

New Hamburg Area Cooperative Preschool

Policies and Procedures Manual

Programme Statement

Organizational Structure

Hours, Ages Served, Holidays Observed

Admission Requirements/Procedures

Wait List Policy

1

Fees/NSF policy/Withdrawals and Refunds

Accessible Service Plan

Arrival/Departure/Late Fines

School Closing

Health Policy/Medication Policy

Emergency Management Policy

Anaphylactic Policy

Snack Policy

Sanitary Practices Policy

Washroom Routine for Children

Safe Water Policy

Child Abuse Policy

Quality Assurance Activities

Parent Issues and Concerns Policy/Procedures

Staff Training and Development Policy

Programme Statement Implementation Policy

Prohibited Practices

Monitoring Compliance and Contraventions

Serious Occurrence Policy

Playground Policy

Volunteer and Student Policy

Criminal Reference Check/Vulnerable Sector Check Policy

Workplace Harassment and Violence Policy

Programme Statement

Welcome to the New Hamburg Area Cooperative Preschool. Our programme statement describes how our programme supports and fosters early learning. It will outline the preschool's view of the child, our philosophy and pedagogy as well as goals and approaches used to ensure healthy child development.

It will also outline how we evaluate our programme to maintain quality and how we support the educators who work with the children.

The preschool's programme statement is reviewed annually to ensure it is aligned with the Minister of Education's Policy Statement and that it continues to reflect the values of the preschool.

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 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 many 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 can 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.
- Children feel safe, secure, and valued. Parents participate with their children in the classroom and the transition to preschool may take place over several weeks. Families also 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 of 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 as well as during class time.
- 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 teachers to attend conferences and workshops and to keep their Standard First Aid and CPR training up-to-date.
- The preschool will encourage 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.

Organizational Structure of the Preschool

The New Hamburg Area Cooperative Preschool is run by current members headed by the Board of Directors. Working with the board are numerous committees responsible for a specific function related to the preschool.

The Board of Directors is responsible to hire teachers. Any teacher/supervisor employed at the preschool must have an Early Childhood Education Diploma from an approved college or equivalent academic qualifications as required by the Child Care and Early Years Act. The teacher must also be registered with the Ontario College of Early Childhood Educators.

Any employed assistant teacher will also be a Registered Early Childhood Educator when possible.

It is necessary to always have at least one Registered Early Childhood Educator on site.

The teacher, assistant teachers, and supply teachers must be trained in standard first aid and CPR level C and complete a criminal reference check for the vulnerable sector.

Volunteers in the classroom will be required to provide a valid Vulnerable Sector Check.

Members of the board of directors will be required to provide a Criminal Reference Check unless interacting with children. In this case a Vulnerable Sector Check will be required.

Board of Directors

The preschool board consists of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Registrar and directors.

All contracts entered into in the name of the Preschool must be approved by the Board of Directors and signed in duplicate by the Chairperson or Vice-Chairperson and the Treasurer as well as the party under contract.

Board positions will be filled in the same manner as student spots with preference first given to existing families, then alumni families and then new families. If at any stage there are more interested people than vacant spots, a vote shall occur at the AGM.

Any vacancy in any board position throughout the school year shall be filled by a majority vote of the remaining board. If the Chairperson position becomes vacant, the Vice-Chairperson automatically takes over as Chairperson and a new Vice-Chairperson will be appointed. Any board member may be removed from a position by a two-thirds majority vote at a general meeting.

Newly elected and/or appointed members of the board shall assume responsibility for their office on July 1 and shall relinquish such duties to the following year's board on June 30. When one or more of the following year's board members have not been appointed by July 1 the corresponding members of the current board will continue in office until election and/or appointment of a new board member but not after September 30 in any case. Board members should pass on all completed records to the next board by June 30.

Operating Policies

Insurance

The preschool will obtain and maintain in full force and effect, a policy of insurance which includes comprehensive general liability coverage, personal injury coverage and coverage for employees, board members and volunteers. Records of this insurance will be kept on the premises at all times.

Financial Records

The preschool financial records must be kept on the premises for at least six years. These records must show assets, liabilities, income, expenses and accumulated surplus and deficit.

Hours of Operation

The preschool operates each year from the day after Labour Day in September until the third week in June. Actual opening and closing dates will be set each year.

Morning classes will run 9:00 – 12:00 and afternoon classes will run 1:00 – 4:00 when offered.

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. These spots must be booked with the teacher in advance.

Ages Served

An enrolled child must be 2 years 6 months of age when she/he starts preschool unless the teacher and executive have granted special permission. As per our license, up to 3 children per class may be admitted who are between 24 and 30 months of age. This will depend on enrollment and is up to the teacher's discretion. Children may continue in preschool until they are 6 years old.

Holidays Observed

The preschool will be closed on all statutory holidays (Thanksgiving, Family Day, Easter Monday, Victoria Day) and shall observe all school holidays as set by the Waterloo Region District School Board (Christmas Break, March Break).

Admission Requirements and Procedures

Registration for the fall session takes place in the previous spring. Registration packages will be available on-line. Families currently enrolled in the preschool will be given priority followed by alumni families. The first month's tuition will be payable when registering. This will be non-refundable if a child is withdrawn before beginning preschool. A registration list will be formed on a first-come, first-served basis after registration paperwork and first month's tuition are received. The maximum enrollment in each class will be 16 children. Children may be registered anytime during the school year until all spots have been filled.

Members are those parents or guardians who have completed registration forms and have pre-paid their monthly fees. All members are expected to read the Parent Handbook and Policies and Procedures (available on our website) and sign the Member's Agreement in the registration package. Attendance at general meetings is also required.

All families will participate in the running of the preschool. There will be opportunities for volunteering in the classroom, outside of the classroom and on the board of directors. If a family chooses not to participate at all there will be a mandatory opt-out fee payable monthly.

All children must meet health requirements. Registration packages must be completed in full and returned to the registrar before children may start school. 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 forms for all children enrolled at the preschool will be kept on file at the school for three years after the children's departure date.

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 offered admission into the programme and how wait list information is managed.

Parents are provided with their child's wait list status when requested and are able to 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.

Fees Policy

The NHACP is a non-profit organization. Only fees as are necessary to carry out its objectives shall be levied. Tuition costs for the year are divided into 10 monthly installments. There is no reduction in the monthly fee for shorter months or for 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.

NHACP has been approved for the Canada Wide Early Learning Child Care Plan (CWELCC). This means that eligible childcare fees for children under six 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. Our base fees are eligible for reduction including before school fees and monthly tuition fees.

Monthly fees for the succeeding year shall be approved by the Board of Directors in the winter before the next year's registration begins.

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

For families choosing not to participate in the running of the preschool by being on the board of directors or volunteering on a committee, there will be an opt-out fee. This fee of \$50 will be payable for each month of non-participation.

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.

There are no refunds or reduction in tuition fees when preschool is closed temporarily due to inclement weather or other emergency conditions or when a child is absent due to illness or vacation.

Accessible Service Plan

New Hamburg Area Cooperative Preschool is committed to serving all members of the community including people with disabilities.

We will communicate with people with disabilities in ways that take into account their disability. Staff will become familiar with different assistive devices that may be used by people with disabilities within our organization. We welcome support people and service animals in our facility.

Staff and Board Members will familiarize themselves with the Accessibility for Ontarians with Disabilities Act, 2005 and ways in which to interact and communicate effectively with people with various disabilities.

If a child or parent is having difficulty accessing our facilities, plans will be made in consultation with the Teacher, Board of Directors and the Township of Wilmot. Every effort will be made to accommodate the person with disabilities.

Any policy of the New Hamburg Area Cooperative Preschool that does not respect and promote the dignity and independence of any person with disabilities will be modified or removed.

Community members who wish to offer feedback on the way New Hamburg Area Cooperative Preschool provides service to people with disabilities may contact the Chairperson of the Board of Directors verbally, in person or by telephone, by e-mail or by leaving a card in our suggestion box.

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 (CAS) in Kitchener at 519-576-0540. Staff shall follow the CAS's direction with respect to next steps.

The teacher will keep a daily record of children in attendance, indicating arrivals, departures and absences.

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. These spots must be booked with the teacher in advance.

After School Late Fines

Children must be picked up at or before the class closing time (12:00)

The following procedure will be followed when a parent is late to arrive:

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 up to the first 10 minutes and an additional \$20 for every 10 minutes thereafter. This money is paid directly to the teacher. 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.

Dress Code

Children should be dressed in practical play clothes. Aprons are provided at school for painting and messy crafts. Children should be wearing running shoes for safe indoor play. A pair of shoes may be kept in the child's cubby to be used as "indoor shoes".

Children must have an extra set of clothes at the school. The teacher stores the extra clothes in labeled bags in baskets by the cubbies. Alternately parents may choose to send extra clothes each day in the child's school bag.

Adequate outdoor clothing that is suited to the weather is essential as children play outdoors almost every school day.

Parents are advised to label all removable clothing, especially shoes, to avoid losing them.

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.

Health Policy

The teacher and any assistant teachers must have a health assessment including a TB test and updated immunizations before hiring. This information is to be kept on file at the preschool.

Volunteers helping in the classroom must submit a medical form including updated immunizations before beginning work. The Region of Waterloo recommends that Duty Parents, students and volunteers have a current TB test but does not require it.

All children enrolled at the preschool must have up-to-date immunizations as directed by the Medical Officer of Health. It is the responsibility of the parent to give the immunization information to the school. The child will not be able to attend school until all necessary health/immunization forms are completed and forwarded to the school.

If you choose to have your child exempted from immunizations for medical, religious or conscientious objection grounds you must fill out an Exemption Form.

Parents must inform the school of any changes to a child's immunization or health record throughout the year.

Illness in Staff Members and Volunteers

A teacher or volunteer who is ill should not come to work at the preschool. In the event a supply teacher (RECE) cannot be secured for the day, classes will be cancelled.

If a staff member or volunteer suffers a work-related injury he/she is to notify the Board of Directors chairperson as soon as possible.

Illness in a Child

It is expected that a child with a viral infection, vomiting 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 must be fever free and feel up to participating fully in the programme.

The teacher should be notified if a child is to be absent from school. If a child contracts a communicable disease, the teacher will notify the other parents and the Region of Waterloo Public Health Unit.

If a child becomes ill during the class he/she will be isolated from the other children as much as possible within the room. The parent will be called to pick the child up immediately.

Any illness or health concern in a child will be noted in the daily journal.

Accidents and Injuries

A first aid kit and manual will be kept on the teacher's desk. The first aid kit will be inspected monthly during the Indoor Health and Safety Inspection. The first aid kit will be restocked if necessary. The teachers will be trained in Standard First Aid and CPR level C.

In the event of a minor accident or injury to a child while in attendance the following procedure will be followed:

- Teacher will administer first aid
- An Incident Report will be filled out by the Teacher
- The parent will sign the incident report at dismissal time and receive a copy for her records
- The preschool copy of the incident report will be filed at the preschool and a note indicating this will be placed in the daily journal

If the teacher deems the accident or injury to be serious the following procedure will be followed:

- 911 will be called
- Child's parents or emergency contacts notified
- Serious occurrence report filed with Ministry of Education within 24 hours

Emergency Management Policy and Procedures

Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response
2. Next Steps during an Emergency
3. Recovery

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the preschool, the meeting place to gather immediately is located at the mailbox in front of the preschool.

If it is deemed unsafe to return to the preschool, the evacuation site to proceed to is 3442 Huron Road – red brick house directly across from preschool.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the teacher will provide direction to staff for the immediate response and next steps.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the teacher in the daily written record.

Evacuation procedures shall be practiced once per month with each class and a log kept in the back of the attendance book. This log shall be kept for at least two years.

Staff, volunteers and students will review this procedure before beginning work and annually thereafter.

The Emergency Evacuation Plan will be posted near the front and back doors of the classroom.

Immediate Emergency Response

The following steps will be followed in the event of an immediate danger in or near the preschool.

1. When the teacher becomes aware of a dangerous situation she will calmly inform all other adults in the room.
2. The teacher will take attendance to make sure all children are accounted for.
3. The doors to the preschool will be closed and locked.

The following steps will be followed in the event of an environmental threat (i.e. tornado).

1. When the teacher becomes aware of an environmental threat she will calmly inform the other adults in the room.
2. Everyone in the playground will proceed immediately into the preschool.
3. The teacher will blow the emergency whistle and everyone will line up at the classroom door.
4. The teacher will gather the attendance book, the first aid kit and the cell phone from the filing cabinet.
5. The teacher will do a head count at the door.
6. The teacher will lead the children down the stairs into the basement. The assistant teacher will check the classroom for children and follow down to the basement.
7. Once in the basement the teacher will take attendance.
8. Children will be kept away from windows and doors.
9. Everyone will remain in place until it is safe to leave.

The following steps will be followed in the event of a fire or other emergency that requires evacuation of the building:

1. When the teacher becomes aware of an emergency that will require the evacuation of the preschool, she will blow the emergency whistle which is located above the parent information board beside the front door.
2. The teacher will retrieve the attendance book and cell phone from the top of the filing cabinet.
3. The teacher will retrieve the emergency back pack from beside the filing cabinet.
4. The teacher will retrieve the medication box if necessary.
5. Children and adults will line up at the front door.
6. The teacher will count heads. Assistant Teacher will check classroom and make sure the back door is closed.
7. The teacher will check the front exit for heat and smoke.
8. If this exit is not deemed safe the teacher will lead the children to the back classroom door and proceed out of the building through the lower doors.
9. The line of children will be led by the teacher, followed by the assistant teacher.
10. Children with medical needs will be assisted by designated staff according to the child's individual support plan.
11. Assistant teacher will close the classroom door once everyone is in the hall.
12. Everyone will proceed to the exterior door where the teacher will do a head count again.
13. The teacher will assist the children to hold onto the yellow rope.
14. The teacher will lead the children to the meeting spot located at the mailbox.
15. The teacher will do a head count and take attendance.
16. The teacher will lead the line and everyone will head to the emergency shelter located at 3442 Huron Road (red brick house directly across from the preschool). The assistant teacher will be at the end of the line. Any other adults will assist with the children.
17. Once at the emergency shelter, 911 will be called for help.

18. The teacher will call parents or emergency contact persons for each child so that they may be picked up. The teacher will remain there until all children have been collected.

Next Steps during an Emergency

1. Where emergency services personnel are not already aware of the situation, the teacher must call 911 as soon as possible.
2. If the preschool has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
3. The teacher will contact the Chairperson of the Board of Directors to inform her of the situation as soon as it is possible to do so.
4. The teacher will await further instructions from emergency services personnel. Once instructions are received, they must be communicated to other adults and followed.
5. Throughout the emergency staff will:
 - Help keep children calm
 - Take attendance to ensure that all children are accounted for
 - Conduct ongoing visual checks and head counts of children
 - Maintain constant supervision of the children
 - Engage children in activities where possible
6. In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.
7. When "All Clear" Notification is given:
 - All adults will be informed that it is now safe to return to preschool
 - The teacher will take attendance to ensure all children are accounted for
 - Children will be escorted back to the preschool
 - The teacher will take attendance to ensure all children are back in the preschool room
 - The teacher will determine if operations will resume and communicate this to other adults in the room
 - As soon as possible the teacher or Chairperson of the Board of Directors will send an e-mail to all parents to inform them of the emergency situation
8. When "Unsafe to Return" Notification is given:
 - Staff will take children to the evacuation site (3442 Huron Road – red brick house directly across from the preschool)
 - Once at the evacuation site the teacher will take attendance
 - The teacher or other adult will call every parent to pick up her child as soon as possible
 - The teacher will keep attendance as children are picked up by their parents
 - The teacher will remain until all children are picked up

Recovery (After an Emergency Situation Has Ended)

Procedures for Resuming Normal Operations of the Preschool

1. The teacher and the Chairperson of the Board of Directors will discuss whether or not normal operations can continue in the preschool building following an emergency situation.
2. If it is decided that normal operations are not possible the Township of Wilmot (owner of the building) will be contacted to discuss options available.
3. The Chairperson of the Board of Directors will contact our insurance company and the Programme Advisor at the Ministry of Education to discuss the situation.
4. All parent members of the preschool will be informed as soon as possible as to the operating status of the preschool.
5. The Board of Directors will meet to discuss options for moving forward.
6. Parent members will be kept informed.

Procedures for Debriefing Staff, Children and Parents

The teacher will explain the situation to the children immediately upon returning to the preschool and answer their questions. The situation will be handled calmly by the teacher.

The teacher and other staff members will meet with the entire preschool membership to discuss the emergency situation. This meeting will take place as soon as it can be arranged.

Procedures for Providing Support to Children and Staff Who Experience Distress

The teacher will discuss the emergency with children who are experiencing distress. The teacher will approach the K-W Habilitation Services Resource Consultant for advice and guidance. The teacher will discuss children's distress with parents as necessary.

The teacher and other staff will be encouraged to discuss the emergency situation with a counsellor if necessary.

Medication Policy

Neither the teacher 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. 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. These forms will be kept in the Medication Binder along with a record of administration.

Sunscreen will not be applied to the children by the teacher or duty parents. Sunscreen should be applied to children before coming to preschool.

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. With the exception of 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, inaccessible to children 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.

Children with Medical Needs

When a child is enrolled at the preschool a form titled "Individualized Plan for a Child with Medical Needs" will be filled out by the teacher in consultation with the child's parent or guardian.

This form includes:

- Steps to be followed to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate
- A description of any medical devices used by the child and any instructions related to its use
- A descriptions of the procedures to be followed in the event of an allergic reaction or other medical emergency
- A description of the supports that will be made available to the preschool
- Any additional procedures to be followed when a child with medical condition is part of an evacuation

This form will be posted in the preschool classroom.

Anaphylactic Policy

Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, exercise etc. Reaction could include any of these symptoms: flushed skin/hives, convulsions/seizure, swelling of the face, sudden sneezing, agitation, collapse, palpitations (heart beat racing/pounding), coughing/vomiting, and difficulty in breathing/swallowing. This anaphylaxis policy is intended to help support the needs of a child with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, students and visitors at the preschool.

When a child is enrolled at the New Hamburg Area Cooperative Preschool the parent will provide a written explanation of allergies. All allergies will be posted on the bulletin board prior to the beginning of school. Parents are to advise the preschool teacher if their child develops an allergy and requires medication, if there is a change to the child's individual plan or treatment or if their child has outgrown an allergy and no longer requires medication.

An individual plan, with input from the child's parent and physician, will be developed prior to the child starting school. This plan will include emergency procedures to be followed in the event of an anaphylactic reaction. This plan will be posted on the wall beside the phone in the classroom.

All measures will be taken to ensure that there is no use of a causative item in the school.

- The school will be nut/peanut free. All packaged snacks will be checked.
- 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. 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. Foods 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 offering the child a safe snack (ie fruit). The unsafe snack will be returned to the parent at pick-up time.
- The playground will be inspected daily for stinging insects/nests before children have outdoor playtime.
- If necessary, cleaning products will be adjusted and latex gloves and bandages will not be used.

Training

All employees, volunteers and students will review this policy before beginning work and then annually thereafter. Every employee, volunteer and student in the allergic child's class will review the child's individual plan at the beginning of the school year or when work in the classroom begins. When a supply teacher is employed the school chairperson shall advise her of all procedures before the class begins.

Before an allergic child begins school his parent shall explain procedures to be followed in the event of an anaphylactic reaction. This will include emergency procedures, information on signs and symptoms and response to an anaphylactic reaction. There will also be a demonstration of how to administer an epinephrine auto-injector. This training will be completed by the child's parent along with the teacher at the orientation meeting in September or whenever a new staff, volunteer or student comes into the classroom. The medication will be stored in the lock box located on top of the cubbies by the front classroom door. The location of the medication in

the classroom will be shown to everyone. Each person shall sign and date the back of the Individual Anaphylactic Plan after receiving the training. The plan will be reviewed with all employees, students and volunteers whenever changes are made.

Indoor Health and Safety Inspection

The preschool is to be maintained in such a way as to provide a safe, healthy environment for the children, the parents and the staff.

The teacher will conduct a daily visual inspection of the classroom before the children arrive to make sure there are no hazards. Any broken toys, equipment or furnishings will be removed from the room immediately. Also all exits will be checked to make sure they are clear and accessible. A complete inspection will be done by the teacher around the first day of each month using the Monthly Indoor Health and Safety Checklist. The teacher will report any areas of concern to the Executive chairperson who will look into making the necessary repairs.

No Smoking Policy

No person shall smoke tobacco or hold lighted tobacco anywhere in the preschool building, parking lot or playground area whether children are present or not. This includes the community centre and the covered picnic shelter at the rear of the building. All staff and members shall be informed of this policy before beginning work in the preschool. No smoking signs will be posted.

Field Trips/Transportation

The preschool children will sometimes go on special fieldtrips. 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, but it is strongly encouraged that each child be accompanied by an adult.

Snack Policy

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 and the menus will be kept for at least one month after the last day for which it is applicable.

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 and the snack preparation 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. 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. Foods 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 offering the child a safe snack (ie fruit). The unsafe snack will be returned to the parent at pick-up time.

Snack Preparation/Clean-up

Menus will be planned by the teacher, and she will be responsible for ensuring there is an adequate supply of food for each day.

- All food preparation will take place in the kitchen.
- Hands are to be thoroughly washed before handling food.
- Countertops are to be sprayed with bleach/water solution before and after food preparation.
- Foods are kept refrigerated as necessary before and after preparation.
- Any dishes, knives, etc. are to be washed following the three-sink washing method as posted in the kitchen and left to air-dry in the drying rack in the back room.

Sanitary Practices Policy

All members of the preschool will work together to maintain a clean environment for the children. Young children have immune systems which are not fully developed and germs are spread easily among them and their caregivers. Since fingers and toys are frequently mouthed by preschoolers extra precautions need to be taken to keep things as clean as possible.

Every effort will be made to stop the spread of diseases and infections in the preschool to protect the staff, the children and their families.

Procedures

- General Cleaning
 - The preschool is to be thoroughly cleaned every two weeks. This includes the washing down of all furniture and the scrubbing of the floor.
 - The carpet in the preschool will be steam cleaned twice per year.
 - The entire floor area will be vacuumed after every class.
- Washroom Cleaning
 - The washroom will be thoroughly cleaned once per week by the custodian. This includes cleaning of the toilet, sink and floor.
 - The washroom will be cleaned/sanitized before each class.
 - A sanitizing cleaner will be used along with paper towels or a cloth (to be put immediately into the laundry basket).
 - The toilet seat, rim and flusher, the sink, faucet and handles will be sprayed and wiped.
- Table Cleaning
 - Tables used for snack will be cleaned and sanitized before and after snack time. The bleach and water solution will be used with the spray-wipe-spray technique. If a cloth is used it is to go immediately into the laundry basket.
- Toys
 - Toys will be washed weekly. Toys are washed in a sink of water mixed with bleach (1 tsp. bleach to 1 litre of water) and left on clean towels to air-dry.
 - Large toys and blocks will be sprayed with bleach/water solution and wiped.
 - Puzzles and books will be wiped down with bleach/water solution.
- Hand washing (children)
 - Children will wash their hands upon arrival at the preschool.
 - Children will wash with soap and water after using the toilet or having their diaper changed.
 - Children will wash with soap and water before eating snack or getting a drink of water.
 - Children will use a hand gel sanitizer after wiping their noses.
- Hand washing (adults)
 - The teacher and duty parents will wash their hands upon arrival at preschool.
 - Adults will wash before and after changing a diaper.
 - Adults will wash after using the toilet or helping a child on the toilet.
 - Adults will wash before helping with snack time.

- Adults will wash after contact with bodily fluids.
- Adults will wash after wiping a nose (hand gel sanitizer may be used).
- Adults will wash after removing rubber gloves.
- Adults will wash after sneezing or coughing.
- Adults will wash before leaving the preschool.
- Glove Use
 - Gloves should be used when there is a risk of contact with blood or other bodily fluids.
 - Gloves should be used when dealing with diarrheal stool.
 - Hands need to be washed before and after glove use.
- Laundry
 - Any towel or cloth that is used will be put into the dirty basket immediately.
 - Dress-up clothes will be laundered weekly.
 - Paint smocks will be laundered once per month.
 - Laundry will be done as needed. Towels are to be washed separately from other laundry.
 - Handwashing clothes are to be washed separately in hot water with bleach added. These clothes must be dried in the dryer.

Guidelines

Preparing Bleach/Water Solution

- The bleach/water must be made fresh every day – use ½ tsp bleach to 1 litre of water
- The bottle of bleach/water must be stored in the locked cabinet in the lobby.

Hand wash Station

- A jug of running water and a basin are supplied in the art area. This is to be used to clean paint off children's hands only. It will not be used before snack time.

Hand washing Technique

- Wet hands under running water.
- Apply soap. Liquid soap will be available in a dispenser.
- Wash all surfaces of hands with friction for at least 15-20 seconds.
- Rinse under running water.
- Dry hands on paper towel.
- Use paper towel to turn off tap, and then discard.
- Proper hand washing technique will be posted beside the washroom sink.

Use of Universal Precautions:

- Wash your hands thoroughly before and after exposure to blood or body fluids containing blood and following the removal of gloves.
- Wear gloves for all contact with blood and for wiping up contaminated surfaces.
- Immediately wipe up spills of blood or bodily fluids with paper towels. Wash area with hot water and household cleaner. Rinse. Apply a freshly made solution of extra strength

bleach solution (1 part bleach to 9 parts water). Let stand for 10 minutes and then rinse well.

- Soiled clothing should be bagged and sent home with the child's parents. Other soiled articles should be closed up in a plastic bag and put into the garbage.
- Any object that could break, cut or puncture the skin can be considered a "sharp" and should be handled with caution.

Washroom Routine for Children

Children may use the washroom at any time necessary during class time. An adult is to accompany each child to the washroom and provide the necessary help to ensure the above Sanitary Policy is followed. This includes helping the child to remove clothing as required and assisting with cleaning after using the toilet. The adult must make sure the child washes his or her hands properly and then the adult should also wash his or her hands before returning to the classroom.

There will also be a washroom routine time just before snack. All children will be invited to try to use the toilet before washing their hands.

If at any time during the class a child should have a toileting accident he or she will be taken to the washroom along with the Diapering Kit and any extra clothing that is necessary. The diapering kit contains rubber gloves, wet wipes, plastic disposal bags and disinfecting wipes. All children are required to have extra clothing on hand at preschool at all times.

1. Soiled clothing will be removed and placed in plastic bag.
2. The child will be cleaned using wet wipes. Wet wipes will be disposed of in the garbage not in the toilet.
3. New clothing will be put on the child.
4. The child's hands will be washed and then he or she will be returned to the preschool room
5. The adult will clean the counter area and/or change pad with a disinfecting wipe.
6. The adult will wash his or her hands before returning to the preschool room.
7. The bag of soiled clothing will be placed in the child's cubby.

Safe Water Policy

The NHACP will provide clean, safe water for use by the children and adults.

Water Testing

The Township of Wilmot has responsibility to test the water and water system. All test results are posted by the community centre entrance and delivered to the teacher of the preschool. The teacher will file a copy of the test results in the Water Safety binder.

Bottled water will be kept on the premises and used by the children for drinking.

If the entire water system needs to be shut down for maintenance, Township staff will notify the teacher who will determine whether or not classes need to be cancelled for the day.

The teacher will file a Serious Occurrence report with Ministry of Education in the event of adverse test results.

Lead Testing/Flushing

An annual testing for lead will take place between May 1 and October 31. Test results will be sent to the MOE and the preschool. The teacher will file results in the Water Safety binder.

A weekly flushing of the water system will take place on the first day of the week before the children arrive for class. Records of the flush are kept in the Water Safety binder. A note will be made on the record if the preschool is closed for the day.

The preschool will be registered with the Ministry of the Environment and records will be kept for six years.

Child Abuse Policy

A staff member who has reasonable grounds to suspect child abuse must report the suspicion to Family and Children's Services of Waterloo Region.

The following situations must be reported:

1. The child has suffered physical harm either inflicted by the person in charge of the child or resulting from neglect in caring for, providing for or supervising the child.
2. There is a risk that the child is likely to suffer physical harm.
3. The child has been sexually molested or sexually exploited.
4. There is a risk that the child is likely to be molested or sexually exploited.
5. The child requires medical treatment and the person in charge of the child does not provide such treatment.
6. The child has suffered emotional harm, demonstrated by serious anxiety, depression, withdrawal, self-destructive or aggressive behaviour or delayed development. There should be reasonable grounds to believe this emotional harm results from actions or neglect by the person in charge of the child.
7. The child has suffered emotional harm and the person in charge of the child does not provide treatment.
8. There is a risk that the child will suffer emotional harm.
9. The child suffers from a mental, emotional or developmental condition that if not remedied could seriously impair the child's development and the person in charge of the child does not provide treatment.
10. The child has been abandoned.
11. The child is less than 12 years old and has killed or seriously injured another person or seriously damaged another's property.

After a call is made to Family and Children's Services a written report must also be made. One copy of the written report will remain at the preschool and the other will go to FACS.

The report contains:

- The name and address of the child.
- The name and address of the individual suspected of abuse.
- The nature of the suspected abuse.
- The name, address, phone number and professional title and duties of the person making the report.
- Any contacts made with relevant agencies of individuals.
- The date, time, name and title of the person receiving the report should be noted for the written report and for follow-up with the agency.

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 January 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.

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 teacher, 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 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).

Staff, Student, Volunteer Policies

Policies and Procedures Review

All staff members volunteers and students will review these policies and procedures including prohibited practices at the orientation meeting prior to the beginning of school in the fall or whenever employment begins.

- Playground Safety
- Anaphylactic Policy
- Sanitary Practices
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Programme Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Safety and Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management
- All Individualized Plans (Anaphylaxis, Special Needs and Medical)

Staff Training and Development Policy

The NHACP recognizes that the staff needs to be knowledgeable, responsive, and reflective in order to be effective. This requires continuous professional learning.

First Aid Courses will be arranged by the preschool on an annual basis to meet the needs of staff members. The preschool will cover the cost of this course for the teacher and any paid assistant teachers.

The preschool will maintain a membership with the Professional Resource Centre to ensure the teachers have knowledge of and access to community opportunities for professional learning and networking.

The preschool will financially support the teacher and assistant teachers so they may attend relevant conferences and workshops. The teacher will also have an annual budget to allow her to purchase reference books and materials for her use in the classroom.

The teacher will mentor and educate the volunteers to help them assist effectively. The teacher will post notes and tips around the classroom to support volunteers as they interact with the children.

This policy will be reviewed with all staff members before employment begins and annually thereafter.

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 teacher 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 purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- 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 unless such confinement occurs during an emergency and is required as part of the emergency management procedures.
- Inflicting any bodily harm on children including making children eat or drink against their will.

Monitoring Compliance and Contraventions Policy

The New Hamburg Area Cooperative Preschool is committed to providing a safe, stimulating environment. Therefore, all staff, students, volunteers, supply teachers are expected to follow the program statement, policies, procedures and individualized plans.

As required by the Child Care and Early Years Act, 2014, all policies and procedures will be reviewed before employment or placement begins, upon any revisions and annually thereafter. The supervisor or a board member will document the dates the training took place on the current tracking form.

1. **Monitoring and Observations**

New Hamburg Area Cooperative Preschool will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented as follows:

- Board Chairperson will observe and monitor the Teacher
- The Teacher will observe and monitor the Assistant Teachers, the placement students and the volunteers

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

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

Monitoring will be conducted at various times throughout the day

2. **Documentation and Records**

Monitoring and observations will be recorded using the form "Record of Observations and Monitoring".

Documentation of observations will be completed at the time the observations are made or at least once during the year and will include concrete examples of observed compliance and non-compliance.

All records will be stored for at least three years from the date they are created.

3. **Follow-Up**

The Board Chairperson and/or the Teacher will address their observations through a review and discussion with the individual observed and will seek to provide them with appropriate supports to achieve and maintain compliance.

4. **Dealing with Contraventions of Policies, Procedures or Individualized Plans**

New Hamburg Area Cooperative Preschool will make every effort to clarify expectations and encourage staff, students and volunteers to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis to support clarity, learning, development and ongoing compliance.

Where a staff, student or volunteer is observed to be non-compliant, the Teacher or Board of Directors will take one or more of the following actions:

- Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance
- Re-review the relevant policies, procedures and/or individualized plans with the individual
- Issue a verbal warning
- Issue a written warning
- Temporarily suspend the individual from their position at the preschool (time to be based on severity)
- Terminate the individual from their position.
- Inform any relevant parties (College of Early Childhood Educators, Family and Children's Services, police, etc.)

Where an observed non-compliance meets the criteria for a reportable serious occurrence (allegation of abuse or neglect) the Serious Occurrence Policy and Procedures will be followed.

Where appropriate the Teacher or Board of Directors will follow up with the family of a child in accordance with our Parent Issues and Concerns Policy.

Serious Occurrence Policy and Reporting Procedures

Serious occurrences to be reported to the ministry are defined as follows:

1. The death of a child who received care at preschool whether it occurs on or off the premises.
2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving care at preschool.
3. A life-threatening injury or life-threatening illness of a child receiving care at preschool.
4. An incident where a child receiving care at preschool goes missing or is temporarily unsupervised.
5. An unplanned disruption of the normal operations of the preschool that poses a risk to the health and safety or well-being of children receiving care at preschool. This includes but is not limited to fire, flood, detection of carbon monoxide, long-term power outage, outbreak, lockdown, emergency relocation, temporary closure or when Region of Waterloo closes the preschool due to a suspected or confirmed case of COVID-19.

Responding to a Serious Occurrence

The following steps will be taken in a serious occurrence situation:

1. Provide the child with immediate medical attention as needed. Assess and address the risks to other children and adults. Call 911 if necessary.
2. Ensure that the local coroner is notified immediately when a death occurs.
3. If there is reason to believe a child has been abused or is in need of protection Family and Children's Services of Waterloo Region will be notified.
4. Notify parents of children involved.

Reporting Procedure

The teacher and or chairperson will determine if the incident is a serious occurrence. The preschool is required to report all serious occurrences to the ministry within 24 hours. A Child Care Serious Occurrence Report will be submitted. The preschool site number is 05384803.

On-Line Reporting

www.one-key.gov.on.ca

Log-in information and instructions are kept in the Serious Occurrence file located on the teacher's desk at the preschool.

Summary Posting

A summary of the report provided to the programme advisor will be posted on the Parent Information Board for at least 10 days. Thereafter the summary will be kept filed at the preschool for three years.

An Annual Summary and Analysis Report will be filed at the preschool summarizing all SO reporting activity for the previous year.

Instruction of Staff

Staff will review this policy before beginning work and annually thereafter.

Playground Policy

Children enrolled at the New Hamburg Area Cooperative Preschool will have outdoor play time each school day, weather permitting.

The children will play inside the fenced area immediately to the right of the preschool.

The children will not use the swings or toys located in the adjoining park.

The playground area shall be inspected each school day by one teacher at the beginning of the day before any children enter the area. The daily inspection checklist will be used.

The playground will also be inspected monthly and annually by the teacher or other board member. Inspection guidelines and reports will be kept in the Safety Inspections binder. A log of playground repairs will also be kept here.

The following procedure will be used to get the children safely into the fenced area:

1. Children will begin dressing for outside play.
2. The teachers will assist the children.
3. As children complete their dressing, the teacher will take them to the hall and have them sit on the floor.
4. When eight children are ready the teacher will take them to the playground.
5. The other teacher will continue to assist the remaining children with dressing.
6. After the children are dressed they will be accompanied to the playground.
7. Children will not be permitted to leave the preschool without an adult.

While in the playground:

1. The teachers will be in the playground area with the children.
2. Adults should space themselves around the area to adequately supervise and assist the children.
3. Children will not be permitted to climb on the fence or gate.
4. Children will remain inside the fenced area until their parents arrive to pick them up.
5. Parents will pick up their children from the front gate once the Teacher has signed them out. Parents will not remove children from the playground without informing the Teacher.
6. At 12:00/4:00 the teacher will check the entire area and take any remaining children inside the school.

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

Criminal Reference Check/Vulnerable Sector Check Policy

A Criminal Reference Check with Vulnerable Sector Check (VSC) is required for any person who works in the classroom with the preschool children and for all board members of the New Hamburg Area Cooperative Preschool. This is a precautionary measure that is used to help determine whether individuals who are involved in the preschool are fit and suitable to hold these positions of trust. Considering a person's relevant criminal history helps to ensure the safety and well-being of children at the preschool. This check is to be completed and handed in to the registrar or teacher before work in the classroom or with the board begins. No one will be allowed to work in the classroom with the children present until a valid VSC is on file.

Special Needs Resource Staff are not required to provide a VSC to the preschool. They will bring an attestation from their employer indicating that a VSC was performed within the last 5 years and did not list any convictions for any offenses under the Criminal Code of Canada.

Procedure

- Only Police Records Checks from the Waterloo Regional Police Services (or other appropriate Police Service), obtained within SIX(6) months of submission to the preschool will be accepted
- You will need two pieces of identification in order to obtain the Police Records Check.
- Proceed in person to any one of the Regional Police Headquarters (200 Maple Grove Road, Cambridge 519-653-7700) during business hours with the required identification and the "letter for reduced rate for volunteers".
- You will need to complete a yellow legal-sized Police Records Request form, available at the detachment. The police officer at the front desk will assist you.
- Typically, requests can be processed immediately, however, spring and fall are busy periods and requests may take up to eight weeks to fulfill. **Please start this process as soon as possible.**
- The fee for the teacher and any assistant teachers will be paid by the preschool. All others are responsible for their own fee.
- Please bring the completed Police Records Check to the preschool for review by the teacher or registrar.
- **Please note:** The Police Records Check is required by the school BEFORE you participate in the classroom. Classroom-participating parents will not be allowed to serve on a duty-day until this has been completed.
- The registrar/teacher will check to make sure the VSC does not include any information about outstanding convictions, charges pending or any other involvement with the police which would prevent this member from being accepted for a direct-service position with the New Hamburg Area Cooperative Preschool. Section 9 of the Child Care and Early Years Act will be used as a reference.
- If the VSC is not clear the member will not be helping in the classroom.
- The original VSC or a signed true copy will be filed at the preschool along with the children's files in the locked filing cabinet. These files are accessible to only the current registrar and the teacher and will be treated in a confidential manner.

- Anything that comes up on a VSC that is not preschool related will be treated in a confidential manner and will not be shared with anyone.
- A VSC is valid for 5 consecutive years from the date of completion. After 5 years a new VSC must be conducted.
- An Offense Declaration will be signed by every person annually within 15 days of the date of the original VSC or previous offense declaration.
- Any person who is convicted of an offense under the Criminal Code must provide an offense declaration as soon as is reasonably possible.
- If there is a break in employment or participation at the preschool longer than six months, a new VSC must be conducted.

Workplace Harassment and Violence Policy

The New Hamburg Area Cooperative Preschool is committed to providing a work environment in which all individuals are treated with respect and dignity as well as to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Preschool will take whatever steps are reasonable to protect its workers from workplace harassment and violence from all sources.

Workplace Harassment

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. The Board of Directors, the teachers and volunteers are expected to uphold this policy and will be held accountable by the Board of Directors.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in the workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may also be related to a form of discrimination as set out in the Ontario Human Rights code, but it does not have to.

There is a workplace harassment program that implements this policy. It includes measures and procedures to protect workers from workplace harassment. This policy is not intended to limit or constrain the reasonable exercise of Board functions in the workplace.

Workers are encouraged to report any incidents or workplace harassment and are asked to follow the complaint procedure.

The Board of Directors will investigate and deal with all concerns, complaints or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Workplace Violence

Acts of violence can take the form of physical contact. Acts of violence may occur as a single event or may involve a continuing series of incidents. Abuse in any form erodes the mutual trust and confidence that are essential to the Preschool's operational effectiveness. Acts of violence destroy individual dignity, lower morale, engender fear and break down work unit cohesiveness.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to Board Members, the teacher and duty parents. Everyone is expected to uphold his policy and to work together to prevent workplace violence.

The teacher is responsible for ensuring that measures and procedures are followed by the duty parents and that duty parents have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

The Board of Directors pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Workplace Harassment and Violence Program

The New Hamburg Area Cooperative Preschool believes in the prevention of harassment and violence and promotes a workplace in which all people respect one another and work together to achieve common goals. Any act of harassment or violence is unacceptable conduct that will not be tolerated. This program applies to all activities that occur while on the premises or while engaging in preschool business, activities or social events.

The New Hamburg Area Cooperative Preschool is committed to:

- investigating reported incidents in an objective and timely manner
- taking necessary action to respond to those incidents
- providing support for complainants

For the purposes of this program, included are Board Members, all staff, volunteers, student teachers, support staff and contract employees.

Workplace Harassment

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

Examples of workplace harassment include, but are not limited to:

- bullying
- intimidating
- offensive jokes or innuendos
- displaying or circulating offensive pictures of materials
- offensive or intimidating phone calls

Workplace Violence

No employee or any other individual affiliated with the Preschool shall subject any other person to workplace violence or allow or create conditions that support workplace violence.

Examples of workplace violence include, but are not limited to:

- threatening behavior such as shaking fists, destroying property or throwing objects
- verbal or written threats that express an intent to inflict harm
- physical attacks
- any other act that would arouse fear in a reasonable person in the circumstances

Workplace Harassment and Violence Complaint Procedure

1. Prior to filing a formal report of the incident, a person subjected to workplace harassment or violence (The Complainant) should let their objections to the behavior be known to the alleged offender (The Respondent) directly or with the assistance of a third party.
2. A complainant may ask for support from the teacher or the Board of Directors to communicate their objections to the incident and/or to prepare and submit a formal complaint if they choose.
3. The Complainant should carefully record details of the incident including the date and time of the incident, the nature of the incident and names of people who may have witnessed the incident. This document in the Complainant's personal record and property.
4. The Complainant may choose to file a formal complaint that documents his/her concerns to the Board of Directors.

Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident should not disclose the details of the incident to any third party without prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated. Those with questions or concerns about an incident should speak to the teacher of the Board of Direct