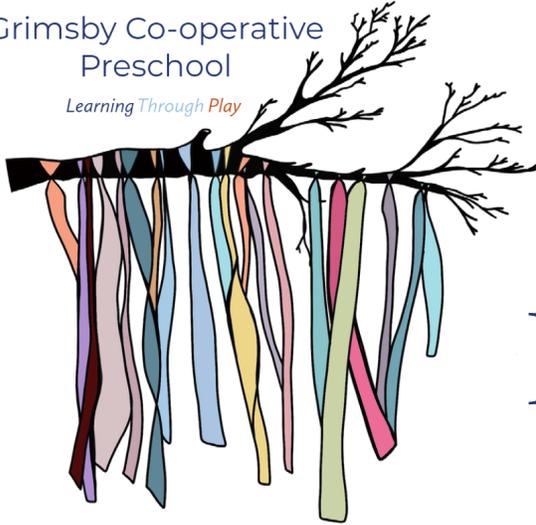


Grimsby Co-operative  
Preschool

*Learning Through Play*



# Parent Handbook

## MISSION STATEMENT

A good start in a young life begins with basic trust in people and surroundings. Our Co-Operative's goal is to provide a positive preschool experience that allows the children to develop a sense of self in a safe, caring and stimulating environment. Here, children have an opportunity to develop, think creatively, learn about emotions and interact with other children.

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## WELCOME TO GRIMSBY CO-OP PRESCHOOL

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We, at the Grimsby Co-operative Preschool, feel that you have chosen a special place for your child's preschool experience. We have qualified, caring teachers providing a program designed to enrich the learning experience of 2 ½ to 5-year-olds.

We are a co-operative preschool, which means that the school is organized and administered by the parents of the attending preschoolers. Parents serve as officers, attend meetings, work on committees and act as employers.

The school is licensed and inspected annually by the Ministry of Community of Education Early Years Learning Division, the Niagara Regional Public Health Department and the Grimsby Fire Department.

We are financed by parent's fees, government grants and proceeds from various fundraising activities. We are also a registered, non-profit Ontario Corporation and must abide by the provincial and federal regulations governing Incorporated Co-operatives.

Co-ops are fragile organizations, which depend on the co-operation and goodwill of people who start out as strangers and who have differing ideas about how things should be done. In order to keep from unintentionally hurting someone's feelings, be overly tactful in all situations. Think of the good of the group and try not to be too quick to judge. "Grapevine mutterings" can be very destructive to the morale of any volunteer group and should be consciously avoided. The Board of Directors will do their best to keep everything running smoothly and everyone informed of what is happening. If you ever have any questions, concerns or suggestions regarding our school, please feel free to approach, or write comments and present them to, any member of the Board.

We look forward to spending the school year with your family. We hope that all of you have a lot of fun and get into the spirit of this year at YOUR co-op. Be on the lookout - many lasting friendships (between both the children and the parents) have been formed at the Grimsby Co-operative Preschool!

# PROGRAM STATEMENT

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At Grimsby Co-operative Preschool, our goal is to support a positive preschool experience that allows the children to continue to safely develop a sense of self in a safe, caring, stimulating, and inclusive environment. Here children have an opportunity to develop, think creatively, express their emotions, and interact safely with other children with a sense of normalcy. We provide opportunities to build positive and responsive relationships and focus on children’s social, emotional, physical, creative and cognitive development. We create a safe environment in which children learn through exploration, play, and inquiry while continuing to provide the feeling of a warm welcoming classroom/program. We offer opportunities for telephone/virtual discussions with families to support a smoother transition and ease parent fears. We value our strengths, opinions and unique perspective. Now more than ever, we are a key support for children and families within our community. Throughout these ever-changing times, we will inform parents of the new health and safety protocols and as co-learners, parents are invited to share their ideas, questions, concerns and hopes for their child in our care.



This approach allows us to organize our program based on the question “How Does Learning Happen?” and the Four Foundations of Learning (A Sense of Belonging, Well-Being, Engagement, and Expression) that are important for children to grow and flourish. These foundations are a vision of all children’s potential in our program and a view of what they should experience each and every day.

Our program statement is a living document that is implemented through parent and staff surveys, daily and annual staff reflections, and regular program and team meetings. Our dedication to our values and those of Ontario Pedagogy for the Early Years, “How Does Learning Happen?” fosters a culture of intentional practice that strengthens our commitment to the highest quality of care for our children, families, and educators.



## Belonging

An important goal in our program is to support the children to safely develop relationships with each other and the educators. We provide a multi-cultural, homelike, and natural environment for the children, with many opportunities to interact. We encourage conversations between the children and the educators during gathering times and mealtimes. We allow for opportunities for families to share their concerns to us to allow for a smooth transition between home and Preschool.

The educators help guide them through their day while continuing to be positive and responsive to all children in our care. Our program adapts based on every child's needs and development and we utilize and seek out additional resources to provide and support all the children.

Our program is inclusive to all the children and families within our community and it allows for participation by all children no matter what their ability.

## Well-Being

To support the development of physical and mental health and wellness, we encourage self-care, self-help, self-awareness and self-regulation skills which in turn builds confidence and a strong sense of self. We support this not only in our children but in Educators as well to ensure they are providing their "best-self" for the children. We support proper hygiene and encourage keeping our bodies nourished and healthy from the inside as well.

Grimsby Co-operative Preschool provides a child led environment where the educators intentionally create positive learning experiences that reflect the children's interests. Our program goal is to support each child's learning and development, support each child equally, and be sensitive to all their needs. We foster the children's exploration, play, and inquiry by asking questions and adding materials to expand play. Positive, responsive relationships are critical for the children's emotional well-being. In addition, they will continue to help the children and their families feel welcome each morning at arrival time, which can already be a difficult emotional transition time that is so important.

The Preschool supports all children/families in a nurturing way and helps those who may be experiencing stressful and challenging circumstances by discovering what is best for the child and directing the families to help when needed.

## Engagement



To build on the fact that children are curious, competent, and capable, we encourage full exploration of the natural world surrounding them. The children are provided with a creative and engaging environment. We focus on supporting play and inquiry through indoor and outdoor play. The environment is designed in a way that provides opportunities for a variety of large group, small group or individual play activities. The educators expand on the children's play by observing and following their schemas. There are daily opportunities for children to explore and participate in creative learning and self-expression. The environment is richly textured for tactile exploration to stimulate individual sensory awareness and are changed and cleaned regularly within the classroom for new experiences based on the children's interests and needs.

We encourage the families to extend the learning from the Preschool to the home environment by involving them in their child's day-to-day learning. Educators do this by inviting the parents to share their ideas, questions, concerns and hopes for their child. The educators offer opportunities for telephone and online discussions with families for support and encourage engagement within the families.

We strive to support all cultures and traditions within our Preschool to provide engagement from all unique types of families.

## Expression

At Grimsby Co-operative Preschool the educators create an environment for the children to be heard and respected. We recognize children use many "languages" to communicate through their bodies, words, abilities, or the use of materials.

The educators provide opportunities for the children to communicate their ideas related to their play and help with resources to enhance the environment. The educators observe and really listen to what the children's needs are and how the children use the materials, interact with each other and the educator, and expansion of their interests. The children are given the opportunity to make connections with a variety of contexts either individually or in small or large groups.



We welcome the expression of all cultures and traditions in the environment and encourage family participation to allow for the children to feel valued. We recognize and support all cultures and traditions in our community and in our classroom environment. We welcome the opportunity and education from our families to celebrate these differences with the help of our families to strengthen the children's self-identity and feel valued.

# GUIDELINES AND INFORMATION

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## ADMISSION & DISCHARGE POLICIES & PROCEDURES

Grimsby Co-operative Preschool will accept new children when there are vacancies, on a first-come, first serve basis. Applications need to be accompanied by a registration fee. No family will be discriminated against on the basis of race, language, culture, sex or sexual orientation.

### Procedures:

- The maximum enrollment in each session will be sixteen (16) children with two (2) qualified R.E.C.E. in each group of twenty-four.
- Enrollment of new children during the fall term shall be on a staggered basis.
- Only children, 2 ½ and older shall be eligible for registration. A provision on our license allows 3 children 27 months up to and including 30 months of age within capacity. Children must not have reached their 5th birthday as of December 31st of the year in which they are enrolled. Children outside of these ages will be discussed on a case-by-case basis.
- Children with special needs will be given individual attention and will be accepted at the discretion of the ED.
- Acceptance of each child in the preschool will be the responsibility of the ED. If, for any reason, a child is not eligible to enter the preschool, the parents will be reimbursed in full.

### Discharge by the ED:

The ED reserves the right to request the withdrawal of a child from a program due to:

- Child's behavior is severely disruptive or physically threatening to the well-being and safety of other children or staff, and/or additional supports to accommodate the child are unavailable
- If a child is not adjusting well, recorded observations will be discussed with the parent/guardian. Other options may be explored with the family.
- If a parent or guardian is behaving inappropriately towards other families, children, and/or staff members. At the discretion of the board.
- Non-payment or excessive late payment.
- Failure to submit required information or forms.
- Failure to comply with policies & procedures.

The parent has the right to appeal this decision and must request in writing, a meeting with the ED and the President of the Board. The family will have two weeks to explore other options for their child, the parents will be reimbursed the remaining monthly fees.

## **Discharge by the Parent/Guardian:**

- When a parent decides to withdrawal their child from our program, a two-week written (14 calendar days) notice MUST be received by the ED. In most of the cases, withdrawal by the parent is due to:
  - Relocation
  - The program might not be the right fit for the child
- If for any reason the program is found to be unsatisfactory for any child, we will make every effort to discuss this with the parents in order to determine the cause.
- If not possible, the parent and/or program may choose to terminate the care on a timeline that is in the child's best interest.

## **WAIT LIST**

Grimsby Co-operative Preschool Inc. provides full and part time child care for up to 48 children daily. Admission is based on a first come first serve basis in accordance with the Wait List Policy. The purpose of the Wait List Policy in to ensure a fair process is followed and communicated to all involved.

Grimsby Co-operative's Executive Director reserves the right to manage the wait list in the best interest of the Preschool.

## **Wait List Administration & Priority**

When Grimsby Co-operative Preschool Inc. receives an application for admission, the following criteria is followed:

- Age (children must be 27 months to start)
- Completed application forms
- Space required/available

A one-time non-refundable \$50.00 registration fee is required for all families that want to apply for child care at Grimsby Co-operative Preschool Inc. The application date is effective on the day that we receive the registration fee.

If the requested space is not available at the time of application, the Grimsby Co-operative Preschool Inc. will not require the \$50.00 registration fee. The registration fee will only be required from those applications where a spot is available.

## **Wait Times**

When a space becomes available within Grimsby Co-operative Preschool Inc., the ED assigns the space to the first child on the list who has met the above criteria. It is impossible for us to predict how quickly our wait list will progress or if we will even be able to accommodate those on our wait list. We CANNOT provide an approximate entry date when you apply.

It is the responsibility of the applicant to ensure their contact information remains up to date, in order to be notified when a space becomes available.

Grimsby Co-operative Preschool Inc. encourages those wait-listed families to contact the ED by email monthly to confirm that they still wish to be on the waitlist. Grimsby Co-operative Preschool Inc. knows and understands that situations can change for families. If a family needs to adjust their original request simply send a written notification to the ED.

### **When a space becomes available**

When a space is available, we will notify you through the contact details that you provided at the time of requesting a spot at the preschool. You must respond by either email or phone confirming your acceptance of the space within one week. If we do not hear from you, we will remove you from the list. **Those families who decline a space or do not return notification will forfeit the spot.**

### **Returning Families**

Returning parents will be given priority registration for the following school year in the month of January. It is recommended that those returning families take advantage of this as the spaces are limited at Grimsby Co-operative Preschool Inc. and we cannot “hold” a spot for them unless the above criteria is met.

The ED or the Board of Directors reserves the right to make changes without notice, to the wait list policy in the best interest of Grimsby Co-operative Preschool Inc.

## FEES, REFUNDS, MEETINGS

### Fees:

- Grimsby Co-operative Preschool has been approved for the Canada Wide Early Learning and Child Care Agreement (CWELCC).

ENROLMENT	September-December Monthly Fee		January-June Monthly Fee	
	HALF DAY	EXTENDED DAY	HALF DAY	EXTENDED DAY
<b>5 DAYS</b>	\$ 326	\$ 636	\$ 260	\$ 423
<b>3 DAYS</b>	\$ 195	\$ 380	\$ 156	\$ 254
<b>2 DAYS</b>	\$ 131	\$ 256	\$ 104	\$ 169

- All monthly fees must be paid in advance and dated the 1st of the month. If payment, due on the first of each month, is not paid by the 15th of the month, the parents will be asked to withdraw the child. Prompt payment of fees is necessary in order that basic operating expenses i.e. salaries, rent, etc., may be met. Should a bank return a cheque due to insufficient funds, the family will be required to immediately pay the months fees and will be charged an additional \$25.00 administrative fee.
- The monthly fee for each program is calculated when preparing the opening budget and is based on the funds required to cover operating expenses for the school year. It is a monthly fee for all programs, and the number of days your child attends per month may vary due to holidays, PD days etc. The fee will not be prorated for any shortened months that may result from the above.

### Refunds

No refunds will be made as a result of absence due to illness, travel or any other reason, except where written notice of temporary withdrawal of the child has been given with 14 days notice and the period of absence is more than 30 days. This will be subject to the approval of the Board of Directors.

- No refunds will be made when the Preschool is temporarily closed due to emergency conditions (i.e. snowstorms, loss of heat, etc.).
- No refunds will be given due to pandemic closure by the Regional Health Department or an 'act of god' for a period of less than 14 days. If a longer closure is necessary, the Board of Directors will review the situation.
- No refund will be given for your registration fee unless the Preschool cannot place your child.
- No refunds will be given for Fundraising Fees.

## General Meetings

attendance is mandatory. During your orientation session, we require a post-dated cheque (Sept. 15<sup>th</sup>) of \$50.00. Upon attendance at each of the aforementioned General Meetings, the corresponding cheque will be returned to you. If you are not in attendance, you will forfeit your cheque and the funds will go to the school.

## SUBSIDIZED CHILDCARE AVAILABILITY

Subsidy is available by applying to the Niagara Region Childcare Services.

## SCHOOL TERMS AND HOURS

- The school year shall begin the first week in September and continue until the 3<sup>rd</sup> week of June.
- All school closings and statutory holidays (with the exception of PD Days) shall be observed as per the District School Board of Niagara Calendar.
- Morning school hours shall run from 9:15 a.m. to 11:45 a.m.
- Afternoon hours shall run from 12:30 p.m. until 3:00 p.m.
- Extended day hours shall run from 9:15 a.m. to 3:00 p.m.
- Professional Development Days (P.D. days) shall be observed to provide the opportunity for the teachers to further develop their skills. These days are set by the teachers through consultation with the board.
- You are free to pick up your child before the scheduled end time but will be charged a late fee for arriving after 11:45 am/3:00 pm respectively. After 11:45 am / 3:00 pm respectively you will be charged \$1.00 per minute that you are late. Prior arrangements can be made. Notification beforehand of a reason for being late can waive the fee.
- If we have not been able to make contact with parents by 12:00 pm or 3:15 pm, we will contact the emergency contact person listed on your child's application form.

## 2022-2023 Calendar Dates

First Day of School Open	Tuesday, September 6, 2022
Thanksgiving	Monday, October 10, 2022
PD Day	Friday, December 23, 2022
Winter Holidays	December 26, 2022 - January 6, 2023
PD Day	Tuesday, February 21, 2023
March Break	March 13-17, 2023
Good Friday	Friday, April 7, 2023
Easter	Monday, April 10, 2023
Victoria Day	Monday, May 22, 2023

## HEALTH REGULATION

### Immunizations

proof of immunizations is required prior to enrollment. (Exemptions with proper documentation will be allowed- A Statement of Religious or Conscious Belief must be completed)

### Communicable Diseases

All cases shall be reported at once to the Executive Director

### Illness

If a child is at school and shows signs of ill-health the parents will be contacted and advised to fetch the child.

### Head Lice

Cases shall be reported to the Executive Director and the child will be removed from the school until medicated.

### Medications

The teachers at Grimsby Co-Operative Preschool do not administer medications to the children except in life-threatening situations. These medications must be provided by the family and kept up to date, all expired medication must be replaced by the family. Inhalers and Epi-Pens will be administered after the parent has signed a waiver to remove all liability from the teachers and Co-operative. Written instructions and training must be given on how to administer in an emergency. All inhalers and Epi-Pens are to be clearly labeled with the child's name. Inhalers will be locked up and Epi-Pens will be in the teacher bag hung on the wall in each playroom, out of reach of children.

### Allergies

#### **We are a NUT FREE Preschool!**

If a child attending Grimsby Co-Operative Preschool has an allergy, the allergy will be posted in each playroom, as well as in the child's file. The staff will be aware of the allergy.

If it is a serious allergy, where an Epi-Pen is required, parents need to complete an Individual Anaphylaxis Emergency plan and hang it in the classroom.

## **Anaphylaxis Policy**

This policy is in place in case of serious and rapid allergic reaction. This, if severe enough, can kill.

## **Sanitary Policy**

Proper cleaning methods are always followed at the preschool. The play equipment, toys and laundry are cleaned on a regular basis. We encourage proper toileting and hand washing by all staff and children to help prevent the spread of germs.

## **Smoke Free and Vape-Free**

We are a smoke free and vape free school. No smoking or vaping in the building or within 6 feet from any public entrance/exit.

## **MISCELLANEOUS**

### **Clothing**

Clothing should be appropriate for the weather prevailing but should not require any special protection. We encourage clothing that is easily taken on and off for easy toileting. Outdoor clothing and boots should be clearly marked with the child's name.

### **Indoor Footwear**

Children need a pair of shoes for outdoor and a separate pair for indoors.

Shoes and slippers should have rubber soles to prevent slipping and sliding on the floors. Shoes should fit properly on the child's feet to prevent them falling off during play.

### **Backpack**

Children require a backpack with their name clearly written on it. We encourage an extra set of clothing be in the backpack in case of an accident.

### **Snacks/Lunches**

Grimsby Co-Operative Preschool is a Nut Free School. If any other threatening allergies arise we will inform the parents of the allergy and if possible provide them with a list of 'safe foods'. A mid-morning and mid-afternoon snack will be provided by the Preschool and the children are encouraged to bring their own drink in a labelled container.

## Meals from home for children aged 44 months & Older

If a parent chooses to provide their child aged 44 months & older with an alternative snack/lunch the following guidelines will be followed:

- All snacks/lunches should follow the Canada Food Guide and be compliant with the peanut aware allergy policy
- Parents are required to label all of their child's food containers brought into the centre.
- All food provided by the parents will be kept in the refrigerator and will be served at our regular snack/lunch times or as designated on your child's individual plan.
- If a parent forgets to bring in their child's lunch, the Supervisor will contact the parent to send an email to provide an approval for an alternative lunch for their child that the Preschool can provide or they can choose to drop off at centre prior to snack/lunch times for their child.
- Alternative snacks/lunches provided by the Preschool will not be given to your child without parent approval

## Special Events (Birthdays)

If you choose to bring in special treats to celebrate a special event or birthday, the treats must be Store Bought and nut free. Home-baked goods are not allowed to be shared for allergy and health reasons.

- Parents should accompany children into the school, ensure outer clothing is removed; backpack properly placed in the coatroom; snack in the snack basket and the child is brought to the appropriate teacher.
- Each day, please check the Bulletin Board within each classroom

## Class Trips

Depending on the trip, parents are responsible for providing transportation of their child/children to and from the trip destination. When a bus is provided, parents will be notified. Complete information will be given out prior to each trip. No regular classes will be held on trip days, unless specified by the teachers.

## Snow Days/Inclement Weather

The Preschool will follow the District School Board of Niagara direction regarding school closures for inclement weather. If the DSN buses are cancelled the Preschool will be CLOSED.

## PARKING LOT

When parking, please do not block the exit and do not leave your car running. Enter via Hwy. #8 and exit via St. Andrew's Avenue.



## INSURANCE AND LIABILITIES

All children and staff are covered by a blanket insurance policy, held with The Cooperator's General Insurance Company, which is reviewed each year.

## DUTIES OF MEMBERS

**Attendance at the General Meetings is required.**

**Participation in the Registration Week is compulsory.** This is the last week of August. Parents are required to come into the school during this week to:

- hand in post-dated cheques for the year,
- complete all enrolment requirements, and
- review any of the above information and policies to ensure that all requirements are complete and all aspects of the preschool are understood.

This meeting will be held in September. If you cannot make it, please try to find a stand-in or you will forfeit your meeting cheque to the Preschool.

- Parents will be responsible for obtaining information missed at the meetings.
- Absence at the meeting must be reported to the President or Executive Director prior to the meeting.

- In addition, support is required for projects involving fundraising, school programming, and publicity throughout the year. Families may choose to participate in the School's Opt-Out in Lieu of Fundraising program on enrolment each year. This fee is set in the summer, based on fundraising goals.
- Carry out responsibilities within their assigned committee (Social/Fundraising/etc. – see descriptions later in the manual). Currently on hold.
- Failure, without just cause, to fulfill your obligations as a co-op member, will result in your membership being reviewed. Parents must participate, as fully as possible, in fundraising and school activities.

## **ASSOCIATE MEMBERS**

- Any individual interested in supporting the objectives of the Co-operative.
- Receive notice of all meetings.
- Have the option of receiving the Newsletter.
- Receive pre-registration privileges if they have an eligible child.

# **POLICIES AND PROCEDURES**

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## **IMPLEMENTATION OF PROGRAM STATEMENT**

### **Policy**

Our aim is to ensure that the children attending Grimsby Co-operative Preschool are supported in a positive manner at a level appropriate to their stage of development. We promote the pedagogy process of understanding and supportive learning.

### **Implementation**

1. Grimsby Co-operative Preschool will review the Program Statement and policy and implementation at least annually and record that it has been done.
2. All employees, volunteer, support staff must review the program statement upon employment/ prior to interacting with the children and at any time the program statement is modified. After completion, they must sign off with a witness that they have reviewed the program statement.
3. Grimsby Co-operative preschool shall monitor and review all staff. This will be done 2-3 times a year during performance reviews. The volunteers and support staff will be reviewed once a year and will be discussed with them. The Executive Director or Supervisor will keep a record and address compliance in relation to the program statement and any instances of contraventions of the program statement.
4. Monitoring will include how the staff is engaged with the children in the different playrooms, group time, outdoor area and snack/lunch time. The review shall be based on the program statement to ensure that all areas are being observed.
5. Evidence of the monitoring of compliance shall be kept for a least 3 years.

### **Prohibited Practices**

- 1) Grimsby Co-operative Preschool shall not permit, with respect to a child receiving care at our centre:
  - a) corporal punishment of the child;
  - b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
  - c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision,

unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

- d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
  - e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
  - f) inflicting any bodily harm on children including making children eat or drink against their will.
- 2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee with respect to a child receiving child care.

## **CONTRAVENTION OF THE POLICY AND PROHIBITED PRACTICES**

This policy has been defined to ensure that everyone at the Grimsby Co-operative Preschool is aware of our expectations with regard to the implementation and prohibited practice of our program statement. Our program statement is in place in order to protect the emotional and physical well-being of the children attending our preschool program. The Executive Director/Supervisor shall monitor all behaviours and evaluate volunteers, support staff and teachers. If any individual involved with the Co-operative fails to comply with the above regulations, it will be necessary for the Executive Director/Supervisor to take the following measures:

1. Verbal warning
2. Written warning
3. As a last resort, the individual may be asked to withdraw from the school

If a volunteer/staff disregards the authority of the Executive Director/Supervisor, the Executive will review the incident and the appropriate disciplinary action will be taken. The Executive has the right to take the severest of disciplinary actions without previous incident or warning to the individual in question.

Irresponsible behaviour and non-compliance by any individual can result in being asked to withdraw from the preschool.

## **FIRE DRILLS**

Fire Drills are practiced each month by all classes. Posted in each classroom is the fire drill procedure for that area. The children are encouraged to walk quickly and listen to the teachers. Parent Volunteers are expected to keep calm when the alarm sounds and assist the teacher in gathering the children.

## **MANAGING IMPAIRED PARENTS/CAREGIVERS AND VISITORS**

If a parent, guardian, family member or visitor to the child care facility engages in disruptive or potentially dangerous behaviour, the person will be asked to leave the facility immediately.

In the unlikely event that a parent or caregiver arrives at the preschool to pick up their child while under the influence of drugs or alcohol or is physically or emotionally impaired in any way, the following guidelines will be followed:

- Alert the ED and other staff members of the situation
- Remain polite and calm
- Persuade the parent or caregiver to ask if someone else can be called to pick up the child. If a caregiver is the pick-up person whose behaviour is questionable, parents will be called to advise.
- If unsuccessful, offer to call a taxi and pay for the taxi.
- If the person becomes agitated or confrontational call 911
- Never put yourself or children at risk by physically trying to stop an irate or intoxicated parent from picking up their child.
- If the parent or caregiver decides to drive home, you must tell them that you will be calling the police and the Children's Aid Society with their home address and licence plate number.

## MANAGING SERIOUS OCCURRENCES

### Serious Occurrence

Defined as:

- The death of a child while in attendance at a day nursery. (This includes death resulting from abuse, accident, suicide, medical or non-accidental causes.)
- Any serious injury to a child while in attendance at a day nursery.
- Fire or other disaster occurring on the premises of a day nursery.
- Any complaint concerning operational, physical or safety standards on the premises of a day nursery (i.e. negative reports from the fire or health department when corrective action has not been taken).
- Abuse of a child within the meaning of the CHILD WELFARE ACT by a staff member of a day nursery or by any other person while the child is attending the day nursery.

### Procedure

The staff or any other witness should report the occurrence to the Director of Operations or supervisor at once. Note: Providing any person with immediate medical attention is first priority.

The ED is responsible for conducting a preliminary inquiry following the steps outlined below:

- Contacts the parents.
- Ensures all persons having knowledge of the occurrence remain at the site until excused.
- Contacts the President.
- Reports to the Program Advisor of the Ministry of Education through Child Care Licensing System (CCLS) within 24 hours

- A notification form of a serious occurrence will be posted on the bulletin board in the coatroom for 10 business days to inform parents of the occurrence.

## **EMERGENCY RESPONSE PLAN**

The emergency response plan enables parents to know that the Preschool is equipped to deal with an emergency and that the children’s safety is a priority and remains paramount at all times. There are many types of emergencies that can happen in Niagara such as floods, tornados, utility disruptions, as well as global threats, such as flu pandemic. In all cases you and the Preschool staff can play a role in keeping children safe by being prepared.

It is important that you provide the Preschool with up to date information; for example, if your phone number or work information changes, please remember to provide the Preschool the information, as soon as possible.

### **Evacuation Information**

- The current President will be informed immediately of the emergency situation. She will begin the process of informing families.
- Emergency Contact would be the current President of the Preschool. During any evacuation, staff will remain with children at all times, while family/emergency contacts are notified of the emergency situation so that arrangements can be made for pick up.
- In the event that there is a need to ensure the safety and security of the staff and children due to a violent incident or severe weather conditions (hurricane, tornado etc.), the school will go into LOCKDOWN procedures. No one will be allowed in or out until the ‘all clear’ signal has been given by the authorities. After the ‘all clear’ parents/guardians will be informed of the situation.
- In the event the facility must be evacuated because of an emergency in the immediate area the children and staff will be taken to the off-site location: Central Public School on 10 Livingston, Grimsby.
- If necessary, children will be transported to this health care facility: West Lincoln Memorial Hospital, 169 Main Street East, Grimsby, (905) 945-2253.
- If possible local radio stations will be contacted with emergency situation information; 900 CHML AM, 1150 CKOC AM, News talk AM 610 CKTB, 105.7 FM EZ Rock.

### **Infectious Diseases, Outbreaks and Pandemic Information**

- In the event of a pandemic, the Medical Officer of Health, Niagara Region Public Health will be the Authority in Charge and will have the authority to activate the Niagara Region’s Pandemic Response.
- The Preschool will act according to outlines set by the Niagara Region Health Department – Health and Safety Manual for Child Care Providers.

For local information updates, click on [www.niagararegion.ca](http://www.niagararegion.ca) or call the Niagara Region Public Health Department information line, (905) 688-8248 ext. 7765 or toll free 1-888-505-6074 ext. 776

## PARENT ISSUES AND CONCERNS

### Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns. This Policy was developed on July 1<sup>st</sup>, 2017.

### Definitions

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

**Staff:** Individual employed by the licensee, Executive Director, Supervisor, Assistant Supervisor, Educators (ECE)

### Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Grimsby Co-Operative Preschool Inc. and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within three business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### Confidentiality

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

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

## **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

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

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.asp>

<b>PARENT ISSUES AND CONCERNS PROCEDURES</b>		
<b>Nature of Issue or Concern</b>	<b>Steps to Report Issue/Concern:</b>	<b>Steps for Staff and/or Licensee in responding to issue/concern:</b>
Program Room-Related E.g: schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>• The Supervisor or the classroom staff directly or</li> <li>• the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>• Address the issue/concern at the time it is raised or</li> <li>• arrange for a meeting with the parent/guardian within three business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p>
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>• the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>• the date and time the issue/concern was received;</li> <li>• the name of the person who received the issue/concern;</li> <li>• the name of the person reporting the issue/concern;</li> <li>• the details of the issue/concern; and</li> <li>• any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
Staff-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to <ul style="list-style-type: none"> <li>• the individual directly or</li> <li>• the Executive Director or licensee.</li> </ul> <p>All issues or concerns about the conduct of staff, etc. that puts a child's health, safety and well-being at risk should be reported to the Executive Director as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
Student- / Volunteer-Related	Raise the issue or concern to <ul style="list-style-type: none"> <li>• the staff responsible for supervising the volunteer or student or</li> <li>• the Executive Director and/or licensee.</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the Executive Director as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

## Escalation of Issues or Concerns

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to The Board of Directors.

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.

## Contacts

### **Ministry of Education, Licensed Child Care Help Desk:**

1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

### **Executive Director - Melissa McLauchlan RECE:**

[info@grimsbyco-op.org](mailto:info@grimsbyco-op.org)

### **Board President - Amelia Van Hoffen:**

[president@grimsbyco-op.org](mailto:president@grimsbyco-op.org)

**Disclaimer:**

This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

## THE CHILDREN'S PROGRAM

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Learning takes place in many different ways with each child and it should always be evolving and changing. We want the children to be excited about learning. We strive to develop a curriculum that develops when exploring what is socially relevant, intellectually engaging and personally meaningful to children. Two most important aspects are:

1. positive nurturing relationships
2. warm and comfortable environment

### QUALITY CHILD CARE NIAGARA PROGRAM (QCCN)

Our program takes part in QCCN. This initiative program provides Early Childhood Educators the framework within which programming decisions can be made. We, here at the preschool, use the tools to evaluate where each child is at, and how our environment is meeting all the children's needs. It provides a format for recording observations and sharing information with the families.

As part of QCCN we use the following checklists:

#### **Disc Preschool Screening (DPS) – an early developmental screening tool**

- Early developmental screening tool designed to screen large groups of children between the ages of 6-60 months
- Reliable in identifying children who may be at risk of developmental delays
- Sets the stage for a smooth transition to the formal school system
- Completed once a year on each child
- It is a simple 15 minute checklist based on 12 items using specific toys on a 1:1 basis
- Based on the results of the DPS, suggestions will be made

#### **Behaviour Checklist: Children's Actions, Relationship & Emotions (C.A.R.E.)**

- An intervention planning tool that identifies behaviour patterns in children 24-72 months
- Compliments the Developmental Preschool Screening (DPS)
- Provides a format for recording of observations
- It is a 53 item questionnaire/scale designed to screen for behaviour issues
- Its purpose is to assist child care professionals in determining if specialized programming is appropriate for the child or if a referral, through the parent, to an outside agency should be considered
- Based on results of the C.A.R.E. suggestions will be made

#### **Speech & Language Developmental Checklist**

- Checklist that examines all elements of speech and language development for children birth to five years
- Identifies children who may be at risk for speech and or/language delay or disorder
- Compliments the Developmental Preschool Screen (DPS)

- Provides a user friendly format for recording of observations, obtaining a baseline record of skills
- Based on the results of the checklist a referral to Speech Services Niagara may be suggested

**Environment Rating Scale**

- Variety of environmental rating scales, geared to child care environments and children's age groups designed to enhance the quality of developmental programming

## PARENT/STUDENT VOLUNTEERS

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We encourage parents to come and visit the preschool whenever they like. We would appreciate not more than 2 parents per class at a time.

- Volunteers will be asked to follow the Teacher's lead in the classroom
- Be the extra set of hands to the teacher
- Fill/replace supplies
- Cleaning where necessary throughout the classroom
- Assist with keeping the children engaged and involved in the activities
- At no time will the volunteer be unsupervised or left alone with any of the children at the centre
- The volunteer will be monitored by the ED/Supervisor

**Above all, BE YOURSELF.**

## BOARD OF DIRECTORS

Below is a brief description of what each member of the Board is responsible for. A more detailed job description is available upon request.

### President

- Presides at General and Executive meetings.
- Responsible to the Ministry of Community and Social Services for the overall operation of the preschool.
- Responsible for meeting all Regional requirements.
- Responsible for all communication/correspondence with the property of St. Andrew's Church.
- Acts as a "public relations" representative for the school.
- Encourages group cohesion and delegates work.

### Vice President

- Responsible for all school advertising.
- Assists the ED as required, in the planning and implementation of all school activities, including class trips.
- Responsible for planning and implementing year end trip, year end party/picnic and any other social event.
- Responsible for planning and implementing, along with the fundraising chair the fundraising events.

### Correspondence and Recording Secretary

- Records, prepares, and distributes minutes of executive meetings, as well all general meetings.

- Prepares all correspondence for the preschool, as necessary.
- Maintains an accurate binder of all master minutes.

### **Treasurer**

- With the President, prepares a budget and submits it for approval to the board, membership and region.
- With the President, authorizes all financial transactions.
- Presents financial updates to the board at the Executive Meetings.
- Maintains financial records of the Co-operation for seven years.
- Works in partnership with the bookkeeper.

### **Fundraising Chairperson**

- Acts as chairman of the fundraising committee.
- Prepares a fundraising plan to meet extracurricular activities and expenses not covered by school fees.
- Provides Treasurer and board with income and expense statements of fundraising campaigns.
- Plans and implements, along with the Vice President the fundraising events

### **Committees**

On hold as of March 2020.