St. George Co-op Preschool



Family Handbook

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St. George Co-op Preschool
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Introduction

St. George Co-Op Preschool is a *co-operative/not-for-profit* childcare centre located at 9 Beverly St. E in St. George and was established in 1973.

We are committed to providing a safe and stimulating environment where each child can strive socially, physically, emotionally, and intellectually. ***St. George Co-Op Preschool's*** program is designed to meet the needs of each child in an atmosphere, which fosters co-operation, responsibility and order.

Program Statement

St. George Co-op Preschool is a part-time preschool situated in a beautiful church at the Eastern end of the idyllic town of St. George. The preschool began as a co-operative to provide families with an unmatched opportunity to participate and engage in this next chapter of their children's lives and education. For many of our children this will be their first experience being cared for and educated outside of the family unit. The co-operative is committed to creating a close community and an educational environment that embodies the core values and traditions of each co-op family. Our philosophy is to encourage our children's social, emotional, and intellectual growth in a safe, secure learning environment. St. George Co-op Preschool is also committed to implementing current educational best practices and following all legislation that pertains to the educational guidelines. We believe that children are competent, capable, curious, and rich in potential. This program statement will outline the goals and framework of our program, outline roles and responsibilities of students, parents, and instructors, as well as highlight the preschool's philosophy and policies.

St. George Co-op Preschool is uniquely able to optimize the four foundational conditions that support learning and referenced in "How does Learning Happen (HDLH)"; *belonging, well-being, engagement, and expression*. Having two Registered Early Childhood Educators in the classroom with staff support and occasional volunteers allows more adults to be actively engaged with different groups of students throughout the classroom simultaneously. With this greater level of engagement students are provided many opportunities for self-expression verbally, developing their complex communication skills as well as providing a multitude of opportunities for expression through creativity, problem solving and mathematical behaviours.

From their first day in class, students will be treated as curious, capable individuals with an unlimited potential for learning and developing. Each student's strengths, abilities and interests will be considered to create the most beneficial programming possible. We know that young children learn through play and inquiry. Our day is outlined with a lot of free time play, where the children can be learners in the environment, following what interests them.

Our instructors are highly skilled educators, specializing in preschool aged children and committed to the co-operative values of the preschool. They are interested in participating as a co-learner with the children and families and to support children's learning, development, health, and well-being. They outline the programming through their experience, knowledge of curriculum and specifically linking to the goals of the co-op families for their children, including children with individualized plans. They can tailor the programming based on the skills and interests of the children. We recognize that all students come with different interests and different learning strategies. We help to create a positive learning space where all our students' learning and development will be supported. Our co-op preschool community is specifically interested in school readiness, so our educators use opportunities for focused lessons on these skills such as self-dressing, recognizing a child's own name, as well as early literacy and numeracy skills. It has been their experience that the play-based approach to early learning provides many opportunities for development of these skills in an organic way, through engaged activities such as dress-up, colouring, crafts, and story time. We incorporate all faucets of development to help in the growth of children each day. We use indoor gross motor play in the gym, active play, sensory exploration, fine motor activities and rest and quiet time and consider all the individual needs of the children receiving our care.

During classroom time, staff and volunteers are encouraged to get down with the children and engage on their level and build relationships. The teachers encourage positive interactions between the children and in the classroom. Approaching our students as capable, complex thinkers, we are able to support the children, as necessary, through coaching, modeling positive behaviours and providing language to resolve conflict. We discuss the children's feelings, and the children brainstorm with the teachers what a more positive interaction would look like. Adults in our program provide space and opportunity for our students to resolve conflict and challenging situations and behaviours independently, with the knowledge that support is close-by. Parents will maintain open communication with the instructor, checking the parent information board, Facebook Page and communication App regularly for updates and important information.

Our goal at St. George Co-op Preschool is for all students to feel safe and secure in our preschool environment. To ensure this, we set limits, for the safety of the children, so that a child may not harm oneself or be allowed to harm another person, or their property. As our school is able to excel in providing the four foundations for learning we have found behaviours requiring regulation intervention very rare. Our students are generally happy and healthy, engaged and able to express themselves effectively, verbally or nonverbally. We always encourage self -regulation in the classroom. If at any time a child feels overwhelmed or needs to be alone, a safe quiet place inside the classroom will be provided where they can be supervised safely at a distance. No child will be forced to participate in any activity that they are not comfortable doing. We encourage the children to be competent learners by following their interests and planning activities based on their likes.

St. George Co-op Preschool fundamentally believes in the adage that it takes a village to raise a child. Local community partners are welcome to take an active role in the school if the school and the partner find there is a need for service. We welcome all input into the program and we open our doors to partners wishing to help support our children, their families and our staff. The teacher will set up appointments with these partners to make sure that times and dates work well for all of those involved.

Upon joining the membership of the St. George Co-op Preschool, and annually thereafter, all staff and volunteers will review the program statement and all school policies prior to interacting with the children and at any time when the program statement or any policies are modified. Monthly, during our meeting, we will document and discuss any changes that need to be made to the program statement and or policies. Annually, all staff and volunteers will be evaluated by the supervisor to make sure that these approaches to interacting with children are being followed.

Our instructors are the leaders of the classroom and maintain several key responsibilities. They are primarily responsible for class regulation, implementing curriculum, maintaining the health and safety of children under their care. Support staff and volunteers will support the instructor and look to the instructor for guidance. Our educators also work to maintain an open line of communication with every family through our parent information board located in the cubby room, email, the communication app, Facebook and face-to-face interactions. The curriculum and program are living documents that changes each day as the children explore their surroundings.

Children will be provided a healthy, nutritious snack during the morning as well as a balanced meal at lunch time. The menu is posted monthly by the supervisor so all members can see what their children are eating each day.

Our Staff and educators are the pillars of our co-op community and will be treated with utmost respect. If you disagree with an approach or technique being used by the educator(s) or have concerns about the integration or experience of your child please arrange to speak to them privately, outside of class time, as the educators are fully engaged with the children during class. Alternatively, members of the co-op board, introduced at the September parent meeting, may be approached to help resolve any concern, issue, or conflict. Miss Debb, our centre supervisor can also be contacted.

Our educators are encouraged and supported by our community to take part in continuous professional learning. Occasionally, professional development happens during one of our school days. Typically, our membership will decide to

take a field trip or make other arrangements to cover the day. Our educators will come back and share the knowledge they acquired at the professional development with the community of parents to further their knowledge as well.
At the St. George Co-op Preschool, all children are welcome to attend regardless of ability, need, background, culture, religion, gender, family composition or economic circumstances. Through inclusive practice, we aim to enhance the physical, emotional, social and intellectual needs of all children. We strive to make strong partnerships with families through open communication keeping the best interest of the child as a top priority.

Our policy includes that:

- No family will be excluded from the program, as long as we are able to meet their needs.
- All children may attend our regular days and hours of operation no matter their needs.
- Financial assistance through City of Brantford Child Care Services may be offered to families in need.

If you have any questions or concerns about your child, our curriculum or activities in the school, please speak with our teachers. Any ideas or concerns relating to the administration or operation of the school can be directed to the appropriate member of the executive council, or the supervisor. If you would like to address the general membership, please advise the president sufficiently prior to a meeting.

The St. George Co-op Preschool is part of the Canada Wide Early Learning and Childcare system. Our fees are broken into base and non-base fees. A Base Fee is defined by the CCEYA - everything considered to be mandatory charge to a parent for providing child care, including everything a licensee is required to provide under the CCEYA. A non-Base Fee is defined by the CCEYA - fees charged for optional services - e.g. field trips, transportation - or any fees where a parent fails to meet agreement.

We hope that your time at the St. George Co-op Preschool is a positive and fulfilling experience and we are excited to have you join our membership.

Program Statement Implementation Policy:

The program statement aligns with our policies and procedures which all staff, volunteers and students are required to adhere to and which guide their work with the children at the St. George Co-op Preschool and families.

The Program statement is a living document, subject to changes. At any time that the program statement is revised, all staff, volunteers and students are expected to implement the approaches specified in the statement at all times.

Implementation will be supported through coaching, training, mentoring and role modeling. The program statement will be reviewed at an orientation of staff, volunteers and students and also at regular intervals during the year (Annually at bare minimum).

Monitoring will be conducted by the supervisor/ lead teacher on a regular basis. Written documentation from any observations will be keep in the supervisor's office.

Staff are encouraged to use reflective practice and collaborative inquiry as a means for reflecting on and discussing documentation and engaging in on going professional learning. Regular staff meetings and debriefs are a great way to connect with each other and maintain our goals of our program statement.

Positive reinforcement of behaviour is encouraged at our centre at all times. We want to encourage self-confidence, self-discipline as well as respect for everyone and everything in our environment. If it is deemed necessary guide behavior, we will act with caution, care and respect for all involved.

In an age-appropriate way, we use these steps to deescalate a problem in our class:

- Discuss what is happening with the children involved
- Redirecting to a different activity or changing the activity
- Repeating the expectations with a child on their level and monitoring results
- Separating children, give space to children who may need it

Under no circumstances may any staff member, volunteer or student perform any act that is listed under the Prohibited Practices as Per the Child Care and Early Years Act of 2014

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

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

(g) sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in the Early Childhood Educators Act, 2007. O. Reg. 137/15, s. 48; O. Reg. 126/16, s. 34; O. Reg. 197/26, s. 15.

Each staff member, volunteer and participation parent will be monitored in our program yearly on the basis of the Centre's program statement. If the person being monitored is not following with the principals in our program statement, the executive council along with the supervisor of The St. George Co-op Preschool will work together to see what action needs to be taken. A participant may be warned or removed from duties based on the severity of the violation of the program statement and implementation.

Preschool Management

St. George Co-Op Preschool is a community-based, co-operative/non-profit childcare program run by an elected volunteer Board of Directors (aka Executive Council). The Board of Directors consists of parent and community

volunteers and meets bi- monthly during the school year. A teacher representative also attends these meetings. This process allows the Board members and the teachers to monitor whether the objectives of the program are being achieved, resolve any matters of concern, and make changes to the program, where appropriate. All families are encouraged and welcome to participate in Board activities.

Board members serve one-year terms and can serve more than one consecutive term. Parents and community members are eligible to stand for positions on the Board. Only parents in good standing with the preschool will be active on the Board. Board members are elected at an Annual General Meeting. Current Board members, staff and parents MUST attend.

Role of parents/guardians in program

- Quartey Meetings- Meetings for parents will occur 4 times a year, either in person or over zoom. The purpose of these meetings is to relay information about the school procedures, fundraisers, and other parent information. They are very important to attend. Minutes from these meetings will be posted in our Facebook group if you are not able to make it as it is your responsibly to understand the information that is communicated at the meetings.
- Fundraising - the preschool relies on fundraising to meet a good portion of its financial demands; therefore, every family is expected to participate in the school's fundraisers. A buy-out option will be available for certain fundraisers, as defined by the Executive. We welcome new ideas for fundraising activities.

Behaviour Management Policy

Children are individuals and should always be treated with respect and dignity. We want all children at St. George Co Op Preschool to feel safe and secure. To ensure this, we set limits for the safety of the children, so that a child may not harm himself/herself or be allowed to harm another person, or their property. Limits are to be expressed firmly but warmly, and in a positive manner as children rely on adults to show them by example. Children's negative behaviours are to be guided in a positive, consistent manner, appropriate to the developmental level of the child and proportionate to their actions. Regulation should be designed to assist the child to learn appropriate behaviours and it should be implemented as soon as possible after troublesome behaviour. Our goal is to promote self-regulation, ensure health and safety, and respect the rights of others.

The use of any means of corporal punishment (See Program statement implementation policy) or any other form of unacceptable discipline will not be tolerated. If a staff or volunteer contravenes the Behaviour Management Policy, an emergency meeting of the executive council will be called to determine what the circumstances warrant. Possibilities include a verbal or written warning, suspension, dismissal, and/or intervention. If you are having trouble with a child, even if he/she is your own, whether at school, or elsewhere, please see our teachers for help. As a condition of the Behaviour Management Policy, staff and volunteers will be monitored a minimum of once per year to ensure that they are following the correct procedures. Volunteers are not permitted to be alone with any child and will always be supervised by an employee when with students.

Registration Procedures and Enrolment

To register your child in the program, all children must first be entered through the Brantford One List platform. Once you are contacted through the list, the St. George Co-op Preschool will invite you and child to come for a tour of the facility or invite you to attend an open house date. The St. George Co-op Preschool will provide you with a registration

package and a registration checklist of things that the school needs in order for your child to be registered with the program.

Your child cannot attend until these requirements are met.

Waitlist Policy

We understand that child care spaces are hard to secure and therefore we have created a fair and inclusive waitlist policy. We strive to accommodate all requests for the registration of child at our centre. Our policy supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

No family will be discriminated against and as stated previously, all children are welcome to attend regardless of ability, need, background, culture, religion, gender, family composition or economic circumstances. No fee will be charged to be on the waitlist.

This policy is intended to fulfil the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

With this in mind, these are the step we have created to ensure that we accept children into care in a fair and due process. Where the maximum capacity of a preschool room has been reached, the waiting list procedures set out below will be followed.

Procedures:

Receiving a Request to Place a child on the Waiting List

St. George Co-op Preschool will receive parental requests for placing children on a waiting list via the Brant/ Brantford OneList application system.

Placing a child on the Waiting List

1. The Supervisor will place a child on the waiting list in chronological order, based on the date and time that the request was received.

Determining Placement Priority when Space becomes Available

When a space becomes available in the program, Priority will be given to:

1. Any family requiring subsidy. As per the requirements of the City of Brantford, a minimum, of 20% of our operating capacity must be occupied by families requiring subsidy if they have applied on the One List application System.
2. Returning families who have applied on the One List system.
3. The remaining open spots in our program will be offered based on application dates in the One List application System.

Offering an Available Space

1. Parents of children on the awaiting list will be notified via email that a space has become available.

2. Parents will be provided a timeframe of 5 days in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, the supervisor will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who Inquire about their Child's Placement on the Waiting List

1. The Supervisor will be the contact person foe the parents who wish to inquire about the status of their child's place on the waiting list.
2. The Supervisor will respond to the parent inquires and provide the child's current position on the list and estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to the parents.
2. Names of the other children or families and/or their placement on the waiting list will not be shared with other individuals.

Withdrawal/Discharge Policy

We are committed to providing a program that is inclusive and considerate to all members of our community. We take the utmost pride in providing a safe, healthy and caring learning environment for all members in our centre.

St. George Co-op Preschool will make every effort to work with individual families before the withdrawal of a child and/or their family. However, the St. George Co-op Preschool recognizes that there may be times in which it may be necessary for a withdrawal of services to occur.

This final decision would not be done lightly; however, the St. George Co-op Preschool will ensure that a thorough assessment of the child's needs, community supports available, and the St. George Co-op Preschool program's ability to support the child have been undertaken before withdrawing services.

Examples that may lead to withdrawal of services include:

- Non- payment of program fees
- Frequent late pick up (reference 'Fee Payment Policy and Payment Options")
- Parents/guardians who exhibit violent or harassing behaviour towards staff, volunteers, students on placement, other children or families
- A child's behaviour is causing excessive disruption to the program; harm to themselves, other children or harm to the property
- Community resources for children with special needs are unavailable or have been exhausted
- Refusal by parent/guardian to meet with St George Co-op Preschool staff and/or consent to use of support service for children.
- A parent's refusal or inability to abide by the policies and procedures as set out in the parent handbook.

When problems are observed, the following steps will ensue:

- minor infractions of the rules or behavioural problems will result in a verbal warning from the Supervisor and/or the staff and clarification of the preschool's policies; all verbal warnings will be documented and placed in the child's file
- a report of the behaviour or a serious incident will result in the Board of Directors being notified while ensuring the confidentiality of the family, as well, a written warning will be sent to the family
- the family and/or the Board of Directors may request a meeting to follow up on the written warning
- in the case of a serious incident, a plan that is mutually agreeable to the preschool and the family may be required before the child is re-admitted to the preschool
- three written warnings within a 12-month period will result in withdrawal of services by the preschool
- in the case of serious incidents, the Board of Directors reserves the right to withdraw services; if there are further violations of the preschool's policies during this period, the child will be withdrawn immediately
- the Supervisor or the Board of Directors will follow up with the Children's Services consultant, as required

Where a parent desires to withdrawal a child from the school, written notice must be given 30 days prior to the President of the preschool.

Fee payment policy and payment options

The St George Co-op Preschool is part of the Canada Wide Early Learning and Childcare system. As mentioned previously, our fees are broken into base and non-base fees as outlined below:

Base Fee- as defined by the CCEYA - everything considered to be a mandatory charge to a parent for providing child care, including everything a licensee is required to provide under the CCEYA

Tuition	$140.40 per month

Our Daily rate is $12.00. We multiply this daily rate by the number of care days in the school year which is 117. That equals $1404, then we divide by 10 school months which equals 10 monthly payments of $140.40. Field trip and non-care days are already removed from the 117 days.

Non Base Fee - as defined by the CCEYA - fees charged for optional services - e.g. field trips, etc - or any fees where a parent fails to meet agreement terms - e.g. fees for late pick up

Late Tuition Payment Fine	$2/day
Late Pick Up Fee Minimum	$10 per 15 minutes
Field Trip	Dependent on trip

Monthly post-dated cheques can be given to the treasurer before your child starts the program or handed in monthly. E-transfers are also accepted and due by end of day on the first day of the month. If you would prefer to pay by cash, it is also due on the first of each month. A late fee will be applied to monthly fees not submitted by the first of the month – a $2.00/day penalty will be applied until payment is received. If the 1st is not a school day and you are paying cash in person, please make sure the tuition is handed in prior to the 1st to avoid late payment fee.

A late fee of $10.00 will be applied for every 15-minute interval the parent/guardian or authorized adult

is late. (Ex. Arriving between 2:15pm and 2:30pm will be a $10.00 charge; arriving between 2:31pm and 2:46pm will be a $20.00 charge; etc.) An official written warning will be issued to parent/guardian on every 3rd late pick-up. A withdrawal of service will result on the 3rd official written warning.

There is a $25 administration charge for any returned N.S.F. cheques, and this charge is due upon notification. If two consecutive cheques are returned from the bank, further payments must be made by cash, certified cheque or money order. Those with delinquent accounts of sixty days may be asked to remove their child from the program.

Subsidy is also available for eligible families though this website: https://www.brantford.ca/en/living-here/ccle-financialassistance.aspx **OR** search City of Brantford website for: child care subsidy

If your child is ill, or you go on vacation, full payment is still required to retain your spot in the program.

Refunds:

Base Fees:

If you chose to withdrawal your child, please advise the executive council as per our policy and the treasurer will give you either a refund or an adjusted tuition for the month they are leaving the program.

If you have been asked to withdrawal your child, you will be given a refund for any future days that you have paid for the program.

Any post- dated cheques will be returned to you when you leave.

Non-Base Fees:

If a field trip is cancelled beyond our control, fees for the trip will be returned.

If you have paid for a trip, but do not attend, we cannot refund the fee if we have already paid the trip location for your attendance.

Safe arrival and Dismissal policy and procedures:

The class runs from 9:30am to 2:30pm. Families are expected to arrive at least five minutes prior to the start of each class and a minimum of five minutes prior to dismissal.

Accepting children into care:

St. George Co-op Preschool is responsible for signing a child in using the attendance record as each child arrives at the centre.

St. George Co-op Preschool is responsible for ensuring any communication from parents/ guardians related to drop off or absences is noted on the daily written record.

Where a child has not arrived at St. George Co-op Preschool as expected:

1. Where a child does not arrive at the St. George Co-op Preschool premises and there has not been a communication regarding a change in drop off or that the child will be absent, St. George Co-op Preschool must:
    - Contact the child's parent/guardian no later than 10:00am. St. George Co-op Preschool will contact through the Remind App first and if they do not hear back within 10 minutes, they will call the phone number on file. If there is no answer, they will leave a message and ask for the parent/guardian to confirm attendance.
2. Once the child's absence has been confirmed, St. George Co-op Preschool shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care:

St. George Co-op Preschool shall only release a child to the child's parent/guardian or an individual that has written authorization for pickup on file.

Where St. George Co-op Preschool does not know the individual picking up the child, the individual will be asked for photo identification and this will be confirmed to the parent/guardian/authorized individual's name on the child's file.

Where a child has not been picked up as expected:

1. Where a parent/guardian or authorized individual who has not arrived by 2:45pm to pick up their child, St. George Co-op Preschool will bring the child inside and provide the child with an activity to do while waiting for their pick up.
2. St. George Co-op Preschool will contact the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual; St. George Co-op Preschool will contact the parent/guardian to ask them to contact the authorized individual and inquire about the pick-up time frame. If the parent/guardian cannot be reached and the contact information for the authorized individual is available, they will be contacted directly to inquire about the pick-up time frame.
3. Where St. George Co-op Preschool have been unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, St. George Co-op Preschool shall contact the other emergency contacts on file.
4. Where St. George Co-op Preschool is unable to reach the parent/guardian or another authorized individual listed on the child's profile (E.g., emergency contacts) by 3:30pm, St. George Co-op Preschool shall proceed with contacting the Child and Family Services (519-753-8681). St. George Co-op Preschool shall follow Child and Family Services' direction with respect to next steps.

Dismissing a child from care without supervision procedures:

St. George Co-op Preschool will only release children from care to the parent/guardian or an authorized adult. Under no circumstances will children be released from care to walk home alone.

At dismissal time, your child will only be released to those persons approved by you in your child's file or with your advance written notification. If the person picking up your child is a person unfamiliar to the teacher, please let the teacher know before pick up time. Also, please ask the person to bring identification with them so the teacher can verify it with the name on your child's "authorized persons list" for pick up. A late fee of $10 will be applied for every 15-minute interval the parent/guardian or authorized adult is late. (ex: Arriving between 2:30pm and 2:45pm will be a $10 charge; arriving between 2:46pm and 3:00pm will be a $20 charge; etc.)

Absences

If your child will be late or absent, you must contact the preschool teacher no later than your child's usual arrival time. This will facilitate planning for the program. If your child is not coming in because of illness, it is important when you contact the Preschool to notify the Supervisor and/or teachers about the sort of illness that your child has contracted. This will help the staff to identify symptoms in other children with whom your child has come into contact. Refunds are not given for days on which your child is absent whether due to sickness or vacation, nor does the preschool provide make-up days.

School Operations

St. George Co-op Preschool is a preschool that serves children we are 27 months up until 4 years of age. We operate from September through June, observing the same holiday and break schedules as the Grand Erie District School Board. WHENEVER BUSES TO ST. GEORGE- GERMAN SCHOOL, AND/OR BRANT COUNTY BUSES ARE CANCELLED, OUR SCHOOL WILL BE CLOSED. If we independently decide to close the school due to inclement weather, or in rare occasions of unpredicted staff absences, all families will be notified as soon as possible via our commination app and /or Facebook.

The school year commences on Monday following the Labour Day weekend in September. The school will, however, be open on the Wednesday and Friday the week of Labour Day for drop in mornings, unless otherwise stated. The purpose of this is for drop off enrolment packages (if you have not already done so), for new students to get familiar with the classroom and teachers, and gather more information.

The Preschool is open Monday, Wednesday and Friday from 9:30am to 2:30pm, except on the following holidays:

New Year's Day	Victoria Day	Christmas Day	Thanksgiving Day
Family Day	Boxing Day	March Break	
Good Friday	Christmas Break	Easter Monday	

Change of Address/ Phone Number

It is imperative that the Preschool be notified immediately of any change in the family home address or the telephone numbers at home and/or work.

It is also necessary to maintain the preschool emergency telephone numbers for each parent/guardian or family member.

Parent Issue and Concerns Policy

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care, and staff to use when parents/guardians bring forward issues/concerns.

Policy

General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our staff. As supported by our program statement, we support positive and responsive

interactions among the children, parents/guardians, child care providers, and foster the engagement of an ongoing communication with parents/guardians about the program and their children. Our educators are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by our staff and the supervisor and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, child care providers, other persons on the premises, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Child and Family Services).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, child care provider, and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the child care supervisor and executive council.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Child and Family Services directly.

Persons who become aware of such concerns are also responsible for reporting this information to Child and Family Services as per the “Duty to Report” requirement under the *Child and Family Services Act*.

Communication:

Everyone's input is always welcomed. If you have any questions or concerns about your child, our curriculum, or activities in the school, please speak with our teachers. Any ideas or concerns relating to the administration or operation of the school can be directed to the appropriate member of the executive council. If you would like to address the general membership, please advise the president sufficiently prior to a meeting. If deemed necessary, there is also a complaint form (Appendix A), which can be filled out to document concerns involving the operation of the preschool, an issue with the board and/or with the supervisor and/or employee of the Preschool. Forms can be given to an executive

council member or the supervisor to review and determine management. The concern will be reviewed by the Supervisor, Teacher, Staff and/or Executive and the parent/guardian will receive an initial response within one week of submission (exception during holidays and summer break). The response will include details of the views of the Preschool as well as any direct or indirect action(s) that might have occurred or will occur as a result.

Whatever the issue, we ask that you please do not engage in gossip as this makes for an uncomfortable and damaging environment. Things will run most smoothly if your concerns are addressed directly and respectfully. We aim to help each other out as much as possible, so that we can relax and enjoy our time spent with the children.

For day-to-day information, each child/family has a cubby and our parent bulletin board is located in the dining hall, just outside the classroom; both should be checked daily. Please reach out through the communication app, email or in person if you would like to communicate with any of the admin of the school.

Procedures

<table>
<tr><th>Nature of Issue or Concern</th><th>Steps for Parent and/or Guardian to Report Issue/Concern:</th><th>Steps for Provider, Staff and/or Licensee in responding to issue/concern:</th></tr>
<tr><td>Program-Related
E.g: schedule, toilet training, indoor/outdoor program activities, menus, etc.</td><td>Raise the issue or concern to
- the child care staff directly
or
- the supervisor.</td><td rowspan="4">- Address the issue/concern at the time it is raised; or
- arrange for a meeting with the parent/guardian within 2 business days.

Document the issues/concerns in detail. Documentation should include:
- the date and time the issue/concern was received;
- the name of the person who received the issue/concern;
- the name of the person reporting the issue/concern;
- the details of the issue/concern; and
- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

Provide contact information for the appropriate person if the person being notified is unable to address the matter.

Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.

Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</td></tr>
<tr><td>General, Agency- or Operations-Related
E.g: fees, placement, etc.</td><td>Raise the issue or concern to:
- supervisor.
- The executive council</td></tr>
<tr><td>Provider-, Staff- and/or Licensee-Related
E.g: conduct of provider, home visitor, agency head office staff, etc.</td><td>Raise the issue or concern to
- the individual directly
or
- the supervisor and or executive council.

All issues or concerns about the conduct of the child care provider or staff that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</td></tr>
<tr><td>Related to Other Persons at the Premises</td><td>Raise the issue or concern to
- the child care provider directly
or
- the supervisor and or executive council
All issues or concerns about the conduct of other persons in a child care premises that puts a child’s health, safety and well-being at risk should be reported to the supervisor and or executive council as soon as parents/guardians become aware of the situation.</td></tr>
</table>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/concern:
Student- / Volunteer-Related	Raise the issue or concern to - the person responsible for supervising the volunteer or student or - the supervisor. **Note:** All issues or concerns about the conduct of students/volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor and or executive council as soon as parents/guardians become aware of the situation.	

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the executive council.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 must be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Supervisor: St.Georgecoop@gmail.com

Executive Council:

- President of The St. George Co-op Preschool: Psgcns@gmail.com
- Treasurer of The St. George Co-op Preschool: Tsgcns@gmail.com
- Secretary of The St. George Co-op Preschool: Ssgcns@gmail.com

Child and Family Services of Grand Erie: 519-753-8681

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Criminal Reference Checks (VSC)- Staff and Volunteer Screening Process

St. George Co-op Nursery School takes every reasonable step to ensure that no physical, emotional, or psychological harm should ever come to the children we serve. AS A CONDITION OF OUR LICENSING, IT IS REQUIRED THAT ALL EMPLOYEES, EXECUTIVE COUNCIL AND VOLUNTEERS SUBMIT TO A POLICE VULNURABLE SECTOR RECORDS CHECK. Independently, each employee and volunteer are required to apply at their local City Police or Ontario Provincial Police department and complete a waiver (Consent to Disclosure of Personal Information) allowing the police to screen their records for evidence of criminal convictions, pending charges, previous or ongoing investigations, and probation or parole status. The applicant is given a form from the police station, which then must be presented to the school.

Acceptance to complete Volunteer days will be reviewed by the supervisor, depending the outcomes of this criminal reference check. To view our full Police Check policies and procedures, please see our policy and procedure manual or as our supervisor.

Snack and Lunch

Each morning, we have a snack together after coming inside. The snacks will be nutritious and healthy, for example fruit or vegetables, cheese or yogurt, crackers or pretzels, or small sandwiches. A snack calendar will be posted in the classroom/ Facebook.

Lunch will also be provided to all of our students. Wholesome Kids Catering will be providing this lunch delivered fresh daily and abiding by an outlined meal plan in line with allergies and any special food requirement accommodation (vegan, halal, etc.). Food services will meet or exceed the Canada Food Guide, the Childcare Early Years Act and municipal standards.

We are a nut free classroom.

Children's Belongings

Please dress your child in comfortable, washable clothing as we do many messy, creative activities. A change of indoor shoes is required (Slip on or Velcro is best to encourage self-help skills) and a water bottle (brought daily).

We ask that you store a complete second set of (labelled) clothing at school in case of need. Please store it underneath the cubbies in a Ziploc bag that is labeled with your child's name on it. If your child is in diapers, the diapering items can be stored in your child's cubby as well. Any diapering required during class time will be done on the change table in the bathroom by a staff member.

Child's Development

If you would like, the teacher can use the Ages and Stages checklist to review your child's growth. You will be given copies of this screen once the teacher completes it. If you have any questions, please speak to the teacher about the screening process.

Birthdays

Your child's birthday is celebrated with the children of his/her class. Please, do not bring balloons, hats, or loot bags. You are welcome to bring a special snack that day such as cupcakes, etc. with teacher approval and in accordance with the classroom's dietary restrictions as posted (nut free at a minimum). Invitations to parties outside of preschool hours are to be given out before or after class and not posted in our Facebook group.

Process for Monitoring Compliance & Contraventions

This Policy sets out the process that will be followed to monitor the implementation of our policies, procedures and individual plans on an ongoing basis.

The policy sets out how compliance and contraventions (Non-compliance) with the policies, procedures and individual plans listed below will be monitored, recorded and addressed.

This document is intended to fulfill the obligations set out under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording and addressing compliance and non- compliance with policies, procedures and individual plans for child care centres.

Policies and procedures required under the *Child Care and Early Years Act, 2014*:

- Anaphylactic policy
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management

Individualized plans required under the *Child Care and Early Years Act, 2014*:

- Anaphylaxis
- Special Needs
- Medical Needs

1. Monitoring and Observations:

St. George Co-op Preschool will monitor each staff, volunteer and student to assess whether polices, procedures and individual plans are being implemented as follows:

- The Supervisor will monitor all staff in program
- The Lead teacher will monitor all Volunteers and students

Monitoring and observations will be conducted on an ongoing basis through various means but not limited to:

- Participating regularly and informally in the program
- Collecting feedback provided from the families
- Reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.)

- Staff, volunteers and students are encouraged to raise questions or concerns to the supervisor about their own observations of others in order to encourage ongoing learning and constructive feedback.
- Monitoring will be conducted at different times of the day (e.g. morning, afternoon, periods of arrival/departure, meal times and transitions) to observe that policies, procedures and individual plans are being implemented as required for different parts of the program and daily routines.

2. Documentation and Records

- Monitoring and observations will be recorded.

- Documentation of observations will be completed at the same time the observations are made or at least two times a year and will include concreate examples of observed compliance and non- compliance.
- All records will be stored in the supervisor's office for at least three years from the date they are created.

3. Follow Up

- Any areas of concern with an individual's ability to comply with policies, procedures and individual plans will be brought forward to the Executive Council.
- The supervisor will address their observations through a review and discussion with the individuals observed and will seek to or provide them with supports to achieve compliance as needed (e.g. additional training)

4. Dealing with Contraventions of Policies, Procedures or Individual Plans:

- St. George Co-op Preschool will make every effort to clarify expectations, and encourages staff, volunteers and students to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis. However, these individuals need to understand that all non-compliances will be recorded and addressed.
- Progressive discipline, up to and including dismissal or agreement termination, may be used to address observed non-compliance with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.
- Where a volunteer or student is observed to be non-compliant, the centre will take one or more of the following actions
    - Inform the individual that a non-compliance was observed, including the review of records or documentation that provide evidence of the non-compliance;
    - Re-review the relevant policies, procedures, and/or individualized plans with the individual;
    - Issue a verbal warning;
    - Issue a written warning;
    - Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, Child and Family Services, police, etc.); and/or
    - Report violations with the College of Early Childhood Educators' Code of Ethics to the College.

1. Where a staff is observed to be non-compliant, the centre will take one or more of the following actions:
    - Inform the individual that a non-compliance was observed, including the review of records or documentation that provide evidence of the non-compliance;
    - Re-review the relevant policies, procedures, and/or individualized plans with the individual;
    - Issue a verbal warning;
    - Issue a written warning (Appendix A);
    - Temporarily close the child care centre premises for 24 hours- 48 hours depending on the severity of the non-compliance.
    - Terminate the active agreement with the child care centre; and/or

- Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.);

2. Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
3. Where appropriate, the child care centre will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

Fire Safety and Evacuation

The St. George Co-op Preschool has an Emergency Management Manual that details all procedures for staff. If you would like to see it, please as the supervisor.

The preschool is inspected by a fire prevention officer and we have written procedures that are approved by them. Fire evacuation routes are posted at each exit. We conduct monthly fire drills to prepare the children, staff, volunteers and students in the event of a fire. This demonstrates our compliance with the requirements under the Child care and Early Years Act, 2014 and O. Reg. 137/15.

In case of an emergency situation and we require to evacuate, our designated evacuation location is:

St. George-German Public School, 3 College Street, St. George, N0E1N0 519-448-1493

Children and staff will be at the evacuation location until our premise is safe to return or until the children can be pick up.

Communication to parents will be sent out via email, Facebook and or the communication App. Phone calls will also be made to parents when it is safe to do so.

Emergency Management Policy and Procedures

The St. George Co-op Preschool has a full and detailed Emergency Management Manual which outlines the procedures for all staff, volunteers to follow in case of an emergency. It provides the supervisor and staff clear direction as to how to manage any emergency situation that may arise. You are welcome to view this at any time. All staff, students and volunteers must review these procedures yearly.

Our offsite meeting place in case of evacuation is: St. George-German Public School. 3 College Street, St. George N0E1N0

Roles of Staff during an Emergency:

- Ensuring the wellbeing and safety of all children is our top priority
- Conducting headcounts to verify that all children are accounted for
- Making sure that contact information and emergency medication is with the staff and children at all times
- Doing visual checks of the situation to ensure the status of the emergency situation doesn't change
- Contact local authorities, parents, building managers and anyone else that needs to be aware of the emergency situation

- One staff will be assigned to any child that may have special needs for emergency situations to provide any additional support that they may need.
- Maintaining constant supervision of the children at all times.
- Remaining composed under the possibly anxious circumstance.

In the St. George Co-op Preschool Emergency Management Manual, it lists the procedures that are to serve as a guideline if an evacuation and/or a serious event occurs (fire, bomb threat, utility interruption, etc.). All directions given by emergency services personal will be followed. Final decision on steps taken in the situation will be left to the Supervisor along with Emergency Services Personnel. In Emergency situations involving children who have an individual program plan, the procedures in the individual plan should be adhered to.

Should an accident occur, the following procedures will be followed:

- Minor occurrence: Teacher/participation parents will provide immediate medical attention on the premises and you will be advised verbally at the end of the day.
- Serious occurrence: An employee will call 911 for an ambulance. Medical attention will be administered by the teacher and without delay. The staff will safeguard the other children. The parent/emergency contact will be notified. An accident report will be recorded. The Ontario Ministry of Education will be contacted. Details of the occurrence will be reported to the parents as soon as possible.

Communication with Parents:

As mentioned above parents/guardians will be notified as soon as possible when a serious injury, medical emergency or emergency situation has occurred. We will call the contact phone numbers that we have on file. If we cannot reach the first number on file, we will proceed down the child's list with their emergency contacts until we reach a dedicated emergency contact for each child.

If an emergency occurs that forces the facility to be close down, the Supervisor must provide information as to when to expect normal operations to resume. This will be done via email or the communication app.

Field Trips & Off-Site Activities

Typically, our school goes on about 3 trips throughout the school year. For trips, you must bring your own child and stay with them at all times. It doesn't have to be a parent; it can be a grandparent, etc. Whomever you feel comfortable sending your child on the trip with and who is physically able to be take care of your child's needs on the trip. Payment for each trip is discussed at monthly meetings prior to the trip.

Occasionally, our staff and students may go offsite for walks in the neighbourhood. They may visit places like parks, the grocery store, the library, etc. Parents are not required on these walks. Parents are required to sign a waiver for these off- site activities on the second page of the registration package upon signing up for the St. George Co-op Preschool.

Inclusion Policy

At the St. George Co-op, all children are welcome to attend regardless of ability, need, background, culture, religion, gender, family composition or economic circumstances. Through inclusive practice, we aim to enhance the physical, emotional, social and intellectual needs of all children. We strive to make strong partnerships with families through open communication keeping the best interest of the child as a top priority.

Our policy includes that:

- No family will be excluded from the program, as long as we are able to meet their needs.
- All children may attend our regular days and hours of operation no matter their needs.
- Financial assistance through Child Care Services may be offered to families in need.

Programming

- With necessary supports put in place when needed, all children will be able to participate in the full program to the best of their abilities.
- We will work with community agencies to acquire any assistive resources a child may need.
- All staff members will work together with all outside agency staff to implement any recommendations/goals into the program.
- Programs will be flexible to accommodate for each individual child's needs.
- Programming staff will regularly engage with parents to facilitate information sharing and to ensure parents are involved in planning for their child's learning and development.

Parents

- Parents will be encouraged to contribute to our programs by providing information or resources illustrating aspects of their lives, culture or community.
- Parents will be encouraged to attend interagency meetings. The Preschool will strive to accommodate any requests to ensure their ability to attend.
- Supervisors will actively recruit parents that reflect the diversity of our families to become a member of the Board of Directors.

Children with Special Needs Policy

St. George Co-op aims to provide an inclusive active learning environment that supports all children's uniqueness, dignity and development. Children with special needs have the right to be included in all aspects of their community. Children with special needs will be welcomed to the co-op after consultation with the family, any outside agencies (if necessary) and the Supervisors has taken place and it has mutually been agreed upon that the St. George Co-op is able to meet the needs of the child. All children will be able to participate in the full program to the best of their abilities. Through regular collaborations a strong support system will be created with the family, outside agencies, supervisors and program staff. Any reasonable adjustments will be made to accommodate the child. Program staff will monitor the child's development and their progress in the program through observations and regular reviews on an individual basis. The St. George Co-op Preschool will aim to provide for any need that has been identified.

- Staff will work closely with the parents and use their knowledge and expertise when planning their program.
- The Preschool will work collaboratively with outside agencies to assist in meeting the child's individual needs.
- Any in-service training will be provided to staff when required.
- The child's progress will be documented and discussed with parents on a regular basis.
- Up to date records of each child will be kept on file: Consent Forms, Referrals, Home Visits and Assessments.

Insurance Coverage

St. George Co-Op Preschool has insurance coverage indemnifying the preschool for accidents or natural disaster. The policy also provides Directors' liability.

The preschool is **not** responsible for loss of property or clothing of its students.

Orientation Policy

If you would like to come and look at the centre, visitors are welcome to come and see the centre. Trial play dates in the program with parent and child are welcome as well. Please contact the Supervisor to arrange a visit, and a playtime to come and view our school to make sure it doesn't conflict with a field trip or holiday.

Once you have registered your child in the program, parent/ guardian volunteers will be required to review and sign an orientation policy binder if you would like to volunteer in the classroom. This binder reviews all the policies and procedures of the centre. The supervisor can answer any questions you have about the program during an orientation meeting or over the phone/email prior to your child starting.

Involvement in the Community

The St. George Co-op Preschool maintains a relationship with the community by participating in the supervisor's networks, through a relationship with Lansdowne and other local agencies. The St. George Co-op Preschool has offered to have ECE Students in the classroom as well. The St. George Co-op also occasionally participates in child centered community events.

Health & Safety Policies & Procedures

Allergies

A list of allergies will be posted in the kitchen, beside the snack table and on the teacher's clipboard. If your child has allergies, please make sure to let the staff know prior to enrolling and fill in the appropriate paperwork for the supervisor.

Dietary Restrictions

If a child has a dietary restriction and the parent will be bringing in food/drink for their child, the parent will provide written instructions regarding the restriction and that the parent will be bringing food/drink for their child. These instructions will be placed in the child's file as well as be added to the Allergy and Food Restrictions list that is posted in the kitchen, program room and clipboard that goes where the children go. The food/drink being brought in needs to align with the centre's food requirements – no nut products or other allergen foods in the classroom; it also must be labelled with list of ingredients, child's name and the date it is brought to the centre.

Anaphylactic policy

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at the child care centre.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for child care centres. The requirements set out in this policy align with Sabrina's Law, 2005.

Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies

- Before attending the child care centre, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.
- All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept in the staff office, in food preparation areas and food eating areas and in the Preschool room.
- All individualized plans and emergency procedures will be reviewed with a parent of the child yearly to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes. The Epi-pen will be placed in a backpack in which a teacher will carry if they leave the preschool room, when the child is at school. In the classroom, it will be placed on a high shelf where the children cannot reach.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

- Do not serve foods where its ingredients are not known.
- Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- Any food, in which there are ingredients that a child of the school is allergic to, may not be brought to school either. Where food and/or drink is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged. Food/drink brought from home must abide by the details outlined in the Dietary Restriction Section under Health & Safety Policies and Procedures. From the dietary restrictions policy: "If a child has a dietary restriction and the parent will be bringing in food/drink for their child, the parent will provide written instructions regarding the restriction and that the parent will be bringing food/drink for

their child. These instructions will be placed in the child's file as well as be added to the Allergy and Food Restrictions list that is posted in the kitchen, program room and clipboard that goes where the children go. The food/drink being brought in needs to align with the centre's food requirements – no nut products or other allergen foods in the classroom; it also must be labelled with list of ingredients, child's name and the date it is brought to the centre."

- All staff will check packaging to ensure the snacks are free of allergens. Everyone must wash his or her hands using the hand washing procedure before handling food. This includes the teacher, children and volunteers.
- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans. Allergies are posted beside the snack table, in the kitchen and on the teacher's clipboard.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- Update families when changes to allergies occur while maintaining the confidentiality of children.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre through General Meetings and posting information.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.

- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- The individuals who collect groceries on behalf of the child care centre will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided everyone as new allergies are identified.
- The child care 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.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- The teacher/supervisor will be the only one to administer the anaphylactic medication (Epi-pen) in case of a reaction. Every staff must ensure that they have an anaphylactic training session with the teacher and/or the affected child's parent before their first staff coverage day. All staff will be trained in how to use an Epi- pen before they can in a supervisory role at the preschool. Once trained, all staff must sign off that they have received training.
- Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto-injectors) will be allowed to remain unlocked, carried by a trained individual so that they can be administered quickly when needed.
- More details can be found in the St George Co-op Preschool Staff and Volunteer Policy and Procedures

Training

- The Supervisor will ensure that all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- Where only the supervisor/designate has been trained by a parent, the supervisor/designate will ensure training is provided to all other staff, students and volunteers at the child care centre.
- Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.
- A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked and follow-up is completed where an individual has missed or not received training.

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 the purpose of 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).

Health & Safety Procedures for Circumstances Examples with outlined Roles & Responsibilities

Circumstance	**Roles and Responsibilities**
A child exhibits an anaphylactic reaction to an allergen	The person who becomes aware of the child's anaphylactic reaction must immediately: ● implement the child's individualized plan and emergency procedures; ● contact emergency services and a parent/guardian of the child, or have another person do so where possible; and ● ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy). ● Once the child's condition has stabilized or the child has been taken to hospital, staff must: i. follow the child care centre's serious occurrence policies and procedures; ii. document the incident in the daily written record; and iii. document the child's symptoms of ill health in the child's records.

Immunizations and Health Concerns

The Brant County Health Unit, in compliance with the Child Care and Early Years Act, requires of each student an up- to date record of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and haemophilus influenza type b (Hib). In addition, they ask to be informed of any additional immunizations received e.g. Varivax, Prevnar, Menjugate, etc.

Volunteers and staff are also required to present proof of immunization against diphtheria, tetanus, polio, measles, mumps, and rubella.

Any special needs or health concerns that your child has should be disclosed to our teacher, and if applicable, the membership.

Illness Policy

The purpose of our illness policy is to keep the spreading of disease and infection to a minimum. If your child is ill, he/she will be more comfortable at home and the illness will be less likely to spread to other children and adults in the school.

Each child upon arrival will have a casual, yet observant inspection as to his/her health. For protection of other children and staff no children should be attending preschool and can be sent home if they have the following: (Please note that these recommendations are not meant to take the place of medical consultation; a physician should be consulted for any/all of your concerns.)

- **Fever:** Fever is a sign that the body is fighting off an infection or contagious disease. If child has a temperature higher then 38C (100.4F) please keep them home until they are fever & symptom free for 48 hours
- **Diarrhea:** A child should not attend school if there is more than one instance of loose, watery stool. Children should remain home until they are symptom-free for 48 hours.
- **Vomiting:** Any incidents of vomiting must be reported to the centre. Children should remain home until they are symptom-free for 48 hours
- **Respiratory symptoms:** A child who displays more than one of the following symptoms should not attend school: fever, runny nose, persistent coughing, congestion, chills, muscle aches.
- **Sore or swollen throat:** A child should not attend school if they have a sore or swollen throat.
- **Rashes:** A child with an unidentified rash that is spreading and/or getting worse should not attend school.
- **Eye discharge:** Any child with white or yellow eye discharge, eye pain, or redness of the eye, eyelid, or skin surrounding the eye should not attend school.
- **Contagious disease:** If your child has a contagious disease such as Chicken Pox or Strep Throat, he/she should not attend school. Please inform the school or any contagious condition so the membership can be advised.
- **Head lice:** If your child is known to have head lice, please inform the supervisor/teacher.

FOR THE WELL BEING OF ALL OF OUR CHILDREN, WE REQUIRE THAT EACH CHILD BE WELL AND HEALTHY IN ORDER TO ATTEND OUR PROGRAM. IF YOUR CHILD SHOWS ANY OF THE LISTED SYMPTOMS YOU WILL BE ASKED TO COME AND PICK UP YOUR CHILD.

Medication & Drug Policy

Parental Authorization to Administer Medication:

- Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.
- Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the Authorization for Medication Administration. The Authorization for Medication Administration form must be accompanied by a doctor's note for over-the-counter medications.
- The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.

- Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:
    - 'when the child has a fever of 39.5 degrees Celsius';
    - 'when the child has a persistent cough and/or difficulty breathing'; and
    - 'when red hives appear on the skin', etc.
- Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the Authorization for Medication Administration.
- St. George Co-op Preschool will review Authorization for Medical Administration Forms with parents/guardians regularly to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).

Organization Operation

Decision Making

Although many decisions regarding the children's day are made by the Preschool's staff, general policy decisions are made by the Board of Directors. There are up to four positions on the Board of Directors.

Board of Directors' meetings will take place once a month or as need dictates. Any parent may make a written submission on any matter pertaining to the preschool at any time for consideration by and reply from the Board. Any parent wishing to meet with the Board is to make arrangements for a meeting through one of the Board members.

The following are, in general, the areas of responsibility of the Board of Directors.

- Decisions concerning the philosophy of the Preschool
- Periodic evaluations of the program
- Decisions concerning the hiring, disciplining and dismissal of staff
- Decisions concerning staff salaries and terms and conditions of employment
- Decisions concerning registration and fee structure
- Establishment and monitoring of the budget
- Management of revenue
- Decisions concerning operating procedures
- Policy development (all Preschool policies are available upon request)
- Resolution of conflict with staff or families which have not been resolved by the Supervisor

The Supervisor works closely with the Board of Directors with respect to all aspects of the preschool's management and attends all Board meetings. Should parents have any questions or concerns about their child, please do not hesitate to speak to the Supervisor.

May we respectfully remind you that positions held on the Board of Directors are voluntary and, at times, very time-consuming. We would appreciate compliance with the regulations in order to make their jobs easier and more pleasant!

Annual General Meeting

Families with children currently registered at St. George Co-Op Preschool are voting members (one vote per child registered) of the Preschool and, therefore, have a say in the direction of the Preschool.

All members are asked to attend the Annual General Meeting, which is held in April. During the meeting, we review last year's minutes, reports from board members and supervisor, review financials, elect the new Board of Directors, and address any other issues that require a vote of the membership i.e. by-law changes (According to the by-laws 2/3 of the membership constitutes quorum and a majority vote prevails).

Executive Council/ Board of Directors

All executive positions are twelve-month assignments. Executives are required to attend executive meetings throughout the year to discuss Preschool matters. It is a bi -monthly schedule, virtual or in person depending on the preference of the group. Executive positions are voluntary and entail no remuneration. These positions are generally filled the previous year or during the summer months.

Any parent registering a child for a second year may be requested to accept an executive position if one is available.

- **President**: The president is the chief administrator of the school and main public relations officer. They work closely with the teacher, executive council, and the membership to ensure St. George Co-op Preschool operates smoothly.

- **Vice President**: The vice president supports the president and performs the president's duties in their absence.

- **Treasurer**: The treasurer is our liaison to our hired, off-site accountant. The treasurer manages the financial operations for our school.

- **Secretary**: The secretary prepares, distributes and files a meeting report for all executive and general meetings. They keep attendance and make note to the Treasurer any family needing to be invoiced for missed meetings. The secretary also creates the participation/volunteer day schedule.

Please reference the Board Manual for further details.

References

The Abuse policy was developed leveraging the following documents: Ontario Association of Children's Aid Society What is Abuse; The St. Lawrence Day Care Child Abuse Policy; The Village Children's Program Policy Manual; The Lakeshore Community Childcare Centre Policies & Procedures Manual.

Appendix A

St. George Co Op Preschool Parent Complaint Form

This form can be used if a complaint is to be submitted involving operation of the preschool, an issue with the board and/or with the supervisor and/or employee of the Preschool. Please feel free to approach a board member or the supervisor directly. Completed forms can be placed in the inbox for the Executive Board to review and determine management.

Date: _____

Name:_____

Complaint Details:

Please provide an outline of your complaint. Include relevant dates / detail of phone conversations or meetings / any explanations that you think are important. Attach extra pages as required (including copies of other documents relevant to your complaint).

How do you think this issue can be resolved?

ST. GEORGE CO-OPERATIVE PRESCHOOL
VERBAL / WRITTEN WARNING

A parent may be asked to withdraw his/her child due to the parent's failure to participate and pay fees on time. OR A staff may be given a warning due to failure of compliance to policies.
The executive council will evaluate the situation to determine what the circumstances warrant. Possibilities include a verbal or written warning, suspension and/or dismissal.

Potential Situations Include but are not limited to:

- All persons in the program will be monitored based on maintaining the principals of our program statement as well as our behaviour management policy.
- Participation parent responsibilities in classroom
- Late pickups
- Late fees
- Monthly Meeting Attendance
- Fundraising Support
- Marketing & Advertising Support
- Exec/Non Exec position duties performance
- Participation in classroom clean up, move and set up
- Non compliance to policies & procedures
- Other situations as determined by the executive council

A VERBAL / WRITTEN (circle) warning is being issued to the family of preschool student _____. The warning is being given to family representative _____.

Reasoning(s) for the warning issuance include:

Suggestion(s) to reconcile the situation going forward:

Failure to reconcile the situation may result in further warnings issued and/or dismissal from the preschool program. Being a co-operative school requires all families to actively work together and be equally responsible for the success and effective operation of St. George Co-Operative Preschool.

Family Representative Sign Off

_____

Date

_____

Exec. Council Member Sign Off

_____

Date

_____