

New Hamburg Area Cooperative Preschool

Welcome!

The Cooperative Aspect

Our cooperative preschool was established in 1973 as a non-profit group, administered and operated by the parents of the children enrolled. Each parent is part-owner of the preschool and works with others to set up and maintain the programme for the children. The preschool depends on participation and the sharing of responsibilities by all families.

Parents can become involved with their child. It is a unique educational system where child, parent and teacher interact together to child form the basis of the Cooperative structure.

Parents can volunteer in the classroom to participate fully with the children. Volunteering outside of the classroom is also needed. Families participate on various committees or serve on the board of directors. If a family chooses not to participate at all then there is a mandatory opt-out fee payable monthly.

For children the Cooperative provides the opportunity to learn in a positive environment and build relationships with caring adults.

The teacher will work together with families to ensure the best outcomes for all children.

Our View of the Child

The New Hamburg Area Cooperative Preschool believes that each child is an individual who is competent, capable, curious and rich in potential. The preschool appreciates each child's uniqueness and recognizes that children come to our programme with a vast range of life experiences, strengths and abilities.

At the preschool we know that children learn through play. Play is enjoyable, spontaneous and active. Children are able to choose how and what they learn. When children are supported by caring and responsive adults in a developmentally appropriate environment they will flourish.

Our Statement on Play

At the preschool we know that children learn through play. Play is enjoyable, spontaneous and active. Children are able to choose how and what they learn. When children are supported by caring and responsive adults in a developmentally appropriate environment they will flourish.

Through play children develop independence, resourcefulness, curiosity, creativity and responsibility. Children learn through their play, interests and meaningful interactions with others. Most of the preschool day consists of free play time.

Play propels learning and development. Play makes discovery and learning pleasurable and provides a way for children to be healthy in mind and body. Play fosters skill development. Children gain new skills and practice and refine existing skills.

Play is physical and increases activity levels, gross and fine motor skills. Play is a way for children to develop social skills, better understand emotions and learn language. Important self-regulatory skills may be acquired and reinforced through play. Play enhances cognitive development and academic success.

Play builds resilience and can help children manage stress. There are often therapeutic benefits to play. Typically, children direct their play in ways that address their own socio-emotional issues.

Minister of Education's Policy Statement on Programming and Pedagogy

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

"How Does Learning Happen?" Ontario's Pedagogy for the Early Years

<http://www.edu.gov.on.ca/childcare/pedagogy.html>

Early Learning for Every Child Today (ELECT)

<http://www.edu.gov.on.ca/childcare/oelf/>

New Hamburg Area Cooperative Preschool: Goals and Approaches

Keeping children healthy and safe is a priority at the New Hamburg Cooperative Preschool and we know that the well-being of their child is a parent's priority as well.

- Healthy snacks are provided daily and are served in a positive eating environment that is responsive to a child's cues of hunger and fullness. Menus are planned based on Canada's Food Guide and are reviewed regularly to ensure they are meeting the needs and preferences of the children.
- We provide opportunities and time to practice self-help and self-care skills based on each child's capabilities throughout the daily routine and activities such as snack, washroom and dressing for outdoors.
- There are daily opportunities for children to be physically active and explore the world around them with their bodies, minds and senses. Children spend time outdoors everyday unless the weather is very inclement. An indoor gym area is set up to allow for active play on days when outdoor play is not possible.
- Children are encouraged to take reasonable risks, test their limits, and gain increasing competence and a sense of mastery through active play and social interactions.
- We reach out to all families, including those who may be experiencing stressful and challenging circumstances, and help them to make connections to formal supports (eg. Community agencies) and informal supports (eg. Connections to other families).
- We participate in professional learning and connecting with community partners to ensure the programme fosters social and emotional well-being and resilience for children and families.
- All staff members have training in Standard First Aid and CPR.
- Sanitation and disinfection procedures are in place for the washroom, playroom, toys and equipment.

At the New Hamburg Area Cooperative Preschool we recognize that children flourish in an environment where they feel comfortable and can build authentic, caring relationships with adults.

- The teachers work hard to build relationships with all children and their parents.
- There will always be at least two adults per group of sixteen children.
- Parents/Guardians have the opportunity to volunteer in the classroom.
- Children feel safe, secure, and valued.
- Families participate in field trips and special events during the year.
- The entry hallway of the preschool is a display space for family photos and children feel a connection between school and home and a real sense of belonging to the school group.
- The teacher communicates with parents on a daily basis sharing observations and reflections and providing documentations so children's learning is visible.

The preschool believes that it is the role of the adults in the child's life to support them in learning how to interact effectively with the world around them including other children, adults and the environment. Self-regulation involves managing one's emotions, impulses and behaviours.

- The teachers and volunteers will model inclusive, respectful and collaborative interactions with children and other adults.
- The teacher ensures that there are plenty of toys, equipment and materials available at all times to the children.
- By engaging as a play partner with the children, the teachers and volunteers are able to demonstrate pro-social skills including discussion, problem solving when conflict arises and understanding how their actions affect others.
- Children are assisted to see the possible consequences of their actions.
- Children are supported as they learn to recognize and manage their emotions.
- Children are encouraged to remove themselves from a situation and find a quiet location to deal with their emotions and regroup when necessary.

The preschool provides experiences to engage children in active, creative and meaningful exploration, play and inquiry. Each child's learning and development will be supported including children with individualized plans.

- The teacher designs an environment and experiences that spark curiosity, invite investigation and provide challenges to children.
- Materials are available for children to explore using all their senses.
- There are many interesting objects and open-ended materials available to the children to allow creative use and imaginative play.
- The materials are available for long periods of time and are stored in accessible, consistent spaces.
- Children have the freedom to choose their own materials and ways to use them.
- Their decisions are based on their interests and curiosity.
- The teacher observes and communicates with children and families to ensure materials are relevant to current needs.
- The teacher responds by adapting the environment and adding or removing play materials to set the stage for further learning and discovery.
- The teacher's role is to support play so that learning and development flourishes.
- The preschool day is planned with long periods of uninterrupted play time so that children may fully engage in sustained, complex play and inquiry.
- The teacher will work with community partners and resource consultants to ensure there are quality, developmentally appropriate materials and experiences available to all children.
- There will be documentation to make the children's learning visible to themselves, their families and others.

The preschool provides an environment where children can learn and explore according to their needs and desires with support from caring adults.

- The teacher makes observations to determine the children's interests and then sets up activities that support these interests.
- Materials are chosen based on the developmental strengths and needs in the group.
- Children are free to choose where they play, with whom they play and how long they play at one activity.
- The teachers and volunteers interact with the children and co-play to support development, challenge thinking and extend their learning.

The preschool is a bright, inviting place to learn and grow. The indoor and outdoor environments are designed to invite investigation, spark curiosity and provide challenges to children in response to their individual strengths and needs.

- There are family photos posted to help the children feel secure and increase their sense of belonging.
- The teacher makes many observations to ensure the programme is meeting the developmental needs of each child.
- Materials are stored in predictable locations and children may use the materials in whichever ways they choose to.

The preschool schedule has long blocks of time for free play indoors and out every day with a wide variety of activities so children may choose what will best meet their needs.

- Activities are available to children at all times to allow for active and quiet play. There is opportunity for active play in the classroom with a climber and a trampoline. There are also quiet activities such as puzzles and books.
- There is a large indoor gym area for large motor activities when there is inclement weather. This space also has a quiet play area for children who need to rest.
- The large, fenced area outside provides a stimulating environment during all seasons. There are many active and quiet activities available.
- There are spaces in the classroom and outside to allow for children to be alone and yet well supervised.
- There is a regular, predictable schedule that is followed every day to allow children to develop confidence and ease separation anxiety.

The preschool values input from all parents and strives to maintain open communication lines between parents, teachers and board members.

- Every parent will have a voice in the cooperative preschool and is encouraged to give opinions, suggestions and feedback.
- Parents have daily communications with the teacher at school during drop-off and pick-up times.
- The teacher is available by phone, e-mail and in-person for further communication as required.
- All parents are provided with contact information for all board members so they may be in touch as required.
- The teacher provides much documentation so parents can see what their children are doing while at preschool.
- Parents, siblings and other family members are invited and encouraged to participate in field trips and special events throughout the year.
- Families are encouraged to make a Family Banner to post at the school to help the teacher and other families get to know them.

The preschool works collaboratively with many community partners such as K-W Habilitation Services and KidsAbility to support all children and parents in our programmes.

- We seek out the involvement of many community partners to allow the full participation and inclusion of all children.
- The teacher is provided with opportunity to meet with families and community partners outside of school hours to discuss ways to be supportive of all children.
- The preschool and the teacher participate in community events in conjunction with groups such as the Regional Library and the University of Waterloo Child Cognition Lab.

The preschool recognizes that the teachers need to be knowledgeable, responsive, and reflective in order to be effective. This requires continuous professional learning.

- The preschool will provide funding for the teachers to attend conferences and workshops and to keep their Standard First Aid and CPR training up-to-date.
- The preschool will encourage the teachers to attend networking sessions to share experiences and study practices with other Cooperative preschool teachers.
- The teachers will mentor and educate volunteers in the classroom to help them assist effectively.
- The teacher will post notes and tips around the classroom to support volunteers as they assist the children.

The preschool values reflective practice.

- We engage in annual programme reviews. All parents and teachers have the opportunity to complete a reflective survey at the end of the school year.
- Documentation from throughout the year is reviewed.
- We evaluate what we have done and how it went.
- The Programme Statement is reviewed annually to ensure needs and desires of current families are being met.

Programme Statement Review

The Programme Statement will be evaluated every year during the summer break by the teacher and board members. Modifications will be made as necessary.

Programme Statement Policies and Procedures

Programme Statement Implementation Policy

The preschool will strive to provide the highest quality early childhood programme.

- Every staff member and others working in the classroom will establish positive, responsive relationships with all children and their families.
- Children will be valued as individuals and as active and competent contributors with their own interests and points of view.
- Discipline will be used in a positive and consistent manner. We hope to foster the development of internal controls, encourage problem-solving skills and help the child understand the consequences of his actions.
- Methods of discipline will include helping the child to find alternate behaviours, redirecting the child to another activity and allowing the child to leave an activity for a short period of time in order that he may calm down and regain control of himself.
- All staff members will recognize the connection between emotional well-being and social and cognitive development and the importance of focusing on these areas holistically.
- Environments and experiences will be provided to the children so they may explore ideas, investigate their theories and interact with others in play.
- The teacher will engage with families and support each child within the context of his or her family, recognizing that family and child well-being are inextricably linked.
- The preschool will provide ongoing opportunities for the teachers to engage in critical reflection and discussion with others about pedagogy and practice to support continuous professional learning and growth.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behavior.

Corporal punishment and other harmful disciplinary practices will never be permitted at the preschool to protect the emotional and physical well-being of the children.

Included in these prohibited practices:

- Corporal punishment of the child
- Physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of punishment or in lieu of supervision.
- Locking the exits of the preschool for the purpose of confining the child or confining the child in an area or room without adult supervision.
- Use of harsh or degrading measures or threats or the use of derogatory language directed at or in the presence of the child that would humiliate, shame or frighten the child or undermine his self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on children including making children eat or drink against their will.

Contravention of the Programme Statement and Policies

There will be ongoing support and education provided for volunteers and students to assist in the understanding and following of all policies and procedures. The teacher will make every effort to guide others and model appropriate and desired behaviours in the classroom. It may be necessary to ask a volunteer to withdraw from a classroom position if he or she is unable to carry out the stated approaches.

If a parent has a concern with the behavior of the teachers, he or she should immediately contact the Chairperson of the Board of Directors who will arrange a meeting with the teacher.

Use of a Prohibited Practice

If a volunteer or student is observed using a prohibited practice he or she will be immediately removed from contact with the children. The Chairperson of the Board of Directors will be contacted immediately and a meeting with all concerned parties will be arranged. The volunteer or student will no longer be permitted to work in the classroom. Depending on the circumstances it may be necessary to involve the Ministry of Education, Family and Children's Services and/or Waterloo Regional Police.

If there is a complaint that a teacher has used a prohibited practice the Chairperson of the Board of Directors will be notified immediately. The Teacher will be suspended from the classroom immediately and a meeting will be called with all concerned parties. If the Teacher is found to have used a prohibited practice her position with the preschool will be terminated. The College of Early Childhood Educators will be notified if the teacher is a Registered Early Childhood Educator.

Membership

Members are those parents or guardians who have completed application forms and have pre-paid their monthly fees. All members are expected to read the Parent's Handbook and Policies and Procedures (available on our website) and sign the Member's Agreement (included in registration package). Attendance at General Meetings is also required. You will be notified by newsletter of specific dates for these meetings.

Admission Requirements

An enrolled child must be 2 years 6 months of age when she/he starts preschool, unless the teacher and board of directors have granted special permission. There will be spaces for up to 3 children per class who are between the ages of 24 and 30 months at the teacher's discretion. Children must meet health requirements.

A child may be asked to withdraw due to failure to adjust to preschool or due to parents failing to participate in the programme as required.

Registration

Registration for the fall session takes place in the previous spring. Registration packages will be available on-line beginning in March. The first monthly (usually September) fee will be payable to secure your child's spot in the preschool. A registration list will be formed on a first-come, first-served basis with current families given priority followed by alumni families and then new families signed up on OneList Waterloo Region. Children may be registered anytime during the school year until all spots have been filled.

Wait List Policy

In accordance with the Child Care and Early Years Act, 2014, the following wait list policy was developed to provide a clear overview of how the New Hamburg Area Cooperative Preschool determines the order in which children on the wait list are admitted into the programme and how wait list information is managed.

Parents are provided with their child's wait list status when requested and can review the preschool's wait list policy in the Parent Handbook.

Applying for Preschool

Parents must apply to the wait list by submitting an online application through OneList Waterloo Region (www.regionofwaterloo.onehsn.com). Each application will automatically be dated to determine the child's place on the wait list.

The wait list administrator at the preschool will send an e-mail to parents to advise them of their position on the wait list. There is no fee charged to parents to be on the wait list.

Wait List Management

The wait list administrator at the preschool will review the list on an on-going basis. Parents who call to inquire about their status on the wait list will be provided with information regarding programme openings but personal information about wait list applications is never disclosed to maintain privacy and confidentiality for all families.

As spaces become available at the preschool, the administrator will follow up with parents to offer childcare spaces in priority order. Children will be offered spots in the following order: children who have a sibling already enrolled, children from alumni families, new children based on the order of oldest application date.

Once a parent has been offered a space, they are asked to provide confirmation that they wish to register within one week. If a response is not received the administrator will remove the application on the OneList site.

Once enrollment forms are received the child is "placed" in the programme and removed from the "active" wait list online within the OneList site.

If a child is on the wait list for more than one year parents will be contacted to see if they are still interested in a preschool spot. If they are not interested or there is no response, the child will be removed from the OneList site.

Orientation

Parents are invited to attend the Spring Open House to familiarize themselves with the school. Other visiting days are arranged on an as-needed basis. Formal parent orientation occurs at the Orientation Meeting held before school begins.

Parents who enroll their children later in the school year are given an orientation tour by the registrar and/or teacher.

A “meet-the-teachers” event will be held for all students before they begin preschool.

Fees

Canada Wide Early Learning Child Care Plan (CWELCC) Effective January 1, 2023

New Hamburg Area Cooperative Preschool has been approved for the CWELCC plan. This means that eligible childcare fees (base fees) for children under 6 have been reduced by 52.75%. Funding for CWELCC is provided by the Federal government and is being delivered through a partnership between the Ministry of Education and the Region of Waterloo.

Monthly Tuition: \$96 (base fee) Before School Care: \$3.54/child/day (base fee)

Opt-Out Fee: \$50 per month (non-base fee so no reduction)

***for families choosing not to participate on a committee or the board of directors**

Monthly fees are reviewed annually. Tuition costs for the year are divided into 10 monthly installments. There is no reduction in the monthly fee for shorter months or when the preschool is closed due to poor weather or other unforeseen circumstances. There is no refund given for days when a child does not attend preschool due to vacation or illness.

The first monthly (usually September) tuition fee is due upon application for enrolment and is non-refundable if a child is withdrawn before beginning preschool.

Automated Funds Transfer (AFT) is the preferred method for monthly tuition payment. AFTs will be withdrawn on the 1st day of the month (or first business day of the month if the 1st falls on a weekend or holiday). Other payment methods (such as e-transfer) may be arranged with the Treasurer.

Parents will be notified within the first 10 days of the month of the before-school care total for the previous month. Payment for before-school care will be as follows:

- AFT: If paying using AFT, the before-school care monthly total will be added to the next month's regular tuition withdrawal, except for May and June before school care which will be withdrawn together on July 15.
 - Ex. Parents would be notified in October regarding September before-school care total and the September before-school care amount would be added to the November tuition payment.
- Other: If another payment method is used (e-transfer, cheque, etc.), the before-school care payment is due no later than the 15th day of the month of notification (ex. September before-school care payment would be due by October 15).
- Automated Funds Transfer (AFT) / E-Transfer and Insufficient Funds Policy is applicable.

Tax receipts for eligible childcare expenses paid will be issued before the end of February for the previous calendar year.

Automated Funds Transfer (AFT)/E-Transfer & Insufficient Funds Policy

- Tuition payments are due on the first day of each month.
 - AFTs will be withdrawn on the first business day of the month if the first falls on a weekend or holiday.
 - E-transfers are due on the first of the month regardless of when it falls.
- If any payment is declined due to insufficient funds, a new payment will be required immediately, and the family will be responsible to pay any banking fee that the preschool incurs in relation to the insufficient funds.
- Any fees charged related to insufficient funds are non-base fees and not eligible for CWELCC reduction.

Withdrawals and Refunds

When a member chooses to withdraw his/her child, WRITTEN NOTICE must be sent to the CHAIRPERSON at least 30 days prior to the date of withdrawal. Fees will be paid until the later of:

- i. The end of the month of withdrawal OR
- ii. The end of the month during which the 30 day notice period ends.

Fees are not prorated for partial months.

For example, if on Oct 15th you notify the chairperson in writing that you will be withdrawing on Nov. 1st, 30 days later is Nov. 15th. Both October and November tuition fees will be paid. If you notify the preschool on Oct. 1st that you will be withdrawing on Nov. 1st, only October fees will be paid.

There will be no refund of the first month's tuition if a child is withdrawn before beginning preschool.

Any parent withdrawing a child after April 30 must pay the fees for May and June.

The Board of Directors must approve exceptions to these refund dates.

If a member is asked to leave the preschool either because the child fails to adjust appropriately, or the parent has failed to meet his/her obligations, monthly fees from the child's last day of school will be refunded.

We use the term "refund" to reference when a family has paid tuition in advance (i.e. not on a monthly cadence) meaning that we are giving your pre-paid tuition back to you.

In addition, when a member chooses to withdraw his/her child, the member is required to fulfill his/her participation duty for the last payable month, or to render the applicable opt-out fee.

Health Policy

Each child must have up-to-date immunization before entering preschool. A "Statement of Exemption" form is filled out if you do not wish to have your child immunized.

If a child contracts a communicable disease, the teacher should be notified immediately in order that other parents and the Waterloo Region Health Unit might be informed.

It is expected that a child with viral infections such as stomach flu or diarrhea, will not attend preschool until the symptoms have been absent for at least 48 hours. Children with minor colds may attend school but should be free from fever and feel up to participating fully in the programme. The teacher should be notified if a child is to be absent from school.

Medication Policy

Neither the teachers nor any member of the preschool will accept responsibility for administering medication to a child attending preschool. A child requiring medication during preschool hours should be kept home on that preschool day. Exceptions to this policy will include the use of EpiPens and asthma inhalers in emergency situations. Appropriate forms must be signed by parents in these circumstances.

Certain over-the-counter topical products may be administered to children as necessary. These products include hand sanitizer, insect repellent, lip balm and diaper cream. Except for hand sanitizer these products must be supplied by parents. Products must be in original packaging and clearly labelled with the child's name.

When it is necessary for a child to bring one of these products to preschool the teacher will be informed at drop-off time. The product will be stored in a locked box on top of the cubbies by the door and returned home at the end of the day.

Parents will sign an authorization form "Administration of Over-the-Counter Topical Products" before their child begins preschool.

This medication policy does not include the use of sunscreen. The teacher will not apply sunscreen to any child. Please put some on your child before school.

Emergency Management

The preschool has in place Emergency Management Policies and Procedures. These are guidelines that we would use in the event of a serious emergency situation at the preschool (fire, etc.).

Parents will be informed if there is ever an emergency situation by e-mail. If it is necessary to pick up your child earlier than normal you will receive a telephone call.

GENERAL INFORMATION

School Hours

The preschool usually operates from the beginning of September to the third week in June. Actual opening and closing dates will be set each year.

The preschool is closed on all statutory holidays and shall observe all school holidays as set by the Waterloo Regional District School Board (March Break, Christmas, etc.) The preschool will offer a make-up class on the Friday following Thanksgiving, Family Day, Easter Monday and Victoria Day.

Morning classes will run 9:00 – 12:00.

Safe Arrival and Dismissal Policy and Procedures

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care at New Hamburg Area Cooperative Preschool.

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

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

Policy

New Hamburg Area Cooperative Preschool will ensure that any child receiving care is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the preschool may release the child to. No children will ever be released without supervision.

Where a child does not arrive at preschool as expected or is not picked up as expected, staff must follow the procedures set out below.

Procedures

Children should not arrive before the start of class unless special arrangements have been made with the teacher in advance for before-school care.

Parents/guardians will bring the child into the preschool classroom and remove outer wear and unpack all snack dishes and water bottle.

The teacher will greet each child as she/he arrives. A quick health assessment of each child will be made based on observation and discussion with parents.

The teacher should be informed of any special concerns and the name of the person who will be picking the child up. Where the parent/guardian indicates that someone other than the parents/guardians will pick up the child, the staff must confirm that the person is listed in the attendance binder (information from registration forms). If the individual is not listed, the parent/guardian will provide written authorization by filling out a form (located in attendance binder) or sending an email.

The teacher will keep a daily record of children in attendance, indicating arrivals, departures, and absences. Any change in the pick-up procedure will be documented in the daily journal.

All children will wash their hands using hand sanitizer before entering the playroom.

Where a child has not arrived at preschool when expected

Where a child has not arrived at preschool by 9:30 and the parent/guardian has not communicated that the child will be late or absent, the teacher must:

- Attempt to contact parents/guardians or the emergency contact listed on the registration forms.
- A text message will be sent to the primary contact number. If there is no reply within 5 minutes, the secondary contact number will be sent a text message. If there is no reply within 5 minutes, the teacher will place a phone call to each number and leave a voicemail requesting a return call.
- If there is still no reply after 5 minutes, the teacher will attempt to reach the emergency contact person by text and by phone call. A voicemail will be left requesting a return call.
- If no one can be reached to confirm the child's absence by 10:00, a call will be made to the non-emergency line of the Waterloo Regional Police (519-570-9777). After the situation has been explained the advice of the officer will be followed.

Once the child's absence has been confirmed, the teacher will document the absence in the daily journal.

Releasing a Child from Care

The children will be in the playground (or lobby in bad weather) at dismissal time. The teacher will keep children behind the gate until a parent or guardian arrives. Children will only be released to parents/guardians or persons that parents/guardians have provided written permission that the child may be released to. The teacher will ask to see photo identification from any person she does not recognize.

Where a Child Has Not Been Picked Up as Expected (before preschool closes)

Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from preschool and the child has not been picked up within 30 minutes of expected time, the teacher will send a text message to the parent/guardian and advise that the child has not been picked up.

Where the teacher has not heard back from the parent/guardian or authorized individual who was to pick up the child, the teacher shall wait until the program closes and then refer to procedures under "where a child has not been picked up and program is closed".

Where a Child Has Not Been Picked Up By 12:00 (preschool is closed)

Where a parent/guardian or authorized individual who was supposed to pick up a child has not arrived by 12:05, the teacher shall ensure that the child is given an activity and a snack if required while they await pick-up.

The teacher will remain with the child while attempting to get in touch with parents/guardians. The teacher will send a text message to the parents/guardians indicating the child has not yet been picked up. In the case where the person picking up the child is an authorized individual, the teacher shall contact the parents/guardians first and then attempt to contact the authorized individual if the parents/guardians cannot be reached.

If the teacher cannot contact parents/guardians or the authorized person responsible for pick up, the teacher will send a text message or place a call to all numbers listed on the registration form.

Where the teacher is unable to reach the parent/guardian or any other authorized individual listed on the child's file by 12:30, the teacher shall proceed with contacting the local Children's Aid Society (FandCS) in Kitchener at 519-576-0540. Staff shall follow the FandCS's direction with respect to next steps.

Before School Care

There will be up to five spots available each day for children to attend between 8:00 and 9:00 am. There will be an additional charge of \$3.54 per day per child. **This is a base fee and has been reduced by 52.75% under the CWELLC plan.**

These spots must be booked with the teacher in advance.

Parents will be notified within the first 10 days of the month of the before-school care total for the previous month. Payment for before-school care will be as follows:

- AFT: If paying using AFT, the before-school care monthly total will be added to the next month's regular tuition withdrawal, except for May and June before school care which will be withdrawn together on July 15.
 - Ex. Parents would be notified in October regarding September before-school care total and the September before-school care amount would be added to the November tuition payment.
- Other: If another payment method is used (e-transfer, cheque, etc.), the before-school care payment is due no later than the 15th day of the month of notification (ex. September before-school care payment would be due by October 15).
- Automated Funds Transfer (AFT) / E-Transfer and Insufficient Funds Policy is applicable.

After School Late Fines

Please make every effort to pick your child up on time. It is very unsettling for a child to be left after other children have gone home and it interferes with the teacher's efforts to close the school. The procedure for late pick up is as follows:

1. On the first occurrence, the parent will be given a written warning that they must sign when they arrive to pick up their child. This signed warning will stay in a binder that the teacher will maintain.
2. If parents are late a second time, it is an automatic \$20 fine for the first 10 minutes and an additional \$20 for every 10 minutes thereafter. Upon the second occurrence, the parents will receive a second written notice which will include the amount payable for the fine. Please note that this payment is required before the child may return to preschool. Should payment of the fines become an issue it will be the responsibility of the Registrar to collect them.
3. If parents continue to be late, the Board has the option to ask the parents to withdraw their child from the preschool.

Any fees incurred as late fines are non-base fees and ineligible for CWELCC reduction.

School Closing

The preschool may need to close temporarily due to inclement weather or other emergencies (staff shortage, furnace failure, pandemic etc.).

If there is inclement weather and the Waterloo Region District School Board closes schools in Wilmot Township, the preschool will automatically be closed as well. If schools remain open but transportation is cancelled the preschool will remain open unless there is insufficient staffing available for the day. The teacher and the chairperson will speak by telephone before 7:30 am and if school is cancelled the chairperson will notify all members by e-mail.

Dress

Children should be dressed in practical play clothes and shoes. Every child needs to have an extra set of clothes at school every day to change into in the event of an accident. Children must have shoes on while in school (please write your child's name on these!). Shoes can be left at school or taken back and forth. Children need to have adequate outdoor clothing as well. It is very helpful if removable clothing (coats, boots, etc.) is labeled.

Snack

The Child Care and Early Years Act requires that children in a licensed childcare facility have a nutritious snack while in attendance. The NHACP will provide a snack for all children daily. This snack will promote good dental health and provide good nutrition. A menu listing the snacks for the month will be posted on the Parent Information Board. Any changes to the posted menu will be noted.

Dishes

Each child should bring a small, labelled container with a lid and a spoon every day. These will be used for snack serving/eating and will be sent home daily to be washed. Some disposable items will be kept on hand also.

Drinks

Proper hydration is important for children and water suitable for drinking will be always available to them. Children should bring a labelled water bottle from home every day. These bottles will remain on individual cubby shelves to be accessible to children. The bottles will be taken outdoors for play time in warm weather.

Allergies

A list of children and their food allergies/restrictions will be posted in the snack area.

Parents may choose to supply food for their child for a variety of reasons, including religious observance and severe allergies or intolerances. Parents will inform the preschool in writing of any special snack requirements. The preschool teacher will ensure that these arrangements are carried out. Any food sent from home must be clearly labelled with the child's name and stored appropriately (i.e. refrigerated if necessary). Snacks must follow preschool guidelines in the Anaphylactic Policy. Specifically, snacks must be nut/peanut free and free of other allergens, if necessary, based on any anaphylactic plan in place. Snacks from home will be checked every day by preschool staff for nuts/peanuts and other allergens necessary to avoid. If snacks are unsuitable the parent will be informed, and permission will be asked before the child is offered a safe snack (ie. fruit). The unsafe snack will be returned to the parent at pick up time.

Birthdays

We will celebrate birthdays on the actual birthday or the closest school day. The birthday child will enjoy a special birthday routine at circle time. Due to allergies and other food concerns, it has become our policy to not have special treats sent from home to share for birthdays.

Field Trips

We typically go on one or two special field trips during the school year. The preschool does not arrange any transportation for these trips. It is the parents' responsibility to get their children to and from the field trip site. A detailed letter concerning the planned trip will be distributed and parents will have ample time to inform the teacher of transportation arrangements. The teacher will be available to supervise a limited number of children during the excursion. Parents and siblings are always welcome to join us for these special events.

Occasionally there may be a fee charged to parents for the field trip. This fee will be considered a non-base fee and ineligible for CWELCC reduction.

Quality Assurance Activities

It is hoped that all families have a rewarding preschool experience. The input from all parents is very highly regarded. The input from staff is important as well.

- A parent survey will be handed out to all families and staff members in the spring of each year.
- The preschool will actively participate in Continuous Quality Improvement initiatives set out by the Region of Waterloo
- The Programme Statement will be reviewed annually by the teacher and board members.
- Plans and actions will be developed to improve the preschool.
- A report to summarize actions taken and for next year will be given by the teacher at the Annual General Meeting each year.

Classroom Volunteers

Volunteering in your child's classroom is a great way for parents to become more involved in their child's early education. It is great to see your child participating in the program and make connections with the teachers and your child's classmates.

We welcome parents, grandparents and others if they meet the requirements for classroom volunteering as set out by the Ministry of Education and the Child Care and Early Years Act. Volunteers must have a valid Vulnerable Sector Check (police background check) and fill out a Pre-Employment Health Form.

All volunteers must read the full Policies and Procedures manual (found on our website) prior to working in the classroom. The full Volunteer/Student policy is included here.

Volunteers may not bring other children into the program due to licensing restrictions.

Volunteer days will be planned in advance and will begin in October.

Volunteer and Student Policy

Interview: Before a student or volunteer is introduced to the programme at the New Hamburg Area Cooperative Preschool, a brief interview to determine the viability of the placement will be conducted. Goals and planned outcomes will be discussed and if deemed appropriate, the Teacher will initiate the following procedure prior to placement commencement.

Requirements:

High School Cooperative placements – endorsement of Education Faculty (CRC policy does not apply to students placed by an educational institution).

College Students, Adult Volunteers – Vulnerable Sector Check required for everyone having direct access to children

Orientation: Full employment orientation will be delivered to all Volunteers and Students using the Orientation Checklist. This will be completed at the Fall Orientation Meeting for parents and on an individual basis thereafter. The Teacher will be responsible for this orientation.

Policy and Procedure Review:

- All policies and procedures (including Programme Statement and Prohibited Practices) are to be reviewed prior to beginning employment and annually thereafter.

Placement/Volunteer Hours – Program Interaction/Expectations:

All students/volunteers will be actively involved in interactions with the children and staff. Course requirements for students will be completed at the convenience of the programs and will not interfere with the quality or value of play and programming the children receive.

Assessment and evaluation of the placement will be done on a weekly basis and careful consideration will be given to the observations documented to determine the continuance of a placement or interaction with the programs. A brief overview will be noted in the daily journal regarding the placement progress.

The teacher will have overall supervision responsibility for the duration of the volunteer/student placement.

Child Care Supervision Policy

- Every child in attendance shall be under the supervision of an adult at all times.
- No child is supervised by a person less than 18 years of age.
- Direct unsupervised access to children is only permitted for staff of the New Hamburg Area Cooperative Preschool
- Volunteers and Students will not be left alone with a child
- Volunteers and Students may not be counted in the staffing ratios

Parent Issues and Concerns Policy and Procedures

Policy

Parents/Guardians are encouraged to take an active role in our preschool and regularly discuss what their child is experiencing in the programme. We support positive and responsive interactions among the children, parents and staff and foster the engagement of and ongoing communication with parents about the programme and their children.

All issues and concerns raised by parents are taken seriously 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 will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents within two business days. 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.

Procedure

Programme related issues (class schedule, activities, toilet issues, snack concerns, concerns with student or volunteer behavior, etc.) should be discussed with the teacher.

General preschool issues (fees, changes to family participating status, meeting attendance, general preschool operating, concerns with the conduct of the teachers, etc.) should be directed to the Chairperson of the Board of Directors.

Steps to be taken by staff and board members:

1. Address the issue/concern at the time it is raised.
2. Arrange a meeting with the parent if necessary.
3. Document the issue/concern in detail including the date, the name of the parent involved, details of the issue/concern and any steps taken to resolve the issue.
4. Provide contact information for the appropriate person if the person being notified is unable to address the matter.
5. Ensure the investigation is initiated by the appropriate party within two business days or as soon as is reasonably possible.
6. Provide a resolution or outcome to the parent who raised the concern.

Confidentiality

Staff and parents need to respect the privacy of all families. Things that happen in the classroom should not be discussed among parents outside of the classroom.

Every issue/concern will be treated confidentially, and every effort will be made to protect the privacy of parents, children, staff, students and volunteers except where information must be shared for legal reasons (e.g. Ministry of Education, College of ECEs, law enforcement, Children's Aid Society).

