

# **Cooperative Nursery School of Almonte, Inc.**



## **Handbook 2026-27**

**Co-operative Nursery School of Almonte, Inc.**

106 Elgin Street, Box 1325, Almonte, ON, K0A 1A0

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**August 2026 V1**

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## **WELCOME**

Welcome to the Co-operative Nursery School of Almonte Inc. We look forward to getting to know you and teaching your little one. As a co-operative, we depend and rely on our family's commitment and involvement. Please familiarize yourself with this handbook as it provides all the information you need to know 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 toddler and preschool aged children. It is recognized 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 <https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>

\*See full Program Statement policy

## **Philosophy of our program**

Our aim is to provide opportunities that allow children to:

- Explore a variety of play-based learning activities to satisfy 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 has three adjoining rooms located in the downstairs of the Almonte United Church. One room is used for gross motor play; with building blocks and other large toys. The middle room is for arts and crafts and sensory play as well as our kitchen area for snack preparation. 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 posted on the parent information board, to help to foster communication between staff and parents/caregivers. This keeps everyone informed of activities that happen throughout the day. This calendar is flexible and may change to adapt to the needs and interests of the children.

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

## **Teaching Staff**

Cooperative Nursery School of Almonte has 3 teachers with 2 Registered Early Childhood Educators and 1 Early Childhood Assistant. The 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 always open to communication. Teachers keep their skills updated through seminars, courses, and online web-learning.

## **This is Your Co-operative**

This is a co-operative program, and parents are required to be active participants in the operation of the Nursery School. Please take part in as much as possible and enjoy the results. Helping 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.

## **Programs and School Schedule**

### **Toddler Program Tuesdays & Thursday Mornings**

- children 18 months to 30 months (must be 18months to start)
- Tuesdays and Thursdays mornings 9am to 11:30am (must be enrolled for both days)
- must be walking
- If under 18 months, the child will be added to the toddler waitlist.

### **Preschool Program**

- children 30 months to 5 yrs (must be 30 months to start)
- Mondays and Wednesday mornings from 9am to 11:30am and/or
- Monday to Thursdays afternoons 12:30pm to 3pm.
- Must be enrolled for a minimum of 2 sessions.
- If under 30 months, the child can enroll in the toddler program or be added to the preschool waitlist.

### **Friday Kindergarten Readiness Program**

- kindergarten readiness program is Fridays 9am to 1pm for children attending kindergarten the following September.
- must be currently enrolled in a minimum of 2 preschool sessions
- must be 3yrs old by December 31<sup>st</sup> of current school year
- must be **fully toilet trained** without pullups/diapers.

### **Program Information**

All programs operate mid-September to the end of June, following the Upper Canada District School Board Calendar for winter & spring breaks.

Prior to the start of the programs, teachers are busy preparing activities; so please note that the door to the classroom will not open until 9am for the morning programs and 12:30pm for the afternoon programs. Please ensure that your child is picked up promptly at the end of the day's program or late pick up fees may apply.

**Toddler core Program**      Tuesday and Thursday Mornings 9am - 11:30  
(must attend both days)

**Preschool Core Program**      Monday and Wednesday Mornings 9am - 11:30am  
Monday to Thursday Afternoons 12:30 - 3pm  
(must attend at least 2 sessions)

**Kindergarten Readiness Program**      Fridays 9am - 1pm (must attend 2 preschool sessions days to be eligible to enroll)

## **Transitioning Toddlers to Preschools**

The toddler program is for ages 18 to 30 months, and preschool is for ages 30 months old to 5 years. Children under 30 months can start in the toddler program and transition to the preschool program. The month after a child turns 30 months, they will move to the preschool program, unless

- 1) there's no room in the morning sessions, and do not want to enroll in the afternoon
- 2) a sibling in the morning preschool program, and do not want them together
- 3) It is May or June of the school year.

Families can choose any of the preschool sessions with a minimum of two and a maximum of 6. If adding days, the adjustment of fees will need to be completed before starting in the new program.

Children can move to (or be enrolled in) the preschool program before they turn 30 months of age if space and availability allow. They must be at least 24 months of age and approval from the director, registrar and teaching staff is required.

## **Canada Wide Early Learning and Childcare**

The Cooperative Nursery of Almonte is enrolled in the Canada wide Early Learning and Childcare program, which allows us to offer our programs at a subsidized cost.

### **Base Fees**

#### **Monthly Tuition Base Fees**

|                              |                |
|------------------------------|----------------|
| <b>Toddler 2-day program</b> | <b>\$91.20</b> |
|------------------------------|----------------|

#### **Preschool monthly fees:**

|                                                           |                            |
|-----------------------------------------------------------|----------------------------|
| One half day (must attend minimum of 2 sessions per week) | \$45.80                    |
| One full day (morning and afternoon programs)             | \$83.60                    |
| Friday's Kindergarten Readiness Program                   | \$45.60 additional monthly |

|                              |                |
|------------------------------|----------------|
| <b>Annual Membership Fee</b> | <b>\$50.00</b> |
|------------------------------|----------------|

#### **Tuition Base Fees and payment**

A \$50.00 non-refundable membership fee and last month's tuition is due at the time of registration if a space is guaranteed. If space is not guaranteed, this fee is not required until a spot is available and are notified that you child can register into a program.

If for any reason, a program is cancelled the year, the membership fee will be refunded if the child is not registered in another program of the Nursery School.

If adjustments are made during the school year by adding or removing days, the pre-paid last month's tuition will be adjusted for the next month.

Monthly tuition from September to May for the **exact fee** amount must be paid using the BrightWheel App by the 1<sup>st</sup> of each month

**All tuitions payments are non-refundable.**

If other payment options are required, please contact the treasurer by email at [acnstreasurer@gmail.com](mailto:acnstreasurer@gmail.com)

### **Non-Base Fees**

**Late payment Fees:** Late payments will be subject to a late payment fee of \$10 as well as an admin fee of \$3.00. Accounts in arrears will be followed up with by the President within 3 days of notification from the Treasurer and Bookkeeper.

**Late Pickup Fees:** A late fee of \$3.00 per minute calculated by the end of the programs.

\*See full policy

### **Special Activities & Field Trips (optional attendance)**

Throughout the year special activities and field trips may be planned with an additional fee. These activities can be an important part of the program as 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 to and from field trips. The Nursery School cannot ensure the safety of your child 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.

Siblings who do not attend the nursery and are not in the same program, are unable to attend field trips, as they are not registered students of that program.

## **Subsidies**

Lanark County offers a subsidy program for parents who qualify. For more information, contact Lanark County Children's Services at 613-267-4200 x 2302 or the website

<https://www.lanarkcounty.ca/living/social-services/child-care/>

**Until a subsidy application is approved, you are responsible for your child's tuition.**

If needed, subsidies through the nursery may be available by contacting the Vice-President. To request a subsidy, return a completed subsidy application to the Vice-President, and a decision will be made. The Treasurer will be informed regarding the amount of the subsidy. The remaining members of the board and staff are not informed of the identity of the family, only that a subsidy has been approved. The subsidies are funded through a separate fund by the school.

## **Safe Arrival and Dismissal Policy**

This policy provides staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the childcare center as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

### **Policy**

- The Cooperative Nursery School of Almonte will ensure that any child attending the nursery school is only released to the child's parent/guardian or an individual that they have provided written authorization for the child to be released to.
- The Cooperative Nursery School of Almonte will only dismiss children into the care of their parent/guardian or another authorized individual and will not release any children from care without supervision.
- Where a child does not arrive at school as expected or is not picked up as expected, staff will follow the safe arrival and dismissal procedures set out below.

### **Procedures**

#### **Accepting a child into care**

At the time of drop-off, a parent **MUST** walk their child to the classroom door. This allows an educator in the classroom to;

- greet the parent/guardian and child.
- mark the child on the attendance record.

- Ask how the child's morning has been.
- Be made aware of any changes for the child's pick up routine.
  - \* If parent/guardian has indicated that someone other than themselves will be picking up, staff must confirm that the person is listed as a Person(s) Authorized to Pick Up in the child's file.
  - \* If the individual is not listed, the parent/guardian is required to provide authorization for pick-up in writing (e.g., note or email).
- staff must document the change in pick-up procedure in the daily written record.

#### Where a child has not arrived in care as expected

1. Where a child does not arrive to nursery school and there has not been any communication of the child not attending or drop off changes (e.g., left a voice message, email or verbally communicated prior to that day) the staff must:

- o inform the supervisor, other program staff and classroom volunteers.
- o Staff, Executive Board members or Classroom volunteer will commence contacting the child's parent/guardian no later than 9:45am for the morning programs and 1:15 pm for the afternoon programs by phone and/or email.

Attempts to contact will be documented with times contacted, method of contact and outcome on a safe arrival call form and kept in the attendance binder.

2. If the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

3. If the child's absence has not been confirmed, follow up with parents or emergency contacts will be handled by individual circumstances. Follow ups to contact parents or emergency contacts will be made the following day if required.

#### Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child may be released to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
  - o confirms with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
  - where the above is not possible, ask the individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

**Where a child has not been picked up as expected (before center closes)**

1. Where a parent/guardian has previously communicated with the staff a specific time that their child is to be picked up and has not, the staff will contact the parent/guardian by phone call or email at the end of the program.
2. Where staff is unable to reach the parent/guardian, they must attempt to contact the individual who is authorized to pick up the child. If the individual picking up the child is authorized on the pickup list and their contact information is available, staff will proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the center.
  - o If the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child within 15mins, staff will contact the alternate emergency contacts listed.

**Where a child has not been picked up and the center is closed**

Where a parent/guardian or authorized individual was supposed to pick up a child has not arrived by 11:45am for the morning programs Monday to Thursdays, or the afternoon programs Monday to Thursday by 3:10 and 1:15pm on Fridays, staff will;

1. ensure that the child is given a snack if needed and activity while awaiting pick-up.
2. staff will stay with the child, while calling the parent/guardian to advise that the child is still in care and require immediate pick up as the program has closed.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall attempt to contact the alternate authorized individuals.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file, 90mins after the program closing, the staff shall proceed with contacting the local Children's Aid Society (CAS) and follow the CAS's direction with the next steps.

**Contact Information for Family and Children's Services:**

8 Herriot Street

K7H 1S9

613-264-9991 (Perth Location)

1-855-667-2726 (Toll free)

## **Requirements for School**

Each day your child should bring a backpack with:

- a change of clothes
- diapers with tabs and wipes, if needed
- Clearly label all items with your child's name
- Rubber soled shoes are required while indoors -preferable Velcro or slip-on

Please do not bring any toys from home to school. Special days may be scheduled giving opportunities to bring personal items.

It is important to 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 may be administered. Parents will be required to complete a "Medication Consent Form".

\*Please see full Medication policy.

## **Separation Anxiety**

To help your child feel more at ease in their new school during the first week, feel free to stay in the Nursery School for a max of 10 minutes. It is asked not to stay in longer then 10 minutes as it can be confusing for the children. Please know that the teachers have dealt with separation anxiety for many years and are skilled at soothing and encouraging children to adapt to life at school. Please speak to our teachers about steps that can be taken to help your child adjust to the transition and for updates on how your child is doing at school.

## **Snacks**

The nursery school provides a healthy snack and beverage daily with a menu posted on the parent board for your review. If your child has special dietary needs, you may choose or be requested to provide their snack daily. \*See full Snack policy

## **Volunteering**

As a Cooperative Program our school operates smoothly with our teachers and the participation of our families. We do require help with some day-to-day activities, decision-making, and fundraising and promotions.

### **Some volunteering options are but not limited to:**

- Being a member of the parent executive board
- Assisting with Classroom duties (making playdough-recipe below, cutting out for crafts, doing laundry, fixing books, building new toys, or fixing toys etc)
- Helping with Christmas Parade and Fundraising support -set up Christmas Float for the Almonte Parade, preparing Candy canes and handouts, if necessary,
- Assisting Fundraising board executive with fundraising initiatives.

- Monthly Cleaning Responsibilities
- Fundraising

**A Parent Volunteer Booklet will be provided separately.**

## **Referral Incentive**

Our nursery school grows best through the trust and recommendations of our families. As seen in previous years, most of our new families hear about us from word of mouth. The Family Referral Incentive Program is designed to thank current families who refer new families to our program.

### **Eligibility**

- The referring family must have a child currently enrolled and in good standing at the time of referral.
- The referred family must be new to the program (not previously enrolled, returning or on a waitlist).
- Referrals must be made at the time of the new family's enrollment.

### **Referral Incentive**

When a referred family enrolls and completes **3 months** of attendance, the referring family will receive:

- A **\$25 tuition credit** applied to the next month.
- A **\$25 reimbursement**, if it is at the end of the school year.

Only one referral incentive will be awarded per newly enrolled family.

### **Referral Process**

1. The referred family must list the referring family's name on the registration package at the time of enrollment.
2. Incentives will be issued after the new family meets the enrollment and attendance requirement.

### **Limits and Conditions**

- There is **no limit** to the number of referral incentives a family may earn per school year.
- Referral incentives are **non-transferable** and have **no cash value unless stated otherwise**.
- Referral incentives cannot be combined with other promotions or discounts unless approved by administration.
- The program reserves the right to modify or discontinue the referral incentive program at any time.

**Questions**, please contact **registrar at [acnsregistrar@gmail.com](mailto:acnsregistrar@gmail.com) or president at [acnsmail@gmail.com](mailto:acnsmail@gmail.com)**

## **Website, Information and Communications**

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

**Mail Slots** Each child has a mail slot outside main classroom. Parents are responsible for checking the slots regularly.

**Parent Information Board** Information for parents is posted on this board. Snack schedule, monthly calendar, upcoming events and fundraising events.

**BrightWheel** A communication platform for families which includes messaging and communicating with staff, daily attendance, tuition payments and more. An invite will be sent once your child is enrolled.

**Facebook** This is a closed page for our current families where pictures, daily activities, upcoming events and reminders are posted.

**Newsletter** Newsletters are distributed by email throughout the year. Please ensure we have accurate email address for your family, so you can stay informed and up to date.

### **Parent Reps, Teachers & Parent Executive**

The school is a transparent operation - you should always feel free to ask questions. Basic school information, including regulations, executive duties, other responsibilities and meetings minutes are posted on the parent board. The teachers and members of the executive are open to all discussions. School executive meetings are held monthly, and everyone is welcome to attend with meeting dates included in the minutes.

### **Parent Executive Committee**

The Executive Committee represents you, the parents and is comprised of the school Director, teachers and parents who have been named to the Board of Directors. Each Executive member is required to complete a Criminal Reference Check with Vulnerable Sector Search or Offense of Declaration Form Criminal Reference Check. The group meets monthly to manage the business of the Nursery School. All parents are welcome to attend the meetings to offer 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 20 and is posted on the bulletin board.

## **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 and any others who attend monthly meetings are required to sign a confidentiality agreement. \*\*See Confidentiality Policy

## **Summaries of Policies and Procedures**

### **Admission Requirements**

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

1. Toddler program children must:
  - be 18 months to 30 months at the time of admission
  - must be walking
  - attend both Tuesday and Thursday.
2. Preschool program children must:
  - be between 30 months to 5 years old at the time of admission
  - must attend a minimum of 2 days a week.
3. Friday program children must:
  - enrolled in a preschool program a minimum 2 sessions
  - must be 3 years of age by December 31st
  - must be fully toilet trained without pullups/diapers.

Children are taken to the washroom prior to snack or at their request.
4. All registration forms, including Immunization Records for the child and family volunteers must be completed, and submitted before the child's first day.
5. Membership fee and base tuition fees are due at the time of registration.
6. The Childcare and Early Year Act, 2014 states 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.

## **Agreement of Policy and Procedures**

The Cooperative Nursery School of Almonte is licensed by the Ministry of Education and governed by the Child Care Early Years Act (CCEYA) therefore we are required and responsible for ensuring that policies and procedures are read and agreed to. Annually in September or prior to attending the program, any individual who is volunteering in the classroom including all staff, volunteers and student volunteers are required to sign agreeing that all policies and procedures have been read and understood. All the policies and procedures are in this book.

## **Duty to Report**

The Cooperative Nursery School of Almonte teaching staff are Registered Early Childhood Educators with the College of Early Childhood Educators and must follow the Code of Ethics and Standard of Practices set out by the College., this includes the Duty to Report. For the protection of all children, any person within the nursery school including staff, parents and volunteers that have concerns involving the safety and well being of a child, must report their concerns to Family and Children Services of Lanark, Leeds and Grenville. The following are reportable concerns:

- Neglect: basic needs for food, clothing, shelter and safety are not met
- Physical abuse: signs of physical harm or injury
- Sexual abuse: inappropriate touching or involvement in a sexual activity or exploitation
- Emotional abuse: humiliation, insults, threats and other behaviour that harms a child's emotional state.

Any reasonable concerns or suspicions of a child who needs protection must be reported immediately to Family and Children's Services at 1-855-667-2726. If the matter is urgent and Family and Children's Services can not be reached, notify the local police department. More information can be found at the Family and Children's Services website.

<https://fcsllg.ca/safe-kids/duty-to-report/>

## **Waiver**

Under no circumstances is The Cooperative Nursery School of Almonte Inc. responsible for any accident or illness incurred or suffered during school activities.

## **Withdrawal and Transfer of Days**

One month's written notice of withdrawal of a child from the program or one month's fee in lieu of notice is required and given to the Director or Registrar by the first of the month. A verbal message is not considered official notice. A written notice via email will be accepted. The registration fee is non-refundable. If a parent wishes to switch their child's days at any time during the school year, (a maximum of 2 switches per school year) they are permitted to do so upon one month's written notice if there is space available. If no space is available, they will be added to the existing wait list. \*See full policy.

## **Waitlist**

When a program is at full enrollment, an application for the centralized waitlist through Lanark County can be completed [https://onehsn.com/lanarkcounty/ux\\_2\\_0](https://onehsn.com/lanarkcounty/ux_2_0) When a child is added to a waitlist for any program, a deposit is required. Children will be accepted into the programs in order received on the centralized waitlist if a spot becomes available unless another enrollment takes priority. All required registration forms and documents must be submitted satisfying licensing requirements before the student can start.

\*See full policy.

## **Fire, Evacuation and Emergencies**

Parents 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. 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.

\* See full policy.

## **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 parent's responsibility to inform the Director if a child is at risk of an anaphylactic allergy. Parents are also required to complete an Anaphylaxis Emergency Plan prior to the child attending school for an allergy and/or asthma.

\*Please see full policy.

## **Health Checks & Child Illness**

To maintain a good standard of health, daily health checks are conducted at least once throughout the morning. If your child is ill, they need to be kept home for their own welfare and recuperation, as well as their classmates. This may include but is not limited to any of the following:

- heavy nasal discharge
- uncontrollable coughing/bark sounding
- feverish (may return 24 hr fever free without fever reducer)
- an upset stomach or diarrhea (may return after 48 hrs after last episode)
- a communicable disease (may return once clear of symptoms for 24 hour)
- if antibiotics are prescribed for a communicable disease, they may return 24 to 48 hours once antibiotics have been started.
- undetermined rash
- lethargy

Should a child develop atypical behavior or signs of illness while at school, a parent will be notified and be asked to promptly pick up their child.

Following the Health Unit guidelines children may return when symptom free for a minimum of 24 hours and 48hrs for gastrointestinal illnesses. In instances where children have a communicable disease confirmed by a doctor, the Nursery School may inform other parents as well as the Health Unit if required.

\*\* Please see full policy

## Immunization

A requirement of the Child Care and Early Years Act is children's immunizations are up to date, submitted and on premises. If a family chooses to abstain or delay immunizations, an Immunization Waiver and a Statement of Conscience or Religious Belief Affidavit from The Ministry of Education is required. Some childhood diseases may require isolation according to the local health unit if there are cases in the programs or exposure.

Parents are responsible to submit any updated information regarding their child's immunizations. Ontario's Routine Immunization schedule can be found at

<https://healthunit.org/health-information/immunization/>

### **ROUTINE IMMUNIZATION**

| AGE                | Diphtheria | Tetanus | Pertussis | Polio | Hib<br><small>Haemophilus influenzae Type B</small> | Pneu-C-13<br><small>Pneumococcal conjugate</small> | Rotavirus | Measles | Mumps | Rubella | Varicella | Men-C-C<br><small>Haemophilus meningitidis</small> | Hepatitis B | Men-C-ACYW<br><small>Haemophilus meningitidis</small> | HPV<br><small>Human Papillomavirus</small> | Influenza | Pneu-P-23<br><small>Pneumococcal polysaccharide</small> | Herpes Zoster |
|--------------------|------------|---------|-----------|-------|-----------------------------------------------------|----------------------------------------------------|-----------|---------|-------|---------|-----------|----------------------------------------------------|-------------|-------------------------------------------------------|--------------------------------------------|-----------|---------------------------------------------------------|---------------|
| 2 months           | ●          | ●       | ●         | ●     | ●                                                   | ●                                                  | ●         |         |       |         |           |                                                    |             |                                                       |                                            |           |                                                         |               |
| 4 months           | ●          | ●       | ●         | ●     | ●                                                   | ●                                                  | ●         |         |       |         |           |                                                    |             |                                                       |                                            |           |                                                         |               |
| 6 months           | ●          | ●       | ●         | ●     | ●                                                   |                                                    |           |         |       |         |           |                                                    |             |                                                       |                                            |           |                                                         |               |
| 12 months          |            |         |           |       |                                                     | ●                                                  |           | ●       | ●     | ●       |           | ●                                                  |             |                                                       |                                            |           |                                                         |               |
| 15 months          |            |         |           |       |                                                     |                                                    |           |         |       |         | ●         |                                                    |             |                                                       |                                            |           |                                                         |               |
| 18 months          | ●          | ●       | ●         | ●     | ●                                                   |                                                    |           |         |       |         |           |                                                    |             |                                                       |                                            |           |                                                         |               |
| 4-6 years          | ●          | ●       | ●         | ●     |                                                     |                                                    |           | ●       | ●     | ●       | ●         |                                                    |             |                                                       |                                            |           |                                                         |               |
| 12 years (Grade 7) |            |         |           |       |                                                     |                                                    |           |         |       |         |           |                                                    | ●           | ●                                                     | ●                                          |           |                                                         |               |
| 14-16 years        | ●          | ●       | ●         |       |                                                     |                                                    |           |         |       |         |           |                                                    |             |                                                       |                                            |           |                                                         |               |
| Every 10 years     | ●          | ●       | ◇         |       |                                                     |                                                    |           |         |       |         |           |                                                    |             |                                                       |                                            |           |                                                         |               |
| Every year         |            |         |           |       |                                                     |                                                    |           |         |       |         |           |                                                    |             |                                                       |                                            | ●         |                                                         |               |
| 65 years           |            |         |           |       |                                                     |                                                    |           |         |       |         |           |                                                    |             |                                                       |                                            |           | ●                                                       | ●             |

◇ One time in adulthood instead of Td

Report to Leeds, Grenville & Lanark District Health Unit each time your child gets an immunization so their records stay up-to-date. Email: [immunization@healthunit.org](mailto:immunization@healthunit.org) or call 1-800-660-5853

## Head Lice

Parents are responsible to advise the school if their child has head lice. A pharmacy product should be used to give 2 treatments 7-10 days apart. A child may return to school after the first treatment has been completed and all nits have been removed. Children are required to be nit free prior to returning.

### **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 of the child. Individualized Support Plans will be developed and in place for any child who requires modifications or adaptations to our school program. \*\*Please see full policy.

### **Local Promotion**

At times, the local newspaper may 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**

In the event the Upper Canada District School Board cancels school buses due to inclement weather, the Nursery School may also close. The school may remain open if teachers are able to arrive and leave school safely. Parents will be informed as soon as possible, typically by 8am if the programs are unable to operate.

\*See full policy

### **Transportation**

Parents/caregivers are responsible for the transportation of their child 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 carpool. This information should be included in writing as part of your registration package or given separately to be kept on file. Please also confirm in writing, with teachers any variation from the regular routine of drop off and pick up.

## Useful Information & Dates to Know

### School Calendar Dates

Fall - September 7<sup>th</sup>, 2026, to December 18<sup>th</sup>, 2026 (15 weeks)

Winter - January 4<sup>th</sup>, 2027, to March 12<sup>th</sup>, 2027 (10 weeks)

Spring - March 22<sup>nd</sup> to June 18<sup>th</sup>, 2026 (13 weeks)

### School Holidays

School starts during the week of September 8<sup>th</sup>, 2026

Thanksgiving - October 12<sup>th</sup>, 2026

Christmas Break - December 21<sup>st</sup> to January 1<sup>st</sup>, 2026

Family Day - February 15<sup>th</sup>, 2027

March Break - March 15<sup>th</sup> to March 19<sup>th</sup>, 2027

Good Friday - March 26<sup>th</sup>, 2027

Easter Monday - March 29<sup>th</sup> 2027

Victoria Day - May 24<sup>th</sup>, 2027

Last Day of School is June 18<sup>th</sup> 2027

School holidays follow the UCDSB. Important dates will be posted at the Nursery School, in the newsletter and our social media page.

## 2026-27 Parent Executive Board

|                                                  |                           |                                                                                                        |
|--------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------|
| <b>President</b>                                 | <b>Diana Bingham</b>      | <a href="mailto:acnsmail@gmail.com">acnsmail@gmail.com</a>                                             |
| <b>Vice President</b>                            | <b>Alison Vanderbrink</b> | <a href="mailto:vp.almontenurseryschool@gmail.com">vp.almontenurseryschool@gmail.com</a>               |
| <b>Assistant Registrar</b>                       | <b>Virginal Sahl</b>      | <a href="mailto:assistantacns@gmail.com">assistantacns@gmail.com</a>                                   |
| <b>Secretary</b>                                 | <b>Maddy Albert</b>       | <a href="mailto:Secretary.almontenurseryschool@gmail.com">Secretary.almontenurseryschool@gmail.com</a> |
| <b>Treasurer</b>                                 | <b>Jessica McGrath</b>    | <a href="mailto:acnstreasurer@gmail.com">acnstreasurer@gmail.com</a>                                   |
| <b>Fundraising</b>                               | <b>Hannah Lopes</b>       | <a href="mailto:Fundraise.almontenurseryschool@gmail.com">Fundraise.almontenurseryschool@gmail.com</a> |
| <b>Promotions</b>                                | <b>Samantha Russell</b>   | <a href="mailto:Promo.almontenurseryschool@gmail.com">Promo.almontenurseryschool@gmail.com</a>         |
| <b>Webmaster</b>                                 | <b>Emily Moxley</b>       | <a href="mailto:webmaster.almontenurseryschool@gmail.com">webmaster.almontenurseryschool@gmail.com</a> |
| <b>Parent Reps</b>                               | <b>Katie Hawkins</b>      | <a href="mailto:ACNSparentrep@gmail.com">ACNSparentrep@gmail.com</a>                                   |
| <b>Program Supervisor<br/>&amp; RECE Teacher</b> | <b>Christine LeClaire</b> | <a href="mailto:directoracns@gmail.com">directoracns@gmail.com</a>                                     |
| <b>Assistant Teacher &amp;<br/>Registrar</b>     | <b>Skye Elliott</b>       | <a href="mailto:acnsregistrar@gmail.com">acnsregistrar@gmail.com</a>                                   |
| <b>RECE Teacher</b>                              | <b>Lori Lacharity</b>     | <a href="mailto:teacheracns@gmail.com">teacheracns@gmail.com</a>                                       |
| <b>Bookkeeper</b>                                | <b>Karin Crawford</b>     | <a href="mailto:acnsbookkeeper@gmail.com">acnsbookkeeper@gmail.com</a>                                 |

## **POLICIES & PROCEDURES**

### **Program Statement**

The Co-operative Nursery school of Almonte offers a dynamic play-based program for preschool aged children. All staff recognize 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. Our programs are all developed to align with the professional learning resource "How Does Learning Happen? Ontario Pedagogy for Early Years" and are consistent with the requirements under the O. Reg. 137/15 ss 46(1)-46(4).

The Co-operative Nursery School of Almonte has 2 Registered Early Childhood Educators and 1 childhood educator assistant who 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. Staff keep their skills current through seminars, courses and online web-learning.

The Co-operative Nursery School of Almonte strives to:

- A) Promote the health, safety, nutrition and well-being of all children**
  - Nursery School helping parents provide a nutritious snack which follows the Canadian Food Guide to Healthy Eating. Cleaning at the nursery school is done daily with the help of the Cooperative parents and staff. The Nursery School provides a safe environment for all children.
- B) Support positive and responsive interactions among children, parent's, childcare providers and staff.**
  - The Nursery School encourages a sense of belonging among all who participate in the program. We help facilitate this through planning, daily routines, and modeling. Staff are warm and sensitive to all the needs of each individual child.
- C) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.**
  - We encourage lots of self-expression among children and their peers. As staff we help foster confidence and offer choices which help support one's ability to self-regulate.
- D) Foster the children's exploration, play and inquiry.**
  - The Nursery school helps spark curiosity through sensory play and open-ended materials. Children are able to explore through their senses, manipulation and investigation. Eg. playdough with loose parts, beans with pouring containers and animals, Lego and wooden blocks, outdoor logs, popsicle sticks, lids and so many more open-ended materials.
- E) Provide child-initiated and adult-supported experiences.**

- On scheduled days we provide a chance for each child to "Show and Share". They bring in a special object to share with their friends, this helps build self confidence, positive communication among peers/adults, and a positive self-image. Staff communicates with the child at an appropriate level and gets involved with play, inquiry and exploration.

**F)** Plan for and create positive learning environments and experiences in which each child's learning and development will be supported.

- The Staff at the Nursery School provide a variety of open-ended materials to support and enhance play in a curious and rich environment. The use of loose parts and natural products/materials help foster the child's imagination.

**G)** Incorporate indoor and outdoor play, as well as active play, rest and quiet time into the day, and give consideration to the individual needs of the children receiving childcare.

- We are a half day program, so the Nursery School does a lot of active play-based learning. One room is set up for lots of movement, noise and expression to happen through active play. Another room is geared towards quiet activities such as puzzles and reading books, activities that incorporate relaxation, talking and sharing with children, staff and/or helping parents. The Nursery School is able to use the upstairs hall in the church for active play and gross movement activities. We play with balls and hoops, run obstacle courses, play cooperative games, and incorporate many more fun learning ideas.

**H)** Foster the engagement of ongoing communication with parents about the program and their children.

- The Nursery School posts monthly calendars and a bi-monthly newsletter through parent reps or vice president to keep all parents aware of field trips, upcoming events and schedules of helping parents. Also, the nursery school has a Facebook page that includes parents, grandparents, aunts and uncles who want to see what the children are doing. Pictures are posted, as well as news and exciting events occurring at the school on Facebook, the school website and on a large bulletin board outside the rooms of the school.

**I)** Involve local community partners and allow those partners to support the children, their families and staff.

- The Nursery School goes on field trips throughout the year in the community. Eg: Tree farm, Mill of Kintail, Fire Hall, Ambulance Bay, retirement homes, library and other local businesses. The Nursery School also has a variety of fundraisers involving different programs and businesses co throughout the year and the community at time helps us raise money through donations at our silent auction. We also provide subsidy to parents as it is needed and donations for payments come from the school and other local organizations.

**J)** Support staff and others who interact with the children at the child care center in relation to continuous professional learning.

- The Staff at the Nursery School are encouraged to go to professional learning opportunities as often as they are able to. The nursery school can get supply staff

to cover during working hours and if they are not in working hours staff are paid for their time. All information learned is shared with staff whom are unable to attend.

K) Document and review the impact of strategies set out in clauses (A) to (J) in the program statement on the children and families.

-All Staff at the Nursery School review and sign off they have read the program statement twice a year. We ask staff to document when revisions are made and as events or inclusive learning happens and through exploration, play and inquiry.

### **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 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 Cooperative Nursery Schools policies, procedures and standards of practice as set out in the policies and contracts.

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.

#### **Record Retention**

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

### **Prohibited Practices Policy**

Prohibited practices are in place to protect all children and ensure that all staff and volunteers interact and engage with children in a positive and constructive manner.

In Accordance with the Child Care and Early Act and Ontario Regulation 137/15 (48): No licensee shall permit, with respect to a child receiving childcare at a childcare centre it operates or at a premise where it oversees the provision of childcare,

(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;

(f) inflicting any bodily harm on children including making children eat or drink against their will.

(g) sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007)

### **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 childcare 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 childcare 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;
- f. inflicting any bodily harm on children including making children eat or drink against their will.
- g. any sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007).

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

*For additional information please visit <https://www.ontario.ca/page/think-feel-act-lessons-research-about-young-children> and read "Think, Feel, Act: Lessons from Research About Young Children"*

### **Contravention of Prohibited**

In the event of Staff or volunteers who do not comply with these policies, the following steps will be taken:

1. Discussion with the Program Director, with documentation of the discussion taken and kept on file.
2. A trial period whereby the individual will be observed by Program Director and must show improvement in management methods. A follow up discussion will also be mandatory, along with documentation of discussion and will be kept on file.
3. If improvement is not shown within a set time frame and/or the individual shows no sign of attempting to improve, or disagrees with the above, termination will be required for the individual. If the individual is a parent of a child in the program, termination of their child's enrollment may also be required.

In the event of a serious incident occurring due to staff defying the policies of the Nursery School and/or the rights of the child, an immediate suspension will occur, as well as follow-up investigation with the Program Director, President and Executive Board, at which point a decision of termination or continued suspension will be made if necessary.

Any allegations of abuse will be addressed as per the child abuse policy and reported to The College of Early Childhood Educators.

### **Health & Child Illness Policy**

To maintain a good standard of health, daily health check are conducted and recorded, which helps with detection, tracking of symptoms and illness.

Within in the first few months commencing Nursery School, children are building their immunities up and parents may find their child more susceptible to illnesses. Your child may continue to attend with mild sniffles or colds.

Parents' decisions regarding their child's health are relied on, however if a teacher's view differs from parents, the teacher's decision will be abided by.

Should atypical behavior or signs of illness develop while at Nursery School, a parent will be notified and asked to for prompt pick up of their child. Please note that the nursery school does not have a sick room, and our best is done to accommodate while waiting pick up, with keeping in mind the health and safety of all the children.

If your child becomes ill and is experiencing any of the following symptoms, they must not attend for their own health and recuperation, as well as their classmates. Symptoms include but not limited to:

- heavy nasal discharge
- undetermined rash
- persistent cough/bark
- lethargy
- feverish (38C/100.4F)
- upset stomach/vomiting
- diarrhea
- any communicable disease
- antibiotics prescribed for a communicable disease.

Following the Health Unit guidelines children may return when symptom free for a minimum of 24 hours and 48 hours for gastrointestinal illnesses. If antibiotics are required, the child may return 24 hours after starting the medication. A note confirming that the child is healthy and not infectious may be requested depending on illness.

If a communicable disease is confirmed by a doctor, the Nursery School will ensure that all parents as well as the Health Unit are informed as required. Siblings or parents with communicable diseases maybe asked to avoid entering the building.

A list Reportable Diseases can be found on The Leeds, Grenville & Lanark District Health Unit website <https://healthunit.org/health-information/infectious-diseases/childhood-diseases/>

If absent due to illness, appointments or medical testing refunds are not given.

## **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.

Symptoms can vary for different people, and can be different from one reaction to the next, including:

**\*Skin:** hives, swelling, itching, warmth, redness, rash, breathing (respiratory): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness/swelling, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and watery eyes, sneezing), trouble swallowing, stomach (gastrointestinal): nausea, pain/cramps, vomiting, diarrhea, heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock  
**\*Other:** anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste in mouth

Source: <http://foodallergycanada.ca/about-allergies/anaphylaxis/>

### **Parent/Guardian Responsibility**

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 EpiPen has been provided or replaced.
5. Advise the school in writing if their child has outgrown any allergy/allergies or no longer requires 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.
5. The childcare centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

### **Communication Plan**

The director or teaching staff will contact the child's parent/guardian or emergency contact by telephone in the event of a severe allergic reaction immediately after 911 has been called.

### **Development of Individualized Plans & Emergency Procedures for a Child with an Anaphylactic Allergy**

A completed Anaphylactic Form including a picture of the child, list of all allergies, signs and symptoms, parents name, who to contact in an emergency and signed by the child's physician will be posted in all rooms that the child may be in throughout the program.

### **Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens**

#### **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 and an allergy list will be posted in each room
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.

### **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.

### **Epinephrine Auto-Injectors**

Auto injectors will be stored at the Nursery School out of reach of children inside the filing cabinet, in the top left-hand corner. The Auto-Injector will be labeled with the child's name.

For field trips the auto-injector will be brought along, unless the parent advises not to because they are accompanying the child and carrying one with them. In the situation that the Auto injector, is outdated and can not be replaced due to manufactory delays and shortages, a letter from the child's physician will be needed.

The same protocol for Individual Anaphylactic Plan will be followed. Health Canada advises if a person is experiencing an anaphylactic reaction and only an expired auto-injector is available, use the expired product and immediately contact 911.

### **Confidentiality**

Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society)

## **Daily Medication Policy**

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

1. Asthmatic puffers
2. Epi-pen and/or allergy medication for anaphylaxis
3. Epilepsy medication
4. diabetes medication
5. any other medication that a prescribing medical professional determines must be readily available to prevent a significant risk to the child's health

### **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 backpacks on a daily basis.

One person, the Director, will oversee all drugs and medications but may, designate another 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. Leftover medication will be returned to the parent/caregiver in the original container or discarded with permission.

## **Medical Emergency Policy**

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 field trips. Such as but will not be limited to:

1. Trauma
2. Allergic reactions
3. Choking
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 offsite 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 student's emergency contact information registered in the program.

## **Individualized Support Plans and Inclusive Programming Policy**

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) 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.
- d)

## **Attendance & Communication Policy**

Regular attendance on your child's scheduled days is important as they settle into the program, and it becomes part of their regular routine. Parents are always welcome to call throughout the morning if there were difficulties at drop off time.

If a child is absent, the parent is responsible for notifying the nursery school so staff can ensure everyone's arrival. Please notify the school by 8:45am at 613-256-0286 or through the BrightWheel App.

If there is an absenteeism without communication, the Safe Arrival Policy will be followed.

Absences due to illness, appointments or vacations will still be charged, as costs to operate the program remain the same.

If a student is absent for more than 6 consecutive weeks, the president, registrar, treasurer, and director may discuss the option of asking the family to withdraw depending on specific family circumstances and the length of the waitlist.

### **Snack Policy**

The Nursery School provides a nutritious snack and beverage daily, with a menu posted on the Parent Information Board. Due to the increasing number of life-threatening peanut and nut allergies, **no foods containing any nut-related products are to be brought into the school.** If your child has special dietary needs, you may choose or be requested to provide a snack daily.

#### **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 will provide written instructions for any child who requires special dietary requirements;
- Parents will provide written instructions for children attending Fridays who will be providing their own 2<sup>nd</sup> snack, which will be labeled with the child's name and date
- Any food or drink provided by parents/caregivers will be clearly labelled and the date it was sent to the school.
- A list of children with food allergies or restrictions and specifics of the allergy or restrictions is posted in clear view in each prepping and serving area, in each playroom and in any additional space the child may be present;
- A menu is available to view all snacks served at 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, allowing 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.

**NOTE:** Any child that provides their own snack, must have a letter from their parent or guardian with written instructions, including all the children who attend the Friday program and providing their 2<sup>nd</sup> snack.

## **Waitlist Policy**

When a program is at full enrollment, an application for the centralized waitlist through Lanark County can be completed [https://onehsn.com/lanarkcounty/ux\\_2\\_0](https://onehsn.com/lanarkcounty/ux_2_0) When a child is added to a waitlist for any of the programs, no deposit is required. Children will be accepted into the programs in order received on the centralized waitlist if a spot becomes available unless another enrollment takes priority. All required registration forms and documents must be submitted to the school to satisfy licensing requirements before the student can start in the program.

### **Priority Enrollment:**

1. Current families enrolled requesting additional programs or sibling enrollment.
2. Returning families who are enrolling for the following school year, starting in September.
3. Alumni families (returning families with new children)
4. General Public applicants

If the spot is declined, the next applicant on the list will be offered the spot. Any parent/caregiver that declines a spot will remain on the waitlist unless they request to be removed from the list or remove themselves from the waitlist through the website.

### **Privacy and Confidentiality**

- The waitlist will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list.
- Only the child's position on the waiting list will be provided to parents.

### **Waitlist for the current School Year**

The waitlists for the current school year are not carried over to the following year. A new waitlist will be started for the next school year when registration opens. It is the parents' responsibility to add their child to the waitlist for the following year.

At any time, a family may contact our registrar for an update on where their child is on the waitlist. The registrar will only provide an approximate spot range (example 5 to 10). No personal information such as the names or birthdates of others on the waitlist will be disclosed.

### **Toddler Registration:**

Children must be between the ages of 18 and 30 months as of September 1<sup>st</sup> (or when enrollment begins) to be enrolled in the toddler program. Children younger than 18 months will be added to the centralized waitlist. Children older than 30 months will be added to the Preschool program or waitlist.

**Toddler Waitlist:**

Any child who is under the age of 18 months as of September 1<sup>st</sup> will be added to the centralized waitlist. This list is be organized by the date added. If a child turns 30 months while on this waitlist, they may be eligible for the preschool program. Priority enrollment may apply.

**Preschool Registration:**

Children must be 30 months old as of September 1<sup>st</sup> (or when enrollment begins) to be enrolled in the preschool program. Children younger than 30 months will be added to the Toddler program.

**Preschool Waitlist:**

When the program is full, children who are 30 months and older will be added to the centralized preschool waitlist. They will be placed on the list in order of date added to the waitlist. Priority enrollment may apply.

**A spot opens:**

For children on the waitlist, the Nursery School will attempt to give families 1 to 2 weeks notice that a spot is opening. Families will have 3 business days to confirm they would like the spot. The registrar will attempt to contact the family once by email and once by phone. If there is no response within the 3-day period, the registrar will move on to the next family on the list, and their spot will remain on the waitlist.

If a student does not accept a spot offered, the student may choose to remain on the waitlist or be removed, and the next student would be contacted. All required paperwork and fees must be received by (or organized with) the registrar within one week of confirming the spot and BEFORE the student is allowed to start.

**Base Tuition Fees Policy**

A \$50.00 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.

**Base Monthly Fee Payment:**

Monthly tuition from September to May must be paid through the BrightWheel App by the 1<sup>st</sup> of each month.

If other payment options are required, please the treasurer by email at [acnstreasurer@gmail.com](mailto:acnstreasurer@gmail.com)

Note: First and final months of tuition are required prior to the child attending. If the child is withdrawn before August 15<sup>th</sup>, the final pre-paid month of tuition may be refunded at the discretion of the president, registrar, and treasurer. After August 15<sup>th</sup>, it will be considered the final month of tuition and nonrefundable.

If the school must cancel the program completely, 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 will be passed on to the originator of the account and the family will be required to pay on the first of each month by cash, certified cheque or money order.

If a family becomes two or more months in arrears and an appropriate payment settlement cannot be arranged, membership in The Cooperative Nursery School of Almonte will be canceled 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.

### **Late Pickup Policy**

Promptness in picking up children is extremely important for your child and staff. The educators have many other duties around the school with tight schedules between programs. Program hours are 9:00 am - 11:30 am (morning programs), 12:30 pm - 3:00 pm (afternoon programs) and 9:00-1:00pm (Friday Kindergarten Readiness Program).

The following late policy is in effect and will be enforced:

- The late policy consists of a 1 (one) time 5-minute grace period after which a fine is charged of \$3.00 per minute calculated from the end of program time. This fine is payable to ACNS through the BrightWheel App or by e-transfer within 48hrs.
- If not paid within 48hrs, a follow up will be made.
- Late pickups are noted, and multiple late pickups may result in a reminder conversation or letter to discuss.
- Four or more late pickups, or late pickups extending more than 30 minutes will be brought to the Parent Executive Board for review, in addition to the fine, and could result in expulsion due to the impact on the child(ren), staff and nursery school.
- If an **emergency** causes a delay, parents must notify the center as soon as possible. Emergencies may be considered at the center's discretion but do not guarantee a waiver of fees.

• **Non-Negotiability**

Late fees are not punitive; they compensate staff for extended hours and administrative costs. Fees are non-refundable and must be paid within 48hrs.

**E-transfer Policy**

If monthly tuition is paid by e-transfers, payment is due on the first of each month (September to May) for the **exact monthly fee amount** directed to the treasurer, [acnstreasurer@gmail.com](mailto:acnstreasurer@gmail.com). Please be sure to indicate your child's name and program days in the message section. An email reminder will be sent out on the first of the month or prior to. If you are unsure of the amount owing, email inquiries to the treasurer.

Overpayments of \$3.00 or less on the monthly tuition payment will NOT be refunded. Overpayments greater than \$3.00, will be refunded less the bank's e-transfer fee, currently at \$1.50 will be given (as of June 2026).

**Refund Policy**

If a refund due to overpayment or any other reason is required, the treasurer may notify the originator of the payment by email or phone that a refund will be issued by e-transfer or credit within 10 days, except for any fees that nursery school may incur.

**Late Monthly Payment Policy**

Late payments will be subject to a late payment fee of \$10 as well as an admin fee of \$3. Accounts in arrears will be followed up with by the President within 3 days of notification. If monthly tuition is 7 days late a payment reminder email will be sent and after 14 days will be considered in arrears.

If a family becomes two or more months in arrears and an appropriate payment settlement cannot be arranged, membership in The Cooperative Nursery School of Almonte will be canceled 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.

**Withdrawal and Change of Days Policy**

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 or Registrar 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 adding or removing days for the child, two weeks notice must be given to the registrar if space is available. Adding/dropping days will be adjusted for the next calendar month, and fees will be adjusted accordingly. If dropping day(s), the child must still attend at least two core days (Monday to Thursday) to be eligible for continued enrollment. If changing days is necessary, two weeks' notice must also be given to the registrar, but this can take place in the middle of the month if possible and under certain circumstances. If the chosen days are not available, the child will be added to the current student waitlist until a space is available. Families can only adjust days a maximum of two (2) times in a school year.

### **Parental Code of Conduct Policy**

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 social media , 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.

If 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.

### **No Smoking Policy**

The Cooperative Nursery School of Almonte is licensed under the CCEYA, 2014, therefore maintains smoke-free in accordance with the Smoke Free Ontario Act. Smoking of tobacco, e-cigarettes and cannabis is prohibited on the school property and in the parking lot.

All employees, volunteers, and parents/caregivers will be informed of this policy. Use of cannabis or any other substance that may alter the effects of decision making and motor skills prior to engaging with children is completely prohibited by all staff, volunteers, parents, and visitors.

### **Parent Issues and Concerns Policy and Procedures**

The Co-operative Nursery School of Almonte, when needed provides a process for parents to use when bringing forward issues and concerns to staff and Executive Members. Policy. All concerns and issues brought forward to Teachers and Executives are taken seriously and will be done so with as much confidentiality as possible. The Teacher's and Executive Members best effort will be made in addressing and finding resolutions in a timely manner. The outcomes and resolutions will be provided verbally to parents within 5 days. If more time is needed the individual(s) who raised the concern/issue will be notified and kept informed until resolved. All concerns and issues will be treated with confidentiality and efforts will be made to keep the privacy of parents, children, staff and or volunteers, except for legal reasons the information may be disclosed. (example: College of Early Childhood Educators, Ministry of Education, Law Enforcement or Children's Aid Society).

Our Parental Code of Conduct states that we all have the right to feel and be safe within our school. We have set standards for behaviour that applies to all individuals involved in our school. The approach that is used to handle these concerns and issues is based on safe environment for children and staff along with positive relationships between the children, parents and staff.

**When there are concerns of Suspected Abuse or Neglect of a child everyone, including members of the public and professionals who work closely with children, are required by law to report these suspected cases. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act. For more information, <http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.aspx>**

| <b>Nature of Issue or Concern</b>  | <b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>                             | <b>Steps for Staff and/or Licensee in Responding to the Issues/Concerns:</b>                                                                                                                                                                                                                                                                                                               |
|------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Concerns regarding the program     | *Bring the concerns and issues to Director or Teachers                                       | * Director and Teachers will address the issues or concerns at that time or with in a timely manner.                                                                                                                                                                                                                                                                                       |
| Concerns with Staff                | *Raise them directly with staff member or Parent Representatives.                            | *Teachers or Parent Representative will address the issues or concerns at that time or with in a timely manner.                                                                                                                                                                                                                                                                            |
| Student- / Volunteer Related       | *Raise the concern to Director or Teacher                                                    | * Director and Teachers will address the issues or concerns at that time or with in a timely manner.                                                                                                                                                                                                                                                                                       |
| Enrollment & wait list             | *Contact Registrar                                                                           | * The issue should be addressed within 5 days.                                                                                                                                                                                                                                                                                                                                             |
| Fees and payment                   | *Contact the Treasurer or Vice President                                                     | *The issue should be addressed within 5 days.                                                                                                                                                                                                                                                                                                                                              |
| Welfare and well being of children | *Bring concern to Director or Teacher<br>*Parent Must report to Local Children's Aid Society | *Report to Local Children's Aid Society as per Duty to Report requirement under Child and Family Services Act                                                                                                                                                                                                                                                                              |
|                                    |                                                                                              | <b>The following steps will be used when investigating a concern or issue:</b><br>*Address the issue/concern at the time it is raised<br>*Document the issues/concerns including date and time<br>- name of the person who received the issue/concern;<br>- name of the person reporting the issue/concern;<br>- details of the issue/concern<br>-steps taken to resolve the issue/concern |

## **Outdoor Yard Use Policy**

The yard space outside our main entrance belongs to the church. The members work hard to create this space which we are able to use at times. The nursery school has the following rules to keep everyone safe while respecting this space. If families choose to use this space after pick up, the same rules are to be followed.

- 1 The parking lot is completely off limits for playing
2. No roughhousing, pushing, or hitting (the same rules as in the classroom)
3. Flower beds are for looking only (please do not pick or walk through)
4. Play boundaries are the fire tree (the one in the middle of the yard),  
the pollination garden, the sidewalk (not past the main entrance to the church)
5. Rocks and stones stay on the ground.

Note: The Cooperative Nursery School of Almonte is not responsible for incidents that occur once a child is picked up and in care of their parent/caregiver or any incidents that occur outside of the program operating hours.

## **Toileting & Diapering Policy**

Children enrolled in programs Monday to Thursday do not need to be toilet trained. To help with diapering and toileting, please provide diapers/pull ups with tabs as well as appropriate clothing that children can take off independently. Clothing items such as one-piece outfits, buttons and overalls can be difficult for a child who is toilet training

Toddlers: Parents are to provide diapers and wipes for children who are not toilet trained and will be changed as needed. During each diapering routine, strict sanitary procedures are performed.

Preschool: It is the expectation that children in the preschool programs who are still in diapers will attend school using a "pull-up" form with tabs. Children are escorted to the bathroom upon request by the child as well as at scheduled times 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 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 may 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 may be given a grace period of a maximum of 4 weeks to adjust but still must wear underwear and not a "pull up or diaper". 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 Friday program until the child is able to meet the toilet training requirement.

## **Sanitary Practices Policy**

### **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 plastic bag are provided in the washroom for each diaper change. The soiled diaper and gloves are disposed in the plastic bag then into the school garbage. The change table must be sprayed with the disinfecting agent provided, and wiped dry, after every use. The individual diapering the child will follow with proper hand-washing routine.

**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.

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

The Cooperative Nursery School of Almonte follows the UCDSB policy on bus cancellations for inclement weather. However, the nursery school will remain open on days when the buses are cancelled if teachers are able to arrive and leave school safely. Parent Reps will inform you as soon as they can to advise whether the program will run when the UCDSB has ordered bus cancellations, typically by 8am.

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 school's water supply or heating/cooling system.

The safety of our staff, students, volunteers, and parents/caregivers, take priority in making any decisions regarding when the school will be closed. In the event of an emergency, the Director will consult with staff and members of the executive and will make the final decision as to whether 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 a 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.

Refunds typically are not issued, however depending on the type and duration of the closure consideration may be made.

### **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 childcare center. 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 Management Policy**

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

#### **Definitions**

**All-Clear:** A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

**Authority:** A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

**Emergency:** An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

**Emergency Services Personnel:** persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

**Evacuation Site:** the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

**Licensee:** The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

**Meeting Place:** the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site or returning to the child care centre if evacuation is not necessary.

**Staff:** Individual employed by the licensee (e.g. program staff, supervisor).

**Unsafe to Return:** A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

In an instance of an emergency 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.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. All emergency situations will be documented in detail by teachers in the daily written record.

### **Policy**

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the childcare centre, the **meeting place** to gather immediately will be located at: the front of the church at the tree.

If it is deemed 'unsafe to return' to the childcare centre, the **evacuation site** to proceed to is located at: **Elizabeth Kelly Library**

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, Program Director or appointed teacher will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by Program Director in the daily written record.

## Procedures

### Phase 1: Immediate Emergency Response

| <p><b>Lockdown</b></p> <p>When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.</p>                           | <ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>3) Staff inside the child care centre must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children and move them away from doors and windows;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• take shelter in closets and/or under furniture with the children, if appropriate;</li> <li>• keep children calm;</li> <li>• ensure children remain in the sheltered space;</li> <li>• turn off/mute all cellular phones; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) If possible, staff inside the program room(s) should also: <ul style="list-style-type: none"> <li>• close all window coverings and doors;</li> <li>• barricade the room door;</li> <li>• gather emergency medication; and</li> <li>• join the rest of the group for shelter.</li> </ul> </li> <li>5) Program Director or appointed teacher will immediately: <ul style="list-style-type: none"> <li>• close and lock all child care centre entrance/exit doors, if possible; and</li> <li>• take shelter.</li> </ul> </li> </ol> <p><b>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</b></p> |
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| Emergency Situation                                                                                                                                                                           | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Hold &amp; Secure</b></p> <p>When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p> | <ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li> <li>3) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm ;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• close all window coverings and windows in the program room;</li> <li>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) Program Director or appointed teacher must immediately: <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                                                                                                                                                     | <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Bomb Threat</b><br/>A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>   | <p>1) The staff member who becomes aware of the threat or Program Director must:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• call 911 if emergency services is not yet aware of the situation;</li> <li>• follow the directions of emergency services personnel; and</li> <li>• take children's attendance to confirm all children are accounted for.</li> </ul> <p>A) Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>B) Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Disaster Requiring Evacuation</b><br/>A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.</p> | <p>1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children, the attendance record, children's emergency contact information any emergency medication;</li> <li>• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;</li> <li>• escort children to the meeting place; and</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• keep children calm; and</li> <li>• wait for further instructions.</li> </ul> <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> <li>• take a first aid kit; and</li> <li>• gather all non-emergency medications.</li> </ul> <p>4) Designated staff will:</p> <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the closest accessible exit and ensure their required medication is accessible, if applicable; and</li> <li>• wait for further instructions.</li> </ul> |

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|                                                                                                                                                                                                                                       | 5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Disaster – External Environmental Threat</b><br>An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency. | 1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.<br><b>If remaining on site:</b><br>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.<br>2) Staff must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• close all program room windows and all doors that lead outside (where applicable);</li> <li>• seal off external air entryways located in the program rooms (where applicable);</li> <li>• continue with normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> 3) Program Director or appointed teacher must: <ul style="list-style-type: none"> <li>• seal off external air entryways not located in program rooms (where applicable);</li> <li>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and</li> <li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> <b>If emergency services personnel otherwise direct the child care centre to evacuate,</b> follow the procedures outlined in the "Disaster Requiring Evacuation" section of this policy. |
| <b>Natural Disaster: Tornado / Tornado Warning</b>                                                                                                                                                                                    | 1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i><br>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.<br>3) <i>Staff must immediately:</i> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• <i>gather all children;</i></li> <li>• <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i></li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• <i>remain and keep children away from windows, doors and exterior walls;</i></li> <li>• keep children calm;</li> <li>• conduct ongoing visual checks of the children; and</li> <li>• wait for further instructions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Natural Disaster:<br/>Major Earthquake</b> | <ol style="list-style-type: none"> <li>1) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li> <li>• ensure that everyone is away from windows and outer walls;</li> <li>• help children who require assistance to find shelter;</li> <li>• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;</li> <li>• find safe shelter for themselves;</li> <li>• visually assess the safety of all children.; and</li> <li>• wait for the shaking to stop.</li> </ul> </li> <li>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</li> <li>3) Once the shaking stops, staff must: <ul style="list-style-type: none"> <li>• gather the children, their emergency cards and emergency medication; and</li> <li>• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.</li> </ul> </li> <li>4) If possible, prior to exiting the building, staff should also: <ul style="list-style-type: none"> <li>• take a first aid kit; and</li> <li>• gather all non-emergency medications.</li> </ul> </li> <li>5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.</li> <li>6) Designated staff will: <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the closest accessible exit and ensure their required medication is accessible, if applicable; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</li> </ol> |
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### **Phase 2: Next Steps During the Emergency**

- 1) Where emergency services personnel are not already aware of the situation, Program Director or appointed teacher must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

#### **Emergency Contact Persons:**

|                                                     |                              |
|-----------------------------------------------------|------------------------------|
| Local Police Department:<br>Carleton Place<br>Perth | 613-257-5610<br>613-267-2626 |
| Ambulance                                           | 613-205-1021                 |
| Local Hospital                                      | 613-256-2500                 |
| Local Fire Services                                 | 613-256-1589                 |
| Poison Control                                      | 1-800-268-9017               |
| Telehealth                                          | 1-866-979-000                |
| Taxi Service: County Cabs<br>Comfort Taxi           | 613-256-7979<br>613-979-7775 |
| Emergency Site: Almonte Library                     | 613-256-1037                 |
| Licensee Contact(s):                                | directoracns@gmail.com       |

4) Where any staff, students and/or volunteers are not on site, Program Director or appointed teacher must notify these individuals of the situation and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.

5) Program Director or appointed teacher must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.

6) Throughout the emergency, staff will:

- help keep children calm;
- take attendance to ensure that all children are accounted for;
- conduct ongoing visual checks and head counts of children;
- maintain constant supervision of the children; and
- engage children in activities, where possible.

7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

#### **8a) Procedures to Follow When "All-Clear" Notification is Given**

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Procedures</b> | <p>1) The individual who receives the 'all-clear' from an authority must inform all staff that the 'all-clear' has been given and that it is safe to return to the childcare centre.</p> <p>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the childcare centre.</p> <p>3) Staff must:</p> <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> </ul> |
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|                                             | <ul style="list-style-type: none"> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> <p>4) Program Director or appointed teacher will determine if operations will resume and communicate this decision to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Communication with parents/guardians</b> | <p>1) As soon as possible, Program Director or appointed teacher will notify the president and parents representatives, who will send out an email and call parents/guardians to inform them of the emergency situation and the all-clear has been given.</p> <p>2) Where disasters have occurred that did not require evacuation of the child care centre, Program Director or appointed teacher must provide a notice of the incident to parents/guardians by email or phone.</p> <p>3) If normal operations do not resume the same day that the emergency situation has taken place, Program Director or appointed teacher must notify the president and parents representatives who will inform parents/guardians with information by email or phone call, as to when and where operations will resume as soon as it is determined.</p> |

#### **8b) Procedures to Follow When "Unsafe to Return" Notification is Given**

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Procedures</b>                           | <p>1) The individual who receives the 'unsafe to return' notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</p> <p>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</p> <p>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</p> <p>4) Program Director or appointed teacher will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.</p> <p>5) Upon arrival at the evacuation site, staff must:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take attendance to ensure all children are accounted for;</li> <li>• help keep children calm;</li> <li>• engage children in activities, where possible;</li> <li>• conduct ongoing visual checks and head counts of children;</li> <li>• maintain constant supervision of the children;</li> <li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li> <li>• remain at the evacuation site until all children have been picked up.</li> </ul> |
| <b>Communication with parents/guardians</b> | <p>1) Upon arrival at the emergency evacuation site, Program Director or appointed teacher will notify the president and parents representatives, who will send out an email and call</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|  | <p>parents/guardians to inform them of the emergency situation, evacuation and the location to pick up their children.</p> <p>2) Where possible, Program Director or appointed teacher will update the childcare centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated and include the details of the evacuation site location and contact information in the message.</p> |
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**Additional Procedures for Next Steps During an Emergency:** Provide water as needed. If possible, document any children's, staff, classroom assistants, students and volunteers' injuries or accidents.

### **Phase 3: Recovery (After an Emergency Situation has Ended)**

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| <b>Procedures for Resuming Normal Operations</b>                                      | <p>If able to, reopen and resume the nursery school program.</p> <ul style="list-style-type: none"> <li>• The Program director will contact the Program Advisor at the Ministry of Education to inform them of the emergency situation.</li> <li>• The Treasurer will inform Insurance company if needed.</li> <li>• Find new temporary location if needed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Procedures for Providing Support to Children and Staff who Experience Distress</b> | <p>If staff, parent volunteers or children experience stress related to an emergency situation that occurred at The Cooperative Nursery School of Almonte, the individual will be provided with the contact information for help and support with Open Doors for Lanark Children and Youth and /or Lanark Leeds and Grenville Health Unit</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Procedures for Debriefing Staff, Children and Parents/Guardians</b>                | <p>The Program Director must debrief staff, children and parents/guardians after the emergency.</p> <ul style="list-style-type: none"> <li>• The Program Director in collaboration with the President, will discuss and include a memo for staff which will include community resources, such Lanark Leeds and Grenville Health unit if needed. This discussion will also allow staff to share their experience of the event and ways to deal with personal recovery. It will also give the staff an opportunity to discuss what procedures worked best and what changes can be made. The staff will also be informed as to what information parents should and should not be made aware of, as well as what the children should and should not be made aware of.</li> <li>• The Program Director in collaboration with the President, will prepare a memo of Emergency Notification for parents detailing the emergency situation, any updates and the next steps that are to follow. The memo will include some suggestions on what children should or should not be made aware, along with community resources such as Open Doors for Lanark County Children and Youth and Lanark Leeds and Grenville Health Unit.</li> <li>• Once the program resumes, the Program Director in collaboration with the President and teaching staff will discuss and have an action plan of what will be debriefed and discussed with the children the emergency situation that occurred and if needed reach out to community resources, such library resources, and other outreach programs.</li> </ul> |

## **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

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

- a. A) Remain outside, do not enter the school;
- b. B) Move as far away from the school as possible;
- c. C) Proceed to Emergency Evacuation Site if safe to do so (Elizabeth Kelly Library, 155 High Street, Almonte);
- d. D) Staff takes attendance
- e. 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.

### **Serious Occurrence Policy**

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.

**How to identify a serious occurrence:**

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 (Whereabouts known )
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

**How to Report a Serious Occurrence**

**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. Identifying information such as children, home child care agency staff or provider names will not be included in any serious occurrence report.
6. If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the home child care agency will notify the Ministry of Education program advisor (PA) about the incident by email or by telephone within 24 hours of becoming aware of the incident. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.
7. Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.
8. All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.
9. Serious occurrences reported to the Ministry of Education will be documented in the daily written record.
10. 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.
11. All updates to the serious occurrence will be added to the posted summary, and the summary will remain posted for an additional 10 business days after any updates have been added.
12. The report must be kept in a secure location for at least three years from the date it is made.
13. Appropriate steps will be taken to address any continuing risks to the child's and/or other children's health and safety.
14. In all cases involving death, regardless of the location or circumstances, local Coroner/Police will be contacted immediately.
15. The parent or guardian of the child is informed immediately.

### **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.

### **Criminal Reference Check Policy**

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 Offense 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. All CRC and VSC at the Nursery School will have "True Copy" written on photocopy, signed and dated by the Director/Supervisor to ensure when it was received.
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.

### **Submitting an Offence Declaration**

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.

### **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;
  - 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).

### **Additional Measures to Protect Children**

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.

### **Confidentiality**

All Information obtained through the CRC and VSC will be kept confidential. The CRC and VSC will be handed in to the Director, Supervisor or Registrar to ensure confidentiality.

## **Confidentiality Agreement Policy**

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 with 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.

### **Supervision for Employees, Volunteers & Placement Students Policy**

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) An offence declaration will be completed annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the childcare center's criminal reference check policy.
- 3) A current copy of Immunization is to be submitted and kept on file at the school.
- 4) 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.

- 5) Behaviour management policies and procedure will be reviewed, signed and dated before commencing any involvement at the Nursery School.
- 6) 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.
- 7) All Nursery School policies and procedures will be read, signed and dated.
- 8) 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.

### **General**

Students and volunteers will always be supervised by an employee and will never be permitted to be alone with any child or group of children who receive childcare.

### **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.

### **Roles and Responsibilities of Volunteers and Students**

- Students and volunteers are welcome in our program.
- All volunteers and students must review all relevant policies and procedures prior to start date. All adult volunteers must have a Criminal Reference Check with Vulnerable Sector Search through Police Services.
- Under the Child Care and Early Years Act, 2014 (CCEYA), all volunteers and student placements are required to complete an annual Criminal Offence

Declaration and an updated Criminal Reference Check including Vulnerable Sector Screening every five (5) years.

- Students and volunteers do not have unsupervised access (they are not alone with a child) to the children.

### **Written Process for Monitoring Compliance & Contraventions Policy**

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.

### **Cancellation of Executive Meeting Policy**

One week's notice is required to cancel a scheduled in person executive meeting. However, under certain circumstances such as, but not limited to, emergencies (flood, power outage etc) or inclement weather and the nursery school was cancelled for that day, notice may be given day of. The President will make every attempt to contact each member and staff and may opt to offer an online meeting instead.

### **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 the school's Handbook which includes 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 in the 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 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 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.