropping off and picking up your child, is required to sign the sign-in sheet found in the classroom. This allows us to see who is on the premises during fire drills and emergencies, and to keep attendance records.

### **Departure:**

1. We expect you to pick up your child. In the event that you are unable to do so, notify the school in advance regarding who will be coming for your child, and an approximate time.

2. Staff members will only release your child to those persons listed on the authorization form at the time of enrolment. *Please keep us updated with any changes to this authorization list.*
3. If you want someone not listed on the authorization list to pick up your child, you must inform us **in writing**. If this is not possible, we must be able to contact you for authorization, or we will not release the child to the person.
4. We will not release children to anyone less than 12 years of age.

## Room Arrangements

You will notice mailboxes outside and inside the classrooms. The children's class will be labelled above each one, e.g. Tues/Thurs, Mon/Wed/Fri. Your child's name will be attached to one of the slots. Please check daily for newsletters, book orders and crafts. Two bulletin boards contain information important for parents: one is located by the entrance from the playground and contains regulatory and Board of Directors information; the other one is located by the classroom entrance where daily activity and illness information is posted.

1. Daily schedules are posted inside and outside the classrooms.
2. Daily programming is posted in both classrooms.

You will notice that the classroom is arranged in different areas, e.g. drama and play area, art area, gross motor games, fine motor games, sensory development, etc. Room arrangements are changed from time to time throughout the year to hold the children's interests.

Wee Wisdom Nursery School supports the rights of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time if he or she did not have a disability.

Wee Wisdom Nursery School welcomes mothers to breastfeed anywhere in the centre and, when requested, a comfortable space will be provided.

## Your Child's Needs

Wee Wisdom Nursery School's programs are designed to encourage and facilitate active learning and development through exploration and play.

1. Please wear inexpensive, comfortable clothing on your child so that they can participate in all aspects of the program. Sometimes we get messy.
2. Please label your child's clothing on the inside, e.g. coats, sweaters, hats, boots, etc.

3. While every effort is made to protect your child's clothing and possessions from loss or damage, the school cannot guarantee that this will not happen. Please check the Lost and Found box regularly.
4. Each day your child should have a backpack containing a change of clothes. Accidents do happen and, remember, we like to play in water.
5. We prefer that children leave special toys at home or in their backpack. We cannot be responsible for lost or broken items.
6. We request a picture of your child and their family/pets to stay at school for the year. We make a family bulletin board to help make the children feel more comfortable while here.
7. **Children must be toilet trained** for nursery school and if they have an accidental bowel movement, parents/guardians will be called to come get the child and change them. We are not licensed to change diapers. We do not have proper changing stations for accidents and, therefore, cannot change the children.
8. Please dress your child for appropriate outside weather:
 

<u>Fall/Spring</u> Sun hat Wool hat Jacket Rain jacket Rain boots Sneakers Sunscreen Mittens	<u>Winter</u> Wool hat Snowsuit Scarf or neck warmer Winter boots Mittens (not gloves) Indoor shoes
--	---

***Children must have something on their feet at all times in nursery school. Sneakers or shoes (no slippers) are all appropriate. We have fire drills each month and go outside.***

## Monthly Newsletter to Parents

To ensure that parents are fully aware and informed of activities, themes, etc., that are upcoming in the next month, a monthly newsletter will be distributed to all parents of children who are enrolled in Wee Wisdom Nursery School. This will be done via email and also located on our webpage at weewisdom.ca.

## Progress Reports

The staff at Wee Wisdom will complete a progress report for each child enrolled, once in the fall and again in the spring. The report will show what the child knows and what they have learned for cognitive, physical and social emotional skills during the year. Reports will be discussed with the parents at a parent teacher conference here at the nursery school also held twice a year. If parents are not able to make

an appointment on one of these dates we are able to make other arrangements upon request. We encourage open communication between parents/staff and children and are always available to discuss any concerns parents may have.

## **Snack Schedule**

Snacks are provided daily, whether in the classroom or on outings, following the children's hunger and fullness cues. During morning sessions, snack time is generally earlier to give children who have not eaten breakfast an extra nutritional boost. Children enjoy their snack at snack tables while enjoying open conversation with staff and peers.

Snacks are provided by the nursery school following the Department of Community Services *Standards for Food and Nutrition in Regulated Child Care Settings*.

For some holiday/special occasion parties held during the year such as Christmas and closings, parents may be asked to provide specific food items for the celebration. This is a voluntary contribution and we will provide a list for parents to sign up. We can only purchase or receive donations of food or beverages from an establishment permitted by the department of Agriculture. (if unsure please ask)

***We are a peanut free building so please read labels carefully!!***

Parents must inform the staff at the time of enrolment of any food allergies or food aversions that their child may have. Parents of a child with a peanut/nut allergy or other life threatening food allergy must sign a waiver indemnifying Wee Wisdom Nursery School and its staff from responsibility for any complications arising as a result of the allergy.

***Please Note:*** If your child has had peanut butter for breakfast or lunch, we do appreciate the fact that you have ensured their teeth have been brushed and their hands and faces washed. We strive to make our surroundings safe for all children.

## **Child Abuse Prevention and Reporting**

Section 24 of the **Children and Family Services Act** states:

*"every person who performs professional or official duties with respect to a child, including the operator or employees of day care facilities, who in the course of that person's professional or official duties, has reasonable grounds to support that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information upon which it is based to an agency."*

All staff of Wee Wisdom Nursery School are legally obligated to report any suspicion or allegation of child abuse. All of our child care staff receive training in, and follow the protocols for reporting abuse that are established by the Department of Community Services in *Child Abuse Prevention and Child Protection: A manual for child care practitioners working in regulated early childhood care settings*.

## Non-Profit

In order to keep our fees at a reasonable rate, we do have a few fundraisers during the year. **This is not a requirement.** However, these are easy and very much appreciated things.

- We have an account set up at Oickle's Bottle Exchange where you can donate the proceeds from your recyclables, and on certain days, we bring our recyclables to the classroom and walk them up. The children then see what happens to our bottles when they leave the blue bag. This money is also used for special things throughout the year.
- Centres are strongly encouraged to fundraise with healthy food and beverages or non-food items. This will help to promote positive nutrition messages that reflect the Standards for Food & Nutrition and help ensure that the messages children receive around health and nutrition are consistent.

## Pictures

In September and May, Mike Lewis comes to our school and takes individual and class pictures. This is an optional service for the parents. The nursery school benefits from this with a 10% profit.

## Scholastic Book Orders

Each month, book order forms are put in your child's mailbox. The books are reasonably priced and we earn bonus coupons for classroom supplies.

## Donations

If you would like to donate anything, please feel free. This may include paper towels, napkins (not promotional), small plates (not promotional), food items (must meet the Department of Community Services *Standards for Food and Nutrition in Regulated Child Care Settings*), tissues, and craft items or sometimes we may ask for "wild and wonderful" items.

## Playground

Our playground is a joint effort between Wee Wisdom Nursery School and Bridgewater Day Care. We will be promoting the growth and nurturing of the plants with the children. Please encourage them to walk on the paths and use the stepping stones when travelling between the plants. We do want the children to explore the plants; however, we do encourage them to use a gentle touch. There will be planting done by the children at special times of the year. Hopefully it will attract insects, beetles, bee and butterflies. Enjoy and watch them!

The green rubberized surface does have one rule. Please **NO HIGH HEELS** on it, as it will puncture. If you wish to walk on the surface, please remove your heels. Sand stays in the sandbox areas. We are very proud of our playground area and we know that the children will spend a lot of happy playtime there.

## Field Trips

Occasionally, arrangements will be made for the children to go on an outing/field trip. To ensure both the safety of all children during field trips and special outings and proper seating in vehicles, parents are responsible for the transportation of their own children to and from the field trip/outing location. Field trips will be held at locations close to the nursery school whenever possible. Field trips may also be shorter than the scheduled class time.

Staff are responsible for advising parents, in the form of a permission slip, of all field trip locations and times. They are also responsible to plan trips within a reasonable distance from the school and to walk whenever possible.

Parents are welcome to accompany students on field trips and may be asked to assist on certain trips. However, Child Abuse Register Search forms and Criminal Records Checks must be completed first by all volunteers. Sometimes, due to on-site space limitations, fewer parents will be required.

## Financial Policies

### **Holding Fees:**

A non-refundable holding fee of \$25.00 must be paid upon registration to hold the child's spot for the upcoming school year.

### **Payment of Fees:**

Fees are due and payable on the first scheduled school day of each month. Failure to pay fees after 14 calendar days will result in a \$15.00 late charge. **If, by the end of a calendar month, accounts that are in arrears have not been paid, your child will be unable to attend class until accounts are brought up-to-date.**

Parents can provide 9 post-dated cheques at the time of registration or make cheque or cash payments on the first scheduled day of the month. **If you are paying by cash, please have the correct change.** Envelopes for payments are provided in a box outside the classroom. **DO NOT LEAVE CASH outside the classroom – please put all paperwork in the locked wooden box.**

Written receipts for payment of fees will be placed in your child's mailbox. Year end receipts will also be available for income tax purposes.

### **Sibling discount:**

Starting September 5<sup>th</sup>, 2018, Wee Wisdom will offer a sibling discount of 15% when 2 or more children from the same family attend Wee Wisdom at the same time during the same school year. The discount will be applied to the lower tuition.

### **NSF Cheques:**

An administrative fee of \$15.00 will be charged in the event of cheques returned to us by the bank. Returned cheques are to be replaced immediately with a certified cheque or cash. This will include the \$15.00 administrative fee in addition to the returned cheque amount.

### **Failure to pick up child at designated time:**

To ensure that children are picked up promptly at the completion of Wee Wisdom Nursery School sessions, a late fee of \$14.00 per offence will be levied when children are picked up late. One written warning per family will be given prior to the fee collection.

### **Withdrawal from the school:**

A child may be withdrawn from the school with one month's written notice, provided the fee is paid up to and including the date of withdrawal. Should the child be withdrawn without notice, one month's fee is payable to the school.

## **Health and Safety**

At Wee Wisdom Nursery School we are concerned with the Health and Safety of our staff and students. Infections can spread **rapidly** within a childcare centre, so universal safety precautions are taken at all times.

1. If your child is absent, please tell us why. We are required to keep a log of absences for our licensing inspector and it allows us to quickly determine if a particular illness is spreading throughout our facility.
2. If your child becomes ill while in class, someone will be asked to pick them up.
3. Notices will be posted if a contagious disease has been reported.

4. Children who have had a contagious disease may return to class when a doctor has stated that they are past the contagious period.

## Illness Exclusion Criteria

In order to maintain the health and safety of all children at the program, **children exhibiting symptoms of potentially infectious disease will be excluded from participating in the program. Please keep your child home if there is any question of illness, we cannot accommodate sick children.**

The following guidelines need to be followed when making this decision:

1. The child cannot participate comfortably in all regular program activities (without medication), including going outside. It is not ok to give them medication (Tylenol, Advil to control symptoms) so they can attend.
2. The child requires greater care than the staff can provide without compromising the health, safety and care of other children.
3. Symptoms pose a serious health risk if they spread to other children or staff and/or local public health authorities require exclusion.

*According to public health guidelines:*

*([http://www.gov.ns.ca/coms/families/provider/documents/Guidelines\\_for\\_Communicable\\_Disease\\_Prevention.pdf](http://www.gov.ns.ca/coms/families/provider/documents/Guidelines_for_Communicable_Disease_Prevention.pdf)) children are not permitted to attend WWNS if displaying the following symptoms:*

- *Fever (99.1° F or higher taken in the armpit), diarrhea, vomiting - **child must be symptom free for 24 hours without the aid of medication before returning to care.***
- *Runny nose with coloured discharge, rash, discharge from eyes or ears - check with a physician.*
- *Lice - child needs to be treated and nits removed before returning to care.*
- *Communicable diseases - chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.*

If a child is exhibiting any of the following while at the facility, parents will be contacted and required to pick the child up immediately:

- Fever
- Vomiting
- Diarrhea
- Consistent coughing and congestion, swollen glands
- Contagious or unidentified rash
- Pain/aches,

***While we sympathize with all children and families experiencing illness, it is our responsibility to provide all children with a safe and healthy environment. We ask for your cooperation with regards to this matter.***

## Medical (Non-Emergency)

To ensure that procedures for routine non-emergency medical issues are communicated to all involved with Wee Wisdom Nursery School, parents are required to complete the medical information portion of the registration form. Children who are ill should not attend nursery school and, if the illness occurs while at school, a contact emergency number must be provided. If it is determined that a child is too ill to remain at nursery school, the parent or designate must be contacted immediately by the Director or designate. The child should be kept comfortable prior to the parent/designates arrival. *Medication can only be administered with a written order from a physician.*

### **Parent Responsibility:**

- Parents must supply a record of immunization dates before the first day of nursery school.
- Parents are responsible for determining if their child is too ill to attend nursery school. A persistent chest cough, a fever, a communicable disease and/or recurrent vomiting are all contraindications to attend nursery school. **At the discretion of the Director or designate, a child may be excused from nursery school due to illness for their own well being and the well being of the other children.**
- Parents must supply an emergency number so they or a designate can be easily contacted in the case of a child's sudden illness. *Please keep us updated with any changes to your contact numbers.* If called, the parents must make immediate arrangements to have their child picked up from school.
- Parents must inform staff of any injuries that have happened to their child outside of nursery school.
- Parents must obtain a written doctor's order for any prescription medication to be administered by nursery school staff. Nursery school staff will not administer non prescription medication.
- Parents must sign any accident report completed by nursery school staff.
- Parents, who refuse to have their child immunized, must sign a waiver indemnifying Wee Wisdom Nursery School and its staff from any responsibility should the child contract a communicable disease.

### **Staff Responsibility:**

- Any relevant medical information obtained from completed forms must be filed appropriately.
- Medical information contained in the children's files will be treated as confidential. Any relevant medical information that the staff feels is necessary to pass on to the Executive of the Board will be kept confidential.
- Staff must complete and file a report related to each accident involving a child.

## **Medical (Emergency – Requiring Medical Attention)**

Any medical emergency will be dealt with calmly and quickly. In a severe emergency, staff will contact 911. In all medical emergencies, the parents of the child will be contacted by nursery school staff as soon as possible.

### **Parent Responsibility:**

- The child's MSI number and the name and address of their family physician must be included on the registration form.
- Parents must supply a **local** emergency number so they or a designate can be easily contacted in the case of a medical emergency requiring treatment. If called, parents **must** make immediate arrangements to pick up their child or meet the child and a staff person at the local hospital. (Parents may choose to have their child treated at another Health Care facility but the nursery school staff cannot be responsible for the transportation other than to the local hospital).
- If the emergency is of a serious nature and the staff need to call an ambulance to take the child to the hospital. Costs associated with an ambulance are the responsibility of the parent/guardian.

### **Staff Responsibility:**

- In the case of a medical emergency, the staff will make immediate arrangements to transport the child to the local hospital. The **Director** or **designate must** accompany the child to the hospital.
- As soon as possible, staff will call the local contact number provided by the child's parents. In the case where the parent asks to transport the child to the Health Care facility themselves, the severity of the emergency must be considered by the staff.
- The staff member should return to the nursery school as soon as the parent arrives at the hospital. If this is not possible, the staff member must contact the person left in charge to give them an update.
- Staff will verbally inform the Wee Wisdom Nursery School Board about the emergency.
- A full written report about the emergency must be completed within ten (10) days of the incident and given to the nursery school board with a copy placed in the child's file.
- Serious incidents must be reported to the Minister of Community Services within 24 hours.

### **Nursery School Board Responsibility:**

- If necessary, and if called upon, Board members should assist the staff with emergency procedures.

- Upon receipt of a written report about the emergency, the Board should review it. Changes in the emergency procedures will be implemented if necessary.

## **Regulatory Information**

Wee Wisdom Nursery School is inspected annually by the Fire Inspector and the Health Inspector. We are inspected on a regular basis by the Department of Community Services to ensure compliance with the Day Care Act and for licensing approval.

### **The following are posted on the playground entrance bulletin board (directly and in binder):**

- A copy of the Day Care Act and Day Care Regulations
- A copy of the Parent Policy Manual
- The license for Wee Wisdom Nursery School
- A copy of the most recent Fire and Health Inspection reports
- A copy of the most recent minutes of the parent committee and the Board of Directors
- A copy of the current menu
- Daily program plan and routine
- A list of the names of the current members of the parent committee.
- Notification of any funding provided by the Minister
- Behaviour Guidance Policy
- A list of the names of staff, and the Board of Directors

### ***The following are posted inside the two classrooms of Wee Wisdom:***

- The daily program plan and routine

***(Posted in accordance with the daycare regulations)***

## **Board of Directors**

Wee Wisdom Nursery School is a non-profit organization. It is managed by a volunteer Board of Directors comprised of representation from parents and the United Church of Canada. Parents are welcome to attend any Board meeting (usually held the first Monday of each month, 6:30 p.m., in the Library of Bridgewater United Church) as an observer. Minutes of Board meetings are posted on the bulletin board.

## **Parent Committee**

A parent committee must be comprised of at least 5 members, at least 3 parents of the children currently enrolled in the program, 1 representative of the licensee or

its director and 1 representative of the staff who provide regular care for the children. The parent committee must meet at least two times a year and is open to all parents of enrolled children. Written notice will be given of the meeting at least two weeks before the date of parent committee meeting and parents may add items to the meeting agenda at that time. A parent committee may discuss any matters of interest or concern to the parents, including the following: safety, care and well being of the children, the status of facility license, the programs provided by licensee, the equipment and materials available to children, and the staffing patterns and qualifications. Minutes of the meetings will be posted no later than two weeks after the date of the meeting.

## **Behaviour Guidance Policy**

The Behaviour Guidance Policy is available for viewing on the playground entrance bulletin board. Any parent wishing to have a copy of the Behaviour Guidance Policy should make the request to the Director.

## **Social Media Websites**

Please do not share photos of the children of Wee Wisdom Nursery school while at school or on an outing on your face book or other social media site as some parents do not agree with having their child's picture on social media.

*The nursery school requires written confirmation that each parent has received the parent handbook and fully understands the policies and regulations within.*

**WE WELCOME YOU TO WEE WISDOM AND HOPE YOU  
ENJOY YOUR STAY WITH US!!**