

North Dumfries Preschool Co-operative Inc.

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# Policies and Procedures

## 2019-2020

Please keep this guide for information and reference  
throughout the school year



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# **Our Preschool Philosophy – Learn, Socialize, Independence and Play**

Our preschool is the best way to start getting your child ready to learn and become organized in a classroom setting, begin to socialize with other children regularly and become independent... all through play!

Play is at the heart of our program where children discover the world around them by being encouraged to explore, led by their own interests and curiosity. Through play, which nourishes every aspect of a child's development, a foundation of learning will be established and reflected upon to ensure meaningful participation for every child. Children will improve their physical development by participating in activities that incorporate gross motor and fine motor skills. Children will have opportunities to work through their emotions and be given the chance to express themselves. They will increase their self-esteem, confidence and decision making capabilities. Play experiences will stimulate curiosity and a sense of wonder.

Our belief is that together parents, our RECE teacher and assistant staff can provide a safe, welcoming and encouraging environment that fosters a love of learning.

## **Program Statement**

The North Dumfries Preschool Co-operative Inc. embraces the new pedagogy set out by the Ministry of Education and research that helps set the standards on high quality programming. We believe that children are competent, capable, curious and rich in potential. We refer to How Does Learning Happen and any other current Ministry of Education documents for programming and pedagogy related items. We know that children grow up in families with diverse social, cultural and linguistic perspectives and believe that every child should feel that he or she belongs, is a valuable contributor to their surroundings and deserves the opportunity to succeed. We ensure that our program statement is reviewed annually to ensure that it is aligned with the ministry guidelines.

The North Dumfries Preschool Co-operative Inc. values children, families and the relationships with their communities and our programming is organized around four foundational conditions that are important for children to grow and flourish: Belonging, Well-Being, Engagement and Expressions. These foundations are a vision for all children's future potential and a view of what they should experience each and every day.

- Belonging refers to a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
- Well-Being addresses the importance of physical and mental health and wellness. It incorporates capacities such as self care, sense of self and self regulation skills.
- Engagement suggests a state of being involved and focused. When children are about to explore the world around them with their natural curiosity and exuberance,

they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking and innovation, which is essential for learning and success in school and beyond.

- Expression or communication (to be heard, as well as to listen) may take different forms. Through their bodies, words and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials supports creativity, problem solving and mathematical behaviour. Language rich environments support growing communication skills which are the foundation for literacy.

A focus on these foundations throughout all aspects of early years programs ensures optimal learning and healthy development.

A.) North Dumfries Preschool Co-operative Inc. (NDPCI) works to promote the health, safety, nutrition and well-being of the children by;

- i) Implementation of a snack schedule that compliments the Canadian Food Guide and provides parents an opportunity to see what nutritional requirements will be fulfilled for their child that month at preschool and plan family meals accordingly. This program also ensures a wide variety of snacks are offered over the course of each schedule.
- ii) Changing to a free flow snack time so children can choose when to have snack throughout the morning activities while in the activity room.
- iii) We will take into account food allergies/sensitivities to ensure a variety of safe food options are provided for all children.
- iv) Teaching children of NDPCI proper hand washing techniques and facilitating appropriate opportunities to practice this skill such as before & after snack, after washroom use, and after messy crafts/play.
- v) Safety is of the utmost concern at NDPCI. We work together using standards set out by Public Health to ensure the safety of the children by following regular cleaning and maintenance schedules of all NDPCI equipment and play spaces as well as maintaining adequate supervision ratios of staff/duty parents to children.

B.) North Dumfries Preschool Co-operative Inc. (NDPCI) supports positive and responsive interactions among the children, parents, child care providers and staff by;

- i) Regular communication with parents occurs through our monthly newsletter as well as through direct parent/teacher/child exposure on the parents scheduled duty day. Parents are welcome to stay and comfort any child whom may require it and are encouraged to bring forth any questions or concerns they may have to our classroom teacher(s).
- ii) Staff will ensure regular communication with parents either by email, text or if time allows after class to discuss any concerns or questions parents may have.
- iii) Ensuring that parent meetings are scheduled (if requested by families) or if the Preschool Supervisor/Teacher or Assistant Teacher feels there is a need to discuss something in a confidential manner.

C.) North Dumfries Preschool Co-operative Inc. (NDPCI) encourages the children to interact and communicate in a positive way and support their ability to self-regulate by;

i) Offering play provocations that lend themselves to children playing both in groups and independently. Staff and Duty Parents consistently provide assistance with conflict resolution and support the children in processing their feelings as well as appropriate ways to express them by modelling safe and effective solutions.

ii) Providing tools such as books, group conversations, and practicing empathy are used to help establish self-regulation at a developmentally appropriate level.

D.) North Dumfries Preschool Co-operative Inc. (NDPCI) works to foster the children's exploration, play and inquiry by;

i) Offering many different areas for play. We regularly use our gymnasium, outdoor area, craft room, and creative play room to keep the children engaged and challenged. The staff makes a conscious effort to change the play space frequently to reflect the expressed interests of the children and utilize teacher provocations to try new activities that complement our play based learning approach and student interests.

E.) North Dumfries Preschool Co-operative Inc. (NDPCI) will provide child-initiated and adult-supported experiences by;

i) Offering renewing opportunities for children to lead their play by providing multi-sensory experiences that support gross motor development, fine motor development, and social interaction with peers that are tailored to meet the children's expressed interest and appropriate educational goals. Staff will accomplish this by assisting students to expand on their learning by encouraging questions and sourcing answers in a captivating and motivating manner through the use of many mediums (i.e., books, technology, educational manipulatives, etc.).

ii) Observing the children during play and listening to and reacting to their requests.

F.) North Dumfries Preschool Co-operative Inc. (NDPCI) will plan for and create positive learning environments and experiences in which each child's learning and development will be supported by;

i) Continuing our staff's education when appropriate courses are available and affordable for the preschool. Staff will remain current on accepted and effective learning tools and opportunities and implement relevant learning techniques for the children according to our knowledge and skill sets.

ii) Staff will remain focused on tailoring learning opportunities to meet all levels of development represented within a classroom. Staff will do this by providing group and 1:1 learning opportunities where required as demonstrated by each child's skill sets within the parameters of staffing and time available. Regular communication with parents via our monthly newsletter surrounding their child's preschool experience will also help to continue learning outside the doors of NDPCI at a level that is meaningful to each family.

G.) North Dumfries Preschool Co-operative Inc. (NDPCI) will incorporate indoor and outdoor play, as well as active play, rest and quiet time into the day. NDPCI will give consideration to the individual needs of the children receiving child care by;

i) Continuing to offer our creative playroom, craft room, outdoor play area as well as our gymnasium (indoor play area). Each room offers a variety of play opportunities that range from gross motor, fine motor, imaginative, and quiet space. Staff and duty parents offer students opportunities to have rest periods in ways that are meaningful to them such as reading a book on a bean bag chair or playing quietly at a sensory station or simply accompanying them on a quiet walk to have a break if needed.

ii) Providing individualized learning plans as needed and ensuring all children have opportunities to experience activities, adapting the playrooms and activities as required.

iii) Providing a flexible schedule to allow both the children and parents awareness of offered activities.

H.) North Dumfries Preschool Co-operative Inc. (NDPCI) will foster the engagement of ongoing communication with parents about the program and their children by;

i) Maintaining a monthly newsletter that highlights reports on the children's activities and opportunities as well as keeps parents up to date on fundraising and duty day schedules. Parents are also encouraged to visit our website for many of the same updates.

ii) Board members and Staff collectively organize semi-annual meetings (Fall & Spring) that are geared to update parents on the health of our pre-school as well as our goals for the year based in education, health and safety, and fiscal responsibilities. Attendance is considered mandatory to ensure parents are well informed about our cooperative preschool and its annual plan.

iii) Offering parent/teacher meetings as needed anytime throughout the year.

I.) North Dumfries Preschool Co-operative Inc. (NDPCI) involves local community partners and allows those partners to support the children, their families and staff by;

i) Acting as a liaison when required as well as initiating primary contact between families of the preschool and community services that provide support in the areas of but not limited to speech therapy, developmental services, physiotherapy, and social supports.

ii) Enhancing classroom and staffing where necessary to accommodate specific needs of students that require support and helping them to integrate into their classroom setting with the supports recommended by our community contacts wherever possible working within our professional, staffing and financial limits.

iii) Keeping positive and open relationships with local organizations (KW Habilitation, Kids Ability, Region of Waterloo) and any other agencies that provide support for current preschoolers.

iv) Providing information to families regarding the availability of Community Outreach Programs such as counseling, food bank or other services needed by a family.

J.) North Dumfries Preschool Co-operative Inc. (NDPCI) will support their staff, or others who interact with the children at our preschool in relation to continuous professional learning by;

i) Assisting with funding of relevant coursework for our staff and board members that supports the mission of our preschool as well as the professional requirements for continuing education within the framework of our approved budget.

ii) Providing a policy and procedure manual to each preschool family that outlines the expectation of interaction with the children while at preschool as well as reviewing appropriate conflict resolution with all duty parents, in an effort to offer a consistent opportunity for the children to learn self-regulation and conflict resolution skills appropriate to their development.

K.) North Dumfries Preschool Co-operative Inc. (NDPCI) will document and review the impact of the strategies set out in clause (A) to (J) on the children and their families by;

i) Creating and distributing a survey at the end of the school year requesting feedback from parents surrounding our goals and strategies.

ii) Providing documentation binders for parents to look through that would include items such as child's work, progress reports, observations, interests and experiences.

iii) Providing articles and information to further parent's understanding of "How Does Learning Happen" and any other documents that the Ministry of Education provides to us.

## **Program Statement Implementation Policy**

NDPCI ensures that all staff, students, duty parents and any volunteers review the Program Statement prior to interacting with the children and whenever the Program Statement is modified.

Training and Orientation sessions will be conducted by the Supervisor prior to any active shift. Signatures will be required once reviewed and will be kept on file. Any required and/or proposed revisions will be discussed at board meetings and approved by the board prior to being emailed to the membership. Attendance at the Annual General Meeting(s) is mandatory. Orientation will be done at AGM's and prior to parents' first scheduled duty day.

NDPCI shall ensure that the approach outlined in the Program Statement is implemented in the operation of its program with regular observation, daily discussions, evaluations, documentation and review of the Statement and its objectives each year. Staff will be monitored with a Program Statement Monitoring Tool. This will be completed and recorded at least one time during the year. Duty parents/volunteers will be monitored by a different monitoring tool at least once per year.

Any contraventions (to the Program Statement or Prohibited Practices – noted in this package) will be noted and recorded on the monitoring tool and kept on file. When contraventions have been noted the

employee/duty parent will be asked to do a complete review of all policies, procedures and individualized plans to clarify areas of concern. If compliance is not met and actions that contravene the Program Statement continue, then termination of employment/participation may occur.

## Registration

All preschool families interested in joining the North Dumfries Preschool must first register on OneList with Waterloo Region. Enrollment in this program can be done by following the steps below:

1. Enter the following address into the address bar: <https://regionofwaterloo.onehsn.com/>
2. Click the "Waterloo Region License Child Care link
3. Scroll to the bottom and click on 'Create Account' if this is your first visit to OneList; if you have already created an account, you can click 'Log In' and follow the prompts
4. Once you reach the login screen, click 'add child', again clicking the 'Licensed Child Care' tab
5. Enter all of your child's information where it is highlighted in red then click 'next step'
6. Select the appropriate box regarding Fee Subsidy and click 'next step'
7. Add any additional comments about your child then click 'Save and Continue'
8. Select your preferred start date and click 'next step'; it is advised that you do not select/deselect any options after this point as it may not populate the preschool
9. Click the 'programs' tab next to North Dumfries Preschool Coop when the list populates and click 'apply'

## Wait List Policy

Spaces at the preschool are available on a first come, first served basis with children being placed in classes based on their age eligibility. Registrations are accepted throughout the school year based on availability. For the most up to date registration information, parents can contact the registrar. NDPCI keeps an up to date listing on OneList indicating open spaces and the registrar maintains a list in order of registration forms and fee received. The registration fee is only cashed once your spot is confirmed at the preschool. Once full registration has been met, the registrar will maintain a wait list. There is no fee for being placed on our wait list. Children will be offered a spot if/when one becomes available and will be contacted at the last email or phone number provided. Parents will be given 48 hours to respond, depending on the time of year. If no response is received, that child is removed from the waitlist, the spot becomes available again and is offered to the next person on the waitlist. Parents who for any reason respond after the 48 hour time frame indicating they still have interest in enrolling their child will be placed back on the waitlist at the end of the list.

## Hours of Operation and Ages Served

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING PROGRAMS	<b>Toddler Program</b> 18-30 months 9:30-11:30am Max 10 students per class (1:5 ratio)	<b>Preschool Program</b> 2.5-5 years 9:30am-12:00pm Max 16 students per class (1:8 ratio)	<b>Preschool Program</b> 2.5-5 years 9:30am-12:00pm Max 16 students per class (1:8 ratio)	<b>Preschool Program</b> 2.5-5 years 9:30am-12:00pm Same as Tuesday class	<b>Preschool Program</b> 2.5-5 years 9:30am-12:00pm Same as Wednesday class
AFTERNOON PROGRAMS		<b>Afternoon Program</b> 3+ years (child must be entering JK the following September) 12:30pm-3:00pm Max 10 students per class (1:5 ratio)			

All classes will have one Registered Early Childhood Educator (RECE) along with an assistant teacher and 1-2 duty parents depending on the class and number of students enrolled. All staff members will be First Aid Certified.

## Holidays Observed

North Dumfries Preschool Co-operative Inc. follows the Waterloo region school boards calendar with respect to statutory holidays such as Labour Day, Easter, Thanksgiving, etc. and school breaks such as Christmas and March Break.

The preschool school start and end dates try to follow the school year but we are also dependent on our licensing from the Ministry based on number of weeks in operation. We also do not close the preschool for PA Days as scheduled by the Waterloo Public and Catholic School Boards.

Inclement weather – when the Waterloo Region school buses are cancelled in the event of inclement weather such as snow, freezing rain, etc. the preschool will also be closed in order to keep everyone as safe as possible. Parents will be notified of the preschool closure via email and/or phone by the Supervisor, Assistant Teacher and/or the Preschool President.

## Prohibited Practices

All staff, volunteers, parents and caregivers are expected to comply with the program's stated policies and procedures as outlined below and the requirements of the Ministry of Education. Failure to comply could result in an initial verbal warning, followed by a written warning and finally dismissal. Various criteria will be considered when determining which disciplinary measure to take.

Children are entitled to quality care in a safe and healthy, secure and loving environment. Children need the opportunity to explore in their environment and discover their capabilities. Appropriate age limits should be set for the child to explore his/her own world in a safe and respectful setting, when necessary and if it is possible, children will be removed from a situation where they are apt to injure themselves, with an explanation framed in a positive manner. The child's ability to cope at a particular time will always be considered.

These policies must be understood and agreed to before you actively participate as a duty parent. The North Dumfries Preschool Co-operative Inc. believes that discipline should be:

1. Related to the nature of the troublesome behaviour
2. Appropriate to the development level of the child
3. Used in a positive and consistent manner
4. Designed to assist the child to learn appropriate behaviour
5. Discussed with a parent if a difficult situation arises.

North Dumfries Preschool Co-operative Inc. DOES NOT PERMIT:

1. Corporal punishment of any child
2. Physical restraint of any 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 themselves 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 for the purpose of confining the child or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the emergency management 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 their self-respect, dignity or self-worth
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
6. Inflicting any bodily harm on a child including making any child eat or drink against their will

## **Infectious Illness in a Staff Member**

Sick staff should not be at work (staff includes the Supervisor, Teacher, Assistant Teacher, Students and Duty Parents). The same exclusion guideline for children applies to staff. Staff who are unwell, but well enough to work, should ensure hand washing is done more frequently. Sick staff should not prepare snack. Staff absence will be recorded in the daily journal. Duty parents who are sick are responsible for finding a replacement duty parent. A list of emergency parents capable of assisting when a duty parent or their child is too sick to come to preschool is provided in the monthly newsletter to everyone.

## **Administration of Medications**

The policy of the North Dumfries Preschool Co-op Inc. is:

- The supervisor, assistant teacher or duty parents will not administer drugs or medication to any child while in our care except in the extreme case and then only with the approval of the Board of Directors. This does not include Epi-pens, an inhaler or medication prescribed by a doctor to a severely allergic child as a precursor to administering an Epi-pen.
- Any allergy/medical information sheets are posted in both the preschool classrooms, the gym and the preschool binder (for walks and outdoor time). They will be checked prior to snack and updated if any changes occur throughout the year.
- All staff and families are to review the allergy notices for their information and in the case of any child with an anaphylactic allergy, sign that they have read and understood them and are familiar with their responsibilities. The individual anaphylactic policy will be provided by the Preschool Supervisor and signed prior to the families first duty day.
- Any Epi-pens/inhalers will be stored in accordance with their label, administered in accordance with the instructions on the label and be stored inaccessible to children at all times. (See anaphylactic policy for more details).
- All duty parents will be provided with anaphylaxis training (provided by preschool supervisor/parent) prior to their first duty day, in September (Fall AGM) and anytime throughout the year (as needed).

## **Anaphylaxis**

Anaphylaxis is a severe and sudden allergic reaction. Anaphylaxis is potentially life threatening and always requires an emergency response. It is therefore critical that teachers, parents and caregivers are confident in the management and treatment of students who have been diagnosed by a medical practitioner as being anaphylactic. All parents and staff of North Dumfries Preschool Co-operative Inc. must read these guidelines, learn to recognize the symptoms and how to react quickly and decisively to treat anaphylaxis. Anaphylaxis can strike anyone at any age. This may begin with itching, hives, vomiting, diarrhea or swelling of the lips or face. Within moments, the throat may begin to close, choking off breathing and leading to unconsciousness and death. An anaphylactic reaction can begin within seconds of exposure or after several hours.

The NDPCI is considered “allergy aware”. We strive to maintain a safe environment for all children with allergies, but we cannot provide a 100% allergy safe environment due to other groups using the same space as we do. We ensure that all our snacks are allergy free but still request parents to double check snack each day to ensure the safety of their child.

- The parent/guardian of the child with an anaphylactic allergy must fill out an Anaphylaxis Emergency Plan and provide a current photograph of their child to be displayed in the classrooms, the gym, the child’s file and the preschool binder
- The parent/guardian is responsible for checking snacks and reading labels on a daily basis.
- The parent/guardian must bring an Epi-Pen with the child to preschool and ensure that the Epi-Pen does not expire.
- The Epi-Pen will be in the bag marked Epi-Pen and in the side of the preschool emergency bag. The preschool emergency bag will move with the preschoolers into the different rooms and be placed on a shelf out of reach of the children.
- The child’s name must also be included on the allergy information sheet posted in the classroom.
- At orientation duty parents will be instructed on the anaphylaxis policy and procedures. If a child who requires an Epi-Pen starts preschool after the start of the year then the teacher will provide training for any families who did not receive training at orientation. In addition, information regarding that child’s specific allergies and needs will be communicated to parents (i.e., via a newsletter)
- If a child is having an anaphylactic reaction the teacher will administer the Epi-Pen. If the teacher is not available, the assistant teacher will administer the Epi-Pen. If the assistant teacher is not available, the nearest duty parent will administer the Epi-Pen.
- Once the Epi-Pen has been administered the duty parent/teacher must immediately dial 911 and following that, the parent/guardian of the affected child.
- When emergency personnel arrive, the child, the Epi-Pen and the Anaphylaxis Emergency Plan will be sent to the hospital. (If a parent has not arrived at this time the duty parent or teacher will go with the child to the hospital)
- The teacher will inform the Ministry of Education and fill out a Serious Occurrence Report.
- The teacher will contact the child’s parent/guardian to check on the child’s condition.
- Evidence of this must be kept in writing with the registration information.

## **Nutrition, Food Handling & Preparation**

Children at North Dumfries Preschool Co-operative Inc. are fed a healthy snack in accordance with the Canada Food Guide that is supplied and prepared by the preschool. NDPCI will distribute a monthly snack schedule to all families either in the monthly newsletter or in your child’s mail slot. Snack schedules will be posted on the preschool parent board and any changes/additions will be amended daily. Water will be

available at all times. Our RECE Staff has completed the Food Handler Training Course that meets the requirements of the Ministry of Health.

All allergy/medical restrictions lists are required to be posted in the following rooms:

- Each cooking and serving area
- Each playroom
- Any other room in which children may be present

In the case where posting is not possible the NDPCI will ensure that the following occurs:

- The list is brought to these areas
- All allergy/medical restrictions lists are readily available to staff
- Staff are aware of its location

In the event that food or drink (or both) are supplied by a parent or a child receiving care the preschool will ensure:

- The container is labeled with the child's name
- All food/drink is stored, prepared and served so as to retain maximum nutritive value and prevent contamination

Due to the Waterloo Public Health Unit policy that requires that all food and drink must be in its original packaging and unopened prior to being served, no homemade items may be brought into the preschool for special events. We are able to use the on-site kitchen and will take the time to explore baking fun with the children during their class time on a regular basis.

Our preschool is not a nut free environment due to other groups using the facility. We will provide nut free snacks. If your child has a severe allergy of any kind please ensure you let the Registrar know at the time of registration. The Registrar will let the staff know and they will contact you prior to your child's first day to get more details about your child's allergy.

The Supervising Teacher will have completed their Food Handlers Certificate to ensure all snacks are prepared safely.

## **Safe Water**

### **Water Flushing Policy**

According to directions received from the Ministry of the Environment, it is the policy of the preschool to open the cold water taps and leave them running for 5 minutes prior to the Monday morning class to flush the plumbing. A record stating time and tap location will be kept on file for 5 years.

## **Procedure**

The preschool teacher will turn on and run the cold water taps (craft room and hand washing sink in kitchen) for 5 minutes prior to the Monday morning class and keep a record of the date and time.

## **Water Testing**

According to directions received from the Ministry of the Environment, the preschool will test the water from the craft room tap and the hand washing sink in the kitchen on a yearly basis (between May 1<sup>st</sup> and October 31<sup>st</sup>). The results will determine how often water testing needs to be done.

# **Sanitary Practices**

The standard universal precautions of good hygiene habits, such as hand washing and the use of gloves when dealing with any bodily fluid is routinely practiced. The preschool will update these practices as directed by the Public Health Department.

## **Sanitary Conditions**

- Toys will be washed and disinfected in accordance with Ministry of Health guidelines.
- Snack tables to be washed off with the bleach solution and paper towels each day before and after snack.
- All children will be reminded and (helped if needed) to use soap and water when washing their hands before & after snack, after craft activities and after washroom use.
- Please follow the snack preparation policies as outlined in the Nutrition, Food Handling and Preparation section.
- At the end of the morning/afternoon classes all tables will be washed with a bleach solution, floors will be swept and mopped and all garbage/recycling will be removed daily.
- Disposable gloves (located under sink in activity room & in women's bathroom cupboard) are available and must be used to clean up any bodily fluid accidents.
- Kleenex and hand sanitizer is available in both preschool rooms, the gym and in the outdoor backpack at all times.
- The preschool washrooms will be cleaned daily by the preschool Supervisor/Assistant Teacher prior to class beginning and garbage will be checked for any possible items that may cause an allergic reaction will be removed.

## **Personal Care Routines**

### **Diapering:**

- Will only be done by the preschool Supervisor/Assistant Teacher or duty parents that have their current Standard First Aid Certificate.
- All diapers will go home (in sealed bag) for disposal by families

**Washroom:**

- The preschoolers will be brought to the washroom throughout the morning to attempt to use the bathroom and any other time that they request it

## **Health and Safety Inspection of Indoor Environment**

All rooms (craft, playroom and gym) are inspected and checked daily by the preschool Supervisor and any issues are reported to the church for immediate attention or the preschool board of directors. Daily checks are recorded in the preschool binder and stored in the preschool office file cabinet.

## **Playground Safety Policy**

North Dumfries Preschool Co-operative Inc. has developed a playground safety policy in accordance with the Ministry of Community and Social Services:

1. Adult to child ratios must not be reduced on the playground. Adequate supervision of children on the playground is required to promote a safe outdoor play environment, promoting creative and constructive play for children.
2. Staff and duty parents are responsible for helping the Supervisor to bring the children down the hallway and out the back door and helping to ensure all children are safely in the playground area.
3. Any new equipment or renovations, repairs or replacements will be installed to meet licensing standards (Canadian Standards Association CSA). It is understood that confirmation is to be on file, verifying that all changes meet the standard and is verified in writing.
4. If there is playground equipment that needs to be repaired or does not meet licensing standards, staff will remove it or have it repaired before the outdoor play area is used by the children.
5. Our school will maintain an up to date playground safety log, which will include reports on all injuries, inspections and action. A daily checklist for outside will be done by the Supervisor/Assistant Teacher prior to the children going outside.
6. The Supervisor will be responsible for logging all inspections, repairs and maintenance plans.
7. Our daily schedule, which includes outdoor play, is posted and available for staff and parents.
8. All staff and volunteering parents must sign the Playground Safety Policy upon hiring/first duty day and thereafter annually. Written proof of this will be kept on file for 2 (two) years.
9. It is the responsibility of the parent to ensure that their child brings appropriate clothing for different types of weather.
10. We only go outside weather permitting. Weather limitations: rain, under -10C, smog advisory, over 32C.

11. Playground Safety Log will be kept in the office, containing:

- Injury/Accident Reports – completed by the Supervisor/Teacher
- Daily Inspections – a checklist is completed by the Supervisor/Teacher and is included in a binder kept in the classroom
- Monthly Inspections – a record of any hazards or defects that need immediate attention or require a plan of action to resolve the problem within a specified time frame
- Annual Inspection – a comprehensive written report providing information to form an action plan to eliminate or upgrade equipment; identify areas of immediate concern, establish an equipment replacement schedule and budget to cover costs (report generated by Supervisor and presented to Board of Directors)
- A Playground Repair Log

## **Serious Occurrence Policy**

The North Dumfries Preschool Co-operative Inc. (NDPCI) is accountable to the Ministry of Education (MEDU) to demonstrate to the Ministry that service delivery is consistent with relevant legislation, regulations and Ministry policy. NDPCI is responsible for determining whether an incident is deemed to be a serious occurrence as defined by the following parameters and whether it should be reported to the Ministry. The Serious Occurrence categories in the Child Care Licensing System (CCLS) are as follows:

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

## **Responding To A Serious Occurrence**

NDPCI will inform all agencies as required, including, but not limited to, the Public Health Department, the Waterloo Regional Police Department, the Ministry of Labour and the Coroner, and provide the client with immediate medical attention as needed along with addressing any continuing risks to the health or safety of the client or other clients present. Parents/guardians or emergency contacts will be notified, unless contraindicated (i.e.: in cases of suspected abuse).

If there is a reason to suspect that a client has been abused and/or in need of protection, NDPCI will contact Family and Children's Services, as per the duty to report requirements.

The Board of Directors will be notified in a timely manner at the discretion of the Supervisor/Teacher.

## **Reporting A Serious Occurrence**

Serious occurrences must be reported to the CCLS (Child Care Licensing Systems) within 24 hours of becoming aware of a Serious Occurrence. The site is bookmarked on the NDPCI Laptop. Follow the prompts and directions given. NDPCI's Program Advisor's information is listed on the Emergency Contact list. If needed, call for assistance.

Notification forms are posted within 24 hours of becoming aware of a serious occurrence. The notification form will be posted near the child care license and licensing summary chart for a minimum of 10 business days from the last update. All notification forms will be kept on file for at least three (3) years from the date of the serious occurrence and will be made available to current and prospective parents, licensing and municipal children's services staff upon request.

The report will be submitted and a confirmation email will be sent. The program advisor will review the post and will contact the preschool if revisions, additional information or a serious occurrence update report is required.

If we become aware of more information, an update report is required, regardless if our program advisor requests one. The update must be submitted within 7 days. Only active serious occurrences may be updated. If an update is required for a closed serious occurrence, a new report will be submitted. Again, after logging on to the website, updates can be made by following the prompts.

NDPCI will comply with any additional requests made by the Ministry of Education, London Region.

## **Serious Occurrence Annual Analysis**

The NDPCI is required to conduct an annual analysis of all serious occurrences that occurred in the previous year. 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 will be kept on file at the preschool. In addition to ongoing reviews and follow-up to serious occurrences, licensing ministry staff will review the serious occurrence annual analysis during license renewal inspections.

## **Recording and Reporting Suspected Child Abuse**

If on the basis of an inquiry, there is reason to suspect that a child has been abused and the child is in need of protection, the person who sees evidence of abuse or who the abused child has disclosed information to, shall ensure immediate contact with the following listed below:

- The local Family and Children's Services {must be notified of all suspected abuse cases as required by the Child Welfare Act}, and the police as appropriate, in the case of a child.
- The preschool teacher and the North Dumfries Preschool President

Note: it is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS.

Should an investigation of the suspected child abuse case be necessary, the preschool teacher and board of directors and the Family and Children's Services should cooperate and share information as to the process of the investigation.

## **Responding to Allegations of Misconduct or Suspected Child Mistreatment Made Against People Working in the Setting or Other Children Attending the Program**

The preschool and its board of directors do not condone mistreatment of any child while at the preschool. Any concerns must be reported to the preschool teacher immediately. The preschool teacher, upon witnessing child mistreatment, will provide the person working in the setting one verbal warning and record misconduct and file appropriately. Any additional reports of child mistreatment will result in suspension of interactions with children. If the mistreatment is caused by a duty parent, the issue will be brought to the board of directors and may result in the possible termination of the parents' child from the program.

## **Fire Drill, Emergency Evacuation, Emergency Shelter**

The primary fire exit route from our classrooms and the gym is out the door into the parking lot. The alternate route (if primary route is blocked) is straight out the hallway and into the church and out the front doors. Fire Drills are practiced monthly in accordance with the Ministry of Education and dates are

recorded in the attendance book. The same guide rope with loop handles that is used during walks is used while evacuating the children during fire drills.

#### When the Alarm Rings

1. Don't Panic.
2. Leave immediately.
3. Walk. Do not run.
4. Listen quietly to directions.
5. Stay with your group.

Upon hearing the whistle or actual fire alarm, close the doors, open any windows and turn off the lights. Meet in the hallway with the children where the preschool teacher will take a headcount. Proceed to the front or parking lot exit upon teacher's direction. A second headcount will be taken by the preschool teacher. Proceed to a safe spot outside (along the wooden fence) or to Driver Check (emergency shelter) depending on teacher's directions.

The preschool's emergency shelter is located at Driver Check, 1 Manley Street (corner of Manley and Northumberland Street). In the event that we need to use the Emergency Shelter you will be contacted by the preschool teacher with details concerning the situation and pick up details.

## **Emergency Management Policy and Procedures**

Name of Child Care Centre: North Dumfries Preschool Co-op Inc.

Date Policy and Procedures Established: August 21, 2017

Date Policy and Procedures Updated: Yearly or as directed by Ministry of Education

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

#### Definitions

*All-Clear:* A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

*Authority:* A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

*Emergency:* An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

*Emergency Services Personnel:* persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

*Evacuation Site:* the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

*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).

*Meeting Place:* the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

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

*Unsafe to Return:* A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

## **Policy**

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

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

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

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: The Knox United Church parking lot along the wooden fence.

If it is deemed 'unsafe to return' to The Knox United Church, the evacuation site to proceed to is located at: Driver Check, 1 Manley Street

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

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

If any emergency situations happen that are not described in this document, The Preschool Supervisor or designate will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

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

All emergency situations will be documented in detail by The Preschool Supervisor or designate in the daily written record.

### **Additional Policy Statement**

All staff will be trained on emergency situations and their responsibilities prior to starting at the North Dumfries Preschool Co-op Inc. Regular fire drills will be done monthly in each class to familiarize the staff, volunteers, duty parents and children with proper procedures and adult responsibilities. The preschool emergency bag will always be packed and ready with the preschoolers in the event of an emergency.

## Procedures

### Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<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>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>3) Staff inside the child care centre must:               <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; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) If possible, staff inside the program room(s) should also:               <ul style="list-style-type: none"> <li>• close all window coverings and doors;</li> <li>• barricade the room door;</li> <li>• gather emergency medication; and</li> <li>• join the rest of the group for shelter.</li> </ul> </li> <li>5) Click here to enter text.will immediately:               <ul style="list-style-type: none"> <li>• close and lock all child care centre entrance/exit doors, if possible; and</li> <li>• take shelter.</li> </ul> </li> </ol> <p><b>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</b></p>

<p><b>Hold &amp; Secure</b></p> <p>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>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</p> <p>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</p> <p>3) 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>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> <p>4) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
<p><b>Bomb Threat</b></p> <p>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>1) The staff member who becomes aware of the threat or The Preschool Designate must:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• call 911 if emergency services is not yet aware of the situation;</li> <li>• follow the directions of emergency services personnel; and</li> <li>• take children’s attendance to confirm all children are accounted for.</li> </ul> <p>A. 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>B. 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.

1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.

2) 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; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

3) If possible, staff should also:

- take a first aid kit; and
- gather all non-emergency medications.

4) 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 individuals cannot be safely assisted to exit the building, the designated staff will assist them by remaining with them in a safe location and ensure their required medication is accessible, if applicable; and
- wait for further instructions.

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

<p><b>Disaster:</b> External Environmental Threat</p> <p>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>1) The staff member who becomes aware of the external environmental threat must inform all other staff 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></p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) 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>• continue with normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> <p>3) The Preschool Supervisor or designate must:</p> <ul style="list-style-type: none"> <li>• seal off external air entryways not located in program rooms (where applicable);</li> <li>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and</li> <li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> <p><b>If emergency services personnel otherwise direct the child care centre to evacuate,</b> follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p><b>Natural Disaster:</b> Tornado / Tornado Warning</p>	<p>1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</p> <p>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</p> <p>3) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children;</li> <li>• go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• remain and keep children away from windows, doors and exterior walls;</li> <li>• keep children calm;</li> <li>• conduct ongoing visual checks of the children; and</li> <li>• wait for further instructions.</li> </ul>

**Natural  
Disaster:**  
Major Earthquake

- 1) Staff in the program room must immediately:
  - remain calm;
  - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
  - ensure that everyone is away from windows and outer walls;
  - 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;
  - find safe shelter for themselves;
  - visually assess the safety of all children.; and
  - wait for the shaking to stop.
  
- 2) 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.
  
- 3) Once the shaking stops, staff must:
  - gather the children, their emergency cards and emergency medication; and
  - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.
  
- 4) If possible, prior to exiting the building, staff should also:
  - take a first aid kit; and
  - gather all non-emergency medications.
  
- 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.
  
- 6) 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 individuals cannot be safely assisted to exit the building, the designated staff will assist them by remaining with them in a safe location and ensure their required medication is accessible, if applicable; and
  - wait for further instructions.
  
- 7)The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.

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

1) Where emergency services personnel are not already aware of the situation, The Preschool Supervisor or designate must notify emergency services personnel (911) of the emergency as soon as possible.

2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

### **List of Emergency Contact Persons:**

Local Police Department: 911

Ambulance: 911

Local Fire Services: 911

Site Supervisor: Barbara Cisecki 519-632-7461

Licensee Contact(s): Jennifer Culp 226-749-2190

Child Care Centre Site Designate: Kim Newell 519-635-9943

4) Where any staff, students and/or volunteers are not on site, The Preschool Supervisor or designate must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.

5) The Preschool Supervisor or designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.

6) Throughout the emergency, staff will:

- help keep children calm;
- take attendance to ensure that all children are accounted for;
- conduct ongoing visual checks and head counts of children;
- maintain constant supervision of the children; and
- engage children in activities, where possible.

7) 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.

<b>8a) Procedures to Follow When “All-Clear” Notification is Given</b>	
Procedures	<p>1)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 child care centre.</p> <p>2)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 child care centre.</p> <p>3)Staff must:</p> <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> <p>4)The Preschool Supervisor or designate will determine if operations will resume and communicate this decision to staff.</p>
Communication with parents/guardians	<p>1) As soon as possible, The Preschool Supervisor or designate must notify parents/guardians of the emergency situation and that the all-clear has been given.</p> <p>2) Where disasters have occurred that did not require evacuation of the child care centre, The Preschool Supervisor or designate must provide a notice of the incident to parents/guardians by email.</p> <p>3) If normal operations do not resume the same day that an emergency situation has taken place, The Preschool Supervisor or designate must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</p>

## 8b) Procedures to Follow When “Unsafe to Return” Notification is Given

Procedures	<p>1)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>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</p> <p>3) 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>4) The Preschool Supervisor will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.</p> <p>5)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; and</li><li>• remain at the evacuation site until all children have been picked up.</li></ul>
Communication with parents/ guardians	<p>1) Upon arrival at the emergency evacuation site, the Preschool Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</p> <p>2) Where possible, the Preschool Supervisor will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.</p>

### Phase 3: Recovery (After an Emergency Situation has Ended)

<p>Procedures for Resuming Normal Operations</p>	<p>Once given the approval to reopen/re-enter the centre the Preschool Supervisor will inform parents when preschool will resume. The Preschool Supervisor will ensure all contacts have been made according to Ministry guidelines. (Serious Occurrence Report, Public Health or other agencies that need to be contacted.) In the event the Knox Church is not available the Preschool Board will look for alternate appropriate locations and contact the Ministry for temporary approval. The Preschool Treasurer will be responsible for contacting the insurance company and providing them with any details or documentation they require. Any instructions given by the Ministry will be followed. Parents will be informed via email, website and/or Facebook page of any changes occurring.</p>
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>Any staff or child that needs additional support will be given any help required. Local agencies will be called in to provide counselling (whether in a group or private) to individuals. Resources will be located (books, agency pamphlets, etc.) so staff may contact help on their own if they desire.</p>
<p>Procedures for Debriefing Staff, Children and Parents/ Guardians</p>	<p>The Preschool Supervisor or designate must debrief staff, children and parents/guardians after the emergency.</p> <p>At the earliest convenience, the Preschool Board will have a parent meeting to inform all families of the incident, provide details and answer any questions they may have. Families will be informed via email/phone so everyone is contacted with details of location and time of meeting.</p> <p>Children will be debriefed by answering their questions/concerns in an appropriate manner.</p>

## Responding to and Reporting Child Illness, Health Concerns, Accidents and Injuries

### Injury Reporting Policy

The preschool teacher must be informed of any and all illnesses, health concerns, accidents and injuries to children, duty parents, volunteers and staff. The preschool teacher will report any serious work related injuries to the board of directors. Injuries deemed serious occurrences would be reported according to our policies and procedures regarding serious occurrences. The preschool teacher will inform parents of any and all injuries that occur to their children during the preschool hours of operation on the day they take

place. An accident report will be filled out and once signed by the parent a copy will be put in the child's file and an additional copy given to the parents.

## **Arrival, Release and Departure of Children from the Program**

### **Arrival of Children**

Children are brought to the preschool by parent, guardians or caregivers. They are to hang up their belongings on their designated hook and the parent is to place name tag provided on their shirt. Children are brought to the gross motor play area where the teacher is waiting to take attendance. Parents **MUST** remain in the gross motor play area until both staff members and duty parent(s) have arrived and are supervising children during gross motor play time.

### **Release and Departure of Children**

Please note that the teacher is able to release your child only to the people listed on your registration form unless written consent has been provided by the parent/guardian. Permanent changes to the list of adults authorized to pick up your child from preschool can be accomplished by filling in a Change in Registration form. Children depart from the preschool with their parent, guardian or caregiver listed on the child's registration form.

## **Staff Training, Development and Requirement**

In conjunction with the Child Care and Early Years Act, the preschool requires that the Supervisor/Teacher will have the following qualifications:

- Trained Early Childhood Educator diploma in ECE or equivalent;
- A registered member of the College of Early Childhood Educators;
- Current certificate in Standard First Aid and CPR;
- Minimum of five years teaching experience or equivalent;
- An acceptable Police Records Check/Vulnerable Sector Check;
- All current immunizations.

The Assistant Teacher and any Enhanced Staff Member must have:

- Current certificate in Standard First Aid and CPR;
- An acceptable Police Records Check/Vulnerable Sector Check;
- All current immunizations.

The Preschool Supervisor/Teacher is responsible to ensure the following:

- His/her First Aid Certificate is up to date

- Programming will be age and developmentally appropriate
- Continuous staff development will occur throughout the year
- Current regulations from the Ministry of Education and Child Care Early Years Act will be followed and implemented
- Local resources through the Conestoga College Resource Centre will be used and accessed as necessary

The Preschool Board Executive Members will meet with all Staff at least once throughout the school year to evaluate their performance and progress. This will typically take place at the end of the school year to review the year and set goals for the next year. However, meetings will also take place during the school year when necessary based on the Supervisor and/or Board's observations.

In order to continue professional development throughout the year the Preschool Supervisor, Assistant Teacher and any other staff shall:

- Attend workshops/conferences/online webinar directly related to professional development
- Use the Early Years Portal (Ministry of Education) as a resource as it provides an overview of licensing standards
- Use the Ministry's 'How Does Learning Happen' as a resource for professional learning for individuals, teams and others within the community

## **Confidentiality**

Confidentiality is of the utmost importance. All teachers, board of directors, supply staff, duty parents, co-op students and volunteers are required to sign a confidentiality agreement each year that they are participating in the preschool to ensure privacy of all members.

All files removed from The Preschool will be kept under lock and key at all times.

## **Police Records Check and Screening Measures**

In accordance with the Ministry of Education, NDPCI has a purpose and obligation to ensure the safety of all enrolled children as well as the security of its operations. Each and every person working directly with the children must have a current Police Vulnerable Sector Records Check. This includes duty person, preschool teacher, assistant teacher, supply teachers, co-op students, volunteers and staff.

### **Process to Obtain a Police Records Check**

Police Records Checks can now be applied for online at [www.wrps.on.ca](http://www.wrps.on.ca) by clicking on the following:

1. Online Services
2. Online Record Check

Please ensure you click on Police Vulnerable Sector Check (VSC)

Applicants will have the option to apply from home, work or anywhere they have access to the internet. Kiosks are available at Cambridge, Kitchener and Waterloo divisions or applicants can still apply in person at the Police Reporting Centre located at 150 Maple Grove Road, Cambridge.

Below are some other points of interest regarding record checks:

- The cost of record checks will be increased to \$40.00 for all types on September 1, 2017. The fee includes any fingerprinting associated with completing the check. Record checks for volunteers will remain at \$10.00.
- Please be aware of what record check you require before applying (VSC)

A Police Records Check can be obtained by going to the local police department in the region/county in which you live with two pieces of identification, one of which must be photo ID, and a letter from North Dumfries Preschool. Detailed information about obtaining a Police Records Check can be found in the NDPCI Enrollment Package. There is a fee for the Police Records Check. This fee can be reduced by presenting a letter at the police station indicating that the applicant is a volunteer at NDPCI. This letter can be found in the NDPCI Enrollment Package and can also be obtained from the Registrar. Police Records Checks may be obtained on the spot at the Regional Headquarters if you have lived in the Region for at least 5 years. Requests that require information from outside the Region can take up to 4-8 weeks to process. Spring and Fall are busy periods so we advise starting the process as soon as possible.

## **The Review Process for Police Records Checks**

Once you obtain your Police Records Check it must be handed into the Registrar to be added to the child's file and kept on the premises. The Registrar will review the reference check. Duty persons cannot perform duty days until this form is on file. The report is valid for 6 months prior to your first duty day (i.e. your first duty day is September 15th, your police report must not be filed sooner than March 15th).

With the welfare of the children as its priority, in the event that a questionable Police Records Check is presented proper diligence will be exercised in reviewing police check as relate to the appropriateness of the member's participation. Convictions or offences on a Police Records Check will be considered on a case-by-case basis by the Registrar and President. This is to ensure that one person is not burdened with the decision making responsibility. The Teacher will not be present for this conversation.

If the decision determines that the applicant is not allowed to participate as a duty parent, the following options will be presented:

1. The parent may arrange for a substitute to participate with the children on their behalf, providing the substitute has an acceptable Police Records Check in hand or on file.

2. The parent may make arrangements with another parent in their child's class who has elected to be a Paid Duty Parent to cover their spot.
3. The parent may withdraw their child from NDPCI. Any refund would follow the Withdrawal Policy.

Note: The Police Records Check will be kept confidential. All board of director members sign a confidentiality clause to ensure privacy of all participants in the program.

Police Records Checks are to be obtained annually prior to the start of the preschool year in September. The Preschool is unable to accept any Police Check that is not current (within 6 months of the start of Preschool). Should a records check be expiring before the end of the preschool year in June, you will be asked to sign an offence declaration 15 day prior to the expiry of the police check and/or no later than 15 days after the expiry. The declaration confirms no new information or changes have occurred to the CRC/VSC.

## **Workplace Violence and Harassment Policy**

NDPCI is committed to providing a work environment in which all individuals are treated with respect and dignity. Violent and harassing behaviour in the workplace is unacceptable from anyone. Everyone in the workplace must be dedicated to preventing workplace violence and harassment.

NDPCI is committed to the prevention of workplace violence and harassment. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Workplace harassment means engaging in a course of vexatious comments or conduct against a worker in a workplace – a conduct that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. For example, this includes, but is not limited to harassment based on race, colour, religion, disability, or marital status. Workplace violence can take the form of physical, emotional or verbal abuse.

Acts of violence may occur as a single event or may involve a continuing series of incidents. Abuse in any form erodes the mutual trust and confidence that are essential to NDPCI's operational effectiveness. Acts of violence or harassment destroy the individual's dignity, lower morale, cause fear, and break down the work unit cohesiveness. Workers are encouraged to report any incidents of workplace violence or harassment.

This policy applies to the teacher, the Board of Directors, duty persons, parents/guardians/caregivers, placement students and volunteers of NDPCI. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

The Board of Directors are responsible for ensuring that the teacher follows measures and procedures and that he/she has the information that he/she needs to protect him/herself. The teacher of NDPCI is responsible for ensuring that measures and procedures are followed by duty persons, volunteers and placement students and that these individuals have the information they need to protect themselves.

## **Responding to Discriminatory Incidents**

The preschool and its board of directors do not condone discrimination. This includes any discrimination by an adult to any staff member of the preschool or a child enrolled in preschool. Staff members include teacher, assistant teacher, duty parents and co-op student placement. Any concerns or reports of discrimination must be reported to the Board of Directors President. One verbal warning will be provided. Dismissal of the child from the program may result from a second occurrence if the complaint is against a duty parent.

## **Inclusion and Accessibility Policy**

All members of North Dumfries Preschool Co-operative Inc. will be treated with equal respect and dignity. Our program is open to all children regardless of ethnic and religious beliefs,

or physical, developmental, or emotional needs. Our program will strive to meet the needs of all participating individuals to the best of our ability.

North Dumfries Preschool Co-operative Inc. is committed to ensuring that its services are provided in an accessible manner and in a way that respects the dignity and independence of people with disabilities. We will ensure our staff are trained and familiar with assistive devices that may be used by members with disabilities and we will welcome service animals and support people. Our staff work closely with special needs resource partners in the Region

to ensure that the needs of all children are met. Should your child require additional support, the supervisor may speak to you about possible agencies that would be available to provide appropriate assessments.

The preschool is wheelchair accessible.

## **Supervision of Volunteers, Students and Duty Parents**

The NDPCI supports the safety and wellbeing of the children at the preschool. In order to ensure their safety all duty parents, volunteers and students:

- Must have a valid Vulnerable Sector Check (dated within 6 months of the child's start date) or Offence Declaration signed (no later than 15 days after the anniversary date of the previous CRC)

- Must complete an Orientation before being permitted to assist with the children at preschool (orientation shall occur at the September AGM or prior to their first duty day), the initial orientation will be the preschool supervisor's responsibility)
- Volunteers and students are not counted in the staffing ratio (except in co-operative preschool programs where two participating persons may take the place of an unqualified staff when Ministry Director approval has been given)
- All volunteers and students are supervised by a staff at all times and are not permitted to be alone with any child
- All children in attendance will be under the supervision of an adult at all times
- Only individuals with the correct qualifications may take the place of one unqualified staff at NDPCI
- No person under the age of 18 will supervise the children
- No volunteer or student will have direct unsupervised access to children at NDPCI at any time
- It is the responsibility of the duty parent, volunteer or student to report to the supervisor (or designate) any injuries or concerns to themselves or children they are working with as soon as possible

A Volunteer is any member of the community who applies to assist at the preschool, without having a child in the preschool. In order to participate, volunteers must meet the same requirements as a duty parent – namely a valid police records check and an acceptable adult health history form.

Volunteers are considered extra helpers and are not permitted to be alone with any child, therefore they are not able to replace a duty parent.

## **Roles and Responsibilities of the Licensee, Supervising Staff & Students/Volunteers**

- All duties of students and volunteers shall be outlined prior to commencing work at the preschool. Volunteers will acquaint themselves with necessary information by reading the parent handbook and policies and procedures manual. Once read, they will be required to sign and date their completion
- Students and volunteers will familiarize themselves with any safety concerns with any preschool student (e.g., allergies, anaphylaxis, etc.) and any necessary training will be given by the Supervisor
- All students/volunteers will be monitored by the Supervisor
- Any evaluations of students/volunteers will be carried out by the Supervisor
- It is the responsibility of the student/volunteer to ensure they have all their paperwork handed into the Supervisor prior to commencing their first day at NDPCI

# Parent Issues and Concerns (Conflict Resolution) Policy

The following guidelines clarify the process by which problems, concerns or disputes arising within North Dumfries Preschool Co-operative Inc. can be resolved by contacting the Supervisor/Assistant Teacher with any concerns/questions you may have. We will do our best to address those concerns and answer questions.

In the event that your issue cannot be resolved:

- The Member or Members must write a letter that clearly records the facts of the situation and register this letter with the Preschool President (or an alternative Board Member if the President is not available or is involved in the concern) who will act as a 3rd party in the conflict resolution process.
- The Preschool President will initiate the problem-solving process with the parties involved and will formally respond with a course of action to the Member in writing within 48 hours.
- If this does not resolve the issue, the letter will be presented to the Preschool Executives (President, Treasurer, VP Admin). The Executives will discuss the issue/concern/complaint and come to a collective decision. Response will be provided to the Member in writing within 48 hours.
- If the issue is still unresolved a joint meeting will be set between the Executive, the Preschool Board and the Member. The Parties involved will be asked to present their concern/grievance. The involved Parties may be asked to leave in order for the Membership to discuss the matter. A final resolution will be sought and presented to the involved Parties.
- If a final resolution cannot be agreed to by all, then the decision of the Board of Directors is final.

## 24-Hour Policy

To avoid situations that can lead to a violation of North Dumfries Preschool Policies and Procedures, families are required to adhere to a 24-hour policy when dealing with incidents that may create conflict and/or cause the parent/guardian/caregiver to become over-passionate (ex. disagreement with staff member, preschool members in general).

Families are asked to take a step back from the situation for a period of 24 hours to examine behaviour from all positions. If after this time the member still feels the issue needs addressing, it should be done in a respectful and neutral manner by speaking with the Supervising Teacher and/or President either verbally or in writing. The Parent Issue/Concern Policy protocol will then be followed.

We remind families that we do not tolerate bullying behaviour, threats, foul language and/or aggressive behaviour by any preschool member (including but not limited to parents, guardians and caregivers). Any such conduct may result in immediate termination of a child's participation at the board's discretion.

# **Monitoring Compliance and Contraventions (Policies, Procedures and Individual Plans)**

NDPCI Staff and volunteers (including students from secondary or post-secondary institutions) will review the policies, procedures and individualized plans prior to beginning their employment/placement. This will be noted on the Orientation Checklist, which will be kept in the personnel file. They will be monitored throughout the year by a member of the Board of Directors and/or the Supervisor. This will be completed and recorded at least one time during the year.

## **Contraventions**

Any contraventions will be noted and recorded in the personnel file. When contraventions have been noted the employee/volunteer will be asked to do a complete review of all policies, procedures and individualized plans to clarify areas of concern.

If compliance is not met and actions that contravene the policies, procedures and individualized plans continue, then termination of employment/placement may occur.

## **Program Interactions/Expectations**

- The Supervisor or designate will act as a mentor for Duty Persons, Volunteers and Placement Students and is responsible for orientation and providing ongoing feedback and completing any evaluations and assessments as needed.
- All Duty Persons, Volunteers and Placement Students will be actively involved with children and staff.
- Course requirements for Placement Students will be completed as determined by the Supervisor or designate and will not interfere with the quality of the children's program.
- The Supervisor or designate will have overall supervision responsibility for the duration of the placement.

## **Transportation**

Each parent is responsible for making their own arrangements for transporting their child to and from the preschool. Children must be accompanied by an adult to and from the preschool. The preschool can provide a list of those parents who wish to carpool. Parking is available in the Knox Church parking lot.

## **Social Media Policy**

While NDPCI welcomes the forum and the positive possibilities it can offer, we have the following policies in place to prevent any negative impact on The Preschool and the community:

- Teachers, Assistant Teacher and Enhanced Staff may not accept **new** 'friend requests' on any social media platform (including, but not limited to, Facebook, Instagram, Twitter, Snapchat etc) from preschool members (including parents/guardians/caregivers) while their children are active members
- Preschool members may not post any pictures taken at the preschool/on field trips of other children on social media platforms without prior parental consent of all parties involved
- We respectfully ask that any questions/concerns are directed to The Supervising Teacher and/or Board of Directors, and not posted to social media which could cause a negative impact in the community

## **Policy and Procedure Review**

The board of directors is responsible for the implementation, review and evaluation of all policies and procedures. The board of directors will review all policies and procedures at least annually.

- Parent Handbook, Prohibited Practices, Serious Occurrence, Anaphylaxis, Duty Persons, Volunteer and Placement Student Policies and Procedures will be reviewed with all Duty Persons, Volunteers and Students who will provide care and guidance in the program before they begin providing care or guidance and at least annually thereafter.
- All policy reviews will be followed by written and dated sign off of understanding by each Duty Person, Volunteer and Placement Student.