



PARENT HANDBOOK

Updated December 2019

“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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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.

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 2014*. 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 place in our “Drop Box” (located at the bottom of the stairs).

Our school operates from September to the end of May. We offer 2 and a half hour programs from Tuesdays to Fridays. We are closed Mondays.

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

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 Vulnerable Sector Check (VSC). All students completing a placement at SPRP will need to submit a copy of their VSC, although an original copy is not required. They will need to sign an Offence Declaration.

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 prior to beginning any volunteering or duty responsibilities. This initial orientation using the Orientation checklist will be the teacher’s responsibility.
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.
3. Program Interaction/Expectations – The teacher will act as a mentor for volunteers and placement students and is responsible for orientation, providing on-going feedback, and completing any evaluations and assessments as needed. All duty persons, volunteers and 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.

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 will be addressed within 2 business days, at which time an update on the progress of the solution will be reported via email, phone or in person. Next steps will be presented at this time if more information is required. The President of the Board of Directors will take the lead, and direct the resolution. In the event that the President is involved in the concern, the Vice President will step in.

In the case where a parent expresses concerns to a volunteer/student or duty parent, the volunteer/student or duty parent will direct the parent to the teacher and/or a Board Member.

In the event that immediate attention to the matter is required an emergency meeting will be called including the president secretary and supervisor. A solution to the concern will be presented within 24 hours.

An update regarding the entire process and solution will be presented at the next Board Meeting, which will then be added to the meeting minutes.

If the concern that is brought forward is one that is a reportable serious occurrence than the Serious Occurrence Procedure will be followed.

A person, parent, volunteer or staff who suspects abuse or neglect of a child will be advised to contact Family and Children’s Services of Waterloo Region (519.576.0540) directly.

Registration Policy

Registration for the upcoming preschool year (September to May) begins the first week of February, on a first come, first served basis. Registration for the current year closes February 1st.

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
- 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)

Open House dates may vary yearly. The dates will be announced in the weekly email. Public notification will be done through advertising, social media, brochures and word of mouth.

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

A non-refundable and non-transferable registration fee is payable at the time of registration to secure the child's space at SPRP.

Placement cannot be guaranteed until all registration forms are complete, including submission of payment, or your spot will be forfeited. **All paperwork must be thoroughly completed.** Special consideration is extended for the Vulnerable Sector Check which can take longer to process. It is understood that the Vulnerable Sector Check will be submitted to the Membership Secretary as soon as it is available. Medical Forms, the Collection of Personal Information Form and the Vulnerable Sector 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.

Tuition and Fees 2020/2021

2020-2021: We currently offer up to 4 classroom participating spots per class. With 4 classroom participating families per class, this means that duty parents will be required to fulfill a duty day every second week.

Morning Programs **Need to be 2.5 years old by Aug 30, 2020*

2 or 4 half days / week

9:00 – 11:30 am

Tues & Thurs **OR** Wed & Fri **OR** Tues-Fri

Afternoon Program **Need to be 3 years old by Aug 30, 2020*

Tues & Thurs from 12:30 – 3:00 pm.

Afternoon programs have a maximum class size of 5 children. Only non-classroom participating spots available.

**Some exceptions may apply.*

Classroom-participating Families

2 day morning program (2.5 – 5 years old) = \$140

4 day morning program (2.5 -5 years old) = \$280

Non-classroom participating Families

2 day morning program (2.5 – 5 years old) = \$200

4 day morning program (2.5 – 5 years old) = \$400

2 day afternoon program (3- 5 years old) = \$200

Registration Fee = \$40

Opt-out Fee = \$300.00 (There are four spots available)

Activities Off Premises: Field Trips/Walks in the Community

FIELD TRIPS

As outlined in the registration package, SPRP arranges 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).

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.

WALKS IN THE COMMUNITY

SPRP classes will go for walks in the community accompanied by volunteers and staff. Children will hold on to a rope. There will be a teacher at either end of the rope. Other volunteers will be equally spread out to maximize support. Children will remain on the sidewalk and great care will be taken while crossing streets.

A teacher may also take a group of children, no more than 8, on a walk. In this case the rope will not be used. The children will walk in pairs.

Maintaining maximum supervision will continue to be a priority.

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.

Prohibitive Practices

- 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.

Emergency Management Policy

Stanley Park Rosemount Preschool has emergency management policies and procedures. For more specific information please ask the Teacher for guidance and a copy of the policy.

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.

The children's emergency contacts will be notified via phone, and or email. Ratios will be maintained until all children are picked up. Families will be kept informed of the situation via email.

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

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>)

Registration is based on a first come, first served basis dependent on fully completed registration package.