

North Dumfries Preschool Co-operative Inc.

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# Parent/Guardian Handbook

## 2019-2020



Updated March, 2019

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## **Introduction**

Welcome to the North Dumfries Preschool Co-operative! Our program is licensed by the Ministry of Education Program and serves children ages 18 months to 5 years old divided into age appropriate classes for toddlers and preschoolers. We sincerely hope that this preschool year will be exciting and stimulating for both you and your child.

## **What is a Co-operative?**

North Dumfries Preschool Co-operative Inc. (NDPCI) is a co-operative organization that is owned, administered and maintained by the parents on a not-for-profit basis. By definition, a co-operative is an enterprise working together willingly for a common purpose or benefit. That common purpose at NDPCI is to give our children the best start in their first school setting experience with a teacher while still having the comfort, warmth and security of their parent's participation. Parents cooperate with the teacher, other parents and children to ensure a positive learning experience during this important introduction to routines, socialization and skill development. Being part of a co-operative is an enriching experience for parents as we are afforded the unique opportunity to shape our children's learning experience in a hands-on approach within a school setting. NDPCI is proud to offer this valuable structure of learning to parents and their children.

## **Emergency Policy**

The North Dumfries Preschool Co-operative has an Emergency Management Policy and Procedure, which can be found in the Policies & Procedures Manual. In the event of an emergency the Preschool Supervisor/Assistant Teacher or Designate will contact all families via email, text or phone call once we have arrived at our designate emergency shelter.

## **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 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 Ministry of Education current 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 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 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.

## **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 work 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

## **Guiding Children's Behaviour**

The following are some tips and suggestions to keep in mind while working with the children:

### **Discipline**

At times, a child loses complete control and is obviously unable to cope with the situation. During these times, alternate choices of behaviour will be suggested. We will try to redirect the behaviour and give several choices of play until the child is ready to return to regular play with their friends.

### **Limit Setting**

Children accept limitations most effectively if the adults imposing the limits have built a trusting relationship with the children. You can establish this type of relationship with the children by treating them and their feelings with respect and by being warm and interested in them.

## **When to Set Limits**

1. Dangerous Behaviour – situations where you are afraid that a child may get hurt (e.g., running in inappropriate places, climbing on window ledges)
2. Inappropriate Attention Seeking Behaviour – situations when you feel the child is acting out in order to obtain the teacher's or other children's attention (e.g., teasing, bullying, hitting or otherwise harming another child)
3. Unconstructive Behaviour – situations where the child seems to be asking for direction (e.g., wandering aimlessly, interrupting others' play)

## **How to Set Limits**

1. Try to State Your Expectations Clearly – let the child know what it is he/she cannot do and give him/her acceptable alternatives.
2. Respect the Child and His/Her Feelings – verbalize what the child seems to be feeling when he/she cannot do something. Help the child understand their own feelings and let them know that you understand his/her feelings.
3. Be Specific and Consistent – do not lose sight of the child in your insistence to have him/her comply with your limit. If the child is resisting the limit, talk to him/her and find out the reason they cannot comply with the limit.

## **Duty Parent, Volunteer and Student Supervision Policy/Child Care Supervision Policy**

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 Criminal Records 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) (Vulnerable Sector Check)
- 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 supervisors' and assistant teachers 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 member 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 the staff at NDPCI may take the place of one unqualified staff
- 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. 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 (i.e. Criminal Reference Check, First Aid Certificate, Adult Health Form, etc.)

## **Enrolment, Withdrawal and Terminations**

In order to have a child enrolled at NDPCI, a child must be registered on OneList and all forms provided in your preschool registration package must be filled in and submitted to the preschool registrar for filing. All required payment and deposit cheques must be submitted prior to your child starting preschool. The most up-to-date immunization records for your child must be on file prior to your child starting preschool. A

checklist is provided to ensure your child's registration package is complete. A child can be withdrawn voluntarily by a parent or guardian providing 30-days notice. A child's participation in the NDPCI program can be terminated by the board of directors if there are any confirmed reports of discrimination, workplace violence or harassment, including but not limited to emotional, physical and/or verbal abuse.

## **Registration/Orientation/Mandatory Meetings**

The preschool will consider registration on the basis of eligibility and order of application. The order of preference will be present members, alumni (families whose children previously attended NDPCI) and then new applicants. All families wishing to enroll for Preschool will first register on the Region of Waterloo's OneList (<https://regionofwaterloo.onehsn.com>). A step by step guide can also be found in the Policies and Procedures Manual on page . You will need to create a login and password and then choose North Dumfries Preschool as your requested child care program. You can select a program/class such as Toddler, Tuesday/Thursday Morning, Wednesday/Friday Morning or Afternoon Program (Jan – June). Once you have registered online you will be contacted by the preschool registrar who will provide you with more details and an enrolment package. (The OneList Program allows the Region of Waterloo to monitor the number of children in the region that are in need of care or waiting for care. This is one means of determining how much funding the Region requests from the Government to fund child care as well as allocation of child care spots at school centres). A pre-registration sign-up will be available in March/April for present members to register for the following school year. Present members will be given two weeks to pre-register before registration is opened up to the general public. Registration packages will be provided to all registered families. Complete packages and payment (including a non-refundable registration fee) are expected to be submitted to the registrar at your child's registration appointment during our Spring Registration morning. Should classes reach full registration, the registrar will maintain a waiting list based on the date contacted by a family.

Bi-Annual General meetings for parents will take place twice a year (September and May). These meetings are mandatory (as designated by the Ministry) and you will be given notice for the dates of these meetings. Deposit cheques for attendance are required in the amount of \$50.00 per meeting and will be cashed should you not attend. Childcare for your child is available on-site at no charge while the meetings are in session. The preschool teacher is also available at the end of August for tours and to provide you and your child an opportunity to meet the teacher, discuss expectations and address any concerns you may have.

### **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.

# Fee Payment and Payment Options

## Tuition Fees

Toddler Class	\$65/month (10 cheques dated 1st of each month)	\$325/biannually (dated Sept 1st and Feb 1st)	\$650/annually (dated Sept 1st)
Preschool Class	\$130/month (10 cheques dated 1st of each month)	\$650/biannually (dated Sept 1st and Feb 1st)	\$1300/annually (dated Sept 1st)
Afternoon Class	\$235/month (6 cheques dated 1st of each month)		\$1410/annually (dated Jan 1st)

\*Multi-child or multi-class tuition discount: regular tuition fee for highest priced class then 10% discount off of each additional class

\*Administration Fee of \$20 applies for NSF cheques

### Registration Fee (non-refundable) per child:

New family - \$ 40.00

Returning family - \$30.00

### Deposit Cheques (per Family):

Mandatory Meeting: 2 x \$50 dated September 1 and May 1

(Meeting cheques are returned upon meeting sign in. If you do not attend then the meeting deposit cheque will be cashed)

Fundraising Commitment (Cheques per Family):

Toddler Class – 1 x \$200 dated January 1 and 1 x \$100 dated June 1

Preschool Class – 1 x \$200 dated January 1 and 1 x \$100 dated June 1

Afternoon Class – 1 x \$100 dated June 1

(If Fundraising/Committee duties are fulfilled cheques will be returned to you in June)

### Fee Payment Policy Relating to Absences Due to Illness or Vacation

NDPCI fees are due the first of each month. Fees are not returned to parents due to absences or short vacations. Fees for long term withdrawal from the preschool (one month or longer) can be returned if there is no waiting list for class occupancy. If there are children waiting to enrol in the preschool, the parent can opt to pay fees required to save their child's place or withdraw from the program and provide a child on the waiting list the opportunity to join NDPCI.

## Notification of Illness to Teacher

Parents are responsible to exclude their child from preschool care, to notify the teacher of absence due to illness, to notify the teacher should their child have any of the listed conditions and provide a doctor's note should it be required before the child returns to preschool. It is also expected that parents will advise the teacher should their child have any of the listed conditions during the days they are not scheduled to participate at preschool (i.e., weekend, holidays). The teacher shall deal with all matters in an entirely confidential manner when notifying the class of any instances of illness, posting an illness notification and providing handouts related to an illness to provide symptom, fact and treatment information. While the recommended exclusion periods are noted in the following chart, some of the conditions can be contagious beyond the posted return times. Certain conditions are especially dangerous to pregnant mothers (e.g., chicken pox, fifth disease, measles, rubella, whooping cough); infants (e.g., measles, mumps, rubella, whooping cough) and immune compromised individuals (e.g., influenza, measles). As a co-operative we regularly have pregnant mothers performing duty days as well as young infant family members at the preschool during drop off and pickup so it is imperative for everyone's health to notify the teacher of all instances of illness.

### Illness in a Child and Degree of Illness which Precludes a Child from Care

Public Health Unit guidelines for length of time a child will be excluded for the listed conditions:

Condition	Exclusion Period
Chicken Pox	Until spots are dried and scabbed over
Diarrhea	Until 24 hours after the last diarrhea bowel movement
E. Coli	Until 2 consecutive negative stool specimens taken 24 hours apart
Fever	Until free of symptoms for 24 hours
Giardia	Until free of symptoms for 24 hours
Hand, Foot and Mouth	Until fever returns to normal (without medication)
Head Lice	After first treatment is applied and all nits removed
Hepatitis A	Until 1 week after onset of jaundice
Impetigo	Until 24 hours after antibiotics
Influenza	Until symptoms are resolved
Measles	Until 4 days after rash appears
Meningitis	Until child is recovered; decision to be made by physician
Mumps	Until 9 days after swelling began
Pertussis (whooping cough)	Until 5 days after antibiotics are started or until coughing stops

Pinkeye	Until 24 hours after antibiotic treatment is started
Pinworms	Until 24 hours after treatment is started
Pneumonia	Until seen by a physician and permitted to return
Ringworm (body)	Until treatment has started, no water play until treatment complete
Roseola	Until fever subsides
Rubella (German Measles)	Until 7 days after onset of rash
Scabies	Until 24 hours after treatment
Scarlet Fever	Until 24 hours after starting treatment
Strep Throat	Until 24 hours after antibiotics are started
Tuberculosis (active)	Call the Waterloo Health Unit
Vomiting	Until 24 hours after last occurrence

## **Administration of Medications**

The policy of the North Dumfries Preschool Co-op Inc. is that 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 the preschool supervisor/parent) prior to their first duty day, in September (Fall AGM) and anytime throughout the year (as needed).

# **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 the name tag provided on the child's 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 (gym/outside area) until both staff members and duty parent 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.

# **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:

Please contact 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:

1. The Member or Members must write a respectful 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.
2. 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.
3. 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.
4. 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.

5. 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 members (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.

## **Role of Parents in the Program**

### **Duty Parents**

Families will be scheduled to act as a duty parent in the class in which their child is enrolled approximately once every 8 weeks (depending on class registration). Please note that when a class is not full or if a change of student ratios occurs you may be required to perform duty days more frequently. Duty parents actively supervise and participate in all classroom activities as well as distribution of snack to the class, snack cleanup and clean up responsibilities in the activity room. Each duty parent requires comfortable clothes and shoes, which allow for active play with children. Wear things that you do not mind getting dirty. Due to new regulations from the Ministry of Education, parents will not be allowed to be alone with children or take children (including your own) to the washroom unless they are First Aid Certified and have provided a copy of the first aid certificate to the preschool.

### **Duty Day Scheduling and Expectations**

The number of duty days a parent is required to perform is calculated as follows:

- Number of parents required per class multiplied by the number of duty days required in the Block. (Blocks are September, October-December, January-March, and April-June). This will yield the total number of duty day spots that need to be filled.
- We then take the total number of duty day spots we have to fill and divide it by the number of children enrolled in that class. Generally you may be required to work a duty day on average

once every eight weeks however you must remember that if the class is not full and in months that have more days, etc. you may need to participate more frequently.

- The Scheduler creates and distributes the schedule for each block via email.

You will be contacted in advance of each block to determine your availability however ultimately the Scheduler will have to ensure all duty spots are filled and occasionally you may have to make arrangements to work duty against your availability. The teachers will provide parents with support and guidance during your duty day. Duty parents are required to arrive at school 15 minutes prior to the start of class time. This allows time for set up of the day's activities before the children arrive, as well as for the teacher to explain the day's activities and events as well as time to sign the consent binder prior to your first duty day.

## **Emergency and Paid Duty Parents**

Duty parents can advise their availability to be an Emergency parent for their class. An Emergency parent would be available should a duty parent in the same class need a last minute replacement due to illness of their child or themselves. Duty parents can also elect to be available as a Paid Duty parent for their class should another duty parent not be able to fulfill their day. A Paid Duty parent receives \$25 from the preschool.

## **Afternoon Class Parents**

No classroom volunteer time is required. Afternoon parents are still required to participate in fundraising and committee duties.

## **Board of Directors**

The preschool is run by a board of directors who are volunteers. The preschool cannot run without an elected board of directors. Board of directors meet monthly to discuss finances, registration, fundraising and advertising. A list of board member positions and responsibilities can be found at the preschool. If you are interested in volunteering please contact any current board member and let them know of your interest.

## **Committees**

Parents of children registered at NDPCI will be assigned to the fundraising or advertising committee. As our preschool is a co-operative, all parents are required to assist with fundraising activities, determined by the fundraising chair(s). Fundraising events will be decided on yearly by the fundraising board members but will always include the preschool's annual Breakfast with Santa (held on the first Saturday in December).

Some parents will assist the advertising chair(s) to create the Santa Clause Parade float, (Parade is held the last Saturday in November). Parents helping with the floats will still be required to volunteer the day of the Breakfast with Santa.

## **Field Trips and Off-site Activities**

Attendance at all field trips is optional and therefore the preschool and teacher(s) will not provide alternate care for children whose parents do not wish for them to participate on the field trip.

## **Walking Field Trips**

Parents will be informed of walking field trips in our monthly newsletter and by the Teacher. Supervision for these field trips will consist of the Teacher, Assistant Teacher and one (1) duty parent when there is full enrolment of ten (10) children in the Toddler class and sixteen (16) children in a Preschool class.

## **Non-Walking Field Trips**

Parents will be informed of these trips in our monthly newsletter and by the Teacher. Each parent is responsible for the transportation and supervision of their own child on these trips. Parents may choose to make arrangements with another North Dumfries Preschool Co-operative parent to transport and supervise their child for them.

## **Children's Clothing /Belongings**

Each child requires the following:

1. Washable, practical, comfortable play clothes. Remember that it is more fun when it is messy. Aprons are worn at the painting easels (if wanted) and at the water table.
2. All removable items of clothing should be clearly marked with the child's name.
3. Shoes are needed for indoors. No bare feet are permitted.
4. Seasonally appropriate clothing for outdoor play (i.e., snow pants and boots in winter).
5. Extra diapers and wipes for those children not potty-trained.

## **Part-Time Space Policy**

The North Dumfries Preschool is happy to offer part-time spots, (ex. participating in only a Tuesday class vs. both Tuesday and Thursday) however, these spots are limited and on a first-come first-serve basis. North Dumfries Preschool reserves the right to set the capacity and availability of the spots during the year.