

# Co-operative Nursery School of Almonte, Inc.



## Parent Handbook 2017/2018

Co-operative Nursery School of Almonte, Inc.

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[www.almontenurseryschool.ca](http://www.almontenurseryschool.ca)

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## WELCOME!

Welcome to the Co-operative Nursery School of Almonte Inc. We are looking forward to getting to know you better and teaching your little one(s). Please familiarize yourself with this handbook as it will provide you with all the information you need to know to assist you in getting to know more about the school, its organization, daily operations, and policies. The Co-operative Nursery School of Almonte is licensed by the Ministry of Education and abides by the requirements set out in the Child Care and Early Years Act (CCEYA), 2014. As a member of a co-operative nursery school we welcome your commitment and involvement to ensure the school year runs smoothly.

### Program Statement

The Co-operative Nursery school of Almonte offers a dynamic play-based program for preschool aged children. All staff recognizes children learn best through play. We have carefully crafted child-centered activities with a balance of enjoyable individual and group experiences which engage children, help develop a strong sense of self-exploration, and offer the opportunity to learn through play and inquiry. The school uses the "*How Does Learning Happen*" document to guide program development. For more information on this document please read <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

***\*\*\*Read the full program statement and implementation policy in Appendix A\*\*\****

### Philosophy of our program

Our aim is to provide opportunities that allow children to:

- Explore a variety of play-based learning activities to satisfy their natural curiosity;
- Develop growth in self-confidence and of a positive self-image;
- Establish positive relationships and responsive interactions among other children and adults;
- Positively benefit from inclusive learning environments through exploration, play and inquiry;
- Engage as co-learners with other children, staff and volunteers;
- Value ideas, attitudes and cultures of all children in the program;
- Express their needs to others and encourage interactions and communicate in positive ways;
- Use a variety of open-ended materials to support and enhance play in a curious and rich environment;
- Be confident in making choices and support their ability to self-regulate;
- Be creative and open to self-expressions;
- Learn in a healthy, safe and positive environment that promotes well-being;
- Experience both child-initiated and adult-supported experiences.

### **Program Design**

The Nursery school is located in three adjoining classrooms in the downstairs of the Almonte United Church. One room is used for gross motor play; it contains building blocks and other large toys. The next room is used for arts and crafts, which change each day of the program. The third room is reserved for books, puzzles, imaginative play and other quiet activities. All areas use a variety of open-ended materials to support enhanced play, creativity, and develop confidence through self-exploration.

Every month a calendar is sent home to help foster communication between staff and parents/caregivers. This keeps everyone informed of daily activities that happen throughout the day.

It is a goal of the school to keep open communication with the parents/caregivers on the progress and happenings of your child. This may be done at the end of the day via personal one-on-one communication, via email or a phone call. Parents are welcome to approach staff with any questions or concerns when best suited.

We ensure that all staff, volunteers, and placement students who are involved in our program are informed and understand of all our policies and procedures, which are signed and dated before interacting with the children of the Nursery School and when any revision have been made, otherwise reviewed annually. A Policy and Procedures binder will be available in the programs for use by staff, volunteers, and placement students.

### **Teaching Staff**

All teaching staff at the Co-operative Nursery School of Almonte are Registered Early Childhood Educators. Teachers provide a warm, nurturing, supportive and inclusive environment designed to foster the child's well-being, learning and development to ensure meaningful participation for all children. Teachers participate in executive meetings and are open to communication at all times. Teachers keep their skills updated through seminars, courses and online web-learning.

## This is Your Co-operative

This is a co-operative; parents/caregivers are encouraged to be active participants in the operation of the Nursery School. Please take part in as much as possible and enjoy the results. Helping out can be both fun and rewarding as you take an active part in your child's education, so please take the time to participate. We encourage you to contribute your ideas and talents to the planning and presentation of the program. Parents/caregivers have organized many activities with the children such as making bird feeders, planting small gardens, participating in crafts, school clean-up and decorating, even field trip locations. If you have any ideas or suggestions, please discuss them with the teachers.

### School Schedule and Rates

The morning core-program operates from 9:00 am to 11:45 am and the Friday program operates from 9:00 am to 1:00 pm on all normal school days from mid-September to the end of June. Prior to the start of the daily program, the teachers are busy preparing school activities; please note that the door to the Nursery School will not open until 9:00 am. Please see that your child is picked up promptly at the end of the day's program. The 2-day core program fee is \$140/month and the 3-day Kindergarten Readiness program (includes the Friday program) fee is \$220/month.

### Requirements for School

Each day of Nursery School your child should bring a backpack or bag with a change of clothes in case of an accident - water play, drink spills, etc. All items should be clearly labeled with your child's name. For safety reasons, we ask your child to wear rubber-soled shoes.

Please do not bring toys including toy guns, money, marbles, gum or candy to school. Special show and share days will be held to give your child an opportunity to bring personal belongings to school. You will be provided with a schedule of the show and share dates.

Please inform the teachers of any special happenings at home that may affect your child at school and of any medications that your child is taking. If your child requires regular medication during school hours please notify the teachers. Only prescribed medication in original containers with explicit instructions will be administered. Parents will be required to complete a "Medication Consent Form". See Appendix C for the Medication Policy.

### Separation Anxiety

To help your child feel more at ease in their new school during their first week of admittance, feel free to stay in the Nursery School until 9:15 am. The school asks that parents/caregivers do not stay in the Nursery School past 9:15 am, as it can be confusing for the children.

Parents/caregivers may wish to remain out in the hall or in one of the small rooms outside the Nursery School's classrooms particularly during the first few weeks of school. Please know that the Teachers have dealt with separation anxiety for many years and encourage parents/caregivers to speak to them to determine what is best for their child as well as for them.

### Helping Parent

The Helping Parent is responsible for providing snack (see page 14, healthy snacks) they day they are scheduled, making playdough as scheduled, and for clean-up after the program is complete on the day scheduled. All families are required to participate and will be provided with the Helping Parent Calendar in advance to plan accordingly. We have enjoyed the help of mothers, fathers, grandparents and caregivers. Any helping parent who wishes to be present during program time will be required to have completed a Criminal Reference Check and provide the school with an up-to-date immunization form. General instructions for the helping parent are included in this handbook. (See page 14)

### Helping Parents - Non-Participation Option

Ordinarily, all families are expected to participate in helping parent duties. Occasionally, families may choose, for a fee, to opt out of this participation. This option enables a family to register their child in the Co-operative Nursery School while being exempt from parent helper days. Parents/caregivers should indicate at the start of the year if they are opting out of helper days at a fee of \$25 per helper day. Regardless of opting out, the snack must still be provided for those days. Parents/caregivers wishing to pick up extra helper days would receive the \$25 for their time. Should a parent/caregiver also wish to opt out of providing snack on their duty day you will be asked to submit an additional \$25 fee to cover the cost of the snack for your assigned day which the school will provide.

### Snacks

As the helping parent, you are required to provide a beverage and a nutritious snack for everyone. Due to the increasing number of children with life threatening peanut and nut allergies, **the Nursery School requires that no foods containing any nut-related products be brought into the school.** In addition, an allergy list, i.e. milk, food dye etc., will be posted to assist with your snack preparations. If your child has special dietary needs you may wish or be requested to provide their snack on a daily basis. A record of snacks will be posted for your review and to allow helping parents/caregivers to plan varied snacks. See page 14 for Tips for Healthy Snacks and Appendix D for our Snack Policy.

## **Volunteering**

To ensure that everyone is involved and to keep costs down, parents are required to sign up for at least one activity. Sign-up sheets are posted on Orientation Night for parents to volunteer for activities such as: arts and crafts preparation, laundry, Scholastic book orders, short notice parent helper etc. Parents/caregivers who do not sign up at either Orientation Night or during the first few weeks of school will be assigned to duties in order to balance the workload. At times teachers have used a giving tree where items can be selected to purchase for the school and provided as a donation. In addition to these school duties parents/caregivers are also asked to assist with our two mandatory fundraising events.

## **Fundraising**

The extra money generated through fundraising allows the Nursery School to offer such a rich and rewarding program. Without everyone's participation, the fees would have to be increased substantially. Fundraising helps us to maintain a reasonable tuition and enables our families to work together for our children. Financial participation in any fundraising event is optional. Volunteer assistance is optional and mandatory as set out below.

**Optional-** Through the year, you may receive various catalogues or order forms in your child's mail pocket. In the past, these optional fundraising events have included frozen cookie dough, pizza kits, and Mabel's Labels. You may pick and choose among the catalogue sales and are not expected to do door to door sales.

**Mandatory-** the Nursery School organizes the Mom to Mom Sale held twice each year in the Spring and Fall. We are particularly proud of this fundraising activity since it allows our parents/caregivers to make money rather than spend money and it is a wonderful way for us to showcase the school in the community. To ensure continued success at the sales, we require the participation of an adult volunteer from each family on the day of each sale. If you choose to be a vendor, remember that you will still be required to sign up for duties related to the event. Therefore that might require you to arrange for someone else to operate your table while you complete your volunteer shift, or have another volunteer assist in completing a volunteer duty the day of the sale.

## **Fundraising - Non-Participation Option**

If you cannot or do not wish to volunteer for both of the Mom to Mom Sales which are the mandatory fundraising events and cannot send someone in your place, you may choose to "opt out" of this fundraising requirement for a fee of **\$100 per event**. If you have signed up for a position and fail to participate on the day you will be charged the "opt out" fee of \$100. Parents/caregivers are still required to do their Helping Parent days and assist with other non-fundraising co-operative activities at the school.

## Website, Information and Communications

### Website

We hope that you take the time to become familiar with our website [www.almontnurseryschool.ca](http://www.almontnurseryschool.ca). This is an easy to navigate site and a simple way to have information at your fingertips.

### Mail Pockets

Each child has a mail pocket between the coat hooks outside the school. Please be sure to check it regularly! Inside you will find a calendar of the planned curriculum, Helping Parent Schedules and fundraising information etc.

### Newsletter

A bi-monthly school newsletter will be published and distributed via email as well as posted on the website and on the school bulletin board. Please ensure that we have an accurate email address for your family so you can stay informed and up-to-date.

### Other

The school is a transparent operation - you should always feel free to ask questions. Basic school information, including regulations, executive duties and other responsibilities, financial statements, and minutes of meetings are available at the school for your perusal. You can also call on your Parent Representative if you have questions or concerns you need answered or have issues you need to bring up. Finally, both teachers and members of the executive are open to discussions.

School executive meetings are held monthly and **everyone** is welcome at all meetings. Meeting dates will be included in the minutes, which will be posted on the school bulletin board. Typically meetings run the first Tuesday of each month at 7pm.

### Executive Committee

The Executive Committee represents you, the parents/caregivers and is comprised of the School Director, teachers and parents/caregivers who have been named to the Board of Directors. The group meets monthly to manage the business of the Nursery School. All parents/caregivers are welcome to attend the meetings to offer their ideas and suggestions. If you cannot attend a meeting, but wish the committee to address an issue, you may contact your Parent Representative. A list of the names and email addresses of the executive committee

members can be found on page 16 and/or available at the beginning of each new school year, posted on the school bulletin board and is located on the nursery school website.

### **Confidentiality**

While the school is a transparent operation, we must also respect the confidentiality of private information. Your information is not distributed outside the school. All executive members are required to sign a confidentiality agreement. (Appendix I)

## **Policies and Procedures**

### **Admission Requirements**

To ensure the smooth administration and operation of the school, parents/caregivers must ensure compliance with the following requirements prior to the child's first day at nursery school.

1. For the morning core programs, children must be between 30 months (2½ years) and 5 years old at the time of admission to the Nursery School. For the Friday morning, enrollment in a core program is mandatory, as well as the child must be 3 years of age by December 31<sup>st</sup> and fully toilet trained of the registered school year.
2. Children in the Core program who are not toilet trained should wear a "pull-up" type diaper. Please note that children are taken to the washroom prior to snack or at their request.
3. All registration forms, including an Immunization Record, must be completed and handed in before the child's first class.
4. All fees and tuition cheques are due at the time of registration. Any service charges incurred by the Nursery School will be passed on to the originator of the cheque.
5. The Childcare and Early Year Act, 2014 states that all employees, volunteers and placement students are required to complete a Criminal Reference Check with Vulnerable Sector Search or Offense of Declaration Form prior to commencing any interactions with children registered in the nursery school program. More information can be found in Appendix H.

### **Withdrawal and Transfer**

One month's written notice of withdrawal of a child from the school or one month's fee in lieu of notice is required. This notice must be given to the Director of the Nursery School by the first of the month. **A verbal message is not considered official notice.** A written notice via email will be accepted. Your registration fee is non-refundable.

If a member wishes to transfer their child(ren) from one class to another at any time during the school year, they are permitted to do so, if there is space available. If no space is available they will be added to the existing wait list.

### **Fire, Evacuation, and Emergencies**

Parents/caregivers may be assured that children will never be left unattended at school. Teachers are prepared to handle emergency situations should they occur. The fire, evacuation and lockdown policy is posted on the bulletin board as well as inside all classrooms at the Nursery School. Please familiarize yourself with the information so that at any time you are on premises of the school and an emergency occurs you are prepared. Please note that the Nursery School does have regular fire drills and some children are apprehensive in regards to fire drills. Please see Appendix F for more information.

### **Anaphylaxis**

At times we have children who are at risk for potentially life threatening allergies. Anaphylaxis is a severe allergic reaction caused by foods, insect bites, latex or other substances. It is the parents/caregivers responsibility to inform the Director if a child is at risk and of their child's allergy and/or asthma and complete an Anaphylaxis Emergency Plan prior to the child attending school. See Appendix B for a complete copy of our Anaphylaxis Policy.

### **Child Illness**

If your child is ill, please contact the school to let the teachers know that your child will not be attending school. Children who are ill should be kept at home for their own welfare as well as the welfare of their classmates. Should a child develop atypical behavior or signs of ill health such as fever while at school, a parent/caregiver will be notified and may be asked to pick up their child. We ask that siblings or parents/caregivers with communicable diseases also avoid entering the building. In instances where children have a communicable disease, such as chicken pox, the Nursery School will ensure to inform all parents/caregivers.

### **Inclusive Programming**

The Co-operative Nursery School of Almonte is an inclusive school that welcomes all children with differing developmental needs. In the event a child with a special need would like to register in the nursery school program, the Director would work closely with Children's Integration Support Services to determine appropriate supports and staffing requirements prior to admission to ensure a positive and inclusive experience are in place to meet the needs to the child. Individualized Support Plans will be developed and in place for any child who requires modifications or adaptations to our school program. (See Appendix K)

### **Promotion**

From time to time, the local newspaper will come into the Nursery School to do a story and take pictures. In addition during registration, pictures of the children are used in displays, such as at the library, in pamphlets and on the school website to promote the Nursery School. Please note that names may appear in the newspaper but not in any school generated promotional aids. You will be asked to sign that you acknowledge that your child's picture may appear in local newspapers or as part of the promotion of the school in the registration package.

### **Inclement Weather**

Please note that when the Upper Canada District School Board cancels its school bus service due to inclement weather the Nursery School **may** be closed. The nursery school will remain open on days when the buses are cancelled if our regular teachers are able to arrive to work safely or if supply staff is available and can safely arrive to work to carry out the school program. Parent Reps will inform you as soon as they can to let you know if staff is available to open the school for the program to run on days when the UCDSB has bus cancellations. (Appendix J)

### **Transportation**

Parents/caregivers are responsible for the transportation of their child(ren) to and from school. Please confirm with the teacher if any arrangements have been made for your child's arrival and departure such as a caregiver, grandparent, or car pool. This information should be included in writing as part of your registration package or given separately to the School Director. Please also confirm, preferably in writing, with the teachers regarding any variation from the regular routine of drop off and pick up.

### **Special Activities and Field Trips**

Special activities and field trips are planned throughout the school year. These are a very important part of the program because they allow children to explore first-hand some of the things talked about at school. The Field Trip Authorization section in the registration package must be signed to grant your child(ren) permission to attend such trips and events. The host of the activity may charge a small participation fee. Parents/caregivers are responsible for driving their own child(ren) to field trips or for making their own arrangements with another Nursery School parent/caregiver or other individual. The Nursery School cannot ensure the safety of your child(ren) in transportation outside the school and cannot be held liable in the event of an accident. If your child has signed up but cannot attend, please contact the school on the day of the outing to ensure that the rest of the group does not wait for your arrival. Field trips will go ahead regardless of weather conditions unless you receive a cancellation notice from your Parent Rep.

Please consult the teachers if you wish to bring siblings on a field trip. Siblings are welcome if they are contained in a carrier. It may not be possible to accommodate siblings on some occasions. **Permission from the teachers must be obtained before the day of the trip.** It is the parent/caregivers responsibility to supervise siblings.

### **Fees**

A \$30.00 non-refundable registration/membership fee is due at the time of registration. If space is not guaranteed you are not required to submit the registration/membership fee until you are notified that you child(ren) can register into the program. Monthly tuition cheques are payable as post dated cheques dated the 1st of each month for the duration of the school year. If the school must cancel a program, for any reason, the membership fee will be refunded if the child is not registered in another program of the Nursery School.

**Any service charges incurred by the Nursery School for NSF cheques will be passed on to the originator of the cheque.**

Discounts are provided for families with more than one child in the program.

After receiving two NSF cheques from a family, all other (post-dated) cheques will be returned and the family will be required to pay each month by cash, certified cheque or money order. If an appropriate payment settlement cannot be arranged, membership in the co-operative will be cancelled and the child will be withdrawn from the program. Re-enrolment for the family will be denied until such time as the outstanding payments have been made.

### **Subsidies**

Subsidy applications are available. You may request a subsidy by returning a completed subsidy application to the Vice-President. The Vice-President will make a decision regarding the subsidy. The Treasurer is informed regarding the amount of the subsidy. The remaining members of the board are not informed of the identity of the family, only that a subsidy has been approved.

The subsidies are funded through a separate fund; the fund management policy is available at the school.

Also, the County of Lanark offers a subsidy program for parents/caregivers who qualify. If you need more information contact the County of Lanark Child Care Services at 267-4200 ext. 232. Please note that until a subsidy application is approved, you are responsible for your child's tuition.

### **Waiver**

Under no circumstances is the school responsible for any accident or illness incurred or suffered during school activities.

## General Instructions for the Helping Parent

Participating as Helping Parent provides you the opportunity to see your child in action in the school setting. All families are required to participate — each family is assigned a duty day through the roster — the parent helper is responsible for providing a healthy snack (no nut policy) and general clean-up of the school area. Should you be unable to provide snack or clean up on the appointed day, it is your responsibility to switch with another parent/caregiver. If you are unable to fulfill your duties due to an emergency, call your Parent Representative ASAP.

The helping parent is not required to stay during the program hours; however, should you wish to volunteer your time during program hours it is mandatory that the helper has submitted a Criminal Reference Check and Immunization Record.

### **Parent Helper Cleaning Duties**

- Wipe and disinfect the tables and chairs;
- Clean up on, under and around tables especially where snack has been eaten (moving all chairs to ensure under the table is clean);
- Wash/Disinfect plates and cups (follow procedure for disinfecting posted above sinks);
- Clean paint pot lids. Wash the paint pots if empty or if the colors are muddy;
- Clean any glue paddles, or art supplies that were used during the day;
- Sweep floors and vacuum carpets in all three rooms (move and clean behind and under all items on wheels);
- Empty the 3 small garbage cans into the larger garbage can in the storage room across hall;
- Check all play areas for neatness, dress up clothes hanging nicely, puzzles are complete and stacked neatly, etc.;
- Wipe down and disinfect all frequently touched items (door knobs, play kitchen, chairs, tables, light switches, etc.), use the same solution as used to disinfect the tables;
- Mop/wash floors, most efficient to complete this task after the children have gone home.

### Tips for Healthy Snacks

A healthy snack provides children with the energy and nutrients they need to grow, learn and play at school. Without adequate energy from food, they may feel sluggish and find it difficult to concentrate in class. Providing healthy snacks also helps children form healthy eating habits that can last throughout their lives. We find that children are more likely to trying something new in a group setting.

For a healthy snack, aim to include two or three of the four food groups in Canada's Food Guide: Vegetables and Fruit, Grain Products, Milk and Alternatives, and Meat and Alternatives. Try combining some of these simple nutritious snack ideas:

**Vegetable and Fruit** - apple, banana, orange, grapes, watermelon, berries, kiwi, pear, peach, grape tomatoes, cucumber, baby carrots, celery sticks, green & red peppers, raisins, dried cranberries

**Grain Products** - whole grain bagels, mini whole-wheat pita breads, mini muffins, multi-grain pretzels, Fig Newtons, crackers, rice cakes

**Milk and Alternatives** - milk, chocolate milk, cheese, yogurt

**Meat and Alternatives** - mini quiches, kielbasa sausage, pepperoni, hummus

More information on providing the snack may be found on our website at  
www.almontenurseryschool.ca or check out

<http://hc-sc.gc.ca/fn-an/food-guide-aliment/choose-choix/index-eng.php>

### Playdough

Parents/caregivers are asked to provide playdough once or twice during the school year. Playdough will be provided by Tuesday/Thursday parents during the first half of the school year and the Monday/Wednesday parents/caregivers during the second half of the school year. Playdough duties will be listed on the Helping Parent Schedule.

#### *This recipe works well:*

##### **Dry ingredients**

2 cups flour, 1 cup salt, 2 tbsp cream of tartar

##### **Wet ingredients**

2 cups boiling water, 4 tbsp. oil, and food colouring.

Mix dry ingredients together in a saucepan or bowl, then add wet ingredients. Mix until a thick consistency. You may knead in extra flour (if required) until it is smooth and elastic.

## Useful things to know

### School Calendar

**Fall** - September 11<sup>th</sup>, 2017 to December 22<sup>nd</sup>, 2017 (15 weeks)

**Winter** - January 8<sup>th</sup>, 2018 to March 9<sup>th</sup>, 2018 (9 weeks)

**Spring** - March 19<sup>th</sup>, 2018 to June 22<sup>nd</sup>, 2018 (14 weeks)

### School Holidays

School starts during the week of September 11<sup>th</sup>, 2017

Thanksgiving - October 9<sup>th</sup>, 2017

Christmas Break - December 25<sup>th</sup>, 2017 to January 5<sup>th</sup>, 2018

Family Day - February 19<sup>th</sup>, 2018

March Break - March 12<sup>th</sup> to March 16<sup>th</sup>, 2018

Good Friday - March 30<sup>th</sup>, 2018

Easter Monday - April 2<sup>nd</sup>, 2018

Victoria Day - May 21<sup>st</sup>, 2018

Last Day of School is June 22<sup>nd</sup>, 2018

School holidays are the same as those of the Upper Canada District School Board with the exception of Professional Activity Days. Important dates will be posted at the Nursery School, included in the Nursery School newsletter and posted on our website.

**Links to resources about licensed child care you may find educational...**

### **How Does Learning Happen?**

<http://www.edu.gov.on.ca/childcare/pedagogy.html>

### **Child Care Information for Families**

<http://www.edu.gov.on.ca/childcare/>

### Executive Members for 2016/2017

### Executive Members for 2017/2018

<b>President</b>	Taryn Houlahan	acnsmail@gmail.com
<b>Vice President</b>	Holly Agnew	acnsnewsletter@gmail.com
<b>Registrar</b>	Tracy Ryan	acnsregistrar@gmail.com
<b>Secretary</b>	Jessica Norris	acnssecretary@gmail.com
<b>Treasurer</b>	Adriana Herbert	acnstreasurer@hotmail.com
<b>Fundraising/Promotions</b>	Amanda Pulker-Mok	acnsfundraising@gmail.com
<b>Mom 2 Mom Rep</b>	Scott Ryan	<a href="mailto:momsale@gmail.com">momsale@gmail.com</a>
<i>Committee Members</i>	Sean Norris	
	Bryan Mark	
	Ashley Clouthier	
<b>Webmaster</b>	Katie Mark	acnswebmaster@gmail.com
<b>M/W Parent Rep</b>	Sarah Clifford	MWparentrep@gmail.com
<b>T/Th/F Parent Rep</b>	Wendy Mitchelitis	TTFparentrep@gmail.com
<b>Director</b>	Nicole Dunn	acnsdirector@gmail.com
<b>Teacher</b>	Mary Giles	acnsmary@gmail.com
<b>Teacher</b>	Christine LeClaire	acnschristine@gmail.com
<b>Bookkeeper</b>	Janet Mavis	<a href="mailto:acnsbookkeeper@gmail.com">acnsbookkeeper@gmail.com</a>
<b>LELCCA Rep</b>	TBA	

The school phone number is 613-256-0286  
 The website is [www.almontenurseryschool.ca](http://www.almontenurseryschool.ca)

## Appendix A



### The Co-operative Nursery School of Almonte

#### Program Statement Implementation Policy

The Co-operative Nursery School of Almonte is committed to ensuring the goals and approaches described in the program statement are implemented and has developed monitoring practices which include:

- Ongoing individual observation of employees/volunteers/ placement students who work with the children on a regular basis, including feedback as needed and at least annually in the form of a written assessment;
- Teachers will communicate on a daily basis (positives and negatives) of program development/design/implementation and revise when/if needed to ensure programming meets HDLH approach to curriculum standards;
- Ongoing monitoring/observation of the school classrooms will be completed to ensure the contravention and prohibited practices are abided by and being met;
- The Director and teachers of the school will complete documentation using the table “Pedagogical Approaches Learning through Exploration, Play and Inquiry” to satisfy one of the requirements of the Child Care Centre Licensing Manual (as provided by Lanark County) to demonstrate that the approaches outlined in the program statement are reflected in program design;
- Maintaining open communication with parents/caregivers and building supporting and trusting relationships with those associated with the school and in the community;
- Teachers will take time to engage in self-reflection of their teaching strategies, curriculum, and growth of each child in the program and develop additional strategies to increase the positive education experiences for all;
- An assessment and feedback form completed by parents/caregivers of children registered in the school programs which will be completed upon the child’s exit from the program or at the end of the program year which will assist in future program planning and development, teaching, etc.

In addition, employees of The Co-operative Nursery School of Almonte who are RECE will abide by the standards of their profession as set out in the College of ECE Code of Ethics and Standards of Practice and will be held accountable. RECE’s will use the Code of Ethics, the Standards of Practice, CCEYA to guide them in their profession along with The Co-operative Nursery Schools policies, procedures and standards of practice as set out in their Employee Handbooks.

The Co-operative Nursery School of Almonte will ensure that all staff, volunteers, and placement students who are involved in the program are informed and understand of all the policies and procedures, which are signed and dated before commencing employment or interacting with the children of the Nursery School, when the statement has been modified, and reviewed annually. A Policy and Procedures binder will be available for use by staff, volunteers, and placement students in an accessible location of the school. It will be the goal of the Director to ensure that staff, students and volunteers have signed and dated have read and understand The

Program Statement Implementation Policy. The Director must be confident that the individuals understand the Program Statement and its Implementation and observes the goals and delivery of the program statement are being met accordingly on an ongoing basis.

In the event the Director, supervisor or any other member of the cooperative witnesses or questions whether or not the Program Statement has not been supported or followed, or a Prohibited Practice has been observed the issue will be dealt with according to the Contraventions and Disciplinary Policy outlined in the Employee Orientation and Training Manual and in the additional information section of this policy.

### **Contravention and Compliance Practices**

All staff, placement students and co-op/volunteer parents/caregivers are expected to comply with the programs stated policies and procedures and the requirements of the Child Care Early Years, 2014. Failure to comply will result in termination.

### **Prohibited Practices**

Ontario Regulation 137/15 (48): No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premise where it oversees the provision of child care,

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

### **Intent**

This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. It sets out clear direction regarding prohibitive practices to support the overall well-being of children. These practices are never permitted in a child care centre.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

### **Compliance Indicators**

1. None of the following practices are observed in the program:
  - a. corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
  - b. physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
  - c. locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;
  - d. use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
  - e. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
  - f. inflicting any bodily harm on children including making children eat or drink against their will.

And

Staff verbally confirm that these practices are not allowed and do not occur in the program.

***For additional information please visit <http://www.edu.gov.on.ca/childcare/research.html> and read “Think, Feel, Act: Lessons from Research About Young Children”***

### **Record Retention**

All records related to the review and sign-off of The Program Statement and Implementation Policies, will be kept on file at the Nursery School for 3 years.

## Appendix B



### The Co-operative Nursery School of Almonte

#### **Anaphylaxis Policy**

At times we have children who are at risk for potentially life threatening allergies. Anaphylaxis is a severe allergic reaction caused by foods, insect bites, latex or other substances. Our Anaphylaxis policy is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure and staff is trained in emergency situations.

#### **Identification of children at risk**

##### **It is the parent/caregiver's responsibility to:**

1. Inform the Director and Staff of their child's allergy/allergies.
2. Consent to inform others involved with the child at the school (staff and volunteers) of the allergy/allergies; for staff and volunteers who have signed off on child specific training to administer medications; to post information regarding the child's medical condition within the school.
3. Provide a completed Anaphylaxis Emergency Plan to the Director and Staff before the child attends the school. This plan will include a photograph, descriptions of the child's allergy/allergies, emergency procedure, contact information and consent to administer medication. This plan will be posted in all 3 rooms of the Nursery School.
4. Ensure that an Epi-Pen is provided to the school and is replaced prior to an expiration date. If a parent/caregiver does not provide an Epi-Pen, or fails to replace an expired Epi-Pen, admission in the program will be suspended until an Epi-Pen has been provided or replaced.
5. Advise the school in writing if their child has out grown any allergy/allergies or no longer required an epinephrine auto-injector. A note from the child's allergist or physician will also be required.

#### **Emergency Protocol- Anaphylaxis**

During an Emergency where a severe allergic reaction has been identified a trained staff will remain with the child to:

1. Check the scene for any hazards
2. Send another adult to CALL 911
3. Administer child's Epi-Pen and take note of time medication was given

4. Keep the child comfortable until medical help arrives, monitor ABC's and be prepared to administer a second Epi-Pen if the reaction worsens again before medical help arrives.

**Note:** A child's parent or guardian will be contacted in the instance of a severe allergic reaction immediately after 911 has been called.

### **Anaphylactic Training**

1. When a child with an anaphylactic allergy is enrolled in the school there will be training provided at our Fall Open House for all staff and parent volunteers of children registered for the current year by the parent/guardian of the child. If for some reason parent volunteers are unable to make the Fall Open House, the parent/guardian of the child with the anaphylactic allergy at the Nursery School will set another date/time go through procedures with parent volunteers or any new parents/volunteers/staff that come into the program throughout the school year to complete the training.
2. Training will be a review of the child's individual plan, which will include signs and symptoms.
3. Staff and parent volunteers will receive a demonstration on how the Epi-pen is administered. Upon completion of training all staff and parent volunteers must sign and date the anaphylactic policy and procedures individualized plan before commencing in the program.
4. Training will occur at least annually and at any time a change has been made in the individual plan, policies or procedures. All training and reviews will be document with a signature and dated.

### **Creating an Allergen Safe Environment**

It will be the goal of the school to create a safe and healthy environment for all children enrolled in the program. Every effort will be made to minimize the allergens that could potentially cause a fatal reaction, but recognizes that complete elimination of allergens is not a guarantee.

1. Parents will be informed of all food allergies in the school.
2. Ways to reduce exposure:
  - a. Washing hands and mouth before entering program.
  - b. Do not share food, utensils or containers.
  - c. Place food on a plate rather than direct contact with surface.
  - d. Properly clean surfaces and dispose of food items after snack.
  - e. Adult supervision while eating.
  - f. Read food labels- Our School is a "**NUT FREE SCHOOL**" (we will not serve "may contain")
  - g. Parents/Guardians who have a child with the allergen may be asked to bring in a suitable snack for their child
  - h. All participants in the Nursery School will be advised of life threatening allergies.

**Epinephrine Auto-Injectors**

Auto injectors will be stored at the Nursery School out of reach of children inside the filing cabinet, in top left hand corner. The Auto-Injector will be labeled with child's name. For fieldtrips the auto-injector will be brought along, unless parent advises not to because they are accompanying the child and carrying one with them.

## Appendix C



### The Co-operative Nursery School of Almonte

#### Daily Medication Policy

No antibiotics will be given at the Nursery School due to the shortness of the program. Only emergency medications will be administered. These include:

1. Asthmatic puffers
2. Epi-pen

#### Procedures

A drug or medication is administered to a child only where a parent/caregiver of the child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered.

A drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled and includes:

1. Child's name
2. Name of the drug or medication
3. Dosage of the drug or medication
4. Date of purchase and if applicable, expiration
5. Instructions for storage and administration

Children that require asthma medication or emergency allergy medication that are not stored at school are permitted to carry these back and forth in their back packs on a daily basis.

One person, the Director, will be in charge of all drugs and medications and may in accordance with the authorization form, designate the head teacher to administer drugs and medications. Each administration of medication will be recorded on an administration record stating the date, time and dosage of medication. This form will be in the daily attendance book until medication is done for the day. Left over medication will be returned to the parent/caregiver in the original container or discarded with parent/caregivers permission.

**\*\*\*Please read the Anaphylaxis policy for individual children with an Epi-pen.**

## Appendix D



### The Co-operative Nursery School of Almonte

#### Snack Policy

In order to help you meet the nutrition requirements of the OCCEYA, 2014 Regulation 137/15, and to help you plan nutritious snack options that will provide a variety of healthy choices as outlined in Canada's Healthy Food Guide, The Cooperative Nursery School of Almonte has developed a policy to assist in your planning and preparation of school snacks.

Each parent/caregiver will be provided with a helping parent schedule. You are required to provide a beverage and a nutritious snack for everyone on your scheduled day. Due to the increasing number of children with life threatening peanut and nut allergies, **the Nursery School requires that NO foods containing any nut-related products be brought into the school.** In addition, an allergy/food restrictions list will be posted to assist with your planning and preparation of school snacks. If your child has special dietary needs you may wish to or be requested to provide their snack on a daily basis.

#### **In addition:**

- Snack will be offered at a consistent time each day of the program;
- A child will never be forced to eat a snack that may cause a negative feeling;
- Children will be offered a variety of healthy food choices at each snack, each day of the program;
- Parents/caregivers will provide written instructions for any child who requires special dietary requirements;
- Food or drink provided by parents/caregivers will be clearly labelled and the date it was sent to the school. Friday 2<sup>nd</sup> snack will include the child's name as well as labelled with date;
- Food or drink will be stored in a manner that maximizes the nutritious value and minimizes spoilage or contamination;
- A list of children with food allergies or restrictions and specifics of the allergy or restrictions will be posted in clear view in each cooking and serving area, in each play room and in any additional space the child may be present;
- A monthly calendar will be available to post and record all snacks brought into the school and will be kept for 30 days following the last day it was applicable for your review;

- Staff will ensure snack time has minimal distractions, allows for an appropriate amount of time for each child to complete a healthy snack and allows for the child's involvement in making healthy choices and clean-up when possible.

**Please visit any of the following links to assist more with your snack planning and preparations:**

<https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/Nutrition/index.htm>

[http://www.healthunit.org/nutrition/resources/Nutrition\\_Daycare\\_Manual.pdf](http://www.healthunit.org/nutrition/resources/Nutrition_Daycare_Manual.pdf)

<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>

<http://almontenurseryschool.ca/parent-info-centre/>

## Appendix E



### The Co-operative Nursery School of Almonte

#### Serious Occurrence Reporting Procedures

##### Purpose

The Child Care and Early Years Act, 2014 (CCEYA) and its regulations include provisions to ensure that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and that these serious incidents are reported to the Ministry of Education, tracked and followed up on. The Cooperative Nursery School of Almonte will be held accountable to the Ministry of Education, specific to demonstrating that our service delivery is consistent with all regulations to Serious Occurrences.

##### **A serious occurrence is defined under the CCEYA as:**

- a. the **death of a child** who receives child care at a licensed home premises or child care centre;
- b. **abuse, neglect or an allegation of abuse or neglect** of a child while receiving child care at a home premises or child care centre;
- c. a **life-threatening injury to or a life-threatening illness** of a child who receives child care at a home premises or child care centre;
- d. an incident where a child who is receiving child care at a home premise or child care centre goes **missing or is temporarily unsupervised**, or
- e. an **unplanned disruption of the normal operations** of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre.

##### The following Serious Occurrences will be reported to the Ministry

1. Death of a child
2. Serious Injury
  - a. Caused by a service provider
  - b. Accidental
  - c. Self-Inflicted
3. Alleged Abuse/Mistreated
4. Missing Child
  - a. Whereabouts known
  - b. Whereabouts Unknown

5. Disaster on Premises
  - a. Fire
  - b. Flood
  - c. Long Term Power Outage
  - d. Outbreak
  - e. Lockdown
  - f. Detection of Carbon Monoxide
  - g. Other
  
6. Complaint about a Service Standard
  - a. Staffing/Ratio
  - b. Food
  - c. Sanitary practices
  - d. Playground
  - e. Adverse Water Quality
  - f. Lead Exceedance
  - g. Staff-Child Interactions
  - h. Supervision
  - i. Microbiological Exceedance
  - j. Hazardous Substance
  - k. Missing/Stolen Files
  - l. Other

### **Procedures/Reporting process**

Actions to be taken if a serious occurrence has occurred or is suspected include the following:

1. The Child will be provided with immediate medical attention when warranted.
2. A report is provided to director and president of any serious occurrence in the Nursery School right away.
3. Nursery School is required to report serious occurrences in the [Child Care Licensing System](#) within 24 hours of becoming aware of the serious occurrence. Follow all steps for reporting and procedures on-line.
4. Serious occurrence reports can be submitted or updated by site or agency delegates (supervisors and home visitors) where the licensee has chosen to enrol them in the system.
5. A Serious Occurrence Notification Form must be posted on-site about a serious occurrence that happened at the child care location for at least 10 business days.
6. The report must be kept in a secure location for at least three years from the date it is made.
7. Appropriate steps will be taken to address any continuing risks to the child's and/or other children's health and safety.

8. In all cases involving death, regardless of the location or circumstances, local Coroner/Police will be contacted immediately.
9. Director will fill out the serious occurrence in the Child Care Licensing System.
10. The parent or guardian of the child is informed immediately, unless the person to be notified is alleged to have abused the child, in which case Police and/or CAS are notified. Section 72 of the *Child and Family Services Act*, requires that a person with reasonable grounds to suspect that a child is or may be in need of protection must report that to a Children's Aid Society.

### **Staff Training**

These procedures will be reviewed, implemented and monitored on a regular basis to ensure employees, volunteers, and students are aware of their roles and responsibilities and are better equipped to provide for the health, safety, and well-being of children participating in the nursery school programs.

## Appendix F



### The Co-operative Nursery School of Almonte

#### **Fire and Evacuation Policy**

A fire and evacuation plan is posted in each room of the nursery school and should be followed when children must leave the school in an emergency situation. An “emergency” means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre.

The director will ensure all staff, volunteers, and placement students and parents/caregivers who come into the school familiarize themselves with these plans. Each staff member will be instructed as to his or her responsibilities in the event of a fire before commencing work for the first time, if any changes occur, and annually.

The Nursery School will hold regular fire drills to familiarize the children with the evacuation plan and encourage proper conduct during an emergency situation. A written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment for 12 months from the date of the drill or test.

In the event of an emergency in which the school requires an evacuation for any reason the children will be taken to the Elizabeth Kelly Library, 155 High Street, Almonte. Parents/caregivers will then be contacted for early pick up of their children at the library.

In the event of an emergency, the school director, staff and/or the President of the Executive will ensure that staff, children and parents/caregivers are debriefed after the emergency; are informed of how and when the school will resume normal operations, and set out how to support children and staff who may have experienced distress during the emergency.

#### **Emergency Situation**

In an instance of an emergency situation where there is no policy and there is an immediate question of safety for the children, the Director and/or teacher(s) on premises will make a reasonable decision to protect the safety of themselves and others around them.

If other situations arise where there is a threat of an emergency, however not immediate, the Director and/or teacher(s) will connect with President and/or Vice President and/or Board of Directors to implement an appropriate plan of action for future use.

#### **“Lockdown” Policy**

The Cooperative Nursey School of Almonte is committed to maintaining a safe learning environment. In life-threatening situations where there is an active threat, the safety at the school is best insured

by a Lockdown. Any individual can call 911 to report the active threat where serious injury or death is imminent or occurring.

The purpose of the Lockdown is to prevent persons at the school from being harmed during a life-threatening situation and to clear the way for emergency services to respond to a life-threatening situation.

A Lockdown refers to an emergency course of action to secure persons in a school, out of sight, in a safe/locked location in the event of an active threat where serious injury or death is imminent or occurring. A **“Lockdown”** shall be used when there is a major incident or threat of school violence within the school, or in relation to the school. Lock school, duck and cover.

The director will ensure all staff, volunteers, and placement students and parents/caregivers who come into the school familiarize themselves with these procedures. Each staff member will be instructed as to his or her responsibilities in the event of a Lockdown before commencing work for the first time, if any changes occur, and annually.

The Nursery School will hold regular Lockdown drills to familiarize the children with the process and encourage proper conduct during an emergency lockdown situation. A written record is kept of all drills for 12 months.

In such instances, the Director of the school or a designate shall suspend the normal classroom routine and activate “Lockdown” procedures prior to the arrival of emergency services.

In an actual incident, the police are responsible for the management of the threat and subsequent criminal investigation, however the Director or designate shall provide full cooperation with police.

***If the school has activated a Lockdown and the fire alarm sounds:***

- a) Disregard the fire alarm if it is safe to do so;
- b) Persons at the school must always be aware of the potential of other emergencies such as a fire during Lockdown;
- c) Persons at the school must be prepared to react to fire-related emergencies and possibly evacuate for their own safety.

***If staff and students are outside during a Lockdown:***

- a) Remain outside, do not enter the school;
- b) Move as far away from the school as possible;
- c) Proceed to Emergency Evacuation Site if safe to do so (Elizabeth Kelly Library, 155 High Street, Almonte);
- d) Staff takes attendance
- e) Contact parents/caregivers if safe to do so and inform them of the situation

Note a **“Hold and Secure”** shall be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (such as a bank robbery near school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

***“Shelter in Place”*** shall be used for an environmental or weather related situation, where it is necessary to keep all occupants within the school to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions. Continue what you are doing inside the building/classroom.

## Appendix G



The Co-operative Nursery School of Almonte

### **Child Care Supervision Policy for Employees, Volunteers and Placement Students**

This policy is for supervision of employees, volunteers and placement students who help support the safety and well-being of children attending The Cooperative Nursery School of Almonte.

1. No child will be supervised by a person less than 18 years of age.
2. Direct supervised access (i.e. when an adult is alone with a child) is not permitted for those who are not paid employees of the school, or volunteers of the Nursery School who have not submitted a Criminal Reference Check with Vulnerable Sector Check.
3. Placement students who have submitted Criminal References Checks with Vulnerable Sector Check may be left unsupervised with children at the discretion of the Director/Supervisor.

### **Procedures under the CCEYA Applicable to Employees, Volunteers, and Placement Students**

1. Anyone who comes in contact with the children of the nursery school will have a Criminal Reference Check with Vulnerable Sector Search or a signed Declaration Form (Over the age of 18 years of age).
2. A current copy of Immunization is to be submitted and kept on file at the school.
3. Employees require Standard First Aid and CPR Certification (2 day course for Infant and toddler first aid). Volunteers and placement students do not require Standard First Aid as they are not counted in ratios of the Nursery School.
4. Behaviour management policies and procedure will be reviewed, signed and dated before commencing any involvement at the Nursery School.
5. An Individual Plan in the event of an anaphylaxis child must be signed and dated. This will include Epi-Pen training and review of child's individualized plan, policies and procedures.
6. All Nursery School policies and procedures will be read, signed and dated.
7. The supervision policy for employees, volunteers and placement students will be reviewed prior to commencing at the Nursery School, if any revisions have been made and annually afterwards.

### **Roles and Responsibilities**

1. **Supervisor/Director:**

- Ensure that all policies and procedures are reviewed, signed and dated with employees, volunteers and placement students prior to commencing in program on an annual basis.
- Provide an orientation to employees, volunteers, and placement students.
- Mentor, support and monitor employees, volunteers and placement students on an ongoing basis throughout the school year.
- Supervise employees, volunteers and placement students.
- Conduct performance evaluations as needed or requested by the Executive Board of Directors.

## **2. President of the Executive Committee**

- Ensure that the Nursery Schools insurance covers employees, volunteers and placement students working or assisting in programs.
- Review all policies with the Director/Supervisor of the Nursery School before commencing the new school year so that all information remains current and in accordance with legislation and license.
- Ensure that all school policies and procedures are reviewed, signed and dated with the Director/Supervisor prior to commencing in program on an annual basis.

## Appendix H



The Co-operative Nursery School of Almonte

### Criminal Reference Checks for The Co-operative Nursery School of Almonte

Criminal Reference Checks (CRC's) are a precautionary measure designed to ascertain whether individuals providing direct service to children have a criminal history. When working or volunteering with children a Vulnerable Sector Check (VSC) must also be obtained.

1. All employees, volunteers and placement students must all have a CRC with VSC before they begin interacting with children at the Nursery School (provided they are over the age of 18 years).
2. If a copy (rather than an original document) of a CRC or VSC is provided to the school, it must have been completed no earlier than 6 months before the day it is obtained by the Nursery School.
3. If more than 6 months, but less than 5 years have passed since the day the VSC was performed, the volunteer or placement student must also provide an Offence Declaration Form.
4. If more than 5 years have passed since the day the VSC was performed, the volunteer or placement student must provide a new VSC or copy.
5. Each Offence Declaration shall be current to within 15 days of the anniversary date of the previous Offence Declaration or VSC and shall address the period since the most recent Offence Declaration or VSC.
6. Cost for CRC and VSC must be incurred by the employee. Volunteer parents and students will receive a signed waiver from the Nursery School for verification of volunteering.
7. Information obtained through the CRC and VSC will be kept confidential. The CRC and VSC will be handed in to the Director/Supervisor/Registrar to ensure confidentiality.
8. All CRC and VSC at the Nursery School will have "True Copy" written on photocopy, signed and dated by the Director/Supervisor to ensure was when it was received.
9. If CRC shows any convictions that an individual is unfit to work with children including convictions for any offense set out in Section 9 of the CCEYA. The employee, volunteer, and/or placement student of the Nursery school will be effectively terminated.

#### Exceptions:

1. An employee, volunteer, or placement student may be permitted at the discretion of the Director/Supervisor to commence employment or interacting with children for the purpose of volunteering or educational placement if:
  - a. The employee, volunteer, or placement student has applied for a VSC as soon as reasonably possible;

- b.** The length of time required to obtain a VSC justifies the delay in receiving; and
- c.** The Director/Supervisor has put in place additional measures to protect the children who interact with the person until the VSC has been obtained (i.e. an employee, volunteer, or placement student who has not submitted a VSC will not be left alone or unsupervised with any child in the program).

# Appendix I



## The Co-operative Nursery School of Almonte

### Confidentiality Agreement

#### Preamble

Due to the confidential nature of some information that is discussed in Executive meetings, we ask that all executive members respect the right to privacy of individuals involved with the school. All executive members are required to sign an individual confidentiality agreement. Parents/caregivers of the Nursery School will read this policy along with other policies and sign and date that they agreed and understood the Confidentiality Agreement.

#### Nature of the Agreement

This agreement delimits the use of personal information collected for the purpose of the Cooperative Nursery School of Almonte, including

1. What personal information are we talking about?
2. How personal information is used by the Nursery School
3. Responsibility for the Protection of Individuals Privacy

#### What Personal Information are we talking about?

1. The Co-operative Nursery School of Almonte, like all organizations, is legally required to maintain the privacy of individuals.
2. All organizations collecting names and addresses are now legally required to disclose what use they will make of this information. By nature, the Nursery School photocopies CRC and signs "True Copy" on top to show the original has been seen from all employees, volunteers and placement students.
3. We collect financial information for school fees, NSF cheques and subsidies. The private nature of such information must be respected and should not be discussed outside the confines of an executive meeting. Certain financial information is privileged and will only be accessible to those with authorized access (including program subsidies). All names when discussing financial matters related to the Cooperative Nursery School of Almonte will be excluded.

#### Uses of Personal Information

1. The Nursery School uses home addresses, telephone numbers and personal emails for the purpose of contacting parents/caregivers with registered participants in the school programs. No information shall be released or sold to third parties.
2. The Nursery School does handle CRC's from volunteers; all info on CRC's are kept confidential.

3. An occasional NSF cheque occurs and subsidy requests are submitted; these items are discussed privately with only the individual(s) concerned or those who have authorized access to the information.

4. Any other private information, such as children's behavioural problems, changes in marital status of parents/caregivers, or any other information, will be treated with respect.

#### **Responsibility for the Protection of Individuals Privacy**

Breaches in confidentiality may result in charges or removal from The Cooperative Nursery School of Almonte. Executive members must recognize that the reputation of the Nursery School and themselves rests on their ability to maintain the privacy and the good name of the Nursery School and all participants.

#### **What Else Should You know about Privacy at the Co-operative Nursery School of Almonte**

Anything not explicitly covered in this agreement is not necessarily excluded from the need for confidentiality. It is assumed that the Executive of the Nursery School will conduct its affairs of respect, and that any sensitive information discussed will be treated as such.

A signed agreement will be required of all executive members, employees and participants of Executive meetings on an annual basis.

## Appendix J



### The Co-operative Nursery School of Almonte

#### Inclement Weather and Closure due to Unforeseen Circumstances Policy

The Cooperative Nursery School of Almonte will follow the UCDSB policy on bus cancellations for inclement weather. However, the nursery school will remain open on days when the buses are cancelled if our regular teachers are able to arrive to work safely or if supply staff is available and can safely arrive to work to carry out the school program. Parent Reps will inform you as soon as they can to let you know if staff is available to open the school for the program to run on days when the UCDSB has bus cancellations.

There are times when unforeseen circumstances arise which may cause an unexpected closure to the school such as: power outage, flood, any health and safety concern that may put children at risk (issues with services at the school or building, threats, fire alarms, etc.), disruption of the schools water supply or heating/cooling system.

The safety of our staff, students, volunteers, and parents/caregivers, take priority in making any decisions of when to the school will be closed. The Director will consult with staff and members of the executive when needed, in the event of an emergency and will make the final decision as to whether or not the school will be open or closed. The Director will inform the Parent Rep who will then be responsible for notifying parents/caregivers of a school closure. For any closure resulting in duration of more than one day, the school will do their best to keep you informed of what is being done to ensure health and safety is being met and all necessary events are taking place to gain access to the school in a timely manner. If alternate arrangements can be made to access a temporary space, the school will inform you as soon as they can so you can make appropriate travel/childcare arrangements in advance.

## Appendix K



### The Co-operative Nursery School of Almonte

#### Individualized Support Plans and Inclusive Programming

The Cooperative Nursery School of Almonte will ensure that an up-to-date individualized support plan is in place for any child with special needs who is registered into one of the school's programs.

The plan will be developed in consultation with a parent/caregiver of the child, the child (if appropriate for the child's age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan. The plan will include:

- (a) A description of how the school and teachers will support the child to function and participate in a meaningful and purposeful manner while the child is in attendance of programs;
- (b) A description of any supports or aids, or adaptations or other modifications to the physical, social and learning environment that are necessary to achieve (a); and
- (c) Instructions relating to the child's use of the supports or aids referred to in (b) or, if necessary, the child's use of or interaction with the adapted or modified environment.

It is the Cooperative Nursery School of Almonte's obligation under the CCEYA to ensure that the program will be structured to:

- (a) accommodate the individualized support plan of each child with special needs;
- (b) be appropriate for the ages and developmental levels of the children with special needs registered in the program; and
- (c) be inclusive for all children.

## Appendix L



### The Co-operative Nursery School of Almonte

#### **Medical Emergency Procedures**

The Co-operative Nursery School of Almonte requires clear concise procedures for dealing with medical emergencies. This is to ensure that prompt and appropriate attention happens for all children during a medical emergency.

This procedure will cover all medical emergencies that do not require more than basic first aid, during Nursery School hours or fieldtrips. Such as but will not be limited to:

1. Trauma
2. Allergic reactions
3. Chocking
4. Unconsciousness of either students or adults in the Nursery School

#### **Roles and Responsibilities**

1. Director- the Director must be made aware of all medical conditions affecting any student in the school and will speak to the child's parent(s)/caregiver(s) to seek additional information regarding life threatening allergies, non-life threatening food/ environmental allergies, and/or special medical needs. The Directors will share all medical information with employees, parents/caregivers, volunteers and placement students involved in the program. All employees will have Standard First Aid and CPR certification.
2. The director and employees will work together in the case of any medical emergency and may provide instruction to additional adults on premise such as parent volunteers or placement students. The director or employee on site will deal with the responsibility of the child who has been affected with the emergency. All medical emergencies will be documented and the parents/caregiver will be notified of the emergency accordingly.
3. The director and/or employee will always have access to a phone during school hours and offside on fieldtrips.
4. In the event that one of the employees, volunteers or placement student requires first aid an employee who is unaffected will provide basic first aid. If needed an adult will be directed to call 911 to request assistance. One employee, volunteer or placement student will supervise students in the program and ensure they are in a safe place.

5. Should a medical emergency require the child to be picked up the parent/caregiver will be notified. If all children in the program are required to be picked up the parent/caregiver in charge of the Telephone Tree will be notified to contact all parents/caregivers. The Director, employees, and any volunteers or placement students will provide emergency contact information to the school and will be kept on file and brought off-site to field trips along with all students emergency contact information registered in the program.

## Appendix M



### The Co-operative Nursery School of Almonte

#### **No Smoking Policy**

The Cooperative Nursery School of Almonte is licensed under the CCEYA, 2014, therefore must be smoke-free at all times in accordance to the Smoke Free Ontario Act. Smoking is prohibited on the school property and in the parking lot. All employees, volunteers, and parents/caregivers will be informed of this policy and signs will be posted.

## Appendix N



The Co-operative Nursery School of Almonte

### Sanitary Practices

#### Hand Washing

Hands should be washed following the charts/posters in washrooms and above sinks (Ontario Public Health Recommendations):

- after changing a diaper/pull-up
- after using the toilet or assisting a child with his/her toileting routine
- before and after contact with potentially infectious materials (e.g. after blowing one's nose, coughing, or sneezing, touching nose, ears or eyes, cleaning up after a sick child)
- before, during and after handling or consuming food
- after handling toxic substances
- after handling garbage or recycling
- after coming in from outside
- after contact with animals (touching or feeding)
- whenever they feel dirty
- hands are dried using single served disposable paper towels or air dried

#### Diapering

Plastic gloves and a diaper change matt are provided in the washroom. A disposable change pad is used on the matt for diapering. The disposable diaper pad is placed in a plastic bag along with the soiled diaper and gloves and disposed of in the school garbage. The change pad must be sprayed with the disinfecting agent provided, and wiped dry, after every use. The individual diapering and child follow proper hand-washing routine.

#### Classroom Cleanliness

**Please see the Cleaning Checklist posted on the school bulletin board inside the classroom and above the sinks which outlines all cleaning duties to be completed on a daily basis.**

**Dishes** – proper dishwashing (Leeds, Grenville, Lanark Public Health Unit) is posted above the sink in the school. Dishes are cleaned and sanitized using a three-sink system to wash, rinse and disinfect.

**Tables/Counters and Chairs** – eating and food preparation surfaces are sanitized before and after use/eating using a pre-mixed spray of disinfectant and water which can be found in the cupboards

under the sinks (child-proof locks for safety); chairs are disinfected following the completion of snack and/or use for the day.

**Toys and Equipment-** if a child puts a toy in his/her mouth, and/or coughs or sneezes on a toy it should be placed in a bin for disinfecting prior to any other children having the opportunity to play with it. All other toys and equipment will be disinfected on a monthly basis, or prior to it being put in storage for use on a later date.

**Laundering** – all hand towels are to be put in the laundry daily and will be send home on a weekly basis with the parent(s)/caregiver(s) who has volunteered to assist with school laundry; paint aprons will be washed every second week or as needed; dress-up clothes will be washed as needed.

**Physical Space** – Floors are swept and mopped with disinfectant, and carpets are vacuumed on a daily basis and as necessary. Garbage will be removed at least once a day at the end of the morning. When the water table is used, water is changed daily and table is disinfected.

## Appendix O



### The Co-operative Nursery School of Almonte

#### **Staff Training and Development Policy**

The CCEYA O. Reg. 137/15, ss. 58(1) requires that written policies and procedures are in place with respect to staff training and development.

Employees and placement students hired by The Cooperative Nursery School of Almonte will receive an Orientation Handbook which will include all necessary operational details of the school, health and safety, fire safety, codes of conduct and behaviour, school policies and procedures.

The director of the program will ensure that all new staff, volunteers and placement students are oriented to the Program Statement as well as material presented in the Orientation Handbook prior to commencing employment and interacting with children. A sign off sheet signed by the staff, volunteers, placement students and the person who led the review indicating the date of orientation will be kept.

A review of the Program Statement and materials presented in the Orientation Handbook will take place annually with all staff, volunteers and placement students or in the instance a revision has been made to the statement or any materials in the Orientation Handbook. A sign off sheet signed by the staff, student, or volunteer and the person who led the review indicating the date will be kept.

All staff, volunteers and placement students will be monitored for compliance with the approaches, policies and procedures set out in the program statement through observation, reports from the program director/colleagues/board members, parents/caregivers, etc. Any concerns will be immediately reported to the program director/president of the board.

All Employees will be entitled to leave with pay and are encouraged to attend a set number of training courses, workshops, conferences, Child Care Provider Meetings, etc. as set out in their annual contract. Employees are also encouraged to take advantage of additional childcare and educational training courses that may not be outlined in their contract that are relevant to staff development and training and may request for additional training funds to be approved from the school Board of Directors.

## Appendix P



### The Co-operative Nursery School of Almonte

#### Toileting Policy

Children enrolled at the Cooperative Nursery School of Almonte in the core programs do not need to be toilet trained. It is the expectation that any children who are still in diapers will attend school using a “pull-up” form of diaper. Children are escorted to the bathroom upon request by the child as well as at a scheduled time with the class and teacher.

For children enrolled in the Friday Kindergarten Readiness program it is the expectation that they are toilet trained. In the event of an accident during the Friday program parents may be contacted at the discretion of the school teacher.

The school will use the following definition for toilet trained:

“A child will be considered toilet trained at such time that they are able to attend the Friday program without a diaper or “pull-up”. The expectation is that they will ask to use the washroom when such a need arises and be able to perform bathroom tasks such as removing and replacing clothing, cleaning themselves, and hand washing with minimal assistance. “

The school and teachers do understand that there will be an adjustment period at the beginning of the school year as students become comfortable with the teachers and routine. Students enrolled in the Friday program will be given a grace period of 4 weeks in order to adjust to the new environment and routine. If following the 4 week grace period, regular accidents (being described as more than 1 per month) or toileting issues continue to occur the school reserves the right to withdraw the child from the program until the child is able to meet the toilet training requirement.

## Appendix Q



### The Co-operative Nursery School of Almonte

#### Parental Code of Conduct

We all have the right to be safe and feel safe in our school community. The Cooperative Nursery School of Almonte Inc. sets clear standards of behaviour that apply to all individuals involved in our organization including: parents/caregivers, volunteers, teachers/employees, and/or executive members.

These standards apply whether they are on school property, at nursery school-based events and/or activities or in communication with school community members.

All members of the schools community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code.

All adult members have the responsibility to act as models of good behaviour. Foul language, which includes but is not limited to, swearing, name-calling, and shouting, is not appropriate verbally or in written communications. If on school property or at a school-based event individuals engaging in such behaviour will be asked to leave the premises immediately.

Inappropriate behaviour or harassment of any kind towards a student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes, but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

No weapons are allowed on the Cooperative Nursery School of Almonte Inc. property or at any function operated by the nursery school. The consequences for failure to comply will include, but is not limited to the family's expulsion from the organization.

The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed with the teachers or appropriate executive team members.

Gossip and public criticism regarding an individual staff member, parent volunteer or the school are unacceptable. There should be no discussion of concerns with other parents in the hallways, the parking lot or via electronic mediums such as Facebook, Myspace, personal blog sites or other forms of electronic information sharing.

Any pictures taken at any of our programs or during events that include other children or staff members are for the private use of the family only. These pictures cannot be posted in on-line photo

albums (i.e. Instagram, Facebook, Myspace, etc.) This is with the exception of photos taken for school promotional purposes or with the consent of the parents.

Mail pouches and bulletin boards are to be used solely for the purpose of communicating between parents and the nursery school. They are not to be used for business promotion. Only information relating to approved Nursery School Fundraisers will be displayed at the school. If a parent wishes, they may approach the executive to present a fundraising suggestion.

In the event that there is an issue with failure to abide by the parental code of conduct individuals will be made aware in writing and if subsequent events occur this will result in expulsion from the cooperative.

## Appendix R



### The Co-operative Nursery School of Almonte

#### **Written Process for Monitoring Compliance and Contraventions**

All staff, placement students and volunteer parents are expected to comply with the Nursery Schools stated policies and procedures and the requirements of the Child Care Early Years Act, 2014.

#### **Procedures**

1. An overview of the policies and procedures will be completed with employees, placement students and volunteer parents upon date of hire and/or commencing any role in the program.
2. All policy and procedures will be signed and dated by all staff, placement students, and volunteers on an annual basis and in the event any revisions have been made.
3. As individual plans for anaphylactic allergy or a child with special needs occur all volunteer parents and staff will sign off as soon as they are addressed.
4. Regular observation of employees, placement students and volunteer parents will be completed on an ongoing basis by the director and staff, and when needed the president.
5. Staff evaluations will be done twice a year.

#### **Review and sign off**

The Director of the Nursery School will review and revise all policies, procedures and individual plans before working with children annually and at any time there is a change by employees, co-op/volunteer parents, and placement students or in the event of any other revision. A review date will be inputted on the sign off sheet.

#### **Template**

A main template sheet is completed every September, staff, volunteer parents, and placement students will sign off on new policy sheets annually and in the event any revisions have been made.

#### **Contravention and Compliance Practices**

All staff, placement students and volunteer parents are expected to comply with the programs stated policies and procedures and the requirements of the Child Care Early Years, 2014. Failure to comply will result in termination.

**For Employees**

1. A verbal warning
2. A written warning
3. Dismissal

**For Placement Students and Volunteers Parents**

1. A Verbal warning
2. A written warning
3. Dismissal

When determining which disciplinary measure will be taken, the following criteria will be considered by the Director/President:

1. Seriousness of the offense
2. Actual or potential risk, or harm to the child
3. Frequency of the occurrence
4. Previous disciplinary action taken
5. Past or recent occurrences of the employee, placement student or volunteer parent

When action is necessary, it will be taken IMMEDIATELY by the Director/President for employees, placement students and volunteer parents. In the case, the Director is accused the President of the executive board will take IMMEDIATE action.

**Record Retention** -All records related to the review and sign-off such as The Program Statement and Implementation Policies as well as the monitoring of compliance and contraventions, will be kept on file at the Nursery School for 3 years.

**Additional Information**

Compliance and Contraventions practices are:

1. Used in a positive and consistent manner and tone;
2. Implemented as soon as possible after the inappropriate behaviour;
3. Appropriate to the developmental level of the child;
4. Related to the inappropriate behaviour;
5. Designed to assist the child to learn positive behaviour;
6. Discussed with parents to remain consistent and help reinforce positive behaviours and outcomes.

**Preferred Practices**

Staff, placement students and volunteer parents are expected to use the following behaviour management practices when necessary:

1. Channel the child's negative behaviour away from the situation;
2. Use positive verbal reminders at eye level in regards to inappropriate behaviour;
3. Redirection ;
4. As a last resort, if no other strategy has been successful, "Time Away" methods may be used however children should sit no more than periods longer than their age.