

# Village Co-op Preschool



**VILLAGE CO-OP PRESCHOOL**  
Where kids grow

6811 Beattie Street  
London ON N6P 1A8  
(located in Lambeth)

Phone: 519-652-0694

Email: [lambethpreschool@hotmail.com](mailto:lambethpreschool@hotmail.com)

[www.villagecoopreschool.com](http://www.villagecoopreschool.com)

# Parent Handbook

Revised May 2022



# Table of Contents

<b>Table of Contents</b>	<b>3</b>
<b>Section 1: Parent Information</b>	<b>5</b>
Introduction	5
What is a parent Co-operative Preschool?	5
Philosophy	6
Program Statement	7
Teacher's Welcome	11
School Information	12
Board Information	12
License	13
Fee Schedule	14
Parent Obligations	14
Nutrition Break	15
Lunch	16
Committees	16
General Meetings	17
Starting School	18
<b>Section 2: Procedures</b>	<b>19</b>
Procedure for Outdoor Play	19
Behaviour Management Procedure	19
Diapering Procedure	19
<b>Section 3: Policies</b>	<b>21</b>
Program Statement Implementation Policy	21
Written Process for Monitoring Compliance and Contravention Policy	23
Privacy Policy	25
Vulnerable Sector Check Policy	26
Health and Immunization Policy	27
Sanitary Practices Policy	27
Behaviour Management Policy	29
First Aid Policy	30
Medication Administration Policy	31
Anaphylactic Policy	32
Individual Plan for Child with Medical Needs Policy	33
Supporting Children with Special Needs	33
Serious Occurrence Policy	33
Child Abuse and Neglect Policy	37
Fire Safety/Evacuation Policy	38
Emergency Management Policy and Procedures	40
Food and Nutrition Policy	47
Outdoor Playground Policy	48

Pick-up and Delivery Policy	49
Late Pick-up Policy	50
Abandoned Child Policy	50
Integration Policy	50
Valuing Diversity Policy	50
Staff Training and Development Policy	51
Policy for the Supervision of Volunteers and Placement Students	51
Waitlist Policy	53
Field Trip Policy	53
Policy on NSF and Late Tuition Checks	53
Siblings Policy	54
Solicitation Policy	54
Winter Weather Policy	54
Teacher Absence Policy	54
Withdrawal Policy	55
Fundraising Policy	55
Transporting Child Policy	55
Housekeeping Policy	55
Multiple Child Enrollment Policy	56
Graduation Policy	56
Executive Guidelines	56
Executive and Teacher Guidelines	56
Closure Policy	56
Financial Status of the School	57
Parent Issues and Concerns Policy	57
<b>Village Co-operative Preschool – Policies and Procedures Declaration</b>	<b>59</b>

# Section 1: Parent Information

## Introduction

The Village Co-op introduced this handbook, which includes everything from the school's program statement to nutrition break information, so that parents have a firm grasp of the how and why this school operates. This handbook has been compiled to assist you in becoming more familiar with the policies and guidelines by which the school functions. It is also to acquaint you with a bit of the philosophy of the school and to give some helpful hints on your role as a parent-teacher. We hope that the following will help you to be more knowledgeable regarding the organization and day to day functioning of the Village Co-operative Preschool (VCP). It is mandatory to read the contents carefully so you are aware of all the policies and procedures of the school. Soon after the beginning of the year, you will be advised as to the location of the following:

1. Committee List
2. Class Email List
3. Weekly Menu

In keeping with sound environmental practices many documents will be provided electronically. If you need hard copies, please advise and one will be provided to you.

Many thanks in advance for your co-operation. If you have any suggestions or ideas for improvements about the format of these documents, please contact any Executive member. We are always interested in feedback and our goal is to constantly improve the school.

## What is a Parent Co-operative Preschool?

Our childcare centre is run as a **co-operative** school—one where families and teachers work together to provide an enjoyable learning environment for the children. We stress the word “co-operative”, because it is vital for the successful operation of the Centre. Family participation includes:

- helping with your child's class as a Duty Day Participant, on a monthly basis (depending on class size and current COVID-19 regulations);
- volunteering for a committee or Board position; and
- taking part in Centre activities such as Centre cleanup and maintenance, fundraising, etc.

Families can also share ideas and/or problems concerning their children with one another and with the teachers. We encourage you to contribute your ideas and talents to the school program.

An Executive Board, elected from the membership, assumes overall responsibility of running of the preschool. Committees are organized each year to operate the school. Whenever

everyone works together, no one person carries the load. For the school to run smoothly all must be truly co-operative.

## Philosophy

Our goals and objectives are to promote physical, social/emotional, intellectual and language growth and development, and to increase the quality of life for all of the children enrolled in our program; regardless of racial, religious or economic background. In order to provide a healthy, growing experience for the children, our primary focus is on building positive human relationships as a sound base for good mental health. Good relationships are reflected in the teachers' care, concern, guidance and instruction. The children's perception of themselves and their world depends largely on the quality of this "input" by the adults in their lives.

Play activities take up a major part of a child's waking hours and we build on this element to promote whole-child development. Although the children may seem to be "merely" playing, they are, in fact, learning many of the skills needed to help them grow towards kindergarten readiness. These include:

- hand-eye coordination, awareness of shapes, creativity, patience, perseverance, balance, symmetry, listening skills, imagination, sharing and co-operation, and most importantly, developing their self-confidence, and self-awareness

The teachers are always close at hand in a guiding, supporting and enabling capacity; but the play environment is, for the most part, designed to be self-motivating, child-directed and teacher-facilitated.

## Program Statement

Village Co-operative Preschool follows “How Does Learning Happen? Ontario’s Pedagogy for the Early Years” in order to be consistent with the Minister’s policy statement on programming and pedagogy. This reflects children as being competent, capable, curious, and rich in potential. This Program Statement will be reviewed and revised annually to reflect current goals within our program. All new staff, parents and volunteers will also review this Program Statement prior to interacting with the children.

### **The Foundations of ‘How Does Learning Happen?’**

**Belonging:** Every child has a sense of belonging when he or she is connected to others and contributes to their world.

**Well-Being:** Every child is developing a sense of self, health, and well-being.

**Engagement:** Every child is an active and engaged learner who explores the world with body, mind and senses.

**Expression or communication:** Every child is a capable communicator who expresses himself or herself in many ways.

Village Co-op Preschool will strive to promote these foundations. Our goals, and their respective approaches, that guide the preschool’s program are as follows:

#### **1. Promote an environment which is healthy, safe and supports general well being**

- a. We will prepare and post (in a place visible to parents and staff) a written schedule that lists and shows when the activities and events will occur throughout the day. Being aware of how the day is planned allows for consistency, self regulation, minimizes negative behaviors and promotes general well-being.
- b. We will deliver learning experiences that meet the individual physical, social, emotional and intellectual development of the children.
- c. Play equipment, furnishings and learning environments will be age-appropriate and safe for children. We will ensure an indoor physical environment that is reflective of people with disabilities/diverse cultures in an inclusive manner throughout the room and in many ways, such as planned learning experiences, displays, art materials, books, music, props, accessories and language. The displays will be at the children’s eye level and will be changed regularly to reflect the recent interests and artwork created by the children.
- d. We will be in compliance with the Regional Public Health procedures and practices to ensure we provide physical, instructional and early learning and care supports for staff for diapering/toileting routines. All accessories and washroom fixtures are in good condition and all diapering supplies are provided by parents on a daily basis.
- e. Any equipment or furnishings that are potentially dangerous to children will be removed. Anything done to maintain cleanliness will follow the current Regional Public Health cleaning guidelines and schedules.
- f. We will have staff and parent volunteers role-model proper hand-washing procedures for the children through the use of the visual hand-washing schedules.
- g. Staff and parent volunteers will ensure all arrival and departure times are accurately documented on the Main Attendance Record in pen.

**2. Support positive and responsive interactions**

- a. Staff will use their observations, knowledge and children's cues to promote continuous learning opportunities.
- b. Staff and parent volunteers will use developmentally-appropriate strategies to support the behaviour of the children within the room, while also role-modeling positive guidance strategies and encouraging children to problem solve as needed. Staff and parent volunteers will consistently use developmentally-appropriate strategies when redirecting children and they will be aware of the individual behaviours of the children in their care and can anticipate potential situations.

**3. Encourage the children to interact and communicate in a positive way**

- a. We will ensure all adults promote a positive and supportive approach to all interactions with all children, peers and other adults in the room. Staff and parent volunteers will direct positive attention to all children, maintain a positive tone of voice, model positive non-verbal communication skills, display empathy and use teachable moments to further develop positive social behaviours.
- b. Staff and parent volunteers will role-model how to accomplish tasks, address children by their real name, assist children to process their own emotions and learn to identify the emotions of others, and provide encouragement on how tasks are completed.
- c. Staff and parent volunteers will allow children to respond by using language or gestures and respond to gestures initiated by children. Staff and parent volunteers will model active listening skills, will participate in play with the children, and use language to extend the children's vocabulary. Staff and parent volunteers will also encourage verbal and non-verbal interactions between children.

**4. Foster exploration, play and inquiry**

- a. Children will have access to a selection of accessories and materials, such as counting and sorting games, puzzles, cause and effect toys, lacing beads, sewing cards and shape sorters, etc. This will ensure spontaneous cognitive and manipulative learning experiences will occur throughout the day.
- b. We will offer children dramatic play accessories and environment to promote imaginative play with three or more role-playing possibilities.

**5. Provide child-initiated and adult supported experiences**

- a. We will incorporate language and literacy materials into other learning areas by labeling shelves and toy bins with words and pictures.
- b. Children will have access to a selection of accessories and blocks, with which they can build, create and explore concepts.
- c. We will provide children with choices, time and materials so that they may follow their own learning goals. This will encourage children to extend their learning with activities that interest them and choices that support their learning goals.

**6. Plan for and create positive learning environments and experiences**

- a. We will prepare a Program Plan for each month that describes the specific learning experiences planned for the children. The Plan will be posted in a place accessible to parents.
- b. We will provide an art program that allows for time to complete/extend the creative process. Safe art materials and equipment will be accessible to children.



- c. We will provide books, language and literacy materials and programming that provide opportunities for enriched and extended learning possibilities.
- d. We will provide music and accessories and programming that are age appropriate and are played in a meaningful manner that benefits the learning opportunities and experiences during the day.

**7. Incorporate indoor and outdoor play, active play and quiet time**

- a. We will deliver physical learning experiences where children are given choices of physical play learning experiences, whether indoor or outdoor (weather dependent), which are planned and documented.
- b. Children will be able to engage in outdoor play experiences safely, while being well-shaded and well-supervised. Any unsafe conditions or situations will be quickly remedied. Staff has access to a communication device to quickly obtain assistance when needed and a first aid kit will be accessible to staff outside to deal with emergencies promptly. Storage is provided for all outdoor equipment to ensure that it is stored and maintained in a safe manner.

**8. Foster the engagement of and communications with parents**

- a. Families will be encouraged to be active participants in their child's care environment.
- b. Staff will provide a monthly newsletter with upcoming activities in the class.
- c. Parents will participate in regular duty days which will allow them to engage with the children in play-based learning, support children during social activities, and contribute to the operations of the program (e.g., preparing snacks, maintenance of the learning space).
- d. General meetings will be held throughout the year to allow all families to provide input and feedback regarding every aspect of the school.

**9. Involve local community partners**

- a. We will ensure collaboration with local community partners by planning events that include them and inviting neighbourhood schools and family programs.

**10. Support staff in relation to continuous professional learning**

- a. Professional learning and/or professional development will be encouraged by the Board to ensure that staff are meeting the requirements as outlined by their respective professional governing bodies.
- b. A professional development investment for each staff will be budgeted to support the program statement needs.

**11. Promote an environment which ensures good nutrition and safe food preparation**

- a. Staff and parent volunteers will encourage, but never force children to eat food. Children will sit in small groups during snack time and assist with snack routines. Developmentally-appropriate eating utensils, dishes and furnishings will be available.
- b. We will ensure children are being offered nutritional, well-balanced snacks that reflect the Child Care and Early Years Act standards. Snacks will be varied throughout the week so that children are not eating the same thing every day. Children with allergies, special diets, food intolerances, special needs, medical needs, parental preferences or observances are provided with nutritional adaptations. These adaptations are up-to-date and identified throughout the centre. When the planned snack is not available, we will

provide the children with a variety of nutritional alternatives. All handling of food and preparation areas are safe and sanitary.

## Teacher's Welcome

Welcome to the Village Co-op Preschool!

My name is Miss Patty. I have worked in the early childhood education field for over 23 years. As a registered early child educator (RECE), I know how important the first years of a child's life can be. Village Co-op Preschool provides a wonderful preschool experience for the children. Through many factors, we provide the children with a caring and nurturing learning environment. My primary goal is to help them achieve their individual goals by allowing them to play and grow in all areas of child development. While offering structure where it is needed, our learning program is also flexible in nature, which gives the students a successful and positive base for future learning.

Having parental involvement in the preschool strengthens the bond between family and teacher. The parents help to provide the safe and nurturing environment by integrating their own levels of personalized care.

Enjoy your time at our school... Happy Learning.

Patty Wistow

## School Information

Location: Lambeth Masonic Lodge

Mailing Address:  
6811 Beattie Street  
London, ON  
N6P 1A8

School Phone: 519-652-0694

Teachers: Patty Wistow & Kristen Fahrnländer

Days and Hours of Operation

Monday/Wednesday

9am – 12:00pm

Tuesday/Thursday/Friday

9am - 1:00pm

Our school year will run from September 6, 2022 to June 28, 2022. The school will be closed for the following holidays:

October 10, 2023 - Thanksgiving

December 23, 2022 - January 2, 2023 - Winter Break

February 20, 2023 - Family Day

March 13-17, 2023 - March Break

April 7, 2023 - Good Friday

April 10, 2023 - Easter Monday

May 22, 2023 - Victoria Day

There will be three PD days throughout the year:

November 18, 2022

April 28, 2023

June 30, 2023

### **School Closures**

It is at the discretion of the Board whether or not the school will close due to inclement weather. Families will be notified of closures by 7:30am

## Board Information

2022/2023 Board of Directors TBD

President —  
VP/Advertising/Social Media —  
Treasurer/Bookkeeper — Barb Werner  
Registrar –  
Secretary —  
Fundraising —

## License

We are licensed by the Ministry of Education and incorporated under the Co-operative Corporations Act. We are licensed for children aged 18 months to 5 years.

Monday and Wednesday morning classes are reserved for toddlers aged 2 and under. The Ontario Child Care and Early Years Act regulates the acceptable ratio of adults to toddlers as 5:1.

All other classes allow all ages approved on the license with a restriction of no more than 20% of the class being under 30 months. The Ontario Child Care and Early Years Act regulates the acceptable ratio of adults to preschool children as 8:1.

Two participating parents may take the place of an unqualified staff (non-ECE) when approved by a Director, provided that all licensing requirements pertaining to staff are met. A qualified ECE staff member is to be present at all times. At no time is one duty parent sufficient to meet ratio requirements.

## Fee Schedule

Class	Hours Per Week	Cost Per Month
Toddler M/W (9-12:00)	6	\$250
Preschool Class AM T/Th (9-1) *lunch provided	8	\$425
Preschool Class AM T/Th/F (9-1) *lunch provided	12	\$500

### **Fees that need to be submitted:**

Registration Fee - Cheque Dated: Day of registration OR paid by Email Money Transfer

\$100 Participation Bond - Dated: January 1, 2022

\*This is not cashed as long as you FULLY participate in the Co-operative

\$50 x3 Meeting cheques - Dated: October 12, 2022

January 18, 2023

May 2, 2023

\*These are not cashed as long as you are present at each of the General Meetings

10 Monthly Tuition cheques - Dated: First of each month or payable via EMT to

[lambethpreschool@hotmail.com](mailto:lambethpreschool@hotmail.com)

Please include your child's name in the notes section for whichever option you choose. For EMT, there is a \$10/day late fee that applies. If payment is not received by The 15<sup>th</sup>, we will consider your child unenrolled from Village Co-op Preschool

## Parent Obligations

1. Each family is required to serve on one committee or the school executive.
2. The parents, under the guidance of a qualified teacher, take part as teacher assistants in the daily program. Your role is one of an active participant in the class, being involved with play and actively assisting the teacher where required.
3. Three General Meetings are held throughout the year and at least one parent or representative per family must attend. Being a co-operative school, good attendance is necessary in order that decisions related to the running of the school and well being of the children can be tabled and voted on. You will provide \$50 cheques for each of these meetings, if your family does not attend, these cheques will be cashed.

4. Each family must participate in fundraising for the school including our two large fundraisers (eg. Spaghetti Dinner, Fun Fair and/or Ladies' Night) as well as our smaller fundraisers (eg. Poinsettia sales, Canadian Tire BBQ). Each Class will also be responsible for working together to run one fundraiser
5. All parents must sign and uphold the Oath of Confidentiality.
6. Each family should read the monthly newsletter which outlines important information and upcoming events. Always check the bulletin boards and your email for important information. Being informed is a great way to keep on top of school events and keep yourself in the loop.
7. Parents should take a few minutes at the beginning of the class to let the teacher know about any event that could affect their child's day.

## Nutrition Break

The snack for each class will be supplied by the school. The groceries for each week will be purchased by a teacher and abide by the preset menu for the school. Parents will be provided with a snack menu at the beginning of the school year (or upon their enrollment with the school if the student is joining at a later date) via the BrightWheel app or by email/hardcopy, if requested. Some items on the menu may be substituted for an appropriate replacement due to seasonal availability or store stock. An example of the weekly snack menu is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week One	bananas cucumbers arrowroot cookies water	pears/peaches oat cookies	apples OR applesauce carrots cereal water	Oranges or clementines graham crackers water	kiwi or mixed fruit cup veggie straws water
Week Two	grapes banana bread bars water	raisins pretzels water	strawberries cream cheese pita water	melon fish crackers water	raspberries/blueber ries rice cake water

NOTE: THE SCHOOL RESERVES THE RIGHT TO BAN ANY FOOD OR BEVERAGE DUE TO A SEVERE ALLERGY THAT MAY BE PRESENT IN THE SCHOOL. PEANUT BUTTER AND OTHER NUT BASED PRODUCTS HAVE BEEN ELIMINATED.

## Lunch

For our preschool class, lunch will be provided by Growing Chefs!. Food is prepared in a licensed kitchen and approved by the Ministry of Education. The menu will be shared at the

beginning of each month on the BrightWheel app. This allows parents to take into account what the child has been served during the day when planning meals at home. An example of the weekly menu is as follows:

	Tuesday	Thursday	Friday
Week One	Swedish meatballs / rice / cucumber salad / fruit  veg: lentil meatballs	turkey burger / bun / potato salad / green beans / fruit  veg: beat burger	crispy whitefish / fries / coleslaw / fruit scones  veg: crispy tofu
Week Two	beef sloppy joes / buns / sweet potato salad / fruit  veg: lentil sloppy joes	pesto turkey penne / greens salad / fruit crisp  veg: white bean pesto penne	lemon whitefish / roasted potatoes / carrot salad / fruit scone  veg: lemon tofu

## Committees

There are several committees which keep the preschool running smoothly. Each member is asked to serve actively on one of these committees. Committee sign up is on a 1st come 1st serve basis and is usually done at the Welcome Meeting in September.

**Registrar:** Handles intake of new students, makes sure all paperwork has been submitted and is complete. Provides Teachers and board with updated registrations throughout the school year

**Fundraising Chair** - this person will oversee the fundraising efforts for the school year. All fundraising committees will report to this person. They also have the option to sit on the Board, should they choose.

**Laundry** - One person will be responsible for gathering laundry (dish cloths etc.) on a weekly basis, taking it home to wash and returning it and putting it away. This is an ideal job for a family with multiple children at the Preschool.

**Spring Cleaning** - assist with a thorough cleaning of the classroom over the March Break. These families will also assist with cleaning the classroom when the Teacher is unavailable to do so, or requires an extra pair of hands.



**Purchaser** - One person to g. purchase any supplies we may need such as printer ink, toilet paper, etc. It is preferred that this individual has a Costco membership as some items may be purchased in bulk for a better deal. This is an ideal job for a family with multiple children at the Preschool.

**Handy Helpers/Maintenance** - One extremely handy person to deal promptly with safety issues, repairs and miscellaneous jobs. When school enrolment is low, this will be deemed as an additional voluntary position for those that can help out on a casual basis. A list of Handy Parents will be posted.

**Garbage and Recycling** - One family to come and put our garbage and recycling out on our designated pick-up day.

**Spring cleaning/ Yard Work** - responsible for keeping the play yard clean and usable throughout the school year. Tasks will include pulling weeds, raking leaves, laying mulch etc.

If there is something that you feel that you can bring to the school please feel free to bring this up with the board and a committee may be created for you for the year.

## General Meetings

VCP is a co-operative school and in order to function at its' best, it is mandatory that a parent (both are welcome) must attend all three General Meetings. A substitute, over 18, may be sent in your place to a compulsory meeting (grandparent, friend).

The parent meetings are informative and must be attended in order to be kept up to date on what is going on in your school with your child. The meeting will discuss the financial status of the school, forthcoming field trips, teacher concerns, parental concerns and changes to the way the school is run. This meeting is an opportunity for you to stay informed, voice your ideas and vote on any proposed changes to VCP. Being in attendance is very important to all concerned. All meetings are held at the school and will begin promptly at 7:30pm.

## Starting School

### PREPARING YOUR CHILD FOR SCHOOL

Give your child the experience of being left alone, i.e., babysitter. If you have other children it is easy to forget that they become dependent on each other and when left alone, one child may feel lost. Find someone who lives nearby who will be going to the same preschool and

have them over during the summer. Talk about school. Tell him/her what they can expect to find when he/she goes there and of your responsibilities to the school.

You must be sure of your own feelings. Your child will pick up attitudes of apprehension, fear or a desire to keep him/her with you a little longer.

## YOUR CHILD'S FIRST DAY AT SCHOOL

Come prepared to stay. You are welcome to stay as long as your child needs you. This may be necessary for more than the first day. Appreciate that to your child the adults are unfamiliar faces, other children are sometimes noisy and activities are often confusing. So much is new to him/her. In time s/he will feel at home, so reassure yourself, they will adapt.

## CLOTHING

Each child requires the following:

1. A school bag with their name printed on the inside. Choose an appropriate sized bag for their belongings as well as artwork and other send home items.
2. Washable, practical, comfortable play clothes. Remember, it's more fun when it is messy!! Aprons and paint shirts are provided by the school and are worn at painting and water activities.
3. Outdoor clothing according to the weather. It should, if possible, be simple enough for the child to dress him or herself.
4. All removable items of clothing should be clearly marked with child's name
5. Separate, rubber soled shoes for indoor play. Ensure this indoor only footwear is appropriate to be worn during fire-drills.

**\*\*\* Please ensure that ALL clothing and supplies are labeled with your child's name. \*\*\***

REMEMBER: The school has specific drop off and pick up times. Children should never be dropped off early and need to be picked up on time. If you for some reason arrive early, you must stay with your child until the scheduled start of class. Please ensure you have read the Co-op late policy. Children become concerned and anxious when their parents do not arrive on time and at the same time as other families. At times there will be unavoidable events, please call the school to advise Patty if this should ever happen to you.

## Section 2: Procedures

### Procedure for Outdoor Play

1. Two exits are available to us to take the children to the yard to play outside. We will be using the exit off the playroom.
2. The teacher will lead the children to the play yard and the duty parent will assist her by coming at the end of the line.

3. When parents pick up children, duty parent may go back inside to complete any remaining parental duties
4. If a child needs to use the bathroom facilities the duty parent will accompany the child into the school.

## Behaviour Management Procedure

Please also see Behaviour Management Policy below

1. Physical punishment is not used at any time in the preschool with your own or other children.
2. Teach by modeling appropriate behaviour (i.e. if you always say please and thank you, then children usually imitate that behaviour)
3. Catch the children doing something good! (i.e. "I like the way you put the glue back on the shelf!" or "Good sharing!") We are quick to speak if we see actions we disapprove of and we should be equally quick with praise.
4. Be consistent.
5. Use positive words, even when correcting behaviour (i.e. "Please use your walking feet when we are inside. We can run when we are outside later." or "I am afraid that you will fall if you stand on that chair. Please sit down.")
6. If there is a choice, give it to the child. If not, don't. (i.e. "It's time to get your coat on now." not "Would you like to get your coat on now?")
7. When you have to say no, give a reason.
8. Go to the child and speak to him. Always use a pleasant, quiet voice. Speak briefly, simply, distinctly, and directly to the child. Speak only when you have his attention. Sit or squat so you can face him on his own level.
9. When a conflict occurs, try not to judge it for the child. You may not know all the facts. Encourage the children to work out the problem themselves. Make it a learning experience.
10. A common problem that often arises concerns sharing. Discuss, with the children involved, various alternatives to solve the problem. Let them decide, if possible, how they will share the toy, eg. by taking turns, playing jointly with it, or by one child waiting until the other child is finished with the toy.
11. If a child continues inappropriate behaviour (i.e. hitting or pushing) after one or two warnings, they may be redirected to another activity or centre. After being redirected, the teacher will talk to the child, while playing with them, about what has happened.
12. When assisting the teacher at circle time, participate in the activities and be alert to any discipline problems. Feel free to take a child on your lap if they are having difficulty paying attention. Often, a little personal contact is all that is necessary. Be aware that the teacher cannot lead the activities in circle time and constantly deal with discipline as well. If the teacher asks a child to stop doing something during storytime for example, and the child persists in the behaviour, step in to deal with the problem, rather than allowing it to spoil the story for the others. If a child continues to disrupt a group activity after being warned his behaviour is unacceptable, the child should be removed from the group by a parent or teacher and directed to some other activity.

## Diapering Procedure

1. Sanitize the diaper change table with disinfectant in labelled bottle.
2. Assemble child's personal supplies (i.e. diapers, wipes), which will be kept on the child's hook.
3. Put on disposable gloves.
4. Place child on the clean changing surface, change the diaper. (Close the soiled surface inward).
5. Clean the child with their wipes, fasten clean diaper, redress the child.
6. Remove and dispose of the gloves. Remember to keep one hand on the child at all times.
7. Remove the child from changing surface and have them wash their hands with soap and water. Return child to play area.
8. Place soiled disposable diaper in a bag and then in the waste container.
9. Sanitize the diaper change table with disinfectant in labelled bottle.
10. After diapering wash hands thoroughly with soap and running water for at least 30 seconds.

This will be posted at changing station for everyone to follow.

## Section 3: Policies

### Program Statement Implementation Policy

The following practices implement, monitor and evaluate our action plans and allow us to continually improve our performance.

1. All new staff on hiring, and all existing staff (annually) will acknowledge and review the program statement, and all relevant and attached guidelines
2. Annually, parent surveys will be conducted to assess our performance against our goals
3. At least each quarter a staff and Board meeting will be scheduled and will include a discussion relating performance against the program statement and a plan for improvement for next quarter
4. Annual performance review of staff members will include a self-assessment of the centre's goals and outline successes and improvements for the upcoming year relating to these strategies
5. In the event that contraventions to Program Statement and/or Implementation Policy are observed or reported by a parent or teacher the following process will be followed:
  - a. Contravention will be documented and filed
  - b. A meeting will be arranged between the President, Teacher and Offender (should the Offender be the Teacher or President, a second board member will be present), at which the contravention will be discussed with the Offender and the Program Statement will be reviewed with them at this time
  - c. Guidance will be given as to how the Offender can improve
  - d. In the event of a subsequent contravention by the same individual, a second meeting will be arranged and next steps and expectations will be discussed
  - e. If at any point the Teacher or President feel that the Offender is not willing to comply or unable to comply, the board will meet to discuss whether additional next steps need to be provided or their role with the school will be suspended

The following is a list of Prohibited Practices at VCP, as set out by Ontario Regulation:

1. corporal punishment of the child;
2. physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
3. locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
4. 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;

5. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. inflicting any bodily harm on children including making children eat or drink against their will.

In the event that a commission to any of the Prohibited Practices is observed or reported, the following process will be followed:

1. depending on the seriousness of the act, the Offender may be asked to leave the classroom
2. the Offender will be suspended from their role pending an investigation by the board
  - a. if during the investigation abuse or neglect is suspected CAS will be called (see below Procedure for Serious Offences)
  - b. if the board determines that the actions of the Offender could have been prevented or will be prevented with education on the appropriate approach to working with children then a written warning and statement of expectations will be provided and discussed with the Offender
    - i. any further offences of this nature will result in indefinite suspension/termination from their role with the preschool
  - c. if it is determined by the board that the offender should have reasonably known that their actions would be harmful to the child or to the nurturing environment of the preschool they may choose to immediately suspend or terminate the relationship between the Offender and the preschool

Procedure for Serious Offences that involve abuse or neglect of a child

1. If necessary to ensure immediate safety of children, the accused may be asked to leave pre-school or police may be called to intervene
2. CAS will be contacted either the Teacher or Board member. As much detail as possible will be gathered from any other witnesses.
3. Teacher and board hold an emergency meeting (if the accused is the teacher or board member, they will be excluded from the meeting) to agree to suspend the accused from their responsibilities at the preschool pending an investigation and report from either CAS or the police
4. After the report is received, next steps will be determined by the preschool board. If further investigation is required by an investigative body, the person will remain suspended.
  - a. If no evidence of abuse or neglect is discovered from the investigation, it will be determined if the accused may continue their responsibilities at the school level or if a continued suspension is warranted (based on past experiences or concerns)
  - b. If it is determined that a case of abuse or neglect has occurred, the relationship with the accused and the preschool will be terminated as agreed by a meeting of the board and teacher (unless if any of those members are the accused)

## Written Process for Monitoring Compliance and Contravention Policy

All employees, students and volunteers of VCP are expected to comply with the policies and procedures of the Preschool, as well as the requirements of the Child Care and Early Years Act.

*Please Note: Compliance also applies to children's individualized plans. An individualized plan is a written plan that indicates VCP will support the child and is developed in consultation with parents/guardians and other professionals.*

All employees, students and volunteers will receive written documentation of all policies, procedures and handbooks to review prior to commencing employment. When revisions to these documents has been made, the current version of each revised document will be provided to each employee, student or volunteer to review.

When necessary, training and development courses will be provided in addition to the written policies and procedures.

### **Compliance**

Compliance with all policies and procedures of VCP will be monitored on an ongoing basis and documented in a written format, which will be discussed with the individual employee, student or volunteer, or as a group as a whole, including the Board of Directors as deemed necessary.

Monitoring of VCP policies, procedures and individualized plans by the Preschool will take place twice per school year, or as necessary as changes to policies and procedures occur.

As well, all policies, procedures and individualized plans will be reviewed as follows:

- With employees, before they begin their employment

- With volunteers or placement students who will be interacting with the children at VCP, before they begin to volunteer or before they begin their educational placement

- With all employees, volunteers and placement students at least annually after the first review and at any other time when changes are made to a policy, procedure or individualized plan

### *What is Monitoring?*

Monitoring is a proactive compliance action. A monitoring activity may assess compliance with the policies and procedures in a general sense, or it may target particular responsibilities or obligations.

Monitoring will be conducted by both the Teacher and the Board of VCP, and in the case of the Teacher, monitoring will be conducted by a member of the Board.

Monitoring activities may include:

Type	Description
Information and guidance	Providing guidance on how to comply with policies and procedures, as well as how to improve in these areas. Employees, students and volunteers might be directed to helpful resources that support professional development.
Targeted	Monitoring for a specific compliance issue, such as one policy or procedure.
Unscheduled	Monitoring of an employee, student or volunteer's actions/activities will take place without notice or warning.
Scheduled	Monitoring of an employee, student or volunteer's actions/activities will take place with notice or warning.

Information gathered through monitoring activities can be used to identify strengths, weaknesses, opportunities, or concerns with regards to an individual employee, student or volunteer, or of the Preschool program as a whole.

All written records of compliance will be stored appropriately to ensure confidentiality in individual employee, student or volunteer files, in a secure location within the Preschool for at least three (3) years from the date created.

### **Contravention**

Failure to comply with the policies and procedures of VCP could result in the following:

For employees, students and volunteers:

Minor Contravention of the Policies and Procedures

1. A verbal warning.
2. A written warning.
3. Dismissal.

Major Contravention of the Policies and Procedures (Any act that causes serious danger or harm to a child and/or other employee, student or volunteer)

1. Immediate Dismissal.

Disciplinary measures for employees, students and volunteers normally follow a three (3) step process. An exception is made for certain kinds of conduct whose seriousness justifies omitting one or more of the steps. When determining which disciplinary measure(s) will be taken, the Teacher/Board of Directors, will take the following criteria into account:

1. The seriousness of the offence.
2. The actual or potential risk or harm to the child(ren) and/or other employee, students or volunteers.
3. The past and recent performance of the employee, student or volunteer.
4. The frequency of occurrence.
5. Previous disciplinary action taken.



When action is necessary, it will be taken immediately by the Teacher in the case of employees, students or volunteers.

When action is necessary, it will be taken immediately by the Board of Directors in the case of the Teacher.

## Privacy Policy

It is the policy of VCP that each parent or guardian, sign an Oath of Confidentiality. This oath is included in your registration package.

The teacher is also required to sign the Oath of Confidentiality. It is crucial for child/parent/teacher communications that this oath is upheld.

## **Village Co-op Preschool Privacy Policy**

The privacy of personal information is an important principle to the Village Co-op Preschool. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the goods and services we provide. We also try to be open and transparent as to how we handle personal information. Furthermore, proprietary information, internal information, data and materials of the Village Co-op Preschool's continued growth, public image and confidence in the service it offers. This document describes our "Confidentiality and Non-Disclosure" policies.

### **1.ACKNOWLEDGEMENT OF IMPORTANCE OF NON-DISCLOSURE**

Members acknowledge that the information to which they will have access as a result of their position within the Village Co-op Preschool is confidential, unique and valuable to the center and that the unauthorized disclosure of that information to another party would cause the Center and its clients irreparable harm and would be in violation of the Personal Information Protection and Electronic Documents Act (PIPEDA).

### **2.AGREEMENT NOT TO DISCLOSE CONFIDENTIAL INFORMATION**

Members acknowledge that in order to appropriately safeguard the interests of the Village Co-op Preschool, its clients, staff and business affairs:

- a. He/she shall not directly or indirectly disclose any information relative to the business or affairs of the Village Co-op Preschool or personal information concerning its employees, clients, or associations it serves except as may be necessary in the proper discharge of his/her duties.
- b. He/she shall use his or her best efforts to cause all persons or entities to which any information shall be disclosed by him or her to observe the terms and conditions set forth herein or as otherwise set out in the Village Co-op Preschool's internal policies and procedures.
- c. He/she shall not remove any confidential information from the Village Co-op Preschool premises except in the course of performing his/her duties on behalf of the Center or without the prior authorization of the Executive Director.

- d. He/she shall have no obligation to keep confidential any information to the extent disclosure of any such information is specifically required by law or if the information has been released to the public by the Village Co-op Preschool; except as may be necessary in the proper discharge of his or her duties, or after termination of his or her employment for any reason, except with the express written authorization of the Village Co-op Preschool or as may be required by law.

### 3.AGREEMENT TO ABIDE BY PRIVACY POLICY

Members acknowledge that he/she has an understanding of the organization's privacy policy and agrees to abide by it.

### 4.RETURN OF CONFIDENTIAL INFORMATION

Members acknowledge that upon the termination or conclusion of Membership, he/she shall return all information immediately to the Village Co-op Preschool along with any confidential information including copies, extracts, flash drives, or other reproductions in his or her control.

### 5.SURVIVAL

Members acknowledge that the terms of the Agreement shall continue to be effective at all material times after the termination or conclusion of membership.

### 6.ENFORCEMENT OF AGREEMENT

The Village Co-op Preschool shall be entitled to specific performance and injunctive relief for any breach of this Agreement.

## Vulnerable Sector Check Policy

A vulnerable sector check is an enhanced type of criminal record check for persons who may hold positions of trust or authority over vulnerable persons. It is performed at the request of an organization responsible for the well-being of a child or vulnerable person to protect children or vulnerable persons. Village Coop Preschool will obtain a VSC for all Employees, Volunteers and Students who interact with children accordance with the timelines indicated below. **This includes parents who will be inside the school during their duty days.**

### Timeline

- Before beginning employment or otherwise interacting with children; any person waiting for their check to be completed and returned will not be authorized to work or interact with any children during this time.
- On or before the 5th anniversary after the date the most recent VSC;
- After any break in the relationship with the licensee that has lasted 6 or more months, before the relationship resumes; and

- After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, before the relationship resumes.
- All VSCs will be reviewed by The board to ensure that they are:
  - conducted by a police service from the city or town in which the person lives, where applicable;
  - prepared no earlier than six months before the day it was obtained by the child care centre, for employees (see exception below for students and volunteers);
  - the original documents (i.e. not a photocopy, see exception below for students and volunteers);
  - not altered;
  - clear and legible;
  - provided in English (otherwise a certified translated copy into English must be provided);
  - complete (i.e. no information missing or cut off);
  - inclusive of all information required about Criminal Code (Canada) convictions as set out in section 9 of the CCEYA.
- A criminal record check (CRC) will only be accepted in the place of a VSC where:
  - any statute of Ontario or Canada prohibits the disclosure of information contained in a VSC in respect of a person (e.g. information about persons under 18 years of age, pardoned offences, etc.);
  - a police service will only issue a CRC, not a VSC, for an individual; and/or
  - a licensee is a corporation and the director or officer does not interact with children at the child care centre.
- A Criminal Record and Judicial Matters Check will be accepted in place of a CRC but will not be accepted in place of a VSC.
- Any person who turns 18 while in a position where they interact with children at the child care centre will be asked by the board to provide a statement disclosing every previous finding of guilt under the Youth Criminal Justice Act (YCJA) if they received an adult sentence. Where the individual confirms that there are no such findings, The board will document the request and the individual's confirmation in their file.
- Any person who turns 19 while in a position where they interact with children at the child care centre will be asked by the board to apply for a VSC within one month after their 19th birthday. That person must provide the child care centre with evidence that they have submitted a VSC application.

- All VSCs provided to the child care program must be intended for the position that the individual will hold (i.e. employee and volunteer positions). Where the VSC has not been provided for the correct position, it will not be accepted.
- There will be no exceptions made for individuals to obtain a police record check (e.g. for medical reasons).

## Health and Immunization Policy

It is the policy of VCP that all requested medical information must be submitted for a child prior to entering school. The child must have all routine immunizations, including the HIB vaccine or the family must submit a Statement of Conscience or Religious Belief form. Parents must also have their appropriate medical form filled out before school. Your child will NOT be able to start school until the Registrar has the medical forms. Up to date immunization records or evidence of immunity by serology testing are required for duty parents.

A copy of your child's immunization record must also be sent to the Middlesex London Health Unit at [shots@mlhu.on.ca](mailto:shots@mlhu.on.ca). For more information on the collection of these records by the Health Unit please visit their website at <https://www.healthunit.com/immunization-records>

If your child has a fever, diarrhea, vomiting, productive cough, sore throat or severe running nose, he/she should not attend school until the period of infection is over. It is left to the discretion of the parent to protect not only their child, but also other children at the school. A child may be sent home from school at the teacher's discretion if any illness is apparent. If your child contracts a communicable disease, you are required to notify the teacher as soon as possible. She in turn will notify other parents as necessary. **If your child is to be kept from school, please notify the teacher by phone.**

This is a list of diseases put out by the Middlesex-London District Health Unit, that if your child should come down with, the child MUST be kept at home.

Chicken pox	red measles (rubella)
German measles (rubella)	mumps
Viral hepatitis A	meningitis (meningococcal)
Scarlet fever	strep throat
Whooping cough (pertussis)	diarrhea
Head lice	scabies
Impetigo	pink eye (conjunctivitis)

A parent with an infection should also remain away from school trading his/her duty day with another parent.

If your child has had any immunizations since you filled out your form, please give the details to the Registrar.

Please advise the teacher of any allergies your child has, so it may be added to the list which is posted at the school (in the kitchen).

## Sanitary Practices Policy

One of the most important steps in reducing the spread of common infectious diseases or conditions among children and childcare is cleaning and sanitizing or disinfecting objects and any surfaces a child comes in contact with, including floors, that could be contaminated and spread diseases to other children and adults.

It is the policy of the VCP that the following sanitary procedure be adhered to:

1. Single service disposable paper towels are to be used.
2. Towels and dish cloths are to be used only once and then laundered.
3. A liquid soap dispenser should be made available.
4. The floors should be kept clean and damp mopped every other day. Carpets are to be vacuumed daily.
5. Eating surfaces should be cleaned with an approved disinfectant spray before and after each use. A solution of bleach and water at 100ppm is acceptable.
6. Snack dishes are to be washed using posted cleaning and disinfecting procedures posted on kitchen cabinet doors.
7. A first aid kit (with a manual) must be accessible. All duty parents and the teacher should be aware of its location.
8. The Diapering Procedure posted in the washroom is to be followed.

### **Hand Washing**

Hand washing is the most effective way to prevent the spread of viruses. VCP enforces strict hand washing for adults and children. Therefore, staff and adults should wash hands:

Before: reporting for work (especially important to remove traces of peanuts or other allergenic foods), feeding a child, applying first aid, preparing food, changing diapers, applying ointment

After: changing diapers, caring for an ill child, removing all gloves, wiping a child's nose, taking children to the toilet and cleaning blood or faeces, removing soiled clothes, touching or scratching the body

Proper hand washing procedure diagrams are located at each sink station throughout the Centre. All employees, volunteers, placement students and children are encouraged to follow the proper steps.

### **Cleaning of Blood and Bodily Fluids**

All blood and bodily fluid spills shall be treated as infectious

Alert all employees, volunteers and placement students in the immediate area to relocate to a safe distance; children will be moved to another classroom or play area

Put on a pair of disposable gloves

Attend to injured/affected person and remove them from location of spill (the person will only be moved when it is safe to do so, otherwise wait for medical personnel to safely move the injured/affected person)

Place clothing, towels, or contaminated items in a plastic bag until ready to be cleaned and disinfected

Remove any broken glass or sharp objects from contaminated area; discard into a puncture resistant and leak proof container - try to minimize any hand contact

Place the container in a disposable plastic bag and secure it shut; discard with regular garbage

Remove excess blood/bodily fluids using paper towels and discard in a plastic bag

Carefully pour a one to ten ratio (1:10) (one (1) part bleach to nine (9) parts water) bleach and water disinfecting solution over the entire contaminated area

Wipe up contaminated area using paper towels and place the soiled paper towels in a plastic bag

Re-wet cleaned area with one to ten ratio (1:10) bleach/water solution and air dry or let stand for ten (10) minutes before wiping dry; discard paper towel used for wiping in a disposable plastic bag

All contaminated reusable items must be cleaned and disinfected using a freshly prepared one to ten ratio (1:10) bleach and water solution; anything that cannot be effectively cleaned and disinfected must be disposed of as waste

Remove gloves and dispose

Wash your hands.

### **Water and Power Outages**

In case of power outages for an extended period of time, VCP will take every effort to ensure safe procedures are followed.

Outside food may be ordered for the children to avoid food hazards if food cannot be held to a safe temperature

Food in cold storage (refrigerators and freezers) will be assessed and disposed of if temperatures exceed those to safely store the food within (Contact Public Health if needed @ 519-663-5317 ext. 2330)

If there is no water access for an extended period of time, VCP will take every effort to ensure children stay hydrated and clean. Bottled water may be used to wash hands, as well as drink.

### **Behaviour Management Policy**

It is the policy of the VCP that discipline will be used in a positive and consistent manner and that the behaviour management strategies selected must always respect children's rights and enhance their self-esteem. Behaviour management is designed to assist the child in learning the appropriate behaviour. Any redirection should be implemented as soon as possible after the behaviour of concern, by the teacher or parent-teacher.

Procedure:

1. The child will be given a verbal warning

2. The child will be removed from that area and redirected and encouraged to go to another centre.
3. Should the behaviour persist, the child will be removed from the play area
4. The child will be brought back to the play area with encouragement and positive reinforcement.

The following is a list of Prohibited Practices at VCP, as set out by Ontario Regulation:

7. corporal punishment of the child;
8. physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
9. locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
10. 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;
11. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
12. inflicting any bodily harm on children including making children eat or drink against their will.

We strive to support each child, manage their behaviour in the best manner possible, while ensuring that health and safety considerations are met. The Centre provides care to all children who come to us with varying needs. Incidents, however rare, may occur as a result of these different needs. Physical restraint is only used in situations where a child is in imminent danger of compromising safety to themselves or other children in the program.

If any staff member/Volunteer at VCP uses any physical guidance, the following steps will be taken:

there will always be two staff members present in the same room as the child, one staff using the physical guidance and the second staff as an observer and relief  
the Supervisor will meet with the child's parent(s)/guardian and staff members and discuss the incident and determine strategies which will be utilized should the child encounter a similar situation; parent(s)/guardian will sign off on both the incident report and the strategies

the Supervisor will contact the Children's Services Serious Occurrence line to report the incident

the Supervisor and staff will keep the parent up-to-date on the child's progress  
if the child continues to experience challenging behaviour, then the preschool should call in a specialized consultation service and with the consultant, family and staff devise specific strategies and interventions, including a regular communication plan

with the parents to review the child's progress, which will assist in making the child's placement a successful one

## First Aid Policy

It is the policy of VCP that all staff **MUST** hold valid standard first aid training certification that includes infant/child CPR in order to protect the health and safety of the children in our care. In the event that we have a class where two duty parents are acting as a staff member, all duty parents must have First Aid and CPR qualifications.

VCP posts emergency telephone number lists near all telephones that includes the numbers of local fire and police departments, the nearest hospital and ambulance service, the nearest Poison Control Centre and a local taxi service.

### **How VCP is prepared before injuries occur...**

Signed parental consent forms are kept on file to enable the staff and volunteers to provide emergency treatment or transportation if necessary; complete and up-to-date emergency contact information is also available for each child in their file

A list of each child's medical history is available in each child's file, which includes immunizations, allergies, medications and serious illnesses; families update the forms once per year or whenever a change in information occurs

Stocked first aid kits are available in convenient locations (one on the kitchen counter, one outside), and these locations are known to all staff and volunteers; the first aid kit is out of reach of children, but is easily accessible to staff; staff and volunteers are familiar with and know how to use the contents of the kit; first aid kits are regularly checked and restocked as necessary

A portable first aid kit is available for field trips

Any special procedures that individual children require are considered and supplies made available by the family (i.e. EPI-pen, insulin, anti-seizure medication, etc.)

## Medication Administration Policy

It is the policy of VCP that all non-prescription medication is to be administered before the school session (i.e. Tylenol, sunscreen etc), with the exception of Benadryl which may be administered to a child with an anaphylactic plan.

Should the child require prescription medicine during the school session it will only be administered if the following criteria are met,

- a. The medication must be prescribed by a physician
- b. The medication must be accompanied by a medication form for each day the medication is to be given; the form must be filled out completely; ditto marks are not acceptable
- c. Parents must hand deliver medication in its original container (as dispensed from pharmacy), clearly marked with the child's name and type of drug, and give written instructions to the teacher
- d. Medication must be stored as directed
- e. Records must be kept as to the date of the administration, time and the amount



- f. Medication must be returned to the parent at the end of each school session. Medication is not to be kept at the school.
- g. Only the teacher or the child's parent may administer medication
- h. It is preferred that the child be given the medication in a quiet environment, not a play area
- i. Any accidental administration of medication (ie. Medication given to wrong child) should be recorded and immediately reported to the respective parent.

If a parent requests that Benadryl be available for a child with an anaphylactic allergy, they must provide the medication in its original package with the child's name clearly labeled on it. They must also provide a Permission to Administer Non-Prescription Medication Form.

## Anaphylactic Policy

VCP has set forth a strategic plan in the event one of the children attending the child care program has a known anaphylactic allergy. A communication plan has been set in place to accommodate this life-threatening allergy and a plan has been set forth to educate the staff/students and volunteers on each individual child's case. Also an emergency plan will be developed with complete input from the child's parents on procedures to follow in the event of an anaphylactic reaction.

### **Strategy to Avoid Exposure**

Each parent will be notified of a child that is attending VCP that has a known anaphylactic allergy. Allergy lists will be posted in the kitchen and food serving area. If anaphylactic medication is needed the location will be posted so each staff will have knowledge of its location. Staff will avoid using craft and sensory material if it is a known allergy to a child attending. The strategy will be revised as per child attending with anaphylactic allergy. Children are not allowed to bring food from home; snacks and lunch (when indicated) are provided by the school.

### **Communication Plan**

VCP will provide general information on life-threatening allergies including Anaphylactic allergies, to staff/volunteers and students at the school's welcome meeting. The VCP will avoid, to the best of our ability, exposure to the known allergen of the child. Allergy lists will be posted in kitchen and food serving area. The classroom staff will monitor foods provided to the children to ensure that no known allergens are served. The program will obtain accurate information from the parent about the child's medical condition including whether the child is at risk of an anaphylactic reaction. Staff, parents, students, and volunteers will be advised if there is a child attending VCP who has a life-threatening allergy and foods or causative agents to avoid.

### **Child's Individual Plan and Emergency Plan**

Each child at VCP that has a known Anaphylactic allergy will have their own individual emergency plan set forth for their individual needs as identified by the parents of the child attending. All staff, including casual call-in and volunteers will be trained on the procedures and are required to read each plan before they begin employment or volunteer at the school. The individual plan will include a description of the child's allergy, monitoring and avoidance

strategies, and signs and symptoms of an anaphylactic reaction. It will also include the parents consent for the staff to administer the allergy medication in the event the child has an anaphylactic reaction. Emergency information will also be on the individual plan. Parents will advise VCP staff and board if an Anaphylactic allergy develops or if the child is no longer requiring the medication.

### **Training**

Staff and volunteers will be provided training from the parent of the child with the anaphylactic allergy. This will include how to recognize the signs and symptoms of Anaphylaxis and the procedure for administering the medication.

## Individual Plan for Child with Medical Needs Policy

When a child is enrolled in the preschool that has a medical condition that he or she requires additional supports, accommodations or assistance, the form “Individual Plan For Child With Medical Needs” will be completed. The plan will be created in consultation with the child’s parents/guardian and if necessary, their doctor. If significant changes or updates are required, a new plan will be created. This form is not required for a child with an anaphylactic allergy, as they will already have an individualized plan under the anaphylactic policy. Children’s personal health information will be kept confidential.

## Supporting Children with Special Needs

When a child has additional needs, the educators at the preschool will draw on their years of experience, collaboration with parents, and — if necessary — resources from the community (ie. All Kids Belong) to support children in the classroom where possible. Educators will communicate with parents to identify and discuss a student’s needs and come up with a plan for how best to support them on a case-by-case basis.

## Serious Occurrence Policy

As outlined in the *Ontario Child Care and Early Years Act*, it is the responsibility of VCP to document and call Children’s Services within 24 hours of any serious occurrence.

What constitutes a “Serious Occurrence” under the *Child Care and Early Years Act*:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
4. Missing or Unsupervised Child(ren)

5. Unplanned Disruption of Normal Operations
  - a. Fire
  - b. Flood
  - c. Gas Leak
  - d. Detection of Carbon Monoxide
  - e. Outbreak
  - f. Lockdown
  - g. Other Emergency Relocation or Temporary Closure

VCP will post a High Level Serious Occurrence Notification Form (on the bulletin board in the coat room) when a serious occurrence has happened, within twenty-four (24) hours - including allegations of abuse or neglect.

This notice will be posted for a minimum of ten (10) business days or from the date of the last update to the form as required. This form will ensure that all parents and visitors to VCP are aware of the Serious Occurrence.

*\*Note: VCP will not post any identifying information on the Serious Occurrence Notification Form.*

*Information posted must protect personal information and privacy and must not include:  
Child or staff names, initials, and age or birth dates  
Age group identifiers (e.g. preschool class; toddler class)  
Allegations of abuse/mistreatment or unverified complaints will be posted at completion of follow up / investigation*

This form is to be retained for at least three (3) years from the date of the occurrence and forms are available for current and prospective parents, licensing and municipal children's services staff upon request. In addition, a written Serious Occurrence Inquiry Report must be submitted to the Children's Services within seven (7) business days.

An annual summary and analysis report of all serious occurrences that occurred in the previous year is to be conducted and provided by the Preschool to Children's Services. The annual analysis is to be used as a method of identifying issues, trends and actions taken. The analysis and record of actions taken in response to the analysis must be kept on file at VCP. In addition to ongoing reviews and follow-up to serious occurrences, licensing ministry staff will review the serious occurrence annual analysis during licence renewal inspections.

### **Duty to Report**

Some serious occurrences, most notably an allegation of abuse or neglect, will give rise to a duty of report that a child may be in need of protection. If the Teacher suspects that a child is, or may be, in need of protection, they must report this to the London Children's Aid Society. A report to the London Children's Aid Society must be made for all situations where a child is, or may be, in need of protection, no matter where the alleged abuse or neglect took place.

**Lost Child Procedure:** If a staff member, student or volunteer discovers a child missing they must:

- Inform the Supervisor (Teacher), or in the case of their absence, their delegate, immediately
- Alert all staff members, students and volunteers
- Provide a description of the child and how the child is dressed

The Supervisor or delegate will:

- Take charge of the situation
- Direct staff members, students and volunteers available to search the Centre, playground and surrounding areas
- A staff member who is not searching the premises will immediately contact the family (this is especially important as the family might have additional information about the child's whereabouts)
- If the child is not found within a reasonable amount of time, the local Police will be notified
- Record all actions taken and the times they occurred
- Notify Board of Directors
- Report as a Serious Occurrence to the Children's Services within twenty-four (24) hours; complete a written Serious Occurrence report; copies should be sent to the Children's Services and Board of Directors; two (2) copies should be kept on file at the Centre, one (1) in the child's file and one in the Serious Occurrence file

To follow up, the Supervisor should review with staff, students and volunteers, the reasons for the child's disappearance, and this should then be reviewed with the Board and recommendations made to prevent further incidents from occurring.

**Safety of the Building:** In the event of an emergency in which the building has to be evacuated (fire, flood, bomb threat, etc.) the following steps will be taken:

- Keep calm control of the children
- Use methods outlined in the fire drill procedure and/or emergency management procedures to evacuate the building, meeting at the designated safe area
- Count children and adults; ensure everyone is evacuated safely
- Report to the Supervisor or their delegate if anyone is missing
- Do not re-enter the building yourself
- If the building is not safe to re-enter (will only be deemed safe to re-enter by emergency personnel (i.e. fire, police, etc.), walk calmly to the emergency shelter location – if possible, notify the emergency shelter location before arriving
- The emergency file must be taken
- Upon arrival at the emergency shelter, families should be notified and advised of the situation
- The Board of Directors should be notified as soon as possible
- Children's Services should be notified within twenty-four (24) hours
- Document the incident thoroughly and complete a Serious Occurrence Form

The Serious Occurrence Form should be sent to President of the Board and Children's Services. One (1) copy should be kept on file at the Centre.

Provide follow up information as necessary.

**Accident/Medical Emergency at Centre:**

Assess the situation and the environment

Apply appropriate first aid; do not move child/adult if unsure of injury; clear the area around the unwell/injured person

Keep the injured/unwell person calm; reassure and comfort; other staff, students or volunteers should comfort and support the other children; call for additional staff help if needed

Inform the Supervisor or delegate

Call appropriate emergency service (i.e. ambulance), if required

The staff member, student or volunteer who witnessed the incident should go to the hospital with the injured/unwell person (if the incident involves a child and was witnessed by a student or volunteer, then a staff member must also go with the injured/unwell); the emergency treatment consent form and emergency card must be taken to the hospital; children should never be transported in a staff's vehicle, a taxi must be called, if an ambulance is not needed

Contact the family and advise them of the situation; notify the family as to where the child/adult is being taken, and arrange for them to meet at this location

Contact the families of the children to have them picked up (the remainder of class will be cancelled as the teacher will be at the hospital)

The staff member will stay at the hospital until the parent or contact person arrives, and may need to stay longer if this person needs support

Inform the President of Board of Directors as soon as possible

An accident report will be filled in, signed by the family and filed, (in the case of sickness, a sickness report); if applicable, a Serious Occurrence Report will be filled out and copies sent to Board of Directors and Children's Services

Two (2) copies will be kept on file at the Centre, one (1) in the appropriate child or staff member's file, and one (1) in the Serious Occurrence file.

Provide follow up information as necessary.

All accidents to children, no matter how minor they appear, must be reported immediately to the Supervisor. An accident form must be filled in and signed by the family and the Supervisor. One (1) form should be kept in the child's file, and one (1) in the completed accident form file. Playground accidents are kept in separate file. Accident forms are filed in child's files at the end of the school year.

A deep bite that draws blood must be reported to the Public Health Department.

**Lost Child Off-Site:** Before leaving the Centre, staff members, students and volunteers should know the number of children in the group, complete frequent head checks throughout the trip, especially during transitions, i.e. arrival at destination and departure.

On trips, staff members should ensure they have with them at all times: first aid kit, attendance form, emergency cards, quarters and at least \$10.00 in cash, as well as EPI-pens and asthma medication if applicable.

If a child is discovered to be missing, the following steps should be followed;

The Supervisor or most senior staff member will take charge immediately

Children should be gathered in a group and supervision maintained in a secure and calm manner

A staff member, student or volunteer will be assigned to check the immediate area

Inform any official in the area, i.e. park official: give description and ask for assistance

The most senior staff member will continue to take charge of the situation, and the search will continue to broaden with all staff members, students and volunteers

available, as directed by the Supervisor or emergency officials

Clear communication is essential

The Supervisor should notify Board of Directors as soon as possible

Report as a Serious Occurrence to Children's Services within twenty-four (24) hours

Complete a written Serious Occurrence Report; copies must be sent to Children's

Services, Director of the Centre and President of the Board; two (2) copies should be

kept on file at the Centre, one (1) in the child's file and one (1) in the serious

occurrence file

Record all actions taken and times they occurred; as a follow up, the Supervisor

should review with the staff, students and volunteers the reasons for the child's

disappearance, this should then be reviewed with the Board, and recommendations

made to prevent further incidents from occurring

## Child Abuse and Neglect Policy

VCP recognizes that each of us has a responsibility for the welfare of children. The *Ontario's Child and Family Services Act (CFSA)* states clearly that members of the public, including professionals, such as Early Childhood Educators and those working with children, have an obligation to report suspected abuse promptly. If they suspect a child is or may be in need of protection from physical, sexual and emotional abuse and/or neglect by the person in charge of the child by failure to adequately care for, provide for, supervise or protect the child, they should report to Children's Aid Society of London & Middlesex at 519-455-9000.

Staff members of VCP who, in the course of their duties, have reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall report the suspicion to the Children's Aid Society.

A child is "in need of protection" where:

a child has suffered physical harm or is at risk of suffering physical harm

the child has been or is at risk of being sexually molested or sexually exploited

the child requires medical treatment or suffers from a mental, emotional or

developmental condition and the child's family does not provide or refuses to consent to the treatment

the child has been abandoned or not provided basic necessities (e.g. food, shelter, clothing etc.)

the child has suffered emotional harm demonstrated by serious anxiety, depression, withdrawal, self-destructive or aggressive behaviour and the child's family does not provide or refuse to consent to treatment to remedy the harm

The duty to report is an ongoing obligation. If a person has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to a Children's Aid Society.

If your child has any unusual accidents or bruises on unusual parts of his/her body, please explain to the teacher what has happened. It could avoid unpleasantness later.

## Fire Safety/Evacuation Policy

### **Evacuation Plan**

In case of an evacuation, the Teacher and Duty Parent of VCP will take the children to Dr. Tukara's office in Lambeth (corner of Campbell and Main). All of the families will be contacted using the children's emergency list.

- posters will be placed on the Centre's doors
- the Supervisor will carry the emergency kit
- the emergency kit will contain updated emergency contact lists and disaster supplies

### **Fire Safety**

VCP has a Fire Safety Plan that all of the staff has read, and will follow, in the event of a fire. The Centre's fire safety procedures are posted near the exit doors of each classroom. Staff, volunteers and the children practice fire drills on a monthly basis. All families should note the following procedures:

In the event of a fire:

1. Upon indication of fire, the teacher shall blow the fire whistle.
2. Children will assemble at the nearest, safest exit, to which the teacher will indicate (staff and volunteers check the exit door to see if it is warm to the touch, and to determine if it is safe to use to exit the building).
3. Duty parent will call 911
4. Teacher will retrieve attendance book and emergency file box
5. All adults will take a headcount and then assist the children in leaving the building in single file, away from the building.
6. Emergency shelter is Dr. Tukara's office in Lambeth (corner of Campbell and Main)
7. Attendance is checked once children are out of the building by touching each child's head and counting with the children
8. Attendance is again checked upon reaching the emergency shelter.
9. Parents will be called from the emergency shelter and asked to pick up their children there.

If the Fire is Blocking the Exits...

close the door, leaving it unlocked, and place a wet towel under the door

call 911 or Emergency Services  
crouch low with the children and move to the most protected area with a window;  
seal all cracks where smoke can enter and partially open the window for air; close  
the window if smoke comes in  
remain calm and wait for the fire department

It is the policy of the VCP that a fire drill be performed for each class on a monthly basis.

Fire Drill Procedure:

The teacher will blow the fire drill whistle.  
All children and duty parent will proceed to the exit off the classroom in a quiet and  
uniform manner.  
All children, duty parent and teacher will proceed out of the school until they are  
safely away from the building.  
Attendance will be checked by the teacher.

Families are asked to inform the staff and volunteers if their child has any concerns about  
fire drill and safety.

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 result in a serious occurrence, the serious occurrence policy and  
procedures will also be followed.

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



# Emergency Management Policy and Procedures

## **Phase 1: Immediate Emergency Response**

<b>Emergency Situation</b>	<b>Roles and Responsibilities</b>
<p><b>Lockdown</b> When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.</p>	<p>The staff member who becomes aware of the threat must inform all other staff/duty parents of the threat as quickly and safely as possible.</p> <p>Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</p> <p>Staff inside the school must:</p> <ul style="list-style-type: none"><li>remain calm</li><li>gather all children and move them away from doors and windows</li><li>take children's attendance to confirm all children are accounted for</li><li>take shelter in closets and/or under furniture with the children, if appropriate</li><li>keep children calm</li><li>ensure children remain in the sheltered space</li><li>turn off/mute all cellular phones</li><li>wait for further instructions</li></ul> <p>If possible, staff inside the room should also:</p> <ul style="list-style-type: none"><li>close all window coverings and doors</li><li>barricade the room door</li><li>gather emergency medication</li><li>join the rest of the group for shelter</li></ul> <p><b>Note: only emergency service personnel are allowed to enter or exit the school during a lockdown.</b></p>

<p><b>Hold &amp; Secure</b> When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<p>The staff member who becomes aware of the external threat must inform all other staff/duty parents of the threat as quickly and safely as possible.</p> <p>Staff members who are outdoors must ensure everyone returns to the school room immediately.</p> <p>Staff in the program room must immediately:</p> <ul style="list-style-type: none"> <li>remain calm</li> <li>take children's attendance to confirm all children are accounted for</li> <li>close all window coverings and windows in the program room</li> <li>close and lock all entrances/exits of the school</li> <li>close all blinds and windows outside of the program rooms</li> <li>place a note on the external doors with instructions that no one may enter or exit the school</li> <li>continue normal operations of the program</li> <li>wait for further instructions</li> </ul> <p><b>Note: only emergency services personnel are allowed to enter or exit the school during a hold and secure.</b></p>
<p><b>Bomb Threat</b> A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<p>The staff member who becomes aware of the threat or must:</p> <ul style="list-style-type: none"> <li>remain calm</li> <li>call 911 if emergency services are not yet aware of the situation</li> <li>follow the directions of emergency services personnel</li> <li>take children's attendance to confirm all children are accounted for</li> </ul> <p>Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>

**Disaster Requiring Evacuation**

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

The staff member who becomes aware of the disaster must inform all other staff/duty parents of the incident and that the school must be evacuated, as quickly and safely as possible. If the disaster is a fire, staff must follow the school's fire evacuation procedures.

**Staff must immediately:**

- remain calm
- gather all children, the attendance record, children's emergency contact information any emergency medication
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions
- escort children to the meeting place
- take children's attendance to confirm all children are accounted for
- keep children calm
- wait for further instructions

**If possible, staff should also:**

- take a first aid kit
- gather all non-emergency medications

**Designated staff will:**

- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child) and in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.

If possible, the site designate must conduct a walk-through of the school to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.

<p><b>Disaster – External Environmental Threat</b> An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>The staff member who becomes aware of the external environmental threat must inform all other staff/duty parents of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p><b>If remaining on site:</b> Staff members who are outdoors with children must ensure everyone who is outdoors returns to the school room immediately.</p> <p>Staff must immediately:</p> <ul style="list-style-type: none"> <li>remain calm</li> <li>take children’s attendance to confirm all children are accounted for</li> <li>close all program room windows and all doors that lead outside (where applicable)</li> <li>seal off external air entryways located in the program rooms (where applicable)</li> <li>place a note on all external doors with instructions that no one may enter or exit the school until further notice</li> <li>turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable)</li> <li>continue with normal operations of the program</li> <li>wait for further instructions</li> </ul> <p><b>If emergency services personnel otherwise direct the school to evacuate,</b> follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p><b>Natural Disaster: Tornado / Tornado Warning</b></p>	<p>The staff member who becomes aware of the tornado or tornado warning must inform all other staff/duty parents as quickly and safely as possible.</p> <p>Staff members who are outdoors with children must ensure everyone who is outdoors returns to the school room immediately.</p> <p>Staff must immediately:</p> <ul style="list-style-type: none"> <li>remain calm</li> <li>gather all children</li> <li>take shelter in small interior ground floor rooms (washroom, closets or hallway)</li> <li>take children’s attendance to confirm all children are accounted for</li> <li>keep children away from windows, doors and exterior walls</li> <li>keep children calm</li> <li>conduct ongoing visual checks of the children</li> </ul>

	wait for further instructions
<b>Natural Disaster: Major Earthquake</b>	<p>Staff in the program room must immediately:</p> <ul style="list-style-type: none"> <li>remain calm</li> <li>instruct children to find shelter under a sturdy desk or table and away from unstable structures</li> <li>ensure that everyone is away from windows and outer walls</li> <li>help children who require assistance to find shelter for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck</li> <li>find safe shelter for themselves</li> <li>visually assess the safety of all children</li> <li>wait for the shaking to stop</li> </ul> <p>Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</p> <p>Once the shaking stops, staff must:</p> <ul style="list-style-type: none"> <li>gather the children, their emergency cards and emergency medication</li> <li>exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building</li> </ul> <p>If possible, prior to exiting the building, staff should also:</p> <ul style="list-style-type: none"> <li>take a first aid kit</li> <li>gather all non-emergency medications</li> </ul> <p>Individuals who have exited the building must gather at the meeting place and wait for further instructions.</p> <p>Designated staff will:</p> <ul style="list-style-type: none"> <li>help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child)</li> <li>in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation</li> </ul> <p>The site designate must conduct a walkthrough of the school to ensure all individuals have evacuated, where possible.</p>

**Phase 2: Next Steps During the Emergency**

Where emergency services personnel are not already aware of the situation, must notify emergency services personnel (911) of the emergency as soon as possible.

Where the school has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

The site designate must contact the President of the Board to inform them of the emergency situation and the current status, once it is possible and safe to do so.

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.

**Procedures to Follow When “All-Clear” Notification is Given**

<b>Procedures</b>	The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the school.  Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the school.  Staff must: take attendance to ensure all children are accounted for take attendance upon returning to the school to ensure that all children are accounted for; where applicable re-open closed/sealed blinds, windows and doors
<b>Communication with parents/ guardians</b>	As soon as possible, must notify parents/guardians of the emergency situation and that the all-clear has been given.  Where disasters have occurred that did not require evacuation of the school, a notice of the incident will be provided to parents/guardians.  If normal operations do not resume the same day that an emergency situation has taken place, must inform parents/guardians as to when and how normal operations will resume as soon as this is determined.

**Procedures to Follow When “Unsafe to Return” Notification is Given**

<b>Procedures</b>	<p>The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</p> <p>Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</p> <p>Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</p> <p>A note will be posted for parents/guardians on the school entrance with information on the evacuation site, where it is possible and safe to do so.</p> <p>Upon arrival at the evacuation site, staff must:</p> <ul style="list-style-type: none"> <li>remain calm</li> <li>take attendance to ensure all children are accounted for</li> <li>help keep children calm</li> <li>engage children in activities, where possible</li> <li>conduct ongoing visual checks and head counts of children</li> <li>maintain constant supervision of the children</li> <li>keep attendance as children are picked up by their parents, guardians or authorized pick-up persons</li> <li>remain at the evacuation site until all children have been picked up</li> </ul>
<b>Communication with parents/ guardians</b>	<p>Upon arrival at the emergency evacuation site, will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</p> <p>Where possible, VCP will update the school’s voicemail as soon as possible to inform parents/guardians that the school has been evacuated, and include the details of the evacuation site location and contact information in the message.</p>

**Phase 3: Recovery**

<b>Procedures for Resuming Normal Operations</b>	<p>The Director/Supervisor or Designate will contact our Program Advisor at the Ministry of Education to inform them of the evacuation. The Executive Director will contact the Insurance Company to inform them and set up insurance at another location if needed. The Executive Director/Director will respond to the media and community if needed. The Director will contact catering to temporarily relocate, if needed.</p>
<b>Procedures for Providing Support to</b>	<p>TSS Staff will provide support to children in their groups, if they need extra support and have experienced distress during the experience. The Director/Supervisor will provide support for Staff who have</p>

<b>Children and Staff who Experience Distress</b>	experienced distress during the experience. They will provide support in the group that this staff was in charge of, if the staff cannot assist with their group anymore.
<b>Procedures for Debriefing Staff, Children and Parents/Guardians</b>	The Director/Supervisor or Designate must debrief staff, children and parents/guardians after the emergency. Once all staff and children are safe at the evacuation site The Director or designate will debrief everyone on what the next steps will be. For example: Shelter in place, wait for further instructions from emergency services etc. When further instructions have been given by emergency services (i.e. safe to return) The Director or designate will inform staff.

## Food and Nutrition Policy

At VCP we believe that meal and snack times are the perfect time for children to build healthy eating habits through positive eating experiences. We encourage this by making healthy food fun and tasty. We empower children to make healthy eating choices by providing a variety of healthy foods and letting them choose which they will eat, if/and how much they will eat.

Proper hydration is important for children, particularly during hot summer months, and water suitable for drinking is available at all times, including between snacks.

VCP ensures that all meals and snacks take into account health issues and respect family requests and preferences. The preparation and serving of all snacks will meet regulatory requirements and follow Canada's Food Guide. Each snack will contain at least two (2) food groups.

### **Food Storage and Preparation:**

VCP follows correct procedures for food storage, preparation and service, which contribute to the retention of maximum nutritive value and the prevention of illness.

### **Menus:**

VCP carefully plans the menu because it is essential to meet children's nutritional needs and to offer a wide variety of foods. All menus (including substitutions, when necessary) are shared with parents via the BrightWheel app.

### **Food Allergy and Restriction Posting:**



VCP posts a list of children with known food allergies, as well as their respective allergies, in all areas of food preparation to minimize risk of reaction. We also post a list of children who have specific food restrictions and the restrictions in all areas of food preparation to ensure that the child receives the correct meals and snacks. These restrictions may be due to food intolerances, family dietary choices (e.g., vegetarian) or religious observance (e.g., requirement for kosher or halal food). VCP keeps the posted lists of children's food allergies and restrictions up-to-date and the lists reflect the most current information available. The information posted in areas of food preparation match the information contained in the individual plan for children with an anaphylactic allergy.

## Outdoor Playground Policy

Free play and co-operation are encouraged in the outdoor playground. During outdoor play, the staff Duty Parent follow strict procedures to always supervise and maintain all of the playground areas. It is imperative that all areas of the playground be supervised at all times and that the adults enforce the following VCP playground policies:

1. The indoor adult/child ratio is maintained outdoors as well, including the transfer between downstairs and outside to the playground. The ratio is 1:4 for each duty person and 1:8 for the teacher.
2. When only one duty parent is working as a teacher assistant, that parent will accompany the children and teacher outside and return to the cleaning duty when the child ratio permits.
3. The exit off the playroom will be used to access the play yard with the teacher leading the children outside.
4. Staff and duty parents will position themselves in the playground to ensure the safe supervision of all children at all times.

Inspections of the outdoor play space, fixed play structures and surfacing are conducted in accordance with the requirements set out in the Canadian Standards Association Standard CAN/CSA Z614-14 – Children's Playspaces and Equipment.

1. A daily playground check will be completed and recorded in the playground binder.
  - a. The daily inspection includes the identification of defects, emerging problems, hazardous debris or litter, damage caused by vandalism (including the operation of the gates), and strings and ropes of any kind and removing them.
2. A monthly playground check will be completed and kept in the playground binder.
  - a. Checking for any damage and wear (i.e. broken or missing components to equipment, anything tied to or added on the equipment, or other features caused by vandalism or wear)
  - b. Checking for any broken or missing handrails, guardrails, stairs or ladder rungs, etc.
  - c. Checking for damaged fences, gates and retaining walls (if applicable)
3. A yearly playground inspection will be completed by a qualified third party individual when any permanent play structures are located in the playground.

All maintenance and required repairs must be documented as soon as it is noted on an inspection, including the date completed on the Playground Repair Log. Equipment being removed and installed must be documented in the Playground Repair Log.

## Pick-up and Delivery Policy

It is the policy of VCP that the child arrival and pick-up policy is adhered to.

Your child's morning program begins at 9:00am. Children should not arrive before that time except on your duty day, at which time you should arrive at 8:55am.

Parents with vehicles are asked to enter on the west side of the property following a one way system.

It is the parent's responsibility to:

- Assist their child in removing their outerwear and hanging it on the hooks
- Change their footwear to indoor school shoes.

The children will be dressed and ready to leave between 11:50 and 12:00 for the toddler class, 12:50-1:00 for the preschoolers. Please ensure your children are picked up at 12pm and 1pm, respectively.

Once you have come to the classroom or the playground, your child becomes your responsibility. Please notify the teacher if somebody other than the person who brings the child will be picking them up. The teacher will refuse to send your child home unless previous arrangements have been made. It is essential children be picked up promptly as young children can be very distressed if left behind after others have gone home.

Only individuals whose name, address and phone number listed on the release form, included in your registration package, can pick up your child. Should you make new arrangements after the start of the year, it is your responsibility to notify the Registrar in writing of these new arrangements.

## Late Pick-up Policy

It is the policy of VCP that the following procedure will be followed when late pick-ups occur:

- On the first occurrence, you will be reminded by the teacher of your pick-up time.
- On the 2<sup>nd</sup> occurrence– you will receive a letter reminding you of our policy.
- On the third-occurrence, the board and teacher will meet to discuss whether membership in VCP is to continue.

As with everything Co-op, we want to work with our member families. If you are in a situation where you are running late, please call the school immediately. Everyone's safety is our 1<sup>st</sup> priority. If you are in a situation where on-time pick-ups are challenging, please discuss with the teacher and board, so we can determine an appropriate solution for everyone.

### Abandoned Child Policy

In the event of a parent failing to pick up a child, and no one is available on the child's emergency contact form, and there is reasonable reasons to suspect abandonment, then the Teacher may call the Children's Aid Society 519-455-9000 and or the London Police at 911.

### Integration Policy

All Kids Belong and VCP have, by written agreement, made a commitment to nurture the development of children with special needs. Children with special needs may be referred to the school through this program. As reflected in our Integration Agreement with all Kids Belong, VCP has a policy to have a maximum of one integrated child per class.

### Valuing Diversity Policy

VCP is committed to the principle of equal opportunity for all its children, families, employees, and applicants for either program admission or employment. For that reason we intend to create an environment which offers families equitable access to sensitive and appropriate services that do not discriminate on the basis of visible or perceived differences such as race, colour, religion, sex, age, family status, socioeconomic status, sexual orientation, national origin or disability.

VCP recognizes and values the diverse backgrounds of the children we care for. We as a Centre will, through our programming, provide the children with a non-discriminatory, racially sensitive and culturally appropriate childcare program. We will ensure that the rights of the children in our care are not compromised and that each child is treated with respect, dignity, acceptance and understanding.

### Staff Training and Development Policy

It is the policy of VCP that any new staff will be appropriately trained in the policies, procedures and operations of the school.

The VCP will ensure that any training required on a regular basis (PMAB, CPR, First Aid) is completed and the opportunity is provided to do so.

It is our belief that the quality of the program depends on employees having knowledge of current theory and practice in the early childhood profession. The Board will encourage staff

to complete professional development and/or professional learning that will assist them in fulfilling the goals of our Program Statement. A professional development investment for each staff will be budgeted.

The VCP will support all RECE staff in fulfilling any expectations from the College of Early Childhood Educators with regards to continuing professional development and will provide the opportunity to complete professional development and/or professional learning that is available to them.

## Policy for the Supervision of Volunteers and Placement Students

### **Purpose**

The purpose of this policy is to provide a system for the supervision of volunteers and placement students who may be participating in the programming at VCP. The Intent of the policy is to support the safety and well-being of the preschool students and to ensure that the presence of students and volunteers at the school enhances the school's programming.

### **Policy Statement**

#### Staffing Ratios:

When counting staffing ratios at VCP, volunteers and students do not count towards staffing ratios with the exception that two duty parents may be counted as the equivalent of one staff member.

Only employees will have direct unsupervised access to children with the exception that two duty parents are considered to be the equivalent of one staff member.

No child will be supervised at any time by a person under the age of 18.

#### Supervising Staff:

The teacher will be responsible for the supervision of volunteers and placement students while programming is in session. The board will provide a supportive role to the teacher in supervising volunteers and placement students. The teacher will also be responsible for ensuring that all documentation is in order for students, including but not limited to criminal reference checks, scheduling and providing an orientation. The Board will be responsible for ensuring that all documentation is in order for parent volunteers, including but not limited to criminal reference checks and scheduling.

### **Requirements and Orientation of Volunteers and Students**

Before a student or volunteer can participate in programming at VCP they will be interviewed by the Teacher and or Board to ensure they are a suitable candidate for placement.

A high school co-op student seeking placement must provide the endorsement of their educational faculty. College students and adult volunteers must provide a criminal reference check and may be requested to provide additional references at the direction of the Teacher and/or Board.

Volunteers and students will be provided with a full orientation of the program facilities, policies and procedures. This will include a review of the following:

- Village Co-op School Handbook, including this policy
- Behaviour Management policy
- Anaphylactic Policy
- Playground policy
- Sanitary Practices Policy
- Relevant sections of the Child Care and Early Years Act
- Safety procedures (such as fire exits etc)

These policies will be reviewed with the volunteers yearly.

All policy reviews will be signed by the volunteer or student following reviews.

### **Participation in Programming**

Volunteers at VCP participate on the understanding that they will be actively involved in the preschool programming for young children. They must be prepared to participate under the direction of the Teacher and Board to ensure that the presence of the volunteer enhances the programming at the school and meets the set goal of the volunteer experience.

During the initial interview, goals and planned outcomes for the volunteer placement will be discussed. It is understood that any goal requirements (such as for high school co-op students) will be completed at the discretion of the Teacher and will not interfere with the quality of programming for the students of VCP.

The Teacher will be the main contact for the purposes of communication and mentorship for the duration of the student/volunteer placement.

### **Expectation of Volunteers**

In order to ensure that volunteers/students gain the most benefits from their placement at VCP and to ensure that their presence enhances the school's programming the following are expectations during their participation in any placement at the school:

- Volunteers and students will dress in a manner appropriate for a nursery school environment where young children are present
- Volunteers and students will at all times use language appropriate to a nursery school environment where young children are present
- Volunteers will participate with classroom activities as directed by teaching staff

Any concerns on the part of the volunteer should be raised with the Board or the Teacher in a timely and confidential manner and time when students are not present

### Waitlist Policy

It is the policy of VCP that families requesting placement on the waitlist will be placed on a first come first served basis. They will be placed on the waitlist for the days and times they are interested in registering for. In the event that a space comes available, families will be contacted, in order, for that available class. The waitlist will be maintained by the Registrar and all information will be kept confidential. If a family wishes to know their position on the waitlist, they may request that information from the Registrar. There are no fees for being placed on the waitlist.

### Field Trip Policy

It is the policy of VCP that each parent/caregiver will transport their own child to the field trip and stay for the duration. Each parent/caregiver is responsible for the children they bring on the field trip. Only preschool students and siblings (if parent is present) are permitted to join. Depending on the time and location of a particular school trip, it is up to the discretion of the executive whether a class can be cancelled for the remainder of the day. There is a charge for field trips.

### Policy on NSF and Late Tuition Checks

A \$20 penalty plus bank charges (currently \$10) incurred by VCP will be levied against any NSF cheques. If two NSF cheques are charged to the school any future payments of tuition must be cash or certified cheque. It is the family's responsibility to ensure such replacement payments are received by the Treasurer prior to the first day of the month due date. Any late payments will be levied a \$10 service charge. If you anticipate a problem with one of your cheques, please contact the Treasurer to make alternate arrangements.

### Siblings Policy

It is the policy of VCP that siblings are not permitted to attend functions unless otherwise stated (i.e. field trips). It is the responsibility of the parent to make other arrangements. This includes children who are mobile. An exception will be made for nursing mothers. If a nursing mother chooses to bring the infant to school on a duty day, she must bring another adult, 18 years of age or older who has been previously cleared with a criminal reference check, to act in her place should she need to attend to the infant for any reason.

## Solicitation Policy

It is the policy of VCP, citing Canada's Anti-Spam Legislation that parent emails are to be used strictly for school business. Space on the bulletin board at the school will be designated for "members only networking" allowing an opportunity for members to network and support each other's businesses or families.

## Winter Weather Policy

It is the policy of VCP that the school will close due to weather, when London and/or Lambeth Public Schools systems close and/or school buses are cancelled for the city of London. When the decision to close the school is made, all parents will be contacted (check your email) by 8:00am or 12:00pm.

School closures due to weather are left to the discretion of the VCP Board. In the event that weather improves or is expected to improve throughout the morning, we may decide to open the school for afternoon classes only. Likewise, if the bad weather is expected to begin later in the day, we may decide to open the school for the morning classes only. Families will always be contacted by email at least 1 hour before class, so please remember to check your email.

In cases of winter weather arriving during school hours, the board may make a decision to close early due to worsening weather conditions. Parents will be telephoned to pick up their children.

## Teacher Absence Policy

It is the policy of the VCP that in the event of a teacher absence the school will be closed up to 4 days. Should the absence extend longer than 4 days, every effort will be made by the board to find a substitute RECE. In the event that a substitute is not found, refunds will be made for any days beyond the first 4.

## Withdrawal Policy

It is the policy of VCP that a parent may be asked at any time to withdraw his/her child due to the parent's failure to participate. This is a co-operative preschool, thus by implication, requires parent participation. If you are unable to fulfil your parental obligations, your child may best be served by going to a different type of preschool.

If a family shirks their responsibilities, as a participating member of the co-op, (i.e. missed duty days, committee meetings) two (2) warning letters will be sent. If after these letters, duties have not been resumed, then a request of withdrawal of your child will be issued and your Participation bond cheque will be cashed. A rebate cheque will be made from the child's last day of school. This firm stance is taken to ensure full cooperation from all the

parents so that the running and fundraising of the school is not left to a handful of people. The final decision is made by the Executive.

Thirty days written notice, sent to the Registrar, is required if you wish to either withdraw your child from school OR reduce the number of days they are enrolled for. Any withdrawals after March 1, will not receive refunds on any monies due, including tuition, meeting and participation bonds.

### Fundraising Policy

Each family is expected to take part in fundraising for the school. Fundraising will be done through two larger events (eg. Fun Fair, Ladies Night and/or Spaghetti Dinner), as well as some smaller events (eg. Canadian Tire BBQ, Poinsettia sales). Participation on a committee for the larger events is mandatory. If the school can adequately raise funds, then fees will stay low and the children will continue to have 1<sup>st</sup> class equipment.

### Transporting Child Policy

Under NO circumstances will the teacher be responsible for transporting children to and from school or field trips. The VCP will not accept responsibility for any actions in this regard.

### Housekeeping Policy

Each Executive will review the Housekeeping Policy and determine if they would like to hire a cleaning person, distribute the school's required cleaning amongst themselves or continue to pay the teacher to do the cleaning.

### Multiple Child Enrollment Policy

If a family enrolls more than one child at the same time, the school executive may honour the following proposal: Membership fee will be waived for 2<sup>nd</sup> child. All other bonds are payable on a per child basis. This should be reviewed on an annual basis based on the financial situation of VCP.

### Graduation Policy



Graduation is a special evening for the children who are leaving the school to attend JK or SK. Due to the size of our facility we have to limit it to these students only. Sibling attendance will be voted on yearly by the Executive Board.

## Executive Guidelines

All members of the Executive Board will follow and honour school by-laws. Be active in fundraisers. Sign and uphold Executive Guidelines. Treat all families with respect and confidentiality.

## Executive and Teacher Guidelines

Each year the Executive will review the classroom environment and equipment with the Teacher and parents. There will be a "wish list" and goal setting period in the summer/fall to determine any improvement needed for the upcoming year. The purpose of this is to give the Executive and Teacher direction and united focus on achieving and continually improving our school.

## Closure Policy

In the event of enrolment being less than 5 children, the current executive may dissolve the school. It is recommended that the school assets be dispersed within the Lambeth community, if at all possible.

It is financially recommended that unless there is more than 6 children per class, that the class be cancelled due to low enrolment.

## Financial Status of the School

It is the recommendation of the Ministry of Education (MEDU) that we keep the finances held in reserve, to a reasonable amount. The suggested amount needs to be agreed upon by the current Executive. The MEDU guidelines are "one year's operating costs" (fixed expenses). Remember that wages will ideally be offset by enrolment. We do stand to be audited if we continue to save vs. spend. The recommendation is that money should be spent upon equipment and materials for the children. The recommendation is that we continue to improve our school to be the best, to have the best and to strive for the best. We also need to continue to support Professional Development for our teachers, by supporting school visits, workshops and course attendance, learning materials and other means of improvement. (i.e., RECE, CPR etc.)

## Parent Issues and Concerns Policy

As a Centre with an elected Board of Directors that administers and manages the Centre, and is comprised of parents with children currently attending VCP, both the complainant and

the Centre should address any issues as soon as possible. In resolving complaints, the President and Supervisor are encouraged to use available resources.

The following outlines the procedure to address complaints from families about operations, curriculum, philosophy, verbal harassment, or any other matter related to VCP:

- the complainant is required to write a letter outlining the complaint in detail to the President so that the facts are clearly recorded
- ask the complainant to discuss their concern with the Supervisor or President including specifics such as date, place, issues, and parties involved, using the letter as a source of information and agree on a plan of action and trial period
- record the outcome of the discussion in detail
- implement plan of action

If the complainant is unsatisfied with plan of action after a trial period, the complaint will be discussed at a Board meeting and the Board will vote on a second plan of action.

Issues relating to the Duty Day participants, teachers, programs, or methods of teaching should be directed to the Board. The teachers and Duty Day participants report to the Board. The Board will notify the Vice-President of any concerns accordingly as he/she is responsible for Human Resources issues.

Issues related to the running of the Centre or concerns about the Board should be directed to the President who will in turn work with the Vice-President to resolve the concern. Any staff concerns, complaints or grievances will be reported to the Vice-President, who will take action accordingly.

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

## Village Co-operative Preschool – Policies and Procedures Declaration

\*Please Sign and Date this form and submit to a Board Member\*

Please Note: **All** of the policies and procedures of Village Co-operative Preschool **must** be read and understood as a volunteer of the Preschool.

Please read each of the policies and procedures listed below and indicate with your signature at the bottom of this document that you are aware of the rules and responsibilities you have whilst volunteering at Village Co-operative Preschool.

1. The Village Co-operative Parent Handbook, with particular attention to the following Policies:
  - a. Playground Safety Policy
  - b. Anaphylactic Policy
  - c. Sanitary Practices Policy
  - d. Serious Occurrence Policy
  - e. Medication Policy
  - f. Program Statement Implementation Policy
  - g. Staff Training and Development Policy
  - h. Vulnerable Sector Check Policy
  - i. Fire Safety/ Evacuation Policy
  - j. Waitlist Policy
  - k. Emergency Management Policy and Procedures
  - l. Parent Issues and Concerns Policy
  - m. Individual Plan for Child with Medical Needs Policy
  - n. Policy for the Supervision of Volunteers
  - o. Behaviour Management Policy
  - p. Privacy Policy

Volunteer Declaration:

I, \_\_\_\_\_, have read and understand the contents of the Village Co-op Preschool's Parent Handbook. I certify that I have read the above policies and procedures and will comply with them and understand the importance they have in the operation of our preschool.

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

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_