



“Stanley Park Rosemount Preschool Inc. provides a unique opportunity for children and families to learn and grow together in a cooperative environment. We take pride in building solid foundations for lifelong learning while nurturing self-esteem and relationships”

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## Package Contents

Introduction .....	5
Welcome .....	5
General Information.....	6
Philosophy.....	6
Program Statement Policy.....	7
Program Statement Implementation Policy.....	10
Program Objectives.....	11
Play Visits / Meet the Teacher .....	12
Arrival and Departure.....	13
Release of Children .....	14
Personal Care Routine.....	15
Children’s Belongings .....	16
School Year.....	17
Inclement Weather Policy.....	18
Field Trips.....	19
Preschool Communication .....	20
Process for Expressing Concerns.....	21
Involvement at a Cooperative Preschool.....	22
Mandatory General Meetings.....	22
What does it mean to be a “Classroom Participating Family”? .....	23
What does it mean to be a “Non-classroom Participating Family”?.....	23
Committee Participation .....	24
Fundraising Policy Statement.....	25
Classroom Participating Parents (Duty Persons).....	26
Orientation of Staff, Students and Volunteers.....	27
Guiding Children’s Behaviour.....	28
Rescheduling Duty Days .....	29
Responsibilities of the Duty Parent (including but not limited to).....	30
Sanitary Practices Policy.....	31
Snack Policy.....	32

Registration and Membership.....	33
Registration Policy.....	33
Waiting List Policy .....	35
Fee Payment Policy and Payment Options .....	36
Fee Payment Policy relating to Absences due to Illness or Vacation .....	36
NSF Cheque Policy.....	36
Criminal Reference Check /Vulnerable Sector Check (VSC) .....	37
Change of Information .....	38
Withdrawal Policy .....	39
School-Initiated Withdrawal Policy.....	39
Administration and Policies.....	40
Staff Policy.....	40
Supply Teaching Policy .....	40
Staff Training and Development .....	40
Health Policy .....	41
Posted Health Regulations .....	42
Daily Health Assessment .....	43
Fire Safety/Evacuation Procedures .....	<b>Error! Bookmark not defined.</b>
Sick Staff, Volunteers or Classroom Participating Individuals .....	45
Universal Precautions .....	46
Health and Safety .....	47
Anaphylactic Policy .....	48
Medication Policy.....	49
Sleep Supervision Policy.....	51
Supervision of Volunteers and Students Policy.....	52
Staff, Volunteer, and Duty Person Accident or Injury .....	53
Serious Occurrence Policy .....	54
Workplace Violence and Harassment Prevention Policy .....	56
Responding to Discriminatory Incidents .....	57
Accessible Service Plan.....	58
Inclusion Policy.....	59

Behaviour Management Policy .....	60
Prohibitive Practices.....	61
Procedure for Monitoring of the Policies, Procedures and Individual Plans.....	62
Suspected Child Abuse / Neglect Policy .....	63
Insurance Policy .....	64
Licensing Policy .....	65
Smoking Policy .....	66
Water Flushing Policy.....	67
Health and Safety Inspection of Indoor and Outdoor Environment .....	68
Playground Safety Policy .....	69
Privacy Policy.....	70
Confidentiality Policy and Procedure .....	71
Board of Directors .....	72
About Your Board of Directors.....	72
Board of Director Duties .....	72
Committee Duties .....	75
Appendices.....	76
Membership Agreement.....	77
Publicly Funded Immunization Schedule .....	80
SPRP Parent / Volunteer Orientation Checklist.....	81
SPRP Offence Declaration .....	82
Monitoring of Policies, Procedures and Individualized Plans.....	83

## Introduction

### Welcome

Welcome to Stanley Park Rosemount Preschool Inc. (SPRP)! Our co-operative preschool is a non-profit organization operated by parents. You, the parent/guardian, are an integral part of the functioning of our school. With parents fulfilling roles in the daily operation of the school, we are able to keep fees less than other private schools, while maintaining excellent programs for our children.

This handbook is designed to help you understand the operation of the school, what you need to know for your child in the classroom and how to fulfill the role you play here at the school. Keep it handy, you may find you refer to it often!

SPRP is designed for children who will be 31 months (2 ½ years old) by September, up to the age of five (some exceptions may apply). We are licensed by the Ministry of Education, Child Care Quality Assurance and Licensing Branch. Licensed programs must meet and maintain provincial standards set out in the *Child Care & Early Years Act (this replaces the Day Nursery Act)*. These standards provide for the health, safety and development needs of our children. Many of the policies outlined in this handbook are required for us to be compliant with the *Act*. Some policies may be changed at the discretion of our parent Board of Directors. We welcome and encourage any questions, ideas or suggestions you may have. You can pass these along to the teacher, any Board member, or through our “Drop Box”, located at the bottom of the stairs.

## **General Information**

### **Philosophy**

Our Mission: Stanley Park Rosemount Preschool Inc. provides a unique opportunity for children and families to learn and grow together in a co-operative environment. We take pride in building solid foundations for lifelong learning while nurturing self-esteem and relationships.

## Program Statement Policy

Stanley Park Rosemount Preschool (SPRP) is a licensed child care facility. SPRP must follow the regulations as set out in the Child Care and Early Years Act (CCEYA) (<https://www.ontario.ca/laws/regulation/150137#BK2> ). In conjunction with the CCEYA, SPRP will look to the “How Does Learning Happen” (HDLH) (<http://www.edu.gov.on.ca/childcare/pedagogy.html> ) document to guide the implementation of the program for the children.

The emphasis at SPRP is on play and socialization. Our goal is to incorporate four fundamental conditions that are important for children to grow and flourish: Belonging, Well-Being, Engagement and Expression. A focus on these foundations throughout the early years will promote optimal learning and healthy development.

All children are viewed as being competent, capable and curious. All children have a great potential and at SPRP we will strive to guide, encourage and foster their development. Through play, inquiry, exploration and interaction with peers and adults, all children will experience a positive environment. All children will be exposed to a positive, safe and secure learning environment.

SPRP will promote the health, safety, nutrition and the well-being of all children in the program. A general health surveillance will be recorded every day for each child in attendance. The play spaces will be inspected daily to ensure a safe environment for all in attendance. A record of these will be kept for future reference.

SPRP will provide a nutritious snack daily that includes at least two food groups as per the Canadian Food Guide (<http://hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php> ). The menu will be posted for reference at all times. Children will have a daily outdoor playtime (weather permitting) and activities to promote exploration and cooperative play. During each session children will have the opportunity to explore the playroom independently. Each day a variety of activities will be available for children, including large motor activities as well as quiet/calming areas. “Highlights of the Day” will be posted for parents to view. Also, pictures and highlights will be emailed frequently to families.

SPRP will support positive and responsive interactions among the children, parents, child care providers and staff. As a Co-operative Preschool the whole purpose is for families to create an environment of working together to achieve goals. By collaborating together, families have a unique opportunity to build an inclusive and diverse environment, which can change from year to year as family needs, and experiences dictate. Through engagement in this environment, children and their families gain a sense of belonging. They have the opportunity to be stimulated and challenged through a variety of explorative and inquisitive activities. All children will be encouraged to express themselves in a positive way in order to nurture the healthy sense of self. Families will always be encouraged to join their children in class to share experiences.

SPRP will encourage the children to interact and communicate in a positive way and support their ability to self-regulate. Children enrolled at SPRP will be guided to have positive interactions with peers and adults. They will be given tools and direction as to how to appropriately express their feelings, and become aware of their own body as well as becoming aware of their surroundings. Each child is an individual and different styles and prompts will be used to best suit each child as needed.

SPRP will foster the children's exploration play and inquiry. Children will receive the opportunity to freely explore activities, open ended and purposeful. Children will have the opportunity to expand on their inquiries during play. Adults will promote learning through provocations, questioning and introducing new materials to expand exploration.

SPRP will provide child-initiated and adult-supported experiences. At SPRP children will have the opportunity to explore and discover their environment. Children will be encouraged to be inquisitive and will be prompted by adults using open-ended questions. Various provocations will be introduced to expand on children's interests and skills. Activities and resources will be easily accessible in order to facilitate the expansion of the children's environment. Adults and children will develop and discover together, while building trustworthy relationships.

SPRP will plan for and create positive learning environments and experiences in which each child's learning and development will be supported. SPRP will approach each child and situation in a positive way. By initiating positive interactions through play, inquiry and discovery, SPRP will create positive learning environments, resources and experiences.

SPRP will 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 child care. SPRP is a part day preschool program that is not required to have a set outdoor playtime. SPRP, will however, promote and facilitate an outdoor play and activity time daily (when weather permits). Along with active play out of doors, indoor active play will also be promoted. There will always be areas within the play spaces to accommodate quiet moments and activities as well.

SPRP will foster the engagement of ongoing communication with parents about the program and their children. SPRP is a parent participating program. Parents have an invested interest in running the preschool as a co-operative. This is an extremely unique opportunity for families. Parents are welcome at any time to come into the preschool. Pictures are always posted on bulletin boards and a daily journal of highlights of the day is posted for review after each preschool session. Parents also receive pictures of their children and classmates to document their moments at preschool. Parents are involved in all areas of SPRP's operation, including but not limited to, special event planning, cleaning and fundraising.

SPRP will involve local community partners and allow those partners to support the children, their families and staff. SPRP, by nature, is a program in which parent involvement is paramount. The families are involved in all areas of the program and as a result the community is invested in SPRP. Community members, often past SPRP families, are invited to a variety of events and are welcome to come for a visit and support our program. SPRP continues to have a positive relationship with other programs that operate within our shared location.

SPRP welcomes support systems to ensure that children and families receive the most up to date information and resources. If warranted, children will receive support through Kitchener-Waterloo Habilitation Services, connecting children to the correct supports including (but not limited to) speech therapy, occupational therapy, physiotherapy and behavioural screening.

SPRP will support staff and others who interact with the children at the premises in relation to continuous professional learning. At SPRP, we are very committed to Professional Development and continuous learning. The Supervisor/Teacher is a member of the College of Early Childhood Educators and is required to complete professional development activities. Relevant information is shared with Board Members and families.

SPRP will document and review the impact of the strategies, as outlined above, on the children and their families. Documentation regarding the program at SPRP is available daily for all families to access. Daily highlights are posted as well as pictures placed in albums and posted for viewing. Families also receive emails keeping them up to date on the happenings at SPRP. Throughout our program, all adults will document the activities and interactions with children and between children. These documentation records may be, but not limited to, a written journal or a moment captured by a snapshot. These interactions and observations will be the building blocks and stepping-stones for the continued learning, exploration and inquiry at SPRP.

SPRP, as represented by its Board of Directors, will review and update the Program Statement, as well as all policies and procedures on an annual basis.

All records regarding the children, including individualized plans, will be kept for three years. With the exception of water testing, which will be kept for six years. Financial records will be kept for six years. BOD minutes and annual financial statements will be kept for the duration of the operation of the preschool and six years post termination of SPRP.

The details outlined in this statement will be consistent with all staff and volunteers interactions. The statement will be reviewed annually and a midyear reflection/observation will be completed.

## Program Statement Implementation Policy

SPRP Staff and volunteers (including students from secondary or post-secondary institutions) will review the program statement prior to beginning their employment/placement. This will be noted on the Orientation Checklist, which will be kept in the personnel file. They will be monitored throughout the year by a member of the Board of Directors and/or the Supervisor. This will be completed and recorded at least one time during the year.

Any contraventions will be noted and recorded in the personnel file. When contraventions have been noted the employee/volunteer will be asked to do a complete review of all policies, procedures and individualized plans to clarify areas of concern.

If compliance is not met and actions that contravene the program statement continue, then termination of employment/placement may occur.

In addition, staff members will review the program statement and initial each paragraph when review is completed throughout the year.

## Program Objectives

To support and encourage children to:

- Get along with others
- Improve physical coordination
- Work and play in a group
- Take turns and share common property
- Cooperate with peers
- Understand and follow directions
- Listen to and share with peers
- Express themselves through singing, speaking, drawing, painting and other self-motivated activities

## **Play Visits / Meet the Teacher**

Each year, Teacher Orientation visits are held Tuesday through Friday following Labour Day. During this time, the school is open for regular hours so parents/guardians and children may visit and get familiar with the preschool and meet the teacher, other parents and classmates.

## Arrival and Departure

The children's arrival and departure is monitored by the teacher. Morning classes run from 9 to 11:30 a.m. and afternoon classes run from 12:30 to 3 p.m. Doors open 10 minutes prior to class time. We ask parents that are on duty to arrive 10 minutes before the class begins. Children are dismissed by the teacher at 11:30 a.m. and 3 p.m. Outside doors are locked prior to, and during class time.

## **Release of Children**

The teacher will only release children to the people listed on the child's registration form, unless given verbal or written consent from the parent(s) to do otherwise. If the person is unknown to the staff, photo identification may be requested.

In the case of special arrangements and custody agreements a copy of court order will be kept on file and followed in accordance with the order.

## **Personal Care Routine**

No diapering facilities exist at SPRP, therefore we do not change diapers. If a child needs to use the toilet, an adult needs to be told and must accompany him/her to the washroom. Children are supervised and assisted upon request with toileting and hand washing. Privacy will be given if requested, but the door is to remain open and not be locked. Special circumstances can be discussed with the teacher.

## Children's Belongings

Each child will be assigned a cubby. Your child's cubby will be used by children in other classes, so all personal items are to be taken home each day. When it is wet or muddy outside, or when wearing rubber or winter boots, children are to bring a pair of indoor shoes, and send weather appropriate clothing for outdoor play (hats, mittens, boots, snow pants, etc.). Personal belongings should be labeled and carried in a backpack clearly labeled with the child's name. Have your child wear washable, practical and comfortable clothing to school and keep a full change of clothes in your child's backpack (including socks and underclothing).

SPRP is not responsible for lost or stolen property. There is a small storage cupboard in the playroom that you may leave your keys and/or purse in if you are staying at the school. It is not locked.

## School Year

Our school operates from September to the end of May. Teacher Orientation visits and class visits will be conducted Tuesday to Friday following Labour Day, with classes commencing the following week.

We follow the same holiday schedule as the Waterloo Region District School Board. This includes the Christmas holidays, Good Friday and March Break. We operate during Professional Activity (PA) days.

## **Inclement Weather Policy**

If the Waterloo Region District School Board schools are closed due to poor weather, so are we. The voicemail greeting will be changed on the school's answering machine (by 7:15 a.m.) advising parents that the school is closed and you will receive an email from the Communications Director as well an update will be posted to Facebook/Twitter to let families know of the closure. If the preschool is to be closed part way through the day because weather conditions have deteriorated, the teacher will contact each parent from the classes affected to inform them of the closure. The teacher will remain at the preschool until every child has been picked up. The preschool reserves the right to close if the weather is deemed questionable.

## Field Trips

As outlined in the registration package, SPRP and the Special Events Committee arrange field trips to enhance your child's school experience. Although you have signed a general field trip consent form, you will be notified in advance of each field trip.

Your child must be accompanied by an adult on field trips. Each adult may supervise a maximum of two children. You may be the person to supervise your child or you may designate another adult to be responsible for your child. The supervising adult does not need to be an identified "duty person" at the preschool. Field trips are a great opportunity for family members not usually involved at school to share a school experience with your child (e.g. grandparent, aunt/uncle). For the experience of your child and to maintain the integrity of the preschool environment, siblings are not allowed on SPRP field trips, unless they are infants in a baby carrier. A lot of our field trip locations are not accessible for strollers. If this prevents you from participating in field trips, please contact the teacher or a Board Member.

On the day of the field trip it will be your responsibility to provide transportation for your child directly to and from the field trip location. The children will not be at the school at all on the day of the field trip, unless otherwise noted.

## **Preschool Communication**

There will be weekly emails sent out for reminders or upcoming events at the preschool. There is a Fall and Spring newsletter that will be sent out as well. Both are posted on the bulletin board in the school after it has been sent. If you require a hard copy, please let us know. Be sure to read it to keep up to date! Submissions are welcome, please contact the Communications Director. Please note that the comments and opinions expressed by articles submitted to the newsletter are not necessarily the comments and opinions of the school.

## **Parent Issues and Concerns**

Parents who have concerns may write an email or speak with the teacher or any Board member with the matter, or provide feedback through our “Drop Box”, located at the bottom of the stairs. The concern may be handled immediately or at the next Board of Directors meeting. A response to the issue will be given as soon as possible.

## Involvement at a Cooperative Preschool

### Mandatory General Meetings

There are usually two general meetings per year: in the spring and the fall. A parent or a parent representative is required to attend the general meeting to vote on matters relating to the operation of SPRP. Both parents are welcome to attend. The by-laws of the preschool require that for the transaction of business there be “not less than one-third of the members present in person or represented by proxy”. Although we encourage all parents to attend, only one vote will be allowed per registered child. Parent attendance and participation at general meetings ensures that everyone’s concerns, ideas and suggestions are considered. **ALL** SPRP families (classroom participating, non-classroom participating and opt-out families) are expected to attend the general meetings. **Classroom participating parents or designates are asked to attend so they are aware of the classroom duties.**

## What does it mean to be a “Classroom Participating Family”?

Two people per family may be designated as “duty” or “classroom participating” parents (both parents/caregiver). All proper medical forms and a Police Record Check must be completed and filed for EACH duty/classroom participating parent prior to volunteering in the classroom.

Classroom participating families are responsible for participating approximately 5 hours/month in two specific ways:

1. To assist the teacher in the classroom as a “duty” person on a rotating basis (once every two weeks); **AND**
2. To participate on one preschool committee OR on the Board of Directors.

Each of these responsibilities is described in full detail in this Handbook.

## What does it mean to be a “Non-classroom Participating Family”?

A “non-duty” or “non-classroom participating” family means you do not have to assist the teacher in the classroom on a rotating basis. However, you are still required to participate on one preschool committee OR on the Board of Directors.

## Committee Participation

SPRP is a parent co-operative preschool, which means that committee work is an integral part of our preschool being successful. Every family that registers at SPRP is required to participate on one committee or on the Board of Directors, with the exception of those who pay the “opt-out” fee (4 spots available). Families can expect to spend 2.5 to 3 hours per month dedicated to their committee role. If at any time you cannot fulfill your given committee duty, please contact the Board so alternative arrangements can be made to fulfill your duties and keep the preschool running smoothly. Committee work and the Board of Directors are determined prior to the start of the school year. The purpose of the committees is to break down the various responsibilities of the school into groups where parents can share these duties and assist the preschool in keeping the cost down.

## Fundraising Policy Statement

Stanley Park Rosemount Preschool Inc. is a co-operative preschool. We are a non-profit organization of parents who have banded together for the purpose of maintaining a preschool for our children. Through parent participation and fundraising, we can provide excellent programming for our children while keeping tuition fees lower than many for-profit preschools.

A 2 day family is responsible for fundraising a minimum of \$200.00 per child per year for the school (exceptions may be given to families with multiple children attending the school on a case by case basis). A 4 day family is responsible for fundraising a minimum of \$250 per child per year. A post-dated cheque for October 1<sup>st</sup>, and an additional cheque for January 1<sup>st</sup> for 4-day families is due with your registration paperwork.

Through active participation in fundraising events throughout the school year, you will have the opportunity to earn back the fundraising fee. When a fundraising event is presented, you have the option to participate or not. If you choose to participate, a percentage of what you earned for SPRP will be tracked and added to your personal total. If you choose not to participate in a particular fundraiser, then no money is earned towards your personal total. It is up to you to decide on the level of participation in fundraising events. In May, we will tally the numbers and issue refunds for the amount you have earned back. Year-end tax receipts for tuition will be given at the end of the school term. Should you withdraw from SPRP, (following the Withdrawal Policy procedure), prior to October 1<sup>st</sup>, the fundraising fee will be fully refunded. If you withdraw after October 1<sup>st</sup>, the fundraising fee is non-refundable but you will be refunded the amount you have earned back through your participation in fundraising activities up to your date of withdrawal.

On occasion, the school will also raise funds for a specific purpose to be decided upon by the current Board of Directors. It is up to US to work together to make this the best place for our children to be in their preschool years. Let us have fun working and playing together!

## **Classroom Participating Parents (Duty Persons)**

Every classroom participating parent is required to assist in the classroom on a rotating basis, once every two weeks. The rotation schedule for duty parents will be set at the start of the school year. One parent will be on duty and is required to provide and serve the children snack, assist with classroom set up and clean up and other tasks as assigned by the teacher that day. Classroom supervision will be the responsibility of the teacher and the teacher assistant.

Duty persons cannot bring siblings on their duty day.

## Orientation of Staff, Students and Volunteers

We need to provide an effective and consistent level of supervision to ensure a safe and healthy environment for the children. Therefore, everyone who is involved as a classroom volunteer needs to be aware of their duties and responsibilities prior to assisting in the classroom. The Orientation Checklist is to be printed, reviewed and signed by everyone helping in the classroom.

It is a requirement that all policies, procedures and individual plans are implemented and reviewed annually. A written record of these reviews, including the date of review, will be kept on file.

It is expected that every staff member, student and volunteer continually comply with the policies, procedures and individual plans. In such a case as there are observed contraindications to the policies, procedures and individual plans, the individual will be reminded of the policies, procedures and individual plans, be asked to review them again. If failure to comply continues to be observed, then termination of the position may result.

## Guiding Children's Behaviour

Guidelines are below:

- Provide a positive example: calm voice, courteous interactions and relaxed, good-natured attitude
- Centre your attention on the children rather than visiting with adults
- Avoid talking about a child in his/her presence
- Help change the clothing on a child who is wet
- Roll up the sleeves of a child who is about to paint or wash hands
- Supply a child with a tissue if necessary
- Follow through in encouraging a child to put away equipment and help tidy up
- Step in when a child is in physical or emotional danger or if equipment is being misused
- Give suggestions in a positive manner (what we "do" rather than "don't do")
- Encourage "inside voices", "use your words" and taking turns and sharing
- Encourage children to be independent
- Take time to listen and enjoy your child interacting with others
- Bring your sense of humour and relax and have fun

Preschool Rules:

- We always stay together
- No one ever goes up the stairs without a grown-up
- Children must always be supervised by an adult
- No child is allowed to hurt another child or adult
- Children may not damage another child's work (artwork, block building, etc.) or destroy school property
- Children must tell a grown-up if they need to use the bathroom. Privacy will be given if requested, but the door will be left slightly open
- Everyone needs to help when we sing the "tidy up" song
- Remember: "walking feet", "inside voices" and "use your words"

## Rescheduling Duty Days

If a parent is unable to be at the school on a scheduled duty day, the teacher must be advised of the change, and the scheduling coordinator needs to be updated.

This is simply an exchange of duty days. If you find it necessary to switch a duty day, you must ensure that you are still responsible for the required number of duty days for that given period. You are not exempt from a duty day because of a switch.

## Responsibilities of the Duty Parent (including but not limited to)

- Arrival time – 8:50am
- Bring unprepared snack items (Healthy snack items must cover two different food groups) in their unopened original containers/packaging to SPRP (Bring in cooler bag/cold pack as needed)
- Write down snack items to be served on calendar located on the snack shelf. (Parents of children with allergies may need to initial to approve choice)
- **Wash your hands before preparing snack** - Snack items that need preparation need to be prepared **upstairs** in the kitchen. Any utensil/dish needed **MUST be taken from the preschool kitchenette**. Cover prepared food with saran wrap or place in a re-sealable container. Place snack on snack shelf in the playroom along with any needed serving utensils. (Depending on the snack, you may be able to portion into muffin cups at this time.) Throw previously used cloths in the laundry hamper located in preschool kitchenette.
- Dirty dishes need to be rinsed and placed in the marked blue Rubbermaid bucket in the preschool kitchenette (when full, dishes can be washed in the dish washer upstairs -follow posted directions)
- Fill water reservoir as needed (Please use the sink located in the SPRP storage room)
- Fill water table – **use WARM water**
- Empty drying rack of painting tools
- Empty art drying rack and place creative work in the previous days box - located in large cupboard
- Supervise children, assist with tidy time
- **After playtime** – (Please note labels on boxes - to use rags for paint/glue and snack cloths for the snack area)
- Disinfect and rinse snack tables and snack shelf surfaces – spray with Oxivir Tb, leave for 30 seconds and then rinse with water. Use fresh blue cloth daily and leave hanging to dry on bar below shelf.
- Start cleaning other areas, listed below, until children go down the hall to wash hands
  - Empty water table – Spray with disinfectant
  - Wash painting tools, glue sticks etc. – leave items to air dry on drying rack
  - Sweep/mop/ vacuum floor as needed
  - Tidy creative bins - glue containers upright, marker/ bingo dabber lids in place...
  - Tidy and clean creative and sensory play areas
  - Re-stock supplies as needed – napkins, muffin cups, cloths, rags.....
- Help supervise children during hand washing
- Once a group of children, **and yourself** have washed hands, proceed back to the snack tables, (the children will pick up their water bottles on the way) and begin serving snack to children as they sit down – use serving utensils to avoid touching any food directly, place snack on napkin or in muffin cups etc. (food must not touch the table directly)
- In the event that a child has forgotten their water, please provide them with a cup and use the bottled water provided
- When children are done their snacks they will put their own garbage and water cups. (if needed use baby wipes to clean faces, hands... etc.) then they can go to the book centre
- Disinfect and rinse snack tables and snack shelf surfaces – as before
- Place the water bottle bucket on the table at the bottom of the stairs

## Sanitary Practices Policy

Stanley Park Rosemount Preschool Inc. follows the health regulations for sanitary procedures suggested by the Region of Waterloo Public Health:

- The washroom is to be cleaned before each class begins
- Children should wash their hands after using the toilet and before eating snack
- Water used in the water play table will be changed prior to each class
- The snack table is to be wiped with disinfectant followed by a clear water rinse before AND after snack is served
- The floor should be kept clean and damp mopped when necessary
- Single serve disposable cups, muffin liners, napkins, paper towels, etc. are to be used
- All toys/equipment are to be washed once a month during the monthly clean-up and the preschool is to be thoroughly cleaned
- ALWAYS WASH HANDS THOROUGHLY BEFORE PREPARING AND SERVING SNACK

## Snack Policy

In keeping with the requirements from the Region of Waterloo Public Health and the Ministry of Education, Child Care Quality Assurance and Licensing Branch, all snacks are to be store bought and must include two different food groups, as described by the Canada Food Guide's recommendations for healthy eating, to help children grow and thrive. With this in mind, SPRP is "allergy aware" and we strive to maintain a safe environment for all children with allergies, most notably nuts. Therefore we have adopted a permanent **NO NUT** policy. No nut products of any kind are to be served in any class or at any meeting held at the preschool. Homemade snacks will not be allowed in class. All fresh fruits and vegetables must be prepared, peeled and cut at the preschool by the Duty person. Hands must be thoroughly washed before preparing and serving snack. Fruits and vegetables are to be washed and prepared in the church kitchen. Children are to bring their own water bottle to have at snack time.

Because we are allergy aware, a class list of allergies will be posted and parents must adhere strictly to the list, taking great care to read labels before any store bought snack is served. The parents must ensure that no food, to which a child in their class has an allergy to, is served as a snack. All snacks must be brought in their original, unopened packaging. The teacher must be able to read the list of ingredients before the snack is served. In the case of children with life threatening allergies, the parent or caregiver of the child is responsible for reviewing the snack ingredient list each day. **Individual allergies will be discussed year-to-year.**

## Registration and Membership

### Registration Policy

Registration for the upcoming preschool year begins the first week of February. It is as follows:

**Week ONE:** Families currently enrolled may register any of their children for classes beginning in September. In recognition of committing time to the Board of Directors, any returning Directors will get first choice.

**Week TWO:** Public Registration occurs. Families not currently associated with the preschool may register their children during Public Registration based on a first come, first served basis. Families may visit the school during Open House days.

**NOTE:** The dates of the Open House and Public Registration may vary from year to year. The dates will be announced in the weekly email. Public notification will be done through advertising, brochures and word of mouth.

Families who wish to return can email the Membership Secretary to choose their classes.

There are two types of waiting lists:

1. Registered Waiting List: for those who are registered in a class but are requesting a switch to a different class;
2. Non-registered Waiting List: for those families open to placement in any available spot.

The lists are based on a first come, first served basis. If an opening becomes available, those on the Registered Waiting List will be contacted first, followed by those on the Non-registered Waiting List.

A non-refundable and non-transferable registration fee is payable at the time of registration to secure the child's space at SPRP. Families registering for the following September must register through the Region of Waterloo's OneList (<https://regionofwaterloo.onehsn.com>) AND complete a registration package which includes:

- Letter of introduction
- Registration Form
- Membership Agreement
- Fundraising Policy Statement
- Letter to Waterloo Regional Police Services (classroom participating)
- Region of Waterloo Public Health Immunization Information Form for Child
- Pre-Employment Health Form for the Parent/Guardian (classroom participating)
- Committee List and Board of Directors List for families to indicate their choice in involvement at the school
- Payment Schedule for Fees and Tuition

- Collection of Personal Information Form (classroom participating)

The deadline for handing in the completed registration package is the spring general meeting. If the registration forms are not submitted, placement cannot be guaranteed and your spot will be forfeited. If you are registering after the spring general meeting, you are required to hand in your documents and cheques within **two weeks**, or forfeit your placement. **All paperwork must be thoroughly completed.** Special consideration is extended for the Police Record Check which can take longer to process. It is understood that the Police Record Check will be submitted to the Membership Secretary as soon as it is available. Medical Forms, the Collection of Personal Information Form and the Police Record Check for the parents **MUST** be on file before volunteering in the classroom. Medical forms for the child **MUST** be submitted before the child begins school. The preschool reserves the right to cancel a class. If SPRP cancels a class due to low enrollment, all fees will be refunded.

## Waiting List Policy

SPRP does not often have waiting lists.

Families need to register online through the Region of Waterloo's OneList (<https://regionofwaterloo.onehsn.com>)

Families who have children already registered in the program will receive priority placement. Then it is based on a first come, first served basis dependent on fully completed registration package.

## **Fee Payment Policy and Payment Options**

The registration fee and cheques for September and October fees are non-refundable deposits. Payment of fees will be due on a date determined annually by the Board of Directors. The total preschool program tuition is divided up and spread out over the year. ALL post-dated fees are required prior to the child's start date. If your child is enrolled part way through the month, your tuition fee will be prorated accordingly. The Treasurer will issue receipts for income tax purposes in February and at the end of the school year.

Should you withdraw from SPRP (following the Withdrawal Policy) prior to October 1<sup>st</sup>, the fundraising fee will be fully refunded. If you withdraw after October 1<sup>st</sup>, you will only receive the amount you have already earned back through your participation in fundraising activities up to your date of withdrawal.

## **Fee Payment Policy relating to Absences due to Illness or Vacation**

No refund will be made for absenteeism due to vacation or illness.

## **NSF Cheque Policy**

A family will have one week to pay cash for an NSF cheque once they have been notified by the Treasurer. If there are two NSF cheques by any one family, the family will be asked to pay cash for the remainder of the school year. Cash payments are due on the 1<sup>st</sup> day of each month. If an alternative mutual financial agreement is needed and cannot be reached, the child may be withdrawn from the program.

## Criminal Reference Check /Vulnerable Sector Check (VSC)

SPRP has a purpose and obligation to ensure the safety and well-being of the children as well as the security of its operations.

SPRP will obtain an offence declaration or attestation from any person who provides services to a child on the premises other than an employee, student or volunteer. An example of this is a Speech Therapist.

Any teacher or supply teacher, Board Member, and EVERY classroom participating volunteer is required to provide SPRP with a current Police Record Check for Services with the Vulnerable Sector prior to commencing work of any kind. "Current" is defined as a Police Record Check/ Vulnerable Sector Check obtained within six months of submission to SPRP. The Police Record Check/ Vulnerable Sector Check is required PRIOR to a parent volunteering in the classroom on a duty day.

Police Record Checks are available for a small fee from Waterloo Regional Police Services. Detailed information about obtaining one is available on their website and in the SPRP registration package. SPRP is registered as a not-for-profit, and thereby can reduce the required fee by providing a letter indicating the individual applicant is a volunteer at SPRP. This letter is available in the registration package and from the Membership Secretary. After obtaining a Police Record Check/ Vulnerable Sector Check (ask for multiple copies if required), it must be submitted to the Membership Secretary, to be kept in a police records check file and kept on the premises.

The SPRP Offence Declaration (see Appendix) needs to be signed within one year and 15 days of the original day and then within 1 year and 15 days of the previous declaration date. Every 5 years a new Police Records Check/ Vulnerable Sector Check will need to be done.

Confidentiality is of the utmost importance. All Board of Directors sign a Confidentiality Clause to ensure privacy of all members.

In the event an individual presents a questionable Police Record Check, proper diligence in reviewing the appropriateness of participation will be conducted. If the Board of Directors determines the individual not be allowed to participate with the children, the following options will be presented:

1. If a non-classroom participating position is available in the preschool, the position will be made available to this individual at non-classroom participating rates.
2. The individual may arrange for a substitute duty parent to participate with the children on their behalf, providing this person has an acceptable Police Record Check.
3. The individual may withdraw their child from SPRP.

## **Change of Information**

If there is a change of information pertaining to a child/family (new allergy, new pick-up person, health information, etc.) it is the responsibility of the parent to notify SPRP so that their child's records and file may be changed accordingly. All changes, as well as any address, email or phone number changes should be given to the Membership Secretary.

## Withdrawal Policy

In the case of a family initiated withdrawal of the child from the preschool, the family must provide written notification to the Membership Secretary.

- If notice is given during the month of withdrawal, the family is responsible for payment of the month following the month of withdrawal. Provided the space can be filled by another child in the month following the month of withdrawal, this will not apply.
- If notice is given prior to the month of withdrawal, the family is responsible for the payment of the month of the withdrawal.
- If the withdrawal takes place after March 1<sup>st</sup>, the family is responsible for March, April and May fees since another child will not be admitted.
- The Registration Fee is non-refundable.
- If the family withdraws by July 1<sup>st</sup>, both September and October tuition will be refunded. After July 1<sup>st</sup>, these tuition fees are non-refundable. If a family withdraws prior to July, the refund will be provided in September when school begins.
- Refunds of the Opt-out fee will be pro-rated monthly, starting at the month FOLLOWING the month of withdrawal.
- With withdrawal prior to October 1<sup>st</sup>, the fundraising fee will be fully refunded. If you withdraw after October 1<sup>st</sup>, you will only receive the amount you have already earned in active fundraising participation.
- Remaining post-dated cheques will be returned by the Treasurer.

## School-Initiated Withdrawal Policy

A family may be required to withdraw at the discretion of the teacher and/or the Board of Directors if:

1. The teacher feels the program is not suitable for the child or,
2. The Board of Directors feel that the parents are not fulfilling their obligations to the cooperative preschool environment.

Occasionally it may be decided that our program is not suited for a specific child. Every effort will be made to provide a positive preschool experience for all children, however, the school reserves the right to terminate enrolment.

In this case, all monies will be refunded.

## **Administration and Policies**

### **Staff Policy**

In conjunction with the Child Care and Early Years Act, the preschool requires that the Supervisor/Teacher will have the following qualifications:

- Trained Early Childhood Educator diploma in ECE or equivalent;
- A registered member of the College of Early Childhood Educators;
- Current certificate in Standard First Aid and CPR;
- Minimum of five years teaching experience or equivalent;
- An acceptable Police Records Check /Vulnerable Sector Check
- Current immunizations.

The Teacher assistant is required to have:

- Current certificate in Standard First Aid and CPR;
- An acceptable Police Records Check /Vulnerable Sector Check
- Current immunizations.

### **Supply Teaching Policy**

In the event our teacher is absent, school will be cancelled and parents will be notified.

### **Staff Training and Development**

The teacher is expected to meet the Professional Development standards in accordance with being a member, of good standing, of the College of Early Childhood Educators of Ontario.

Staff are encouraged to participate in professional development activities and programs to enrich their contribution to SPRP.

## **Health Policy**

Children who have coughs, colds or any other infectious illness should remain at home. Parents should notify the teacher that their child will be absent. All SPRP families must follow the health regulations regarding attendance set out by SPRP, which are posted on the bulletin board and listed below. Children will be sent home if they become ill during class time, provided that the parent can be contacted.

## Posted Health Regulations

If your child has any of the following symptoms, he/she should not be at school.

- Persistent cough
- Runny nose
- Watery eyes
- Diarrhea within 24 hours
- Fever within 24 hours
- Vomiting within 24 hours
- Sleepless night

## Daily Health Assessment

### Responding To and Reporting Child Illness, Health Concerns, Accidents and Injuries

Children are visually assessed upon arrival and a checkmark indicating “good health” is noted on the attendance form. Any signs of ill health are noted in the daily journal and reported to the parent/caregiver.

If a child appears unwell, he/she will be isolated from the rest of the children as much as possible. Every attempt will be made to contact the parents or emergency contacts to allow the child to return home. Following is the procedure in the event of a serious injury or medical emergency:

- Call 911
- Notify parent
- Notify the Ministry of Education, Child Care Quality Assurance and Licensing Branch
- Prepare a Serious Occurrence report

## Emergency Management Policy

Teacher blows whistle or fire bell sounds to signal an emergency

Children STOP all activities

Children line up at playroom door

Teacher will bring attendance/emergency binder

Adults and children will line up against the wall in the hallway

Children and adults are counted

All present will exit the building and line up on the sidewalk by the playground

Children and adults are recounted

Any person requiring additional support will be supported as needed. These supports will be listed in the emergency folder.

**ALTERNATIVE EXIT** – Through the Stage Room and out the main Church doors

In the event that a total evacuation is necessary, we will seek shelter at the Krug Street Plaza, (501 Krug St.) Children will be secure in the office of Freure Homes or in the lower mezzanine area of the building. (Contact: Bill Kieswetter, Property Manager 519 578 7771)

In the case of a serious event ie. Fire, the appropriate authorities will be contacted (911)

The children's emergency contacts will be notified and ratios will be maintained until all children are picked up.

After an emergency event the families will be notified via email/phone calls as to when the normal programs of SPRP will resume.

A Board meeting and membership meeting may be called in order to discuss the events of the emergency. Referral to support services may be necessary.

## **Sick Staff, Volunteers or Classroom Participating Individuals**

To promote the health of all involved, sick staff, volunteers or classroom participating individuals should not be at work. The same exclusion guidelines (see Posted Health Regulations) apply to staff, volunteers and classroom participating individuals. If you are unwell, but well enough to work, proper hand-washing should be done more frequently.

The procedure for sick staff, volunteers and classroom participating individuals is as follows:

1. If the staff, volunteer or classroom participating individual is not well enough to work, they need to find their own replacement;
2. Call the teacher to notify her of the change;
3. In the case of a sick teacher parents will be notified
4. The Duty Day sheet posted at SPRP will be updated by the replacement classroom participating individual.

## Universal Precautions

According to the Region of Waterloo Public Health office, the risk for HIV and Hepatitis B infection is very low in childcare settings. However, we will endeavor to control the spread of infection and prevent the transmission of blood-borne diseases by using Universal Precautions when dealing with the following body fluids: blood, mucous, urine and fecal matter:

- Use of disposable gloves or hand washing using soap, warm running water for 30 seconds, rinse with fingertips down;
- Contaminated articles to be laundered or disposed of should be placed in a sealed plastic bag;
- Exposed and contaminated surfaces will be wiped with disposable towels, rinsed and sanitized.

## Health and Safety

SPRP follows the Health and Safety policies outlined in the Region of Waterloo Public Health's book, titled: Safe Healthy Children – A Resource Manual for Child Care Providers. A copy of this book is kept at school with the teacher. Also, effective September 2016 it is mandatory that every employee of a child care centre have a valid certification in standard first aid, including infant and child CPR.

## Anaphylactic Policy

Anaphylaxis is a severe allergic reaction that can lead to death if untreated. Those who live with this condition may be severely allergic to any common substance, which the general public uses or takes for granted every day (tree nuts, peanuts, latex, insect bites/stings, eggs, etc.). Anaphylaxis can strike anyone at any age. In less severe allergic reactions, anaphylaxis occurs when the body's immune system reacts to harmless substances as though they were harmful invaders. Instead of developing the familiar runny nose or rash, anaphylaxis sufferers respond with an extreme body reaction. This may begin with itching, hives, vomiting, diarrhea or swelling of the lips or face. Within moments, the throat may begin to close, choking off breathing and leading to unconsciousness and death. An anaphylactic reaction can begin within seconds of exposure or after several hours.

SPRP is considered "allergy aware". We strive to maintain a safe environment for all children with allergies, most notable nuts. Therefore, we have adopted a permanent **NO NUT** policy. Please refer to the Snack Policy in this handbook for procedures regarding choosing and supervising snack.

Procedures for a child with an anaphylactic allergy:

- The parent of the child who has an anaphylactic allergy must educate all parents/volunteers in their child's class regarding their child's allergy and how to administer an Epi-pen, if applicable. Instructions must be given in person at the fall general meeting or at a time suitable to those involved prior to the beginning of classes. Parents who have received Epi-pen training must sign a form indicating they have received the specific instructions from the parent of the child with the severe allergy.
- The parent/guardian completes the Anaphylaxis Information sheet and provides a photograph of the child to be displayed in the classrooms.
- The parent/guardian completes the Administration of Medication form.
- The parent/guardian provides an Epi-pen whenever the child is present at the school.
- The child's allergy information will be included in the list of allergies posted in the Playrooms and Kitchenette.
- If a child is experiencing an allergic reaction, the teacher will administer the Epi-pen and designate another adult to call 911.
- The parent/guardian will be contacted next.
- When the emergency response team arrives, the child, the Epi-pen and the Anaphylaxis information sheet will be sent to the hospital.
- The teacher will complete a Serious Occurrence Report and inform the Ministry of Education, Child Care Quality Assurance and Licensing Branch.

## **Medication Policy**

There will be no administration of either prescription or non-prescription medication, with the exception of an Epi-pen and/or an inhaler following parental written consent and specific instructions for its use. Please refer to the Individual Plans and Medical Needs Policy

## Individual Plans and Medical Needs Policy

- Any child with a special need, requiring alternative and/or modified programming needs will be given an Individual Plan.
- An individual plan will include input from any professional involved as well as parents
- The plan will include concerns, solutions, suggestions and guidelines to assist in supporting the child in a positive way.
- An effort will be made by all participants, volunteers, staff and visitors to reduce the risk of a child being exposed to any causative agents or situations that may exacerbate a reaction.
- Any devices needed will be explained and any instructions related to its use will be available in the emergency folder
- A description of the procedure to be followed in the event of an allergic reaction or other medical emergency will be available in the emergency folder.
- A description of the supports that will be made available to the child care centre will be available in the emergency folder.
- Any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip will be available in the emergency folder.

Any health concerns will be posted and individual instructions will be available in the emergency folder.

Any Individual Plans will be reviewed by staff and volunteers, and be available in the emergency folder.

## **Sleep Supervision Policy**

Not Applicable.

## Supervision of Volunteers and Students Policy

**Purpose:** To establish and implement a policy for the supervision of classroom participating parents (aka: “duty persons”), volunteers and placement students in a childcare program and to clarify their roles. This policy will help to support safety and well-being of the children at SPRP.

**Requirements:** All volunteers and duty persons must have a valid Police Record Check including vulnerable sector check. The Ministry’s Police Record Check policy does not apply to students placed in childcare programs by an educational institution, because Police Record Checks are routinely required by community colleges and universities prior to all students beginning a placement in child care. Volunteers including duty persons and placements students need to complete the following before being permitted to help at SPRP:

1. Orientation – Orientation will take place in September before school starts for all duty persons, volunteers and placement students using the Orientation checklist. This initial orientation will be the teacher’s responsibility. A self-orientation using the checklist will be used by others joining our school after September and must be completed before being permitted to work with the children.
2. Policy and Procedure Review – The Board of Directors is responsible for the implementation, review and evaluation of this policy. The Board of Directors will review the policy at least annually. The policies that are required to be reviewed prior to starting service are listed on the orientation form. These policies will also be reviewed annually, at least.
3. Program Interaction/Expectations – The teacher will act as a mentor for volunteers and placement students and is responsible for orientation and providing on-going feedback and completing any evaluations and assessments as needed. All duty persons, volunteers and placement students will be actively involved with the children and staff. Course requirements for students will be completed as determined by the teacher and will not interfere with the quality of the children’s program. The teacher will have overall supervision responsibility for the duration of the placement.
4. Child Care Supervision Policy
  - a. Volunteers and placement students are not counted in staffing ratios
  - b. All children in attendance will be under the supervision of an adult at all times;
  - c. Only the staff of SPRP will have direct unsupervised access to the children;
  - d. No persons under the age of 18 will supervise the children;
  - e. No volunteer or placement student will have direct unsupervised access to children at SPRP at any time (when an adult is alone with a child);
  - f. It is the responsibility of the duty persons, volunteers and placement students to report to the teacher any injuries or concerns to themselves or children they are working with as soon as possible.

## **Staff, Volunteer, and Duty Person Accident or Injury**

In the event of a staff, volunteer or duty person accident or injury, the Serious Occurrence procedure would take place.

## Serious Occurrence Policy

Stanley Park Rosemount Preschool (SPRP) is accountable to the Ministry of Education (MEDU) to demonstrate to the Ministry that service delivery is consistent with relevant legislation, regulations and Ministry policy.

SPRP is responsible for determining whether an incident is deemed to be a serious occurrence as defined by the following parameters and whether it should be reported to the Ministry.

The Serious Occurrence categories in the Child Care Licensing System (CCLS) are as follows:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
  - a. Injury
  - b. Illness
4. Missing or Unsupervised Child(ren)
  - a. Child was found
  - b. Child is still missing
5. Unplanned Disruption of Normal Operations
  - a. Fire
  - b. Flood
  - c. Gas Leak
  - d. Detection of Carbon Monoxide
  - e. Outbreak
  - f. Lockdown
  - g. Other Emergency Relocation or Temporary Closure

### **RESPONDING TO A SERIOUS OCCURRENCE:**

SPRP will inform all agencies as required, including, but not limited to, the Public Health Department, the Waterloo Regional Police Department, the Ministry of Labour and the coroner, and provide the client with immediate medical attention as needed along with addressing any continuing risks to the health or safety of the client or other clients present. Parents/guardians or emergency contacts will be notified, unless contraindicated (i.e.: in cases of suspected abuse).

If there is a reason to suspect that a client has been abused and/or in need of protection, SPRP will contact Family and Children's Services, as per the duty to report requirements.

The Board of Directors will be notified in a timely manner at the discretion of the Supervisor/Teacher.

## **REPORTING A SERIOUS OCCURRENCE:**

Serious occurrences must be reported within the CCLS within 24 hours of becoming aware of a Serious Occurrence. The site can be found at:

<https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp?REDID=CHILDCARE>

This site is bookmarked on the SPRP Laptop and listed as *One-Key Secure Access to*.

Follow the prompts and directions given. SPRP's Program Advisor's information is listed on the Emergency Contact list. If needed, call for assistance.

Notification Forms are posted within 24 hours of becoming aware of a serious occurrence. The Notification Form will be posted near the child care license and licensing summary chart for a minimum of 10 business days from the last date of entry. All Notification Forms will be kept on file for at least three years from the date of the serious occurrence and will be made available to current and prospective parents, licensing and municipal children's services staff upon request.

The report will be submitted and a confirmation email will be sent. Our program advisor will review the post and will contact the Centre if revisions, additional information or a serious occurrence update report is required.

If we become aware of more information, an update report is required, regardless if our program advisor requests one. The update must be submitted within 7 days. Only active serious occurrences may be updated. If an update is required for a closed serious occurrence, a new report will be submitted. Again, after logging on to the website, updates can be made by following the prompts.

An annual analysis of serious occurrences that occurred in the previous year will be completed. This will be kept on premises and be available for review by Ministry staff. A copy does not need to be sent to the Ministry.

SPRP will comply with any additional requests made by the Ministry of Education, London Region.

## **Workplace Violence and Harassment Prevention Policy**

SPRP is committed to providing a work environment in which all individuals are treated with respect and dignity. Violent and harassing behavior in the workplace is unacceptable from anyone. Everyone in the workplace must be dedicated to preventing workplace violence and harassment.

SPRP is committed to the prevention of workplace violence and harassment. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Workplace harassment means engaging in a course of vexatious comments or conduct against a worker in a workplace – a conduct that is known or ought reasonably to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. For example, this includes, but is not limited to harassment based on race, colour, religion, disability, or marital status. Workplace violence can take the form of physical, emotional or verbal abuse. Acts of violence may occur as a single event or may involve a continuing series of incidents. Abuse in any form erodes the mutual trust and confidence that are essential to SPRP's operational effectiveness.

Acts of violence or harassment destroy the individual's dignity, lower morale, engender fear, and break down the work unit cohesiveness. Workers are encouraged to report any incidents of workplace violence or harassment.

This policy applies to the teacher, the Board of Directors, duty persons, placement students and volunteers of SPRP. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

The Board of Directors are responsible for ensuring that the teacher follows measures and procedures and that he/she has the information that he/she needs to protect him/herself. The teacher of SPRP is responsible for ensuring that measures and procedures are followed by duty persons, volunteers and placement students and that these individuals have the information they need to protect themselves.

## **Responding to Discriminatory Incidents**

SPRP is committed to the Ontario Human Rights Code and believes in providing a positive environment free from harassment and discrimination. Any person wishing to make a code-related complaint has the right to do so.

If SPRP is informed of such a complaint, the Board of Directors will hold an emergency meeting to discuss the allegation. A written reply to the person making the complaint or to the Human Rights Commission will be provided.

## Accessible Service Plan

SPRP is committed to excellence in serving all members of the community including people with disabilities. We will ensure that our staff is trained and familiar with various assistive devices that may be used by members with disabilities while accessing our goods or services. We will communicate with people with disabilities in ways that take into account their disability. We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public. A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises and in their participation in the SPRP program.

SPRP will provide training to employees (the teacher of SPRP), duty persons, placement students, volunteers and others who deal with public or other third parties on behalf of SPRP. This training will be provided to employees and duty persons at an annual orientation in September, at least one week prior to the beginning of the program. This training will be provided to placement students and volunteers prior to the beginning of their placement or volunteer period with SPRP.

Training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- SPRP's policy related to the customer service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- How to use the wheelchair lift available on site
- What to do if a person with a disability is having difficulty in accessing SPRP's services

Staff will also be trained when changes are made to the policy.

Individuals who wish to provide feedback on the way SPRP provides services to people with disabilities can contact a member of SPRP's Board of Directors in person or by telephone, email or written communication. Individuals can expect to hear back in a timely fashion.

Any policy of SPRP that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

## **Inclusion Policy**

SPRP strives to adopt systems and structures to meet individual needs that will enable all children to become fully involved in the program. When necessary, we will collaborate with outside agencies e.g. KW Habilitation Services to ensure the needs of all children are met.

## **Behaviour Management Policy**

Feelings of hostility and aggression are normal in preschool-aged children and we cannot deny their existence. The children will be encouraged to verbalize their feelings and come to an acceptable solution in their dealings with other children. At no time will a child be allowed to endanger themselves or others, or to misuse the school's equipment.

To accomplish this, we state our expectations of the child, set realistic limits and are consistent. At times when the child is obviously unable to control him/herself or cope with the situation, we give him/her alternate choices of behavior, coping mechanisms and redirection. There are also places within the classroom that a child can go to remove themselves from a situation until they have calmed down.

## Prohibitive Practices

SPRP supports child protection laws and endeavors to provide a safe environment for children. The preschool does not permit:

- Corporal punishment of the child;
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose 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;
- 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;
- 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;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Failure to comply may result in the following, depending upon the circumstances at issue:

- Emergency Board of Directors meeting to review the situation;
- A warning, either oral or written, followed by suspension or permanent dismissal;
- Suspension or dismissal without warning;
- If the incident involves a parent, temporary or permanent removal of the parent from the duty schedule, with or without warning or explanation and/or removal of the parent's child from the preschool

## **Procedure for Monitoring of the Policies, Procedures and Individual Plans**

SPRP Staff and volunteers (including students from secondary or post-secondary institutions) will review the policies, procedures and individualized plans prior to beginning their employment/placement. This will be noted on the Orientation Checklist, which will be kept in the personnel file. They will be monitored throughout the year by a member of the Board of Directors and/or the Supervisor. This will be completed and recorded at least one time during the year.

Any contraventions will be noted and recorded in the personnel file. When contraventions have been noted the employee/volunteer will be asked to do a complete review of all policies, procedures and individualized plans to clarify areas of concern.

If compliance is not met and actions that contravene the policies, procedures and individualized plans continue, then termination of employment/placement may occur.

## Suspected Child Abuse / Neglect Policy

When there are reasonable grounds to suspect abuse/neglect of a child while in the care of the preschool or in the home, the following steps will be taken:

- The witness must report the suspected abuse/neglect to Family and Children's Services and then inform the teacher. The witness may consult with Family and Children's Services to ensure that a particular event/concern is reportable.
- The parent(s)/guardian(s) are **not** to be informed that a report is being made, unless Family and Children's Services advise that it is appropriate.
- A Serious Occurrence report will be filed.

## **Insurance Policy**

SPRP shall purchase insurance through an accredited insurance company to cover each child, teacher and duty person while at the preschool. The policy shall be reviewed and the cost approved by the Board of Directors. The premium is included in the registration fee.

## Licensing Policy

We are currently licensed for 16 children in each of the classes. We follow procedures for the operation of a Nursery School as laid out in the Child Care & Early Years Act and the Ministry of Education, Child Care Quality Assurance and Licensing Branch regulations.

## Smoking Policy

Medical evidence indicates that exposure to second hand smoke is hazardous to health and can cause disease in healthy non-smokers.

Smoking is prohibited in the building. Smoking is also prohibited within ten meters of the entrance of the school. Appropriate signage will be placed at the entrance of the school. Those who fail to comply will receive a verbal warning from the President of the Board of Directors and the date and time will be documented. Any subsequent violations will result in a written warning. Authorities will be notified if further violations occur.

## **Water Flushing Policy**

In accordance with the government of Ontario and the Ministry of the Environment we need to ensure safe tap water. We provide bottled drinking water and use tap water for preparing snack and for cleaning. Our water system will be flushed daily prior to the start of the first class. Flushing will commence for five minutes at the bathroom tap followed by a ten second flush at the tap in the kitchen. An annual sampling and testing for lead will be carried out between the months May 1 – Oct. 31 of each year, by an approved laboratory. Flushing and testing records will be kept for six years.

At SPRP we serve bottled water, or use water from the main kitchen tap for drinking water.

## **Health and Safety Inspection of Indoor and Outdoor Environment**

Both indoor and outdoor play spaces are to be visually inspected daily, prior to the start of class to ensure health and safety. Daily inspections will be noted in the classroom binder. Monthly, seasonal and annual outdoor play space inspections are also completed.

## Playground Safety Policy

We will provide our children with a safe outdoor play environment, promoting creative and constructive play. The use of the outdoor play space is optional (not a requirement for a half-day program) and is used to enhance our program by providing opportunity for gross motor activity. It is required that the outdoor play space be supervised by the teacher and classroom assistant. Staff ratios must not be reduced on the playground.

All new equipment, renovations, repairs or replacements will meet the CSA standards. All changes must meet the standard and be kept on file along with verification in writing by a certified playground safety inspector. A playground safety log will be kept in the classroom, containing:

- Daily inspections – a checklist is completed by the teacher and is included in the binder kept in the classroom;
- Monthly Inspections – a record of any hazards or defects that need immediate attention or require a plan of action to resolve the problem within a specified time frame;
- Annual Inspection – a comprehensive written report providing information to form an action plan to eliminate or upgrade equipment; identify areas of immediate concern, establish an equipment replacement schedule and budget to cover costs.

Once the comprehensive Annual Inspection report is complete, the Board of Directors is to document a plan of action, including time frames, based on information in the report.

The Maintenance Committee Person will be responsible for monthly, and annual maintenance inspections of the playground and will coordinate any necessary repairs. All staff, parents and alternate duty persons must review the policy prior to commencing employment/duty days and annually thereafter. A written record of the review will be kept on file for at least three years from the date of entry.

## Privacy Policy

SPRP understands that the information collected from members is personal and private and must be treated confidentially. The Membership Agreement of the preschool provides a release for SPRP to make general contact information (name, email, phone number) available to the membership in the form of class lists, for the purposes of facilitating communication between the members of the classes, especially in matters of scheduling duty days and for distribution of newsletters and important announcements from SPRP. Members can also choose to exempt themselves from this service.

Registration documents contain important or essential information concerning the child's health, and provide for their safety and security while in the custody of the preschool. These documents are reviewed by the teacher and the Membership Secretary. Immunization records are kept on file at the preschool and also sent to the Public Health Unit of the Region of Waterloo. Health records for duty persons are kept on file at the school. Registration documents may also be reviewed during an audit by the Ministry of Education, Child Care Quality Assurance and Licensing Branch representative responsible for our license.

Records are kept in a locked filing cabinet at the school. Documents are retained for three years after membership has expired and then destroyed.

## **Confidentiality Policy and Procedure**

It is the policy of SPRP to protect, to the extent legally and reasonably possible, the confidentiality of sensitive and private communication between staff, parents/guardians and members of the Board of Directors. Information that is disclosed to SPRP regarding children and families is considered confidential. Parents/guardians have access to their child's file at any time. Written consent from a parent is required prior to the release of personally identifiable information to third parties. Children's files are to remain on the premises. The Board of Director members sign a Confidentiality Agreement at the start of their term.

## Board of Directors

### About Your Board of Directors

If you are interested in serving on the Board of Directors, you will be given the opportunity to sign up during registration. Board members are voted in at the spring general meeting by the parent membership.

Your board is elected to serve from June to June of the preschool year and is responsible for all aspects of the running of the preschool as outlined in the following description of Board of Director duties. The Board members meet on a monthly basis and report to the membership at the general meetings. Minutes of all Board of Directors meetings will be posted on the bulletin board.

Your Board is made up of the following members:

1. President
2. Vice-President
3. Treasurer
4. Recording Secretary
5. Membership Secretary
6. Communications Director
7. Special Events Director
8. Fundraising Director

There is a change-over meeting in June where outgoing Board members meet incoming Board members to review duties and responsibilities.

The members of the Board must attend monthly meetings. All members of the Board must sign a Confidentiality Agreement, have a police check done and are covered by Officers/Directors liability insurance.

NOTE: Emergency decisions may be made in complete confidentiality by a special committee consisting of the President, Recording Secretary and the teacher. Such decisions are to be ratified by the Board of Directors at the next meeting.

### Board of Director Duties

#### President

- Shall preside at all regular meetings
- Shall act as a personnel consultant to deal with personal/confidential issues
- Shall, along with the Treasurer, negotiate contracts with the teacher
- Shall, in conjunction with other Board members, be responsible for occasional programming of general meetings and special parent programs
- Shall be responsible for the distribution of the keys to SPRP for monthly clean-up and meetings

- Shall ensure follow through of all motions carried by the Board
- Shall work with the teacher regarding mid-year signing of the Behaviour Management Policy
- Shall regularly connect with the Teacher and act as first contact for any BOD or preschool needs

#### **Vice-President**

- Shall perform the duties of the President in his/her absence and shall take over any other office in an emergency
- Shall ensure the completion of necessary documentation from all government bodies
- Shall ensure the completion of necessary water testing
- Shall review the preschool's insurance requirements and arranges payment
- Shall prepare parent survey and email to all parents
- Shall review the Parent Handbook and arrange for required changes on an annual basis
- Shall convey Board or SPRP needs to the proper committee director
- Shall be responsible for set-up, clean up and refreshments at the general meetings

#### **Treasurer**

- Shall handle all monies of SPRP except fundraising funds
- Shall prepare a Financial Statement for each general meeting and monthly statements for Board of Directors meetings
- Shall prepare an Annual Budget to be approved by the membership at the September general meeting
- Shall prepare an Annual Financial Statement for audit
- Shall be responsible for signing cheques along with one of the two designated Board of Directors
- Shall authorize all expenditures (expenditures over \$100 must be approved by the Board of Directors)
- Shall pay the teacher's monthly salary and issue teacher's Record of Employment if requested
- Shall maintain and update copies of teacher's employment contract
- Shall complete Ministry of Education, Child Care Quality Assurance and Licensing Branch funding forms and compliance documents, and Non Profit Tax Return

#### **Recording Secretary**

- Shall take down minutes of all meetings and distribute to all Board members, the teacher and post a copy for the general membership
- Shall be responsible for all necessary correspondence including thanks and/or condolences for the general membership or guests of SPRP
- Shall be responsible for secretarial supplies, the upkeep of the filing cabinet and keeping files in good order
- Shall be responsible for monitoring and ordering housekeeping supplies for day to day operations of the preschool and monthly clean ups
- Shall act as church liaison by booking rooms for meetings

### **Membership Secretary**

- Shall handle all registration applications and keep a master file of all members of SPRP (past membership is retained for three years)
- Shall handle medical forms and requirements for all parents and children (no child will be allowed to start at the school until these are completed)
- Shall provide a class membership list to the membership through the newsletter at the start of school and as needed during the school year, as circumstances require
- Shall organize Public Registration and Open House
- Shall review and revise the Registration package
- Shall be available to respond to numerous inquiries
- Shall oversee the Membership Secretary Assistant

### **Communications Director**

- Shall prepare and distribute via email the weekly updates and occasional newsletters to the current members.
- Shall help ensure full enrollment at the school by being responsible for publicity of SPRP (creating and distributing flyers/posters to advertise the school, arranging for print ads and/or other forms of advertising deemed necessary)
- Shall maintain and update the SPRP website
- Shall encourage members to submit ideas of interest to the membership for the weekly updates or newsletters

### **Scheduling and Supplies Director**

- Shall be responsible for preparing September and October's duty day schedule for distribution in the August newsletter and prior to the first day of preschool
- Shall oversee the Scheduling Committee
- Shall be responsible for scheduling the monthly clean-up prior to the school year, and coordinating the clean-up committee so that the work is completed
- Shall be responsible for monitoring and ordering housekeeping supplies for day to day operations of the preschool and monthly clean-ups
- Shall arrange for parents/guardians to participate on a committee prior to the fall general meeting

### **Fundraising Director**

- Shall supply ideas for, organize and promote, with the assistance of the Fundraising Committee, all fundraising events to provide money for SPRP
- Shall present a number of fundraising ideas to be approved by the Board of Directors
- Shall be responsible to track families' fundraising activities and how much money they have earned back towards their fundraising deposit
- Handles fundraising money

This is not an inclusive list of duties, other duties may arise

## Committee Duties

**Both classroom-participating and non-classroom participating families can expect to spend 2.5 to 3 hours per month dedicated to their committee role (unless “opt-out” fee has been paid).**

**Clean-up Committee** – Participate in monthly cleanup of the preschool which is performed as a regulation of the Region of Waterloo Public Health. This is a monthly commitment of 3 hours and takes place in the evening. This committee falls under the Vice President.

**School maintenance and repairs** – This is a duty of performing general repairs and upkeep of items in the preschool and the outdoor play area. A general skill set in this area is required and the tasks may be completed as agreed upon by the member and the teacher. This position falls under the Vice President.

**Fundraising Committee** – Supports fundraising activities through planning, promotion in your class, implementation and collecting fundraising fees from families. May require the occasional meeting outside of class time. A four day family is ideally suited for this committee. This committee falls under the Fundraising Director.

**School Memory Keeper** – Ensures there are photographs taken of each class (reminding families to take pictures), setting up and collecting submissions through an email address and compiling an end of the year photo book, year book or scrap book. This position falls under the Fundraising Director.

**Special Events Committee** – Participates in organizing and decorating preschool for special events and planning field trips, as well as participates in the creation of gifts for students for holidays and special events throughout the year. May require the occasional meeting outside of class time. This position falls under the teacher.

**Membership Secretary Assistant** – Assists with the review/updating of the registration package, Open Houses, the collection of registration paperwork, the tracking of requirements for employees and volunteers, the submission of immunization records to the Region and provides other assistance to the Membership Secretary as needed.

This is not an inclusive list of duties, other duties may arise.

## **Appendices**

Membership Agreement

Publicly Funded Immunization Schedule

SPRP Parent/Guardian Volunteer Orientation Checklist (please print)

SPRP Offence Declaration

Monitoring of Policies, Procedures and Individualized Plans

## Membership Agreement

I/we understand that **Stanley Park Rosemount Preschool Inc.** is an organization whose successful operation depends on the participation and sharing of responsibilities by all members. I/we agree:

- To submit registration documents by the due date;
- To attend both mandatory Spring and Fall General meetings or send a designate if I/we are unable to attend;
- To ensure my/our child's medical records are in accordance with the guidelines set out by the Public Health Unit;
- To become familiar with school policies and the content of the Parent Handbook;
- To submit the Registration fee, the Fundraising fee and a cheque for September and October fees, which are non-refundable, and to submit post-dated cheques for the rest of the year by the SGM date, or if registering after the SGM, to submit all cheques by the due date;
- That my/our child is toilet trained, or in the process of toilet training. There is not a diapering change station at SPRP and in the case of a toileting accident, I/we will be notified and will return to the school for clean-up if needed;
- To FULLY participate on one committee, or on the Board of Directors, unless the Opt-out fee has been submitted.

As a Classroom-Participating Parent, I/we agree:

- To fulfil the obligations of a duty parent, participating in classroom under the direction of the teacher, according to the duty schedule;
- To make arrangements for a replacement/switch if unable to attend a scheduled duty day;
- To submit a current original Police Records Check with Vulnerable Sector Check;
- To submit the "Pre-Employment Health Form".

I/we hereby give consent for the following:

- For our child to be taken on supervised neighbourhood/community walks;
- If at any time an accident or sudden illness occurs and medical treatment is necessary, this may be given. That any expense incurred for such treatment is my/our responsibility;
- To print my/our name, phone number and email address on the membership class list. This information will be used only for the purposes of contacting my family regarding school business.

I/we hereby release **Stanley Park Rosemount Preschool Inc.**, its employees and agents, members and classroom participating parents from any legal actions arising from an accident, contraction of illness or loss of personal property.

I/we will not hold any person(s) in attendance at **Stanley Park Rosemount Preschool Inc.** responsible in case of accident, contraction of illness or loss of property.

I/we give permission for SPRP to keep email address on file to be contacted about future events/playdates:  YES  NO

I/we hereby give **Stanley Park Rosemount Preschool Inc.** permission to take and use images of my/our child for use within the school. Mark here to give photo/video permission:  YES  NO

Mark here to give permission to use photos on social media sites and SPRP website:  YES  NO

I/we accept to fulfill my/our duties as a parent/legal guardian of child attending **Stanley Park Rosemount Preschool Inc.**, and give my/our consent to the items listed above.

Child's Name: \_\_\_\_\_

Parent/Legal Guardian's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Alternate Duty Person's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Acknowledgement of Support Services

The Waterloo Region's Special Needs Resourcing Collaborative (\*) supports licensed child care programs to identify and meet the diverse needs of all children and their families. All children, regardless of their abilities, are supported to safely participate in quality inclusive services.

As a licensed Early Learning and Child Care in Waterloo Region, our program is fortunate to be supported by Resource Consultants and Therapists from the Special Needs Resourcing Collaborative. The Resource Consultants and Therapists visit and observe our classrooms regularly and provide resources, training and support to our staff. Consultation is provided to support all children in the group on topics related to children's development, developmental and/or behavioural strategies, classroom management, classroom environment and general program strategies.

This support is provided for general classroom consultation only and is not specific to your child. However, if you have a specific question about your child's development or behaviour, you are welcome to contact the Resource Consultant/Therapist directly. If your child requires any individual consultation, or further assessment of any kind, a referral to Special Needs Resourcing can be completed with your consent, in collaboration with your Early Childhood Educator.

As members of our team, our Resource Consultant and Therapists have reviewed and signed all of our centre's confidentiality and behaviour guidance policies. Should you have any further questions regarding the role of the Resource Consultant or Therapist, our Supervisor/Director, Resource Consultant or Therapist would be happy to review this with you.

I acknowledge that the support services provided by the Waterloo Region's Special Needs Resourcing Collaborative have been reviewed with me, and I understand that this will be a valuable part of my child's experience in licensed child care.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
ELOC Representative

\_\_\_\_\_  
Date

(\*) The following three agencies, along with the Region of Waterloo Children's Services Division, form the Waterloo Region's Special Needs Resourcing Collaborative and include:

- **Family and Children's Services** - Preschool Support Program
- **KidsAbility** - SPOT (Speech-Language, Physiotherapy, Occupational Therapy and Kinesiology)
- **K-W Habilitation** - Early Learning, Child Care and Family Resources



# Publicly Funded Immunization Schedule

## Publicly Funded Immunization Schedules for Ontario – October 2015

Publicly funded vaccines may be provided only to eligible individuals and must be free of charge

Routine Schedule: Children Starting Immunization in Infancy													
Vaccine	Age	2 Months	4 Months	6 Months	12 Months	15 Months	18 Months	4-6 Years <sup>a</sup>	Grade 7	Grade 8 Females	14-16 Years	≥18 Years	65 Years
<b>DTaP-IPV-Hib</b> Diphtheria, Tetanus, Pertussis, Polio, <i>Haemophilus influenzae</i> type b		◆	◆	◆			◆						
<b>Pneu-C-13</b> Pneumococcal Conjugate 13		◆	◆		◆								
<b>Rot-1</b> Rotavirus		▲	▲										
<b>Men-C-C</b> Meningococcal Conjugate C					◆								
<b>MMR</b> Measles, Mumps, Rubella					■								
<b>Var</b> Varicella						■							
<b>MMRV</b> Measles, Mumps, Rubella, Varicella								■					
<b>Tdap-IPV</b> Tetanus, diphtheria, pertussis, Polio								◆					
<b>HB</b> Hepatitis B									●				
<b>Men-C-ACYW</b> Meningococcal Conjugate ACYW-135									●				
<b>HPV-4</b> Human Papillomavirus										●			
<b>Tdap</b> Tetanus, diphtheria, pertussis											◆	◇	
<b>Td (booster)</b> Tetanus, diphtheria												◆	
<b>Pneu-P-23</b> Pneumococcal Polysaccharide 23													■
<b>Iaf</b> Influenza													
* Every year in the fall													

◆ - A single vaccine dose given in 1 syringe and needle by intramuscular injection  
 ■ - A single vaccine dose given in 1 syringe and needle by subcutaneous injection  
 ▲ - A single vaccine dose given in an oral applicator by mouth  
<sup>a</sup> - Preferably given at 4 years of age  
 ● - Provided through school-based immunization programs. Men-C-ACYW is a single dose; HB is a 2 dose series (see Table 6); HPV-4 is a 2 dose series (see Table 10). Each vaccine dose is given in a syringe and needle by intramuscular injection.  
 ◇ - Adults who are due for a Td booster may receive 1 dose of Tdap instead. Once the dose of Tdap is given, adults should receive a Td booster every 10 years. A single Tdap vaccine dose given in a syringe and needle by intramuscular injection.  
 \* - Children 6 months to 8 years of age who have not previously received a dose of influenza vaccine require 2 doses given 21 weeks apart. Children who have previously received 1 dose of influenza vaccine should receive 1 dose per season thereafter.  
**Note:** A different schedule and/or additional doses may be needed for high risk individuals (see Table 3) or if doses of a vaccine series are missed (see appropriate Tables 4-23)

## SPRP Parent / Volunteer Orientation Checklist

We need to provide an effective and consistent level of supervision to ensure a safe and healthy environment for the children attending SPRP. Therefore, everyone who is involved as a classroom staff/volunteer needs to be aware of their duties and responsibilities prior to assisting in the classroom.

- Policy Handbook received and reviewed
- Registration Package -if applicable
- Philosophy and Program Statement and Objectives
- Introduction to Staff and staffing policies
- Tour of facilities, including
  - Telephone and emergency numbers location
  - Allergy postings
  - Location of washroom
  - Location of cubbies and storage of personal belongings
  - Location of snack preparation area
  - Location of cleaning supplies
- Release of children
- Illness/absence of Staff, Volunteer and Duty Person Policy
- Reporting Staff, Volunteer and Duty Person work-related injuries
- Understand and acknowledge refund and fee policies

### **Review of the following policies and statements prior to the commencement of school**

- Playground Safety Policy**
- Anaphylactic Policy**
- Sanitary Practices Policy**
- Sleep Supervision Policy (N/A – no nap time provided)**
- Serious Occurrence Policy**
- Medication Policy**
- Supervision of Volunteers and Student Policy**
- Program Statement Implementation Policy**
- Staff Training and Development Policy**
- Criminal Reference Check/ Vulnerable Sector Check Policy**
- Fire Safety/Evacuation Procedures**
- Waiting List Policy**

Name Parent/Guardian (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Witnessed/Reviewed by (Board of Directors/Teacher): \_\_\_\_\_ Date: \_\_\_\_\_

By signing this, you acknowledge that all of the items listed above have been reviewed and understood. An opportunity has been made available for clarification. Written record of this review must be kept on file and must be completed prior to commencing school. By signing you confirm that all items on the list have been reviewed and will be adhered to.



## Monitoring of Policies, Procedures and Individualized Plans



Monitoring of policies, procedures and individualized plans

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_ Has been observed to be in compliance with the policies, procedures and individualized plans

\_\_\_ Has been observed to be in contravention of the policies, procedures and individualized plans

Action observed; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Board Member/Supervisor

\_\_\_\_\_

Signature of Staff/Volunteer



Monitoring of policies, procedures and individualized plans

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_ Has been observed to be in compliance with the policies, procedures and individualized plans

\_\_\_ Has been observed to be in contravention of the policies, procedures and individualized plans

Action observed; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Board Member/Supervisor

\_\_\_\_\_

Signature of Staff/Volunteer

