

# PARENT HANDBOOK



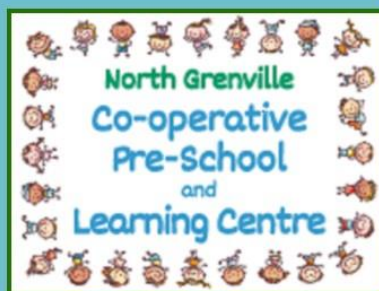
Providing progressive early learning environments and high quality licensed childcare to children from birth to 12 years

Leahurst site: 613 258 9661 - Preschool, Toddler & Infant Programs (English)

Kemptville Public School site: 613 808 6895 - Kindergarten B/A School Program (English)

Kemptville Public School site: 613 325 8619 - School Age B/A School Program (English)

Centre Éducatif Rivière Rideau site: 613 258 9555 - Toddler, Preschool & B/A School Programs (French)



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## PROGRAM STATEMENT

The following tenets underlie the philosophy and practice of the North Grenville Cooperative Preschool and Learning Centre programs. The overall goal of our program is to provide a progressive early childhood education environment that will promote and stimulate the child's optimum development; socially, physically, emotionally, and intellectually. This enhancement will happen throughout the child's daily routine which encompasses a balance of outdoor and indoor play, active and quiet play, rest time, lunch and snack times.

We are influenced by the Reggio Emilia approach and model our programs on those philosophies in our daily work with children. We uphold quality early childhood education and extraordinary childcare as an absolute right for every child. Childhood should be a joyful time of wonder and we believe children should have the opportunity to explore the world around them.

### Curriculum

Our curriculum is "alive" and ever evolving and reflects the diversity of each individual child in the program.

### How Does Learning Happen?

Ontario's Pedagogy for the Early Years is a professional learning resource guide about learning through relationships and is intended to support curriculum/program development and guide practice in early year's programs. "How Does Learning Happen?" is organized around four foundational conditions that are important for children to grow and flourish: Belonging, Well-Being, Engagement and Expression. These foundations are a vision for the future potential of all children and a view of what they should experience every day. These four foundations apply regardless of age, ability, culture, language, geography, or setting. These are conditions that children naturally seek for themselves.

1. **Belonging:** Every child has a sense of belonging when connecting to others and contributing to their world. Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults and the world around them.
2. **Well-Being:** Every child is developing a sense of self, health and well-being. Early childhood programs nurture the children's healthy development and support their growing sense of self.
3. **Engagement:** Every child is an active and engaged learner who explores the world with body, mind and senses. Early childhood programs provide environments and experiences to engage children in active, creative and meaningful exploration, play and inquiry.
4. **Expression:** Every child is a capable communicator who expresses him/herself in many ways. Early childhood programs foster communication and expression in all forms."

Clean, bright classrooms, with beautiful, interesting and safe materials are the standard. We focus on small details to enhance the aesthetic of the environment so that it is engaging and pleasing, keeping in mind the principle of "the environment as the third teacher".

Play is the cornerstone of our curriculum and is essential to healthy social and cognitive development. Our curriculum takes a child-initiated, open-ended and adult-supported approach and focuses on play-based learning. This allows the child to take the lead and the educators to focus on their interests through intentional observation, interaction and engaged communication. When this inquiry-based approach to learning takes place, the child's learning and individual development is supported and his or her competence, capacity and potential are maximized. When children are supported in a caring and responsive relationship with adults, who focus on the health, safety and well-being of children, they will flourish. This is the foundation of our quality childcare objective.

### Understanding Children, Families and Educators

"How Does Learning Happen?" promotes a shared view of children, families and educators. "The way we view others influences how we interact with them. Specifically:

- ✓ When we see **children** as competent, capable of complex thinking, curious and rich in potential, we value and build on their strengths and abilities. We foster the children's need to explore, play and be inquisitive by offering a curriculum that is play-based and responds to the interests and needs of the children in the program.
- ✓ When we see **families** as experts who know their children better than anyone else and have important information to share, we value and engage them in a meaningful way.
- ✓ When we see **educators** as knowledgeable, reflective, resourceful, and rich in experience, we value the experiences and environments they create for the children."

### **Health, Safety and Nutrition**

NGCPLC promotes the health, safety, nutrition and well-being of all children in its care.

- All NGCPLC staff, students and volunteers working with the children must have a valid first aid certification, including infant first aid and child CPR.
- All NGCPLC staff, students and volunteers working with the children are required to obtain a criminal record check that includes vulnerable sector screening. The vulnerable sector check must be updated every five years.
- NGCPLC believes in inclusion. Every child deserves to be treated with dignity, respect and fairness. It is our duty to ensure that any child with special needs is given the opportunity to excel physically, socially, intellectually and emotionally.
- NGCPLC incorporates indoor and outdoor play, as well as active play, rest and quiet time, into the daily program schedule and we take time to consider the individual needs of the child.
- NGCPLC provides nutritious snacks, meals and beverages that meet or exceed the recommendations set out in "Canada's Food Guide". All food is prepared on site and is made from "scratch", using whole foods that are purchased locally, where possible. We grow a kitchen garden and the children also grow vegetables in the "children's garden" for educational and eating enjoyment.

### **Prohibited Practices**

Young children benefit from an affirming approach that encourages positive interactions with other children and adults, rather than a punitive approach to managing behavior. The following practices will not be permitted by anyone, including educators, volunteers and students:

*(1) No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,*

*(a) corporal punishment of the child;*

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

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

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

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

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

*O. Reg. 137/15, s. 48; O. Reg. 126/16, s. 34.*

*(2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, and no person who provides home child care or in-home services at a premise overseen by a home child care agency shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care. O. Reg. 51/18, s. 19.*

Children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn and participate. Experiencing positive relationships in early childhood has significant long-term impacts in physical and mental health and in success in school and beyond. Fostering positive relationships with children and their families is a priority of our program.

As children engage in various forms of social play and are supported to accept varied capabilities and characteristics of others, they learn to get along with others, to negotiate, collaborate and communicate and to care for others. When

educators model and help children to express their feelings, recognize the feelings of others and be helpful to others, the children will develop positive social skills such as empathy and the ability to regulate their emotions and therefore, become less likely to engage in problematic behavior.

### **Parent Engagement**

It is important to the success of NGCPLC programs to have positive and responsive interactions among children, parents and educators. We encourage engagement and ongoing communication with parents about our program and their children at drop-off and pick-up times as well as via **Storypark**, a secure online network where educators and families can share deeper insights into their child's unique interests, needs and abilities. Furthermore, we see parental involvement in their children's education as fostering greater success throughout the school years to come.

### **Involvement of Local Community Partners**

NGCPLC often involves local community partners to help support the children enrolled in programs, their families and our educators and volunteers to ensure that each child's specific needs are being met. Educators will work cooperatively in a professional partnership with all services in place for the well-being of the child. Service coordination meetings are required to successfully set up goals and to discuss what is required to meet the needs of the child and their family. Additionally, we will pursue opportunities to be out in our surrounding community and get to know the people and locations that make "our place" home.

### **Continuous Professional Learning**

NGCPLC supports educators in continuous professional learning opportunities to further develop their knowledge and to stay current in the Early Childhood Education profession, through regular workshops, seminars/webinars and conferences.

### **Documentation and Review of Impact of Strategies on Children and Their Families**

All NGCPLC employees, volunteers and students are required to review this program statement prior to interacting with the children and to review the statement annually and/or anytime the statement is modified/updated.

Observation and documentation of the children's progress and work are invaluable tools and provide insight into how children act and think. Our educators observe and record what the children are engaged in. These observations take place in many forms: photos, videos, notes, recorded conversations. The observations are analyzed and used to construct ideas regarding what the children are learning and ways in which the work and learning may progress. Documentations are a "living document" and tool that can be referred to and expanded for further work and learning.

To ensure a better future for our Centre, and for our children to thrive, we will be involved in continuous dialogue and conversation with various agencies related to early childhood education policy and practice.

### **About Reggio Emilia**

The Reggio Emilia Approach is an educational philosophy focused on preschool and primary education. It was developed after World War II by a teacher, Loris Malaguzzi, and parents in the villages around Reggio Emilia in Italy. Following the war, people believed that children were in need of a new way of learning.

The Reggio Emilia philosophy is an approach to teaching, learning and advocacy for children. In its most basic form, it is a way of observing what children know, are curious about and what challenges them. Teachers record these observations to reflect on developmentally appropriate ways to help children expand their academic and social potentials. Long term projects connect core academic areas in and out of the classroom.

### **Links to Resources**

<https://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

[https://www.ontario.ca/page/find-and-pay-child-care?\\_ga=1.55682723.904026985.1408107104](https://www.ontario.ca/page/find-and-pay-child-care?_ga=1.55682723.904026985.1408107104)

[https://en.wikipedia.org/wiki/Reggio\\_Emilia\\_approach](https://en.wikipedia.org/wiki/Reggio_Emilia_approach)

## PRIVACY POLICY STATEMENT

During the collection of information for membership purposes, the North Grenville Co-operative Pre-School and Learning Centre requests personal information to be included on the application form. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of this information is subject to consent. Our privacy practices are designed to ensure that the personal information of each member of our organization will be kept private.

### What is Personal Information?

Personal information is any information that can be used to distinguish, identify or contact a specific individual such as a name, address, ID numbers and even beliefs and opinion. Business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

### Our Privacy Practices

Personal information gathered by members of our organization is kept confidential. Only the persons authorized to access personal information may do so based on their need to deal with the information for the reason(s) for which it was obtained. Information provided to us is kept in separate files and locked in a filing cabinet. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered.

All employees, BOD members, volunteers and students are required to sign an ***Oath of Confidentiality*** prior to working in the program.

### Updating of Privacy Policy

It is this organization's practice to review our Privacy Policy on a yearly basis and to update the policy when necessary.

## CRIMINAL RECORD CHECK - VULNERABLE SECTOR SCREENING POLICY

Obtaining a vulnerable sector check, offence declaration or criminal reference check is a measure that is used to help licensed childcare programs determine whether individuals involved in the provision of child care may hold these positions of trust. Considering a person's relevant criminal history helps licensees determine whether individuals who will be participating in their program have been convicted of any offences that prohibit them from participating in child care or may put children at risk.

A Criminal Record Check (CRC) and Vulnerable Sector Check (VSS), (*Original criminal reference check; True copy of a criminal reference check (in hard copy or digital format); or A copy of a criminal reference check for a volunteer or student (in hard copy or digital format)*) conducted by the Ontario Provincial police, will be required for the following positions: teachers, volunteers, volunteers who may accompany a child with special needs, any support staff who will have direct contact with children.

- Before any offer of employment can be made, the candidate must submit a completed CRC with VSS that has been prepared no earlier than 6 months before the date of hire. To ensure that information remains current, the employee will be required to sign an offence declaration/attestation every year, within 15 days of the anniversary of the previous offence declaration/attestation or CRC-VSS.
- A new vulnerable sector check will be required on or before every 5<sup>th</sup> anniversary after the date of the most recent vulnerable sector check.
- Any person who provides childcare or other services to a child who receives childcare at the Centre, prior to working with the children will submit:
  - a) an offence declaration from the person; or
  - b) an attestation from the person's employer or from the person or entity who retained the person's services that:

(i) the employer, person or entity has obtained and reviewed a vulnerable sector check from that person,  
(ii) the vulnerable sector check was performed within the last five years, and  
(iii) the vulnerable sector check did not list any convictions for any offences under the *Criminal Code* (Canada) listed in subparagraph 1 ii of subsection 9(1) of the *Child Care and Early Years Act, 2014*.

- Student volunteers under the age of 18 years of age are required to provide two letters of reference from persons who are over 18 years of age and are not an immediate family member.
- All Criminal Record Check information will be confidential, and stored in the secure employee files, at the North Grenville Co-operative Pre-school and Learning Centre to which the Director of Programs and the Site Supervisors only, will have access.
- If some individual wishes to have their CRC-VSS information returned to them, they can make a request to the Director of Programs. A photocopy will be made (marked true copy of the original) and the original returned.
- After a period of five years, the CRC-VSS information retained on file will be destroyed.

### **Employees:**

Any individual who is paid by NGCPLC to provide a service for the children and assists with the supervision of children in the child care program is considered an employee for vulnerable sector check requirements.

The following are examples of employees:

- Kitchen staff, cooks, drivers
- Supply educators
- Private school teacher or staff that do participate in the licensed child care program

The following are examples of individuals who are **not** considered employees:

- School board employee (e.g., janitors, teachers), where the child care program is offered in a publicly-funded school or a private school, and the school staff do not partake in the child care program

### **Volunteers:**

Any individual who is engaged in the child care program and interacts with children in care, but is not paid by the licensee, is considered a volunteer.

The following are examples of volunteers who require a vulnerable sector check:

Parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.

The following are examples of individuals who are **not** considered volunteers:

- Parents who engage with their child and other children at arrival or pick up time in the program (e.g., reading a book; having a conversation with children)
- Individuals who are paid by an organization that NGCPLC has contracted to provide a service and are not left alone with the children in care (e.g., the licensee enters into a contract with a dance company that sends dance teachers to teach children in the program)
- Individuals from the community engaging in the child care for a specific event where they are not left alone with the children in care (e.g., presentations by community organization/recreational programs; local librarian; fire fighter)
- Parents attending a child care or school event and are not assisting with the care for or supervision of children

### **International Students:**

A Canadian police force may not issue a police record check for an international student if they have not resided in the country long enough. In these cases, a police record check (original or copy) conducted by a police force in their home country may be used to meet the requirement. The police record check must have been conducted less than 5 years ago from the date obtained by the licensee. Where the police record check was conducted more than 6 months ago from the date obtained by the licensee, the licensee must also obtain an offence declaration addressing the period since the date of the police record check and speaking to offences under the *Criminal Code* (Canada). Where the student needs time to obtain a police record check from their home country, the licensee may use O. Reg. 137/15 section 61(1) to permit the student to begin their placement before a PRC is obtained (see Manual Subsection 8.4 for more information).



Note: The police record check from the student's home country may not be called or look the same as a criminal reference check or a vulnerable sector check from Canada.

### **Annual Attestation Sign-off**

The written attestation will include the following information:

- Name(s) of the employee(s), volunteer(s) or student(s) the attestation applies to
- Confirmation that the vulnerable sector check was conducted less than 5 years ago from the date of the attestation (e.g., month and year of the VSC date)
- Confirmation that the vulnerable sector check was conducted by a police force
- Confirmation that the vulnerable sector check did not list convictions for any offences set out under Section 9 of the CCEYA
- Signature of the licensee/designate

Where the licensee cannot attest to the information required, the licensee must obtain a new vulnerable sector check for that individual.

## **GENERAL POLICIES**

NGCPLC operates 4 program sites:

Leahurst Site - Infant, Toddler and Preschool programs.

Kemptville Public School (KPS) - Kindergarten and School Age, Before & After School programs

Centre Éducatif Rivière Rideau - (CERR) French Toddler and Preschool programs

Programme Parascolaire Rivière Rideau (PPRR) - French Kindergarten and School Age Before & After School Programs

### **Objectives**

- To maintain a co-operative, not for profit, childcare program, licensed under the (CCEYA) *Child Care and Early Years Act, 2014*
- To provide a progressive early childhood education environment and high-quality licensed childcare for children from birth to 12 years
- To provide parents with an opportunity to become involved in their child's childcare experience and to help parents acquire a better understanding of children and of their own child, by means of participation in the centre's activities and through contacts between parents and teachers.
- To promote public awareness of the importance and value of high-quality early learning environments that will positively contribute to the child's growth and development as future citizens of our community.

### **Admission**

- Children will be eligible for enrolment from birth to 12 years of age.
- Applications may be taken at any time during the year, care being taken to inform the applicant as to their place on the waiting list.
- An interview and site visit will be scheduled prior to enrolment so that families can become familiar with the program, our policies and to ask questions.
- Priority will be given to families that require full time care. Part time members will be given the first option of going full time when space becomes available.
- A \$30 non-refundable registration fee per family is payable on the date of registration.
- A \$250 deposit is required at registration and will be applied to the first month's fees.
- Children with special needs may enrol in the school program and, when deemed necessary, be accompanied by a resource teacher or special volunteer (to be discussed at time of registration).

### **Membership**

- All licensed programs (Infant – School Age) at the North Grenville Co-operative Pre-School and Learning Centre sites (NGCPLC) are co-operative.

- The \$30.00 registration fee determines membership in the co-operative and helps to cover administrative costs such as registration packages, brochures, etc.
- In lieu of fundraising activities and expectations, all families will be billed a \$10.00/month Program Enhancement Fee. The fees will be included in the annual child care tax receipt.

### Duties of Members

- A copy of the Parent Handbook will be made available in the registration package and reviewed by all members.
- Members will be required to sign the “Policies and Responsibilities Sign-off Form” stating that they have read, understood and agree to follow the policies of the North Grenville Co-operative Pre-School and Learning Centre.
- Parents of the co-operative are encouraged to share in the work of the school by volunteering to assist with tasks that come up over the course of the year, or to sit on the Board of Directors. Attendance at General Meetings/Parent nights (2-3/year) is encouraged. Important decisions are often made at these meetings that may affect the general membership of the centre.
- Parent members are also welcome and encouraged to attend Board of Directors meetings. If you should choose to attend a Board Meeting, contact the Director of Programs to announce your intention.

### Hours of Operation

- The hours of operation are 7:00 AM – 6:00 PM, Monday through Friday.
- Before school hours are 7:00 AM, until school begins.
- After school hours begin at approximately 3:20 PM, when school is dismissed, until closing at 6:00 PM
- All NGCPLC programs are closed on all Statutory and Public holidays.
- All NGCPLC programs close for two weeks in the summer. This closure occurs during the last week of July and the first week of August.
- The Infant, Toddler and Preschool Programs are twelve (12) month programs.
- The Kindergarten and School Age, Before and After School Child Care Programs are ten (10) month programs that follow the school calendar year, beginning the first day of school in the fall and ending on the last school day in June.
- Families requiring childcare during summer months will be required to indicate childcare requirements and register their child in the “Summer Camp” program, by May 01<sup>st</sup> to ensure a childcare space.
- Classroom schedules are flexible, age specific/appropriate and are posted in each classroom.

### Drop off and Pick up Routines

- It is recommended that parents/guardians establish a regular arrival and pickup routine. To ensure specified child-teacher ratios, staffing will depend on this routine and any major irregularities will affect this ratio.
- Parents are asked **not to drop children off early (before 7:00 AM), and to pick children up promptly (before 6:00 PM).**
- Children must be brought into the school (**never dropped off in the yard or lobby**) and assisted with the removal of outdoor clothing, where necessary, by the parent/guardian. It is the responsibility of the person dropping the child off to make contact with the teacher so that she/he is aware that your child has arrived.
- **When children are picked up, contact with the teacher must be made so that she/he is aware that your child has left.**
- A written note signed by the parent/guardian, or if last minute, a telephone call, is required if anyone other than those persons listed on the registration form will be picking up a child. **Children will not be permitted to leave with any unauthorised individual unless such a written note is presented, or arrangements have been made via telephone between parent/guardian and teacher in charge.**
- Educators will reserve the right to ask for the ID of any person who will be picking up a child that they have not previously met.

### Fees

North Grenville Cooperative Preschool and Learning Centre will collect childcare fees in a consistent, equitable manner to ensure the financial viability of the Centre.

- Fees, determined by the Board of Directors, are based on the costs of operating the childcare program and will be reviewed annually.
- Current fee schedules will be posted on the *NGCP&LC* website and will be published in the annually updated *NGCP&LC* brochure.
- Statutory holiday charges will apply if the holiday falls on a regularly scheduled day.
- A **\$30.00**, non-refundable, registration fee per family is required.
- A registration deposit of **\$250.00/child** is required at registration and will be applied toward first month's fees. If, for whatever reason, childcare services are no longer required after registering, 30 days' notice of withdrawal (before the scheduled start date) is required to receive the deposit refund.
- A **\$10.00**/month Program Enhancement fee will be billed to each family registered in the cooperative, in lieu of fundraising activity expectations.
- A late fee of **\$50.00** will be charged if payment is not received, in full, by the 1<sup>st</sup> business day of each month.
- A charge of **\$25.00** will be levied for any cheque made payable to *NGCP&LC* that is returned NSF by the bank.
- **Childcare fees are due in advance of service, on the first day of each month.** Invoices will be issued in September and January for the school year term and in June for the summer program. School Board calendars will be used to calculate the days of childcare required. A holding fee will be applied if care is not required during the summer months.
- Monthly, postdated cheques, dated for the **first day** of each month, are required upon receipt of invoices/statements. Families may also choose to pay monthly via electronic money transfers.
- If payment is late, the \$50.00 late charge will be applied on the **second** business day of the month. If no payment (childcare fees plus late fee) is received by the end of the **third** business day, the child(ren) will not be permitted to attend the program until payment is received in full. Non-payment and NSF cheques will, at the absolute discretion of Board of Directors of the *North Grenville Co-operative Pre-School and Learning Centre*, be deemed to be a breach of policy agreement, and may result in the termination of services and withdrawal of the child from the child care program.
- No refunds, or exceptions to invoicing calculations, will be made for absence due to illness, traveling, or any other reason.
- No refunds will be made when the school is temporarily closed due to emergency conditions (snowstorms, lack of heat, etc.).
- If a fee subsidy is obtained from the United Counties of Leeds and Grenville, the monthly fee paid by the family is based on the assessed fee contribution. Parents/Guardians are responsible for fulfilling all the requirements of the United Counties of Leeds and Grenville Fee Subsidy Agreement, necessary to maintain the subsidy. If Parents/Guardians become ineligible for childcare subsidy, they are responsible for paying the full monthly fee or for withdrawing their child.

### **Withdrawal**

- When a parent desires to withdraw a child, a **2-week written notice** is required, and written notice must be sent to the Director of Programs. A refund will be given only if the vacancy can be immediately filled from the waiting list without loss of fees to child care program. Refund will be effective from the time of the notice, exclusive of the registration fee.
- A permanent space cannot be guaranteed if you choose to temporarily withdraw your child.
- In consultation with the Site Supervisor and Director of Programs, a child may be dismissed from the program when:
  1. The program does not meet the needs of the child.
  2. The child is unable to function in a group setting.
  3. The child is beyond the program age.
  4. Parent/guardians do not follow the policies of the co-operative
  5. A school-aged child is unable to follow the program's Behaviour Management Contract (signed at registration in the School Age program for children aged 6-12 yrs.)
- The Board of Directors chairperson will be notified by the Director of Programs when a child is dismissed from the program.

## Emergency Closures

- Our Centre will close for the following reasons:
  1. No Power
  2. No Heat
  3. No Water
  4. Serious occurrences such as flood, fire, vandalism, etc. where the centre is deemed unsafe for use.
  5. If the Upper Canada District School Board and/or CEPEO cancels classes and closes public schools due to extreme weather conditions, Leahurst, KPS and/or Rivière Rideau site programs will close. Please note that our programs at these sites will remain open on snow days when busses are cancelled.
  6. Leahurst and Rivière Rideau sites will close if a campus closure is ordered by our landlord. Please note that campus closures are extremely rare. Severe weather conditions may determine this outcome in which case families will have warning that the campus may be closed.
- Parents will be called to come and pick up their children ASAP if programs close during the day.
- If a decision is made to close prior to 7:00 AM, every effort will be made to notify parents by telephone. If we are not able to reach parents, a notice will be placed on the door. Parents are encouraged to call the supervisor or staff members if uncertain about the centre being closed.
- Fees will not be reimbursed if the centre is closed for one day. If the Centre is forced to close for an extended period, the BOD will meet to determine reimbursement of fees. Such a circumstance would be extremely rare.

## Emergency Management

- All program sites operated by NGCPLC have Emergency Management Policy and Procedures in place.
- As soon as possible after an emergency event, the Director of Programs/Site Supervisor, or designate in charge, must notify parents/guardians of the emergency via phone or email to inform parents of the status of the situation.
- When an emergency occurs, that will not require evacuation of the child care centre, The Director of Programs, Site Supervisor or designate in charge must provide a notice of the incident to parents/guardians by the next business day.
- When an emergency occurs that requires evacuation, the Director of Programs/Site Supervisor, or designate in charge will notify parents/guardians of the emergency, evacuation and the location to pick up their children.
- Where possible, Director of Programs/Site Supervisor, or designate in charge will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated and include the details of the evacuation site location and contact information in the message.
- If normal operations do not resume the same day that an emergency has taken place, Director of Programs/Site Supervisor, or designate in charge must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

## Health Regulations

- Verification of up-to-date immunization (or completed affidavit) as required by the local medical officer of health, is required for each infant, toddler and preschool aged child prior to admission.
- Communicable diseases or prolonged illness shall be reported at once to the Program Supervisor.
- Children who exhibit the following symptoms of illness will not be permitted to participate in the program:
  - 1.) Elevated temperature, flushing, pallor or listlessness.
  - 2.) Acute cold, nasal discharge or coughing.
  - 3.) Vomiting or diarrhea.
  - 4.) Red or discharging eyes or ears.
  - 5.) Undiagnosed skin rashes or infections.
  - 6.) Unusual irritability, fussiness and restlessness.
- A child's return to the childcare program following a contagious illness or injury will be based upon a doctor's note and/or recommendations from the Public Health Unit, or until the child's ability to participate in a group setting is assessed by the Program Educator and Director of Programs.
- The CCEYA requires that children play outdoors daily. If a child is too ill to play outdoors, they should remain at home.

- Children who become ill during the day will be isolated from the other children and parents/guardians will be contacted. The child will be cared for until the parent/guardian arrives to take the child home. Please plan to pick up your child as soon as possible.
- We refer to the Canadian Paediatric Society guidelines to determine if your child is ill and should be picked up from the program. We take the child's temperature by ear. With this method, the normal temperature range is 35.8°C – 38°C (96.4°F – 100.4°F). The degree of fever does not necessarily tell us how serious the illness is. How a child acts is a better sign. A child with a mild infection can have a high fever, while a child with a severe infection can have no fever at all. We take these factors into consideration when determining whether to call parents.
- **We will call you to pick up your child if:**
  - ✓ They have a fever over 38°C
  - ✓ They are unusually lethargic or behaving as if ill
  - ✓ They are vomiting and/or have diarrhea

**Please be patient and work with us in our attempts to reduce the spread of illness in our centre. We are responsible for the health and well-being of many children and cannot accept a sick child without putting all (including our educators) at risk.**

#### **The Health Unit recommends the following if your child is ill:**

Keep your children at home if they are sick. This will help to prevent the further spread of illness and will give your child the best chance for a quick recovery.

- ✓ Influenza-like illness, fever, cough, sore throat and other respiratory symptoms
- ✓ Vomiting and diarrhea (48-hour exclusion - after symptoms have stopped)
- ✓ Pick up your child if he/she becomes ill as quickly as possible
- ✓ Inform us of influenza-like illnesses when you call to report your child's absence
- ✓ Keep them home until they are fever and symptom free for 24 hrs without the aid of "over the counter medication". If your child has been medicated with over the counter medication (exception – antibiotic prescription), they should not come to childcare!

#### **Absenteeism**

- Parents/guardians are required to notify the *NGCPLC* (a message can be left on our answering service) if the child will be absent and to give reason for absence.
- If a child will be arriving later than 10:00 AM, parents/guardians are required to call the centre no later than 9:00 AM to inform the educator of the late arrival, and the time that the child will arrive.
- Children in the school age, before and after school program will not be accepted into the program after 3:45 PM. It is very important for parents/guardians to realize that late arrivals interfere with the smooth delivery of the program. Educators plan snacks, activities, and outings. When children arrive late, particularly if the centre has not been informed of the late arrival, the routine and daily planning is negatively affected.
- If, for any reason, the child leaves school during the day and will not be attending the child care program during after school hours, it is very important that the *NGCP&LC* is notified immediately that the child will not be coming to childcare.

#### **Clothing for Indoor and Outdoor Play**

- Please ensure that your child has proper attire for indoor and outdoor play.
- Adequate, seasonably appropriate clothing must be worn for the weather.
- Licensing requires that we take the children outdoors for at least two hours/day, weather permitting. Outdoor play is a very important part of our program philosophy and we go out in most weather conditions providing that the temperature is not extremely hot, cold or stormy. We do go out in mild wet and rainy conditions; therefore, it is important to provide outdoor clothing and appropriate footwear that will enable your child to stay warm and dry and to enjoy their time outdoors. *NGCPLC* has purchased "Tuffo Muddy Buddy" wet suits for the Toddler and Preschool children to wear on wet and muddy days. The suits will remain at the Centre and are not intended to replace the need for appropriate outerwear as described above. The suits are intended to enhance the outdoor play experience and to encourage the children to be free to explore and get dirty, worry free.

- Shoes or slippers, that fasten or tie up, with non-slip soles must be worn at all times when indoors. Slip-on, play “dress-up” shoes (i.e. Barbie) are not considered appropriate footwear as they present a safety hazard. “Flip-flops” in summer are also not recommended for safe play when outdoors.
- A seasonally appropriate, complete change of clothing is required to be brought to the school and kept in the child’s cubby. Children’s clothing should be labelled with their name. Check the “Lost and Found” regularly for missing items.
- Many of our activities, art and sensory play for example, may be “messy”. Parents/guardians are encouraged to send children in clothing that is “OK” to get dirty.

### Field Trips and Neighborhood Excursions

- Activities, off the approved childcare site, such as field trips and neighbourhood walks, etc. are often planned by the program educators.
- For neighbourhood walks, parents will give permission at registration by signing the registration form. The statement, as it appears on the registration form, concerning permission reads: *“I grant permission for my child to leave the licensed program premises under the supervision of a teacher for, community walks etc. I understand that dated, time specific forms will be issued for each field trip.”* For neighbourhood walks and excursions, educators will communicate details to parents verbally either at the beginning or end of the day. Often, these excursions are documented via photographs and the photos and learning stories will appear on Storypark.
- For field trips where transportation is required, permission forms will be provided to parents/guardians detailing the location of the field trip, transportation details, length of trip and if applicable, the cost of the trip. Parents must sign the form and return it to the program educator by the date specified on the permission form. Children will not be permitted to go on field trips without signed consent from parents/guardians.

### Nutrition Program – Leahurst and Centre Éducatif Rivière Rideau sites

- Nutritious and delicious lunches that meet *Canada’s Food Guide* will be served to children who attend the Leahurst Site Infant, Toddler and Preschool programs and the Centre Éducatif Rivière Rideau site Toddler and Preschool programs
- Weekly lunch and snack menus will be posted.
- Children will be required wash their hands before snacks and lunch, and to brush their teeth each day after lunch
- Expectations for using table manners will be consistent and appropriate. Expectations will be modeled by the educators and children will be encouraged to say “please” and “thank you”, take small helpings at a time and finish eating it before taking more, swallow food before talking, stay seated until finished, ask to be excused from table, etc.
- Children will be encouraged to try new foods, never coaxed or bribed. The child will be allowed to accept or reject foods on their own choosing.
- Lunch and snack menus are **allergy aware**. If a child has an allergy (i.e. dairy, gluten), an appropriate substitute will be offered. All allergies and necessary alternate arrangements/food substitutions will be discussed at the interview prior to registration.
- A list of children with allergies will be posted in all classrooms and the kitchen.
- Treats from home (i.e. birthday cakes, special occasions), **must be pre-arranged** with the program educator and/or the cook.

### Nutrition Program – KPS and PPRR sites

- Before and After School and Summer Camp programs provide morning and afternoon snacks.
- Lunches must be provided if children attend a full day session – PA days, March Break, Christmas holiday school closure days, Summer Camp etc.
- The *Child Care and Early Years Act, 2014* specifies that all lunches, provided by a childcare program, or brought from home, must be healthy.
- Any form of candy, chips and soft drinks are not permitted and foods that present an allergy threat must not be in the lunch brought from home.

- A list of food allergies will be provided to parents who choose the PA Day and Summer Camp attendance options.

### PA Days, March Break and Christmas holiday school closures - KPS and PPRR Site Programs

- Attendance on additional, full days must be pre-arranged at registration by choosing the fee option that includes all additional full days. (please refer to current fee schedule)
- On snow days, when busses are not running, the before and after school programs will operate as usual and children will be sent to their classrooms during the day. **Non KPS students, that are enrolled in the Before and After School Program at KPS, cannot be accommodated during the school day on snow days.** Parents are expected to make alternative arrangements for their children on snow days.
- The *Child Care and Early Years Act, 2014* specifies that all lunches, provided by a childcare program, or brought from home, **must be healthy.** Any form of candy, chips and soft drinks are not permitted **and foods that present an allergy threat must not be in the lunch brought from home.** A list of food allergies will be provided to parents who choose the PA Day and Summer Camp attendance options.

### Late Pick-up Policy

- **The Centre closes at 6:00 p.m. sharp!** You must notify the *NGCP&LC*, as soon as possible, if you are unable to arrive by closing time. **A penalty of \$10.00 will immediately be applied at 6:00 PM. At 6:10, an additional fee of \$1.00 for every minute that a child remains in the Centre after 6:10 PM will be charged.** At 6:15 PM, if child is still not picked up, the teacher on duty will call the emergency contact names provided at registration and request arrangements be made to pick up the child ASAP. Time will be calculated using clocks designated at the Centre. Parents are required to sign the late sheet as they are leaving the Centre. A cash payment should be made to the Director of Programs within 24 hours. The Director of Programs and the Board of Directors will review violation of the late policy. Continued violations of any part of this policy may result in termination of the child care agreement, after prior verbal and written notification to parents and at the discretion of the Board of Directors.

### ADDITIONAL INFORMATION

#### Fee Subsidies

Limited fee subsidies are available through the United Counties of Leeds and Grenville. Eligibility for these subsidies is determined by the United Counties and is based on a financial needs assessment. If you feel you may qualify or would like more information about eligibility requirements, please contact:

#### Community & Social Services Division

25 Central Avenue West

Brockville, ON K6V 4N6

(613) 342 3840 or 1 800 770-2170 Fax: (613) 341-3849

### WAIT LIST POLICY

- Children are eligible for admission into North Grenville Cooperative Preschool and Learning Centre programs from birth to 12 years of age.
- NGCPLC does not charge a fee or deposit for the placement of their child on a waiting list for an unsecured spot in the child care centre.
- NGCPLC wait list is administered by the Program Site Supervisor in a transparent manner that maintains the privacy and confidentiality of the children on the list. Inquiries are entered on a general spreadsheet that will illustrate the date of the inquiry, age of child, anticipated start date and entries will be identified by a "family code" to protect confidentiality. Further, specific details regarding the family name, contact information etc., will be maintained by the Program Site Supervisor on a confidential spreadsheet.

- Information about the wait list is available to prospective parents by calling the Program Site Supervisor to inquire about the number of families on the wait list. Parents may also ask to view the general spreadsheet to see the number of prospective families waiting on a childcare space.
- Priority will be given to families that require full time care. Part time members will be given the first option of going full time when space becomes available.
- Siblings of children currently registered will be given priority over families who do not have a child registered with NGCPLC, providing there is available space. It is recommended that siblings be placed on the wait list as soon as possible.
- The NGCPLC Parent Handbook is available to any parent considering entering an agreement for the provision of child care. The handbook is on the NGCPLC website and can also be provided via email or in hard copy.
- An interview and site visit will be scheduled prior to enrolment so that families can become familiar with the program, meet the educators and ask questions.
- A non-refundable \$30/family registration fee will be charged at registration.
- When registering for a secure spot in the centre, a \$250/child deposit is required and will be applied towards the first month's fees. To receive a deposit refund, 30 days notice of withdrawal is required before the scheduled start date.

## COOPERATIVE ROLES AND RESPONSIBILITIES OF PARENTS

As a member of the North Grenville Co-operative Pre-School and Learning Centre you will have an opportunity to fulfill a role in the running of the Centre. The responsibilities range from sitting on the Board of Directors to yard clean-up workdays. Although some jobs carry more involved work expectations, all jobs outlined are essential in the smooth operation of the co-operative. When choosing a position, keep in mind that the experience will make you an integral part of the co-operative and some roles will give you experience that can be used on a C.V.

Following, are job descriptions for board and other committees/positions that will be helpful in considering a position that is right for you as a member of this co-operative.

### BOARD OF DIRECTORS

"It is a shared co-operative endeavour under a shared professional/parent umbrella. No one person can pull the load. The Board needs to be aware of the fine line of responsibility between its administrative duties and the E.C.E. Director of Program's domain. The partnership that develops between the E.C.E. and the Board respects the program responsibilities of the E.C.E. and the administrative responsibilities of the Board." (*"Growing Co-operatively"* by O.P.P.C.E.O.).

The Board of Directors consists of Officers and Directors and is necessary to carry out the administrative responsibilities of the North Grenville Co-operative Pre-School and Learning Centre. They are responsible for governing the school, on behalf of the parent membership. The Board of Directors is comprised of Pre-School, Childcare and Learning Centre program parents and community members, and reflects the needs of the NGCP&LC and the community.

All members of the Board of Directors are expected to attend monthly BOD meetings, attend all general membership/parent appreciation evenings (2 - 3 annually), maintain confidentiality of information pertaining to school business, children, parents, volunteers and educators, participate on other board sub-committees as required, and be familiar with and follow the By-Laws and Policies and Procedures of the North Grenville Co-operative Pre-School and Learning Centre.

All remaining B.O.D. positions are open to parent members but can be held by persons who do not have a child currently enrolled in the childcare programs. To be eligible, non-parent members must have held a position on the B.O.D as a Community Representative for a period of one year or, have previously served on the B.O.D as a parent member. They



may hold this position for a two-year period. If at the end of the current member's two-year term a new parent wishes to run for the position, an election will be held. **All Board of Director positions are elected and have one (1) vote.**

All Board of Director Members are responsible for:

- Determining and maintaining the philosophy of NGCPLC
- Establishing and maintaining the objectives and goals of the NGCPLC (both long term and short term)
- Establishing and or/approving all policies.
- Refining the duties and responsibilities of the members.
- Determining and attending all meetings.
- Adhering to the By-laws of the corporation.
- Ensuring that all legal requirements are met.
- Meeting financial obligations of the centre.
- Adopting and supporting the annual budget.
- Developing criteria for the evaluation of the Board and its members.
- Interpreting the NGCP&LC to the public.
- Identifying outside support resources.
- Maintaining the history, archives, and business files of the centre.

In accordance with the North Grenville Co-operative Pre-School and Learning Centre Inc. registered By-Laws, the Board of Directors will consist of the following members. Listed are members and their specific roles:

**Officers:**

1. Chairperson
2. Vice-chair
3. Finance Officer
4. Secretary

**Directors:**

5. Director of Programs
6. Kemptville Public School Before and After Program Supervisor
7. Leahurst Site Supervisor
8. Centre Éducatif Rivière Rideau Supervisor
9. Public Relations/Marketing Coordinator
10. Community Liaison

**CHAIRPERSON**

The Chair of the Board of Directors is responsible for establishing a tone and providing leadership for the Board members. In collaboration with the Board, the Chair ensures efficient business operations of the school following the By-Laws and Policies and Procedures. In collaboration with the Program Director, the chair will help ensure a positive day-to-day operation of the school and establish and support policies to reinforce a positive school atmosphere. This person should have previously (within the past 2 years) held a Board of Directors position.

- Presides over and plans all Board of Directors (BOD) meetings and General Membership meetings. Calls special meetings as need arises.
- Gives notice of BoD meetings and prepares agenda.
- Co-ordinates the BOD member's basic responsibilities, delegates tasks and functions accordingly
- Appoints committees and participates in sub-committees as required.
- Member of Personnel Committee.
- Requests written reports from other members when required.
- Co-signs all documents and cheques along with the Director of Programs and/or Treasurer.
- Encourages group cohesion and parent participation, working closely with the Director of Programs in establishing a positive and open relationship with the general parent membership.
- Co-ordinates with Community Rep/Advisor in acting as a public relations officer for the North Grenville Co-operative Pre-School and Learning Centre.

- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.
- Submits an annual report at the AGM.
- At the end of the term the Chairperson is required to act as a “Past Director” and assist the newly elected Chairperson over the first few months.

#### **VICE-CHAIR**

- Assists the Chair where required.
- Assumes the role of the Chair during her/his absence.
- Works with the Director of Programs in compiling and updating a Board of Directors Manual which includes:
  - Copy of By-Laws
  - Copy of the Parent Handbook
  - Copy of the Board of Directors Handbook
  - Information relevant to a BOD member, i.e., previous years minutes, responsibilities of BoD members etc.
- Ensures that all BOD members are aware that they are responsible for maintaining and adding any relevant information to the manual and that the manual is passed back to the Vice-Chair at the end of their term.
- Implements an annual BOD (self-evaluation). Reviews and compiles results for presentation to the Board.
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.
- At the end of term, attends the first parent orientation meeting for the upcoming year to ease the transfer of responsibilities to the newly elected Vice-Chair.

#### **SECRETARY**

- Records and reads minutes of all meetings.
- Establishes and maintains the minute book file.
- Establishes and maintains a book of motions.
- Establishes and maintains standing files in the school containing all historical information and data.
- Keeps an updated copy of the by-laws and the minute book at all meetings
- Performs duties related to typing, duplicating, and maintenance of accurate files on all correspondence as delegated by the Board or ECE.
- Maintains “Secretary” copy of the executive manual and returns the manual to Vice-Chair at end of term.
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.
- At the end of term, attends the first parent orientation meeting for the upcoming year to ease the transfer of responsibilities to the newly elected Secretary.

#### **FINANCE OFFICER**

- Standing position receiving wages to fulfill duties outlined in job description.
- Co-signs all documents and cheques along with the Director of Programs and/or Chairperson
- Manages and assists Director of Programs with all financial activities of the NGCP&LC.
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.
- Submits an annual report at the AGM.

#### **DIRECTOR OF PROGRAMS**

- Standing position receiving wages to fulfill duties outlined in job description.
- Stands as the designated licensee of all NGCPLC programs, therefore is accountable to the Ministry of Education regarding all legislation related business.
- Member of Personnel and Finance Committees
- Co-signs all documents and cheques along with the Chairperson and/or Treasurer

- Establishes and maintains licensing, insurance renewal, lease agreement, letter of employment, etc.)
- Maintains incorporation documents, bylaws and ensures updates are submitted as necessary
- Is familiar with the insurance policy and deals with any issues arising
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.
- Reviews on a continual basis with the program site supervisors, any issue that may arise in the day-to-day running of the programs including safety and upkeep of the property.
- Submits an annual report at the AGM.

#### **KEMPTVILLE PUBLIC SCHOOL BEFORE AND AFTER SCHOOL PROGRAM SUPERVISOR**

- Standing position receiving wages to fulfill duties outlined in job description
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy

#### **LEAHURST SITE SUPERVISOR**

- Standing position receiving wages to fulfill duties outlined in job description
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy

#### **CENTRE ÉDUCATIF RIVIÈRE RIDEAU PROGRAM SUPERVISOR**

- Standing position receiving wages to fulfill duties outlined in job description
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy

#### **PUBLIC RELATIONS/MARKETING COORDINATOR**

- Maintains the school archives (photos, press, special events etc.)
- Works together with the Community Liaison to publicize events and activities by means of news media, posters etc.
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.

#### **COMMUNITY LIAISON**

- Sits on the Board Directors as a parent, or non-parent community member, to help promote the Centres' programs and activities and represent community interests to the Board of Directors.
- Maintains confidentiality of information pertaining to school business, children, parents and educators in accordance with Privacy Policy.
- Works with the BoD to implement an annual program evaluation (parent survey).

#### **OTHER CO-OPERATIVE PARENT MEMBER POSITIONS**

These terms run the length of the school year (September through June), and **must be filled by NGCPLC cooperative members**. Positions that are program specific are noted; otherwise the positions are open to parents from each of the pre-school and childcare programs.

#### **SCHOLASTIC BOOKS (1) Leahurst site & (1) C.E.R.R. site**

- Distributes order forms to parents and collects book orders and money.
- Consolidate orders and have ready to send to Scholastic
- Distributes books to those who have placed orders.
- Report to Director of programs
- Maintains a folder that includes a job description and any other information that is pertinent to fulfilling the duties of this position. At the end of the term hand in the folder and include notes, suggestions and any other tips that will help make performing these duties more efficient.

### **YARD CLEAN-UP WORK BEE CO-ORDINATOR (1) Leahurst site & (1) C.E.R.R. site**

- Arranges twice yearly (fall and spring) work bee to clean up yards and flowerbeds, wash windows, paint touch-ups where necessary etc., and co-ordinates a pot luck/ BBQ feast to round up the day of work.
- Reports to Director of Programs.

### **VOLUNTEER POOL**

- All co-operative parent members, who work full time and cannot find time to make a commitment to any of the above positions will be considered a member of the volunteer pool. A call for volunteers will be announced and sign-up lists will be posted.

### **ADDITIONAL, SPECIFIC JOBS**

- These are extra jobs that need doing but are not mandatory for parents to make a commitment. Examples: Classroom aquarium maintenance, flowerbed and garden maintenance, special projects etc. If you have an interest or talent in any of these areas and would like to help, your assistance will be most welcome.

## **MEDICATION ADMINISTRATION POLICY AND PROCEDURES**

Whenever possible, parents should administer medication to children at home, if this can be done without affecting the treatment schedule. If medication must be administered during childcare hours, this policy and procedures have been established to ensure that medication is properly stored, administered and recorded.

Prescription Medications can be administered to children when they are in care during the day. Additionally, due to the frequency and their longer-term daily usage, sunscreen, diaper creams, lip balms and hand sanitizers can also be administered. Parents will be asked to provide a signed and dated set of written instructions (if they are non-prescription, and/or they are not for acute (symptomatic) treatment,) giving specific details regarding when and how to administer the product.

The requirements for the administration of drugs and medication apply to more than prescription medications. All products containing Drug Identification Numbers require a schedule of administration and applicable record keeping. The requirements apply to a wide variety of items, including vitamins, medicated ointments, prescription medication and over-the-counter medication. *(A Drug Identification Number (DIN) is an eight-digit number assigned by Health Canada to a drug product prior to being marketed in Canada. It uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada.)*

### **1. When accepting medication for administration during childcare hours, NGCPLC will ensure the following for all prescribed medications.**

- A drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration
- The prescribed medication, in the original container with the pharmacist's label clearly marked with:
  - a) The child's name.
  - b) Name of the medication.
  - c) Dosage.
  - d) The date the medication was dispensed.
  - e) Expiry date.
  - f) Storage instruction
- A drug or medication is administered to a child only where a parent of the child gives written consent for the administration of the drug or medication. NGCPLC will ensure that:

- a) The parent/guardian has read and understands the Medication Administration Policy and Procedures. (see General Policy and Procedures sign-off in registration file)
  - b) A “Medication Administration Consent Form”, that sets out the times the drug or medication is to be given and amounts to be administered, must be completed, signed and dated by the “Parent/Guardian”.
  - c) Staff will check that the parents written instructions match any instructions printed on the original container and that the medication is not expired.
- If medication is to be administered on an “as needed” basis, the written instructions must clearly indicate the situations under which the medication is to be given. Simply indicating “as needed” or “as required” is not sufficient
  - In the case of emergency medications, the form is an ongoing consent for up to one year. Parents must give written consent annually, or as needed to stay current.
  - For all other prescribed medications, a consent form must be completed and signed by parent/guardian for each new course of medication.
  - NGCPLC will keep the “Medication Administration Consent Form (which details instructions for storage, administration and details of possible side effects or reactions) with the medication and a photocopy on the child’s file.
  - NGCPLC will not accept medications that appear to have been dispensed in the past or have been prescribed to other children.
  - For each child receiving medication, an entry must be made on a medication administration form and noted in the daily written record. Staff giving the medication should list each dose administered and the time. If a dose is omitted or late, reasons must be listed.
  - One Program Educator/classroom will be responsible for the administration of prescription medications.

## 2. Emergency Medications.

- Emergency Medications will be stored out of reach of children but easily accessible to staff – not locked. Parents will be expected to take the responsibility of placing the medication in a designated area (basket labeled “Emergency Medication”), if the medication is to be brought to school each day. It is preferable to provide emergency medication to be left on the school premises. The cupboard where the medication is to be stored will be labeled “Emergency Medications”. See that the medication is contained in a separate bag or pouch with the child’s name clearly written on the container.
- **NGCPLC may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established in this policy.** Children will be allowed to carry their own asthma or emergency medication if a written procedure, established by a legally qualified medical practitioner or registered health nurse, is provided.
- In certain situations (e.g. perhaps with older children), it may be appropriate for NGCPLC to establish a written procedure for a child’s self-administration of an asthma puffer. If such a request is made by a parent/guardian for a child to self-administer a medication (e.g., puffers or epinephrine), NGCPLC will develop an appropriate, individual written procedure, in consultation with the child’s parent/guardian, and establish specific procedures for the child’s self-administration. NGCPLC will keep a record of the self-administration and the time on a medication form and note it in the daily written record. All other requirements must be complied with (e.g., parental written authorization and administration form, clearly labelled original containers as stated under section #1 of this policy.
- All prescription medications that require refrigeration will be stored in a locked medication box in the fridge. Medications to be stored at room temperature will be kept in a locked medication box in the cupboard labeled “Emergency Medications”.

## 3. When an allergic reaction is suspected or occurs during the child’s time at childcare, immediately administer the prescribed medication (check instructions carefully). When an EpiPen is used the child must be taken to the hospital immediately.

- a) Inform the child’s parents
- b) Document – date, time, suspected substances, symptoms - space provided on back of authorization form.
- c) **When an EpiPen has been administered, a Serious Occurrence Report must be completed.**
- d) Ensure that the child avoids the (potentially) allergic substance again. A mild reaction one time may be severe the next time.

#### 4. Administration of emergency medication.

- One Program Educator/classroom will take the responsibility of administering the emergency medication (except in the case when the parent/guardian of the child who needs emergency medication is volunteering that day). There may be times when the educator may not be immediately available (i.e., assisting a child in washroom etc.) and as an allergic reaction is potentially life threatening, it may be necessary for a volunteer to administer the dose. This scenario should only occur if the situation warrants. All volunteers will be made aware of the children who have potentially life-threatening allergies or conditions requiring immediate attention and how to proceed should a situation occur.

## SLEEP POLICY

Children's well-being is supported when adults respect and find ways to support each child's varied physiological and biological rhythms and needs for active play, rest and quiet time. Finding ways to reduce stress through providing space and time for rest and quiet play based on individual differences helps children become increasingly aware of their own basic needs and supports their developing self-regulation skills.

NGCPLC educators reflect on how the organization of time, space and materials supports children's varied needs for sleep, rest and quiet time. Your child's educator will take into consideration instructions given from parents regarding their children's sleep and rest period. These instructions will be followed as closely as possible, but the educator will also take into consideration the need of the individual child. For example, if a parent has provided instructions for the child to not sleep during the day but the child is falling asleep at the table, NGCPLC will provide a rest period for this child and explain to the parent that the child required a nap that day because the child was unable to stay awake.

North Grenville Cooperative Preschool and Learning Centre will ensure the following for a child who regularly sleeps at the child care centre:

- Parents will be advised of the sleep policies and procedures at registration
- An educator periodically performs a direct visual check of each sleeping child every 30 minutes (15 for Infants) by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours. Caregivers will look for signs of distress (e.g. change in skin colour, change in breathing, signs of overheating) and react as required.
- There is sufficient light in the sleeping area or room to conduct direct visual checks.
- Direct visual checks are recorded in the daily log in the Toddler and Preschool Rooms. In the Infant room, the direct visual check times will be recorded on the daily Infant report forms. A copy of this form will be provided to the parent daily and a second copy will be retained and stored in the child's file.
- Parents will be consulted regarding a child's sleeping arrangements (child's sleep preferences, required accommodations, precautions etc.) at the time of enrolment to the child care centre or when the child transitions between programs or rooms or upon a parent's request. This consultation will occur verbally when the child's upcoming move to a new room is planned and if required, the "Individual Sleep Requirements" form will be updated to reflect any changes.
- Sleep arrangements/requirements can be adjusted at any time determined necessary via consultation with the parent and program educator.
- Children will be assigned to individual cribs or cots and the child's name will be placed on the cot/crib so that caregivers and parents and other individuals will know which crib or cot belongs to which child. Parents will be notified of any changes to crib/cot assignment.
- Educators will maintain a detail of the cot/crib layout and an "Individual Sleep Requirements" form will detail any individual sleep preferences or requirements for each child.

- Any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the way the child is supervised during sleep, including details regarding the performance of direct visual checks, how frequently direct visual checks will be performed and how direct visual checks will be documented. These changes may be communicated to the parent verbally, or via email or Storypark.
- Toddler and Preschool rest periods will be no longer than two hours in length.

#### **For Infants age 0-12 Months of Age:**

- Parents of children younger than 12 months will be advised of the obligation regarding sleep supervision and monitoring at registration. A questionnaire will be provided to parents that will include information regarding sleep habits and is to be completed and provided on the infant's start date. This document will be kept in a binder in the infant room for easy referral, then moved to the child's file when moved to Toddler.
- Children, up to their first birthday, will be placed on their backs for sleep to reduce the risk of Sudden Infant Death Syndrome (SIDS). It is important to note that the *Joint Statement* sets out that once infants can roll from their backs to their stomachs or sides, it is not necessary to reposition them onto their backs.
- The requirement for an infant sleep position may only be waived if a medical doctor/physician recommends differently in writing
- Other than a firm mattress and a fitted sheet, there will not be any extra items such as pillows, duvets, blankets and bumper pads in the crib to reduce the risk of suffocation.
- Infants are safest when placed to sleep in fitted one-piece sleepwear that is comfortable at room temperature to reduce the risk of overheating and minimize the use of blankets. If a blanket is used, only a thin blanket of breathable fabric should be used.
- Strollers, swings, bouncers and car seats **are not** intended for infant sleep. An infant's head, when sleeping in a seated position, can fall forward and cause their airway to become constricted. Once the infant falls asleep, the child will be moved as soon as possible, or as soon as the destination is reached, to the crib.

## **ANAPHYLAXIS POLICY**

### **WE ARE ALLERGY AWARE!**

In our centre, we have at times children who are at risk for potentially life-threatening allergies. Our centre's anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure and staff, students and volunteers are trained to respond in an emergency.

**Anaphylaxis** is a severe reaction to an allergen. Symptoms include one or more of the following:

- Swelling of the eyes and face.
- Hives all over the body.
- Difficulty breathing.
- Vomiting.
- Diarrhea.
- Loss of consciousness.

Symptoms can happen all at the same time and they can often occur in less than ten minutes or up to several hours following exposure to the allergen. If the child is not given adrenalin (epinephrine) immediately, they could die. Severe reactions can occur even if the child has had no signs or symptoms of a reaction in the past. In this case call 911 for assistance.

### **What causes anaphylaxis?**

Someone who is highly sensitive could become anaphylactic by:

- Eating a substance, e.g. nuts.
- Inhaling a substance, e.g. pollen.
- Touching a substance, e.g. peanut butter.

- Being bitten or stung by an insect, e.g. bee.
- Medications
- Latex or other substances

Someone who does not have appropriate treatment for an asthma attack could become anaphylactic. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided.

### Identification of Children at Risk

At the time of registration, parents/guardians are asked about medical conditions, including whether children are at risk of anaphylaxis or asthma. All staff, students and volunteers must be aware of these children.

It is the responsibility of the parent to:

- Inform the centre supervisor of their child's allergy (and asthma).
- Complete medical forms and the Anaphylaxis Emergency Plan, which includes a photograph, description of the child's allergy, emergency procedure, contact information, and consent to administer medication.
- The Anaphylaxis Emergency Plan will be posted in the child's classroom, the kitchen and dining room and a copy attached to the child's emergency card.
- Ensure that the medications are provided to the centre before the existing medications reach their expiry date.
- Advise the centre in writing if their child has outgrown an allergy or no longer requires an epinephrine auto-injector. A note from the child's allergist or physician is also required.
- Parents are encouraged to have their child wear medical identification (Medic Alert) bracelet. The identification could alert others to the child's allergies and indicate the child needs epinephrine. Information accessed through a special number on the identification jewellery can also assist first responders, such as paramedics, to access information quickly.

### Availability and Location of the Epinephrine Auto-injectors

- Store out of reach of children but make easily accessible to staff, students and volunteers (not locked). Staff working directly with the child may carry the auto injector in a fanny pack. All staff, students and volunteers must know the location of the auto-injectors.
- If appropriate, school aged children **attending a school aged program**, may carry their own asthma medication or emergency medication if the child has demonstrated maturity to carry on their own auto-injector and asthma inhaler (by Grade one or Grade two) (*Procedures, established under Regulation 262, section 37, Clause (1) (a) in the Day Nurseries Act will be followed in this circumstance.*)
- Posters which describe signs and symptoms of anaphylaxis and how to give an epinephrine auto-injector will be placed in relevant areas, e.g.; classrooms, office, lunch room and kitchen.
- Additional auto injectors should be brought on field trips. If the location is remote, it is recommended that a teacher carry a cell phone and know the location of the closest medical facility.

### Emergency Protocol

- An individual Anaphylaxis Emergency Plan must be developed and signed by the child's parent and physician before the child begins at the centre. It must be reviewed and updated where applicable and signed again by the child's physician and parent/guardian at least annually.
- Parents/guardians of the allergic children are to discuss the individualized plans with the centre's director and staff.
- A copy of the plan will be placed in designated areas such as class rooms, office, lunch room and kitchen. A copy will also be attached to the child's emergency card.
- Staff/volunteers need to listen to the concerns of a child at risk, who usually knows when a reaction is occurring, even before symptoms appear.
- To respond effectively during an emergency, a routine has been established and will be practiced, like a fire drill.

During an emergency:

1. One adult must stay with the child at all times.
2. One adult goes or calls for help.
3. Before administering epinephrine check for;
  - ✓ the right medication



- ✓ the right child
  - ✓ the right dose
  - ✓ the right route of administration
4. Administer medication at the first sign of reaction. The use of epinephrine for a potentially life threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
  5. Call 911. Have the child transported to an emergency room even if the symptoms have subsided. Symptoms may recur hours after exposure to an allergen. If the child has a back-up epinephrine auto-injector it should be taken along.
  6. Contact the child's parents.
  7. One calm and familiar adult must stay with the child until a parent or guardian arrives.

### Training

Staff will review and sign the anaphylactic policy before they are employed and at least annually thereafter. Students and volunteers will review and sign the anaphylactic policy before they begin to provide care or guidance at the centre and at least annually thereafter.

- When a child with an anaphylactic allergy is enrolled in the centre, training will be provided for staff, students, and volunteers. This training will involve;
  - ✓ a review of the child's individual Anaphylaxis Emergency Plan which includes monitoring and avoidance strategies for the child
  - ✓ signs and symptoms of an anaphylactic reaction
  - ✓ the emergency procedures to be followed in the event of an anaphylactic reaction
  - ✓ a demonstration on the administration of epinephrine for the child
- The training will be provided by the parent of the child with an anaphylactic allergy, a physician, a designate from the health unit or another individual who has certification as an epinephrine auto-injector instructor. As there are standard methods of administering epinephrine, it is not necessary that this part of the training be provided for staff, students or volunteers who have received training in the administration within the last year.
- Training will be provided for staff before they are employed and at least annually thereafter when there is a child with an anaphylactic allergy in the centre. Students and volunteers will be provided with the training before they begin at the centre and at least annually thereafter.
- All staff, students and volunteers who provide or may provide care for the child with an anaphylactic allergy for a period of time (e.g. coverage during rest period, supervision at lunch, in blended groupings at arrival and departure times, supply staff) as well as other staff, whose work may be impacted by a child's anaphylactic allergy (e.g. cook by a severe food allergy, a cleaner by a severe bleach allergy) will review the Anaphylaxis Emergency Plan. They will also be provided with training in the administration of epinephrine to be able to respond if a child has an anaphylactic reaction. Staff who will never be involved in the care of any child, such as a custodian, maintenance worker, bookkeeper etc. are exempt from this requirement.
- Staff, students and volunteers will have opportunities to practice using an auto-injector trainer are encouraged to do so throughout the year, especially if they have a child at risk in the program.

### Creating an Allergy-Safe Child Care Environment

Exceptional care is to be taken to avoid allergy causing substances. Parents are asked to consult with staff before sending food to the Centre. If permission is granted, the parent must provide a copy of the recipe or, in the case of a cake mix, provide the box/package. Cross contamination and measures to take to avoid this risk will be reviewed with the parent bringing in the food, before permission is granted.

- All foods served (lunch and snacks) in the **Leahurst** and **Centre Éducatif Rivière Rideau** sites will be prepared onsite by Centre staff.
- **KPS and PPRR Site** Kindergarten and School Age Before and After School programs will provide morning and afternoon snacks. Lunches brought from home must be nutritious and peanut free. Please refer to the Nutrition Program section in the General policies for "lunches from home" guidelines. When a child in the program has a food

allergy, parents will be advised of the allergy via letter and more specific lunch content guidelines (if required) will be provided.

- If a child in the program has severe allergies to several foods, parents will be asked to provide an “alternate” snack/lunch, to be brought to the Centre each day that the child is participating in the program. This will ensure that the child will not accidentally ingest an allergen. This child will be closely supervised at lunch time and may be seated at a separate table at the request of the parent/guardian. The surface of this “separate table” will be carefully cleaned. All children will wash their hands before and after eating and will not share food, utensils or containers.

### **Communication Plan**

1. Each parent enrolling their child in licensed programs at this Centre will receive a copy of this policy in their parent handbook.
2. All parents will be advised by letter when there is a child about to be enrolled in the Centre who is at risk for potentially life-threatening allergies and will be provided with specific information regarding foods or causative agents to be avoided.

## **CLOTH DIAPER POLICY**

One of the numerous decisions that new parents face is whether to use cloth or disposable diapers. NGCPLC strives to be supportive of the families who use our childcare service and will accommodate families who choose to use cloth diapers. The following policy outlines the regulations that we must follow to ensure proper storage and hand hygiene, environmental cleaning and to follow infection control measures to decrease the risk of spreading communicable diseases.

### **Infection Control Considerations:**

- Cloth diapers will not be laundered at the child care centre.
- If needed, cloth diaper use will be discontinued during an outbreak situation.
- Clean cloth diapers must be stored in a sanitary manner and in a container that is labelled with the child’s name.
- Outer coverings should be made of a material that is waterproof, in good condition, and fits snugly in order to prevent leakage of urine or stool.
- Parents may choose to provide pre-moistened cloths for wiping. The cloths must be provided in a labelled, wet proof container.
- Parents should provide ‘wet bags’ or their own container with a lid for the used diapers (and wipe cloths, if provided) to go.
- Soiled diapers, and wipe cloths must be sent home at the end of each day.
- Soiled cloth diapers (and wipe cloths if provided) should be stored in a manner that prevents any contact with or contamination of the child care environment (i.e. diapers bagged and stored in wet bag or a container with a lid). The used cloth diapers must be stored out of reach of the children and in a diaper pail with a childproof lid or in a leak proof bag.
- Used diapers must be stored away from food storage/preparation/service areas and play areas and must not be accessible to children.
- If the parent chooses to provide a diaper pail, it must be designated for storage of used diapers (one per child), labelled with the child’s name and lined with a plastic bag. The diaper pail must be disinfected with a bleach solution, by the parent, at the time the diapers are picked up at end of each day.
- Label the parent supplied diaper pail/bag.
- Soiled diapers must not be scraped, shaken out, or rinsed/cleaned in the childcare setting. However, formed stool may be released into a toilet if it can be done so with ease. Used cloth diapers (outer covering and liner) must be

handled as little as possible to limit and prevent exposure to body fluids. Do not shake, scrape, or rinse the cloth diapers.

- Educators must wear single use disposable gloves when handling used diapers.
- Educators must wash hands using liquid soap and hot and cold running water after assisting each individual child with toileting/diapering. Alcohol based hand rub should not be used as hands may be soiled.

**Procedure to follow if diapers (and premoistened cloths if provided) are not picked up at the end of each day.**

- NGCPLC will reserve the option to discontinue the use of diapers for an individual family, if the diapers and/or wipe cloths are not taken home for laundering at the end of each day.

**Procedure to follow if diaper pails/bags are not maintained in a clean and sanitary condition by parents (not cleaned and disinfected daily)**

- NGCPLC will reserve the option to discontinue the use of cloth diapers for an individual family, if the diapers pails and or bags maintained in a clean and sanitary condition by parents (not cleaned and disinfected daily).

## **FIRE DRILL/EMERGENCY EVACUATION PROCEDURES**

Please refer to the site evacuation plans for the routine that is specific to your child's program.

### **KEMPTVILLE PUBLIC SCHOOL - BEFORE AND AFTER SCHOOL PROGRAM**

- Fire drill will be practiced in the Before and After School childcare program once/month. During the Summer Camp Program, fire drills will be practiced weekly. Practices will be held at various times during the program schedule. When the children can respond promptly and correctly to the fire drill signal, an alternate route will be taught and practiced.
- Practices following the main and alternate routes will then be random each month.
- A record of drill practices will be maintained.
- Specific evacuation routes and an evacuation plan will be posted in each room that the childcare program operates

**Designated Evacuation Shelter:** North Grenville Municipal Centre. 236 County Rd.44, Kemptville, ON K0G 1J0

#### **Upon discovery of fire:**

- Call **9-1-1**
- Leave the fire area immediately
- Assist anyone in danger
- Leave the building via nearest exit and report to outside assembly area
- Close the doors behind you

#### **Procedures to follow in the event of a fire or other life-threatening situations on the premises:**

1. Upon the sound of the alarm children are to line up at the main entrance door. As children are lining up, teacher in charge will call **9-1-1** and take cell phone outside. (If in doubt that 9-1-1 has been called, CALL!!)
2. Teacher(s) will retrieve emergency information file box, attendance book and any emergency medications (EpiPen's, puffers, etc.).
3. Once children are in line, they will immediately be directed to safety outside, following the designated fire route, or alternate, if necessary. Teacher will lead and be certain that all children follow.
4. When children and adults are safely out of the building, teacher(s) will check the number of children against the attendance record. (If parents have arrived before the attendance is verified, they must wait for this procedure to take place before the child is released.)
5. If possible (ensuring adequate supervision of children), the Site Supervisor (or designate) will check the building including washrooms, and any other area where children may hide, to ensure that all duties have been fulfilled

and that all persons have left the building. The Site Supervisor (or designate) will ensure that all outside doors are closed.

6. Once all are out safely and accounted for, the Site Supervisor will call the Director of Programs to inform of the evacuation.
7. If necessary, Program Supervisor (or designate) will order and supervise evacuation to the designated evacuation shelter (see above) until parents are notified and have arrived. All program teachers and children will remain at the evacuation shelter until all children have been picked up.
8. Re-entry into the school is not permitted until the fire department gives the "all clear".

#### **LEAHURST SITE - INFANT, TODDLER, PRESCHOOL PROGRAMS**

- Fire drill will be practiced in the childcare program once/month. Practices will be held at various times during the program schedule. When the children can respond promptly and correctly to the fire drill signal, an alternate route will be taught and practiced. Practices following the main and alternate routes will then be random each month.
- A record of drill practices will be maintained.
- Specific evacuation routes and an evacuation plan will be posted in all rooms occupied by the children.

The person who discovers a fire should assist anyone in danger and try to isolate any burning area by closing the door. Call **9-1-1!**

**Designated Evacuation Shelter:** Purvis Hall. 850 Heritage Drive, Kemptville, ON K0G 1J0

#### **Procedures to follow in the event of a fire or other life-threatening situations on the premises:**

##### **Preschool Groups**

1. Upon the sound of the alarm children are to stand up and immediately proceed to the designated line up area. (Instructions posted in each room will specify designated area)
2. As children are lining up, teacher in charge will call **9-1-1** and take cordless remote phone outside. (If in doubt that 9-1-1 has been called, CALL!!)
3. Teacher(s) will retrieve classroom emergency information file box, attendance book and any emergency medication.
4. Once children are in line, they will be directed to safety outside, following the posted fire route, or alternate, if necessary. Teacher will lead and be certain that all children follow.
5. When children and adults are safely out of the building, teacher(s) will check the number of children against the attendance record. (If parents have arrived before the attendance is verified, they must wait for this procedure to take place before the child is released.)
6. If possible (ensuring adequate supervision of children), Director of Programs (or designate) will check the building including washrooms, and any other area where children may hide, to ensure that all duties have been fulfilled and that all persons have left the building. Director of Programs (or designate) will ensure that all outside doors are closed.
7. If necessary, Director of Programs (or designate) will order and supervise evacuation to the Purvis Hall – Library until parents are notified and have arrived. Teacher(s) and children will remain at the evacuation shelter until all children have been picked up.

##### **Toddler and Infant Groups – upstairs rooms**

1. Upon the sound of the alarm teachers will immediately gather children and proceed to the designated line up area. (Instructions posted in each room will specify designated area)
2. Teacher in charge will call **9-1-1** and take cordless remote phone outside. (If in doubt that 9-1-1 has been called, CALL!!)
3. Teacher(s) will retrieve classroom emergency information file box, attendance book and any emergency medication.
4. Once infants are all gathered, they will be taken to safety outside, following the posted fire route, or alternate, if necessary. When children and adults are safely out of the building, teacher(s) will check the number of children

against the attendance record. (If parents have arrived before the attendance is verified, they must wait for this procedure to take place before the child is released.)

5. The Cook and/or Director of Programs will assist the Infant Program Educators with the safe egress of the children – each adult will carry 2 Infants down the stairs and out of the building. When children and adults are safely out of the building, Educator(s) will check the number of children against the attendance record. (If parents have arrived before the attendance is verified, they must wait for this procedure to take place before the child is released.)
6. If possible (ensuring adequate supervision of children), Director of Programs (or designate) will check the building including washrooms, and any other area where children may hide, to ensure that all duties have been fulfilled and that all persons have left the building. Director of Programs (or designate) will ensure that all outside doors are closed.
7. If necessary, Director of Programs (or designate) will order and supervise evacuation to the Purvis Hall – Library until parents are notified and have arrived. Educators and children will remain at the evacuation shelter until all children have been picked up.

### **CENTRE ÉDUCATIF RIVIÈRE RIDEAU - TODDLER AND PRESCHOOL PROGRAMS**

- Fire drill will be practiced in the childcare program once/month. Practices will be held at various times during the program schedule. When the children can respond promptly and correctly to the fire drill signal, an alternate route will be taught and practiced. Practices following the main and alternate routes will then be random each month.
- A record of drill practices will be maintained.
- Specific evacuation routes and an evacuation plan will be posted in all rooms occupied by the children.

The person who discovers a fire should assist anyone in danger and try to isolate any burning area by closing the door.  
Call **9-1-1**

**Designated Evacuation Shelter** W.B. George Centre. 48 Shearer Street Kemptville, ON K0G 1J0

### **Procedures to follow in the event of a fire or other life-threatening situations on the premises:**

1. Upon the sound of the alarm children are to stand up and immediately proceed to the designated line up area. (Instructions posted in each room will specify designated area)
2. As children are lining up, teacher in charge will call **9-1-1** and take cordless remote phone outside. (If in doubt that 9-1-1 has been called, CALL!!)
3. Educators will retrieve the classroom emergency information files, attendance book and any emergency medication.
4. Once children are in line, they will be directed to safety outside, following the posted fire route, or alternate, if necessary. An Educator will lead and be certain that all children follow.
5. When children and adults are safely out of the building, Educators will check the number of children against the attendance record. (If parents have arrived before the attendance is verified, they must wait for this procedure to take place before the child is released.)
6. If possible (ensuring adequate supervision of children), Program Supervisor (or designate) will check the building including washrooms, and any other area where children may hide, to ensure that all duties have been fulfilled and that all persons have left the building, the site Supervisor (or designate) will ensure that all outside doors are closed.
7. If necessary, the site Supervisor (or designate) will order and supervise evacuation to the W. B. George Center until parents are notified and have arrived. Educators and children will remain at the evacuation shelter until all children have been picked up.

### **PROGRAMME PARASCOLAIRE RIVIÈRE RIDEAU - BEFORE AND AFTER SCHOOL PROGRAM**

- Fire drill will be practiced in the childcare program once/month. Practices will be held at various times during the program schedule. When the children can respond promptly and correctly to the fire drill signal, an alternate route will be taught and practiced. Practices following the main and alternate routes will then be random each month.

- A record of drill practices will be maintained.
- Specific evacuation routes and an evacuation plan will be posted in all rooms occupied by the children.

The person who discovers a fire should assist anyone in danger and try to isolate any burning area by closing the door.  
Call **9-1-1**

**Designated Evacuation Shelter** W.B. George Centre. 48 Shearer Street Kemptville, ON K0G 1J0

**Procedures to follow in the event of a fire or other life-threatening situations on the premises:**

1. Upon the sound of the alarm children are to stand up and immediately proceed to the designated line up area. (Instructions posted in each room will specify designated area)
2. As children are lining up, teacher in charge will call **9-1-1** and take cordless remote phone outside. (If in doubt that 9-1-1 has been called, CALL!!)
3. Educators will retrieve the classroom emergency information files, attendance book and any emergency medication.
4. Once children are in line, they will be directed to safety outside, following the posted fire route, or alternate, if necessary. An Educator will lead and be certain that all children follow.
5. When children and adults are safely out of the building, Educators will check the number of children against the attendance record. (If parents have arrived before the attendance is verified, they must wait for this procedure to take place before the child is released.)
6. If possible (ensuring adequate supervision of children), Program Supervisor (or designate) will check the building including washrooms, and any other area where children may hide, to ensure that all duties have been fulfilled and that all persons have left the building, the site Supervisor (or designate) will ensure that all outside doors are closed.
7. If necessary, the site Supervisor (or designate) will order and supervise evacuation to the W. B. George Centre until parents are notified and have arrived. Educators and children will remain at the evacuation shelter until all children have been picked up.

## SUPERVISION POLICY FOR VOLUNTEERS AND STUDENTS

This policy, for the supervision of volunteers and placement students, is put in place to support the safety and well-being of children attending North Grenville Cooperative Preschool and Learning Centre programs.

**POLICY**

- No child will be supervised by a child under 18 years of age.
- Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the Centre.
- Placement students are not counted in the staffing ratios.
- Volunteers are not counted in staffing ratios of the Centre.

**PROCEDURES APPLICABLE TO VOLUNTEERS AND STUDENTS**

Volunteers and students will meet the following requirements.

- Policies and Procedures will be reviewed and signed off by volunteers and students who will be providing care or guidance at the center before they begin and at least annually afterwards.
- All individual plans for a child will be reviewed and signed off by volunteers and students who will be providing care or guidance at the Centre before they begin and at least annually afterwards.
- The supervision policy for volunteers and students will be reviewed with volunteers and students who will be providing care or guidance at the Centre before they begin and at least annually afterwards.

- Criminal reference checks/vulnerable sector screening is required for all volunteers and students having direct contact with the children in the Centre.
- Before commencing, the volunteer/student must provide a health assessment and immunization as recommended by the local medical officer of health.

## **ROLES AND RESPONSIBILITIES**

### **1. Director of Programs:**

- Review the policy annually to ensure that it remains current.
- Will ensure that the policy is reviewed with employees, volunteers and students before they begin their employment/placement and at least annually thereafter.
- Provide an orientation to all volunteers and students who will be providing care and guidance to children at the Centre as well as ongoing mentoring and support.
- Designate a lead RECE who will be responsible to supervise a volunteer or student, when applicable, and ensure this staff person's responsibilities regarding the volunteer and/or student is clear.
- Ensure that the Centre's insurance covers volunteers and students.

### **2. Volunteers and Students:**

- Review all required policies, procedures, and documentation with Director of Programs before they begin to provide care and/or guidance to children at the center and where applicable, at least annually and thereafter.
- Participate in an orientation with the Director of Programs, or Site Supervisor, before they provide care or guidance to children at the Centre.

## **ORIENTATION PROCEDURES**

An orientation will be provided to help volunteers and students understand the operation of the program and the expectations for the placement/volunteer experience.

It will also include the following:

- A review and sign-off of the Centre's "Policy and Procedure Manual".
- A discussion regarding the needs of individual children (special needs, allergies, etc.)
- A tour of the centre, both indoors and out – including the playground.

## **SOCIAL MEDIA POLICY**

North Grenville Co-operative Pre-school and Learning Centre (NGCPLC) recognizes the benefits and challenges of using technology (tablets, computers, digital cameras and camcorders). The following guidelines are put in place to ensure appropriate use of these tools, and applications thereof (including but not limited to: cellphones, digital cameras, web pages, blogs, social media etc.), to protect the integrity and best practices of NGCPLC.

### **Photography and Images:**

The goal of taking photos and videos in the classroom is to enhance learning, sharing of experiences with peers and families, and to assist with assessment of child development through play and activities. The images will never be used for monetary gain by any party, nor will they be created without the signed permission of the parent/guardian. Families will be made aware and understand that photographic and video images are a standard and routine practice for assessment and documentation. At enrolment, parents/guardians will be asked to sign a photo permission form. A child's name will only be used in the creation of a story or portfolio for the child's family. The child's image and name will not be used in any publication or for educational use unless additional authorization to use the photograph or videotaped image has been obtained.

### **Statement of Commitment and Confidentiality**

1. NGCPLC will use social media in a respectful way that does not disparage the Centre, staff, children or parents.
2. All staff, student teachers and volunteers will abide by NGCPLC's confidentiality policy and will be responsible for the content they create. Content should be brief, professional and focus on the educational goals and objectives established by NGCPLC.
3. Staff, volunteers and families will not be allowed to store pictures, videos or sound on their personal devices.

4. All staff involved in the use of social media, whether for personal or professional use – or use within the Centre as a part of their learning experience will be aware and respectful of the policy, views and opinions of families and NGCPLC.
5. All staff will be aware of the possibility of all content being shared with extended family, co-workers, parents and staff from other classrooms within the Centre. Therefore, all information will be consistent with the professional standards of NGCPLC as expressed in this social media policy and the parent handbook.
6. Staff will use digital media technology and social media in accordance with existing policies of NGCPLC. Violation of NGCPLC policies, or applicable laws, will result in disciplinary action and may include termination. Any communication or content published that causes damage to NGCPLC, or any of its employees, children or families will be considered misconduct and could lead to termination.

### **For Families**

Each family will receive this social media policy, which outlines how photographs and videos will be used by the program and will have a signed consent form on file at the Centre. Families seeking an exception to the policy must address the issue specifically and individually with the Director of Programs.

## **PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES**

### **Purpose**

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

### **Definitions**

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

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

### **General Policy**

- Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.
- All issues and concerns raised by parents/guardians are taken seriously by the program supervisor and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
- Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.
- An initial response to an issue or concern will be provided to parents/guardians within 5 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.
- Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### **Confidentiality**

- Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal



reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children’s Aid Society).

**Conduct**

- Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.
- If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

**Concerns about the Suspected Abuse or Neglect of a child**

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

**Procedures**

- **Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the director of programs.
- Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education’s Child Care Quality Assurance and Licensing Branch.
- Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p><b>Program Room-Related</b> E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly, or</li> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised or,</li> <li>- arrange for a meeting with the parent/guardian within 5 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>General, Centre- or Operations-Related</b> e.g.: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
		<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly, or</li> <li>- the supervisor or licensee.</li> </ul> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the concern.</p>
<b>Student- / Volunteer-Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student, or</li> <li>- the supervisor and/or licensee.</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

**Contacts:**

**Director of Programs: Mary-Jane Kohler - (613) 258-9661**  
[northgrenvillecoop@bellnet.ca](mailto:northgrenvillecoop@bellnet.ca)

**Leahurst Site Supervisor: Katie Weatherhead - (613) 258-9661**  
[ngcplc1@bellnet.ca](mailto:ngcplc1@bellnet.ca)

**Kemptville Public School Before and After School Program Supervisor: Jane Poslterer - (613) 808-6895**  
[northgrenvilleba1@bellnet.ca](mailto:northgrenvilleba1@bellnet.ca)

**Centre Éducatif Rivière Rideau Program Supervisor: Sacha LeGrand - (613) 258-9555**  
[cerr@bellnet.ca](mailto:cerr@bellnet.ca)

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333  
or, [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

## SERIOUS OCCURRENCE REPORTING PROCEDURES

Serious occurrence reporting procedures are put in place to ensure that programs are delivering services that promote the health, safety and welfare of the children being served. This responsibility in turn requires the North Grenville Co-operative Pre-School and Learning Centre to be accountable to the Ministry, specific to demonstrating that service delivery is consistent with relevant legislation, regulations and /or Ministry policy.

### **Training**

S.O.R. procedures will be reviewed with all staff upon employment and at least annually thereafter.

The Chair of the Board of Directors will also review these procedures at the beginning of their term and each year thereafter (if more than one consecutive year is served)

## REGISTRATION CHECKLIST

Before returning your registration package, make sure that all requested information is provided.

- \$30 Registration Fee (non-refundable)
- \$250/child Registration Deposit (will be applied toward first month's childcare fees)
- Completed Registration form \*(**please review and be sure that ALL areas on registration form are completed**)
- Signed Policies and Responsibilities form
- Signed Fee Collection Policy form
- Signed Photo Release form
- Child's immunization records (**required for Infant, Toddler and Preschool aged children under 3.8 yrs. only**)
- Signed Sunscreen form (**for Infant, Toddlers and Preschool programs**)
- Signed Behaviour Contract (**School Age program only**)
- ✓ First month's fees are due immediately upon receipt of invoice
- ✓ \$10 Program Enhancement Fee will be applied to each monthly invoice. (*see Fee Schedule*)
- ✓ The \$250/child Registration Deposit will be credited toward the first month's invoice (*see Fee Schedule*)
- ✓ Please make cheques payable to **NGCPLC**

## NOTES/QUESTIONS