

**Volume**

**1**

# Policies and Procedures Manual



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# Policies and Procedures Manual

2017

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## **THE PHILOSOPHY AND PURPOSE OF NIAGARA NURSERY SCHOOL & CHILD CARE CENTRE**

The Niagara Nursery School (NNS) is a non-profit, co-operative preschool that provides a child-centered environment designed specifically for children ages 27 months to 6 years old. It provides opportunities for children to learn and practice physical, social, verbal and intellectual skills. It also helps to develop a wholesome self-concept in a relaxed atmosphere of acceptance and trust.

There are two basic parts to a nursery school day; routine and play. Throughout the class session a child learns to accept and carry out certain routine tasks such as dressing and undressing unaided, putting toys and materials away, washing, etc. Since the routines are within the child's capabilities, he/she comes to enjoy the responsibility of carrying out these tasks.

Each aspect of the play centres and planned activities are designed to stimulate creativity and imagination, develop language and physical skills, increase general knowledge of self and community, and promote co-operation with children and adults beyond the family.

Under the guidance of a trained, professional Teacher, physical and perceptual problems as well as learning disabilities are likely to be detected. This allows for corrective intervention to take place when it would have the most likelihood of succeeding.

The first five years of a child's life are extremely important. Experiences in these formative years dramatically affect the kind of person a child will become. The behavior and attitudes of parents will have a profound effect on their children's emotional and social development.

The co-operative nursery school provides opportunities for parents to increase their understanding of the ages and stages of child development. By talking to other parents and the Teachers, observing the techniques of the Teachers while helping them in the classroom, parents can gain new insights into their role and come to appreciate their own child as a separate person who is learning to think and act independently. Thus, a co-operative nursery school is one in which parental involvement is mandatory. As one of the last opportunities to be directly and regularly involved in the classroom, parents gain greater understanding and appreciation of their child's needs and abilities and the role of his/her peers. This involvement also results in more creative and effective parenting at home.

## **Program statement**

Niagara Nursery School & Child Care Centre has been a proud member of the NOTL Community for over 45 years and takes its role as Educator and Child Care Provider to heart. We have and will always offer the children and families in our care the highest quality of programming. We provide a safe and enriched atmosphere for all the children and families in our care. Niagara Nursery School recognizes that all children are competent, capable, curious and rich in potential.

Our teaching staff believe in the importance of self-reflective practice and on-going professional learning opportunities. We strive to provide a nurturing, responsive learning environment, which gives consideration to the individual needs of the children in our care.

The following outlines Niagara Nursery Schools & Child Care Centre's approaches which speak to the strategies that our educators use in implementing care, activities and curriculum to achieve the stated goals. The following approaches speak to what you might "see" in the program, as well as things we've put in place behind the scenes towards achieving each goal.

### **Promote the health, safety, nutrition and well-being of the children;**

Each child's wellbeing is of the utmost importance. Our staff are kind, respectful and caring at all times. We understand that each child is unique and that some days can be more challenging than others. We consider the needs of each child on each individual day to ensure we are meeting their needs.

We monitor daily for illnesses and notify caregivers in a timely matter. In case of anaphylactic allergies, individual plans and emergency procedures with the child's photograph will be completed and posted for staff and volunteers. To ensure the well-being of the child, an EpiPen must be available at school.

We promote proper hand washing before and after playing in sensory activities, washroom routines, outdoor play and at snack time. We encourage cleaning practices with the support of printed materials, regarding hand washing, and disinfecting classroom tables before and after snack time, as well as countertops for food preparation in the kitchen. We promote healthy eating providing variety of foods and range of textures and tastes, appropriate to the developmental stage of the children. We collaborate with families to ensure the specific needs of individual children are met: dietary requirements, food allergies, cultural background or medical conditions. We model positive behavior to promote healthy eating habits while providing a pleasant, and culturally inclusive atmosphere for children at snack time. Safe food handling by children, staff and volunteers will be implemented at all times. During our open snack times and lunch, children self-serve and our staff model and encourage social interaction while eating.

We embrace diversity by welcoming all families into our program and work with a variety of community supports to assist each child. We are an inclusive program; our staff are knowledgeable and strategize to ensure we are providing the best care with safety our main concern at all times. We affirm children's strength and achievements promoting their sense of self and self-esteem.

We complete a daily inspection of indoor and outdoor play areas to ensure a safe learning environment.

**Support positive and responsive interactions among the children, parents, child care providers and staff;**

Our attentive, kind, caring and compassionate educators encourage children to interact and communicate with their peers in a positive way by modelling appropriate behavior, respect and language when resolving conflicts.

We believe when our educators are engaged with the children during their play, they can foster more effective ways to problem solve and develop self-regulation. Creating a positive learning environment is measurable and noticeable when observing the interactions between the children, their families and our educators. We're responsive and alert while interacting with the children, always being genuine when speaking with parents about concerns.

We understand that each day new challenges arise, we want to support and encourage our families. We show empathy and compassion while building the connection between our families, understanding that our parents are the experts of their children. We promote helping behaviors among peers and towards adults.

Our group activities are designed to provide a sense of belonging. We value children's ideas by creating an inclusive and respectful environment. We foster positive relationships by making children feel safe, secure, valued and that they are a contributing member of their world.

To support your child's care, growth and development, our educators communicate with parent's daily sharing observations, documentations and reflections through regular conversations and HiMama messages.

Niagara Nursery School & Child Care Centre maintains an open-door policy. Parents are regularly invited into the program to observe, to review documentation, to share their expertise or as a volunteer. Educators get to know children and their families respecting the parent's role as the first teacher, as well as their beliefs and values.

**Encourage the children to interact and communicate in a positive way and support their ability to self-regulate;**

We model inclusive, respectful and collaborative interactions with children and other adults. Redirecting and guiding children into acceptable options when engaged in an unacceptable activity or demonstrating behaviors. We work towards making children aware of the results of their own actions, and how to self-regulate.

We ensure their learning environment is exciting, fun and interactive. We build on their interests and thoughts by understanding that children are competent, capable of complex thinking, curious, and rich in potential. Every child should feel that he or she belongs and is a valuable contributor to his or her surroundings. We ensure that their learning environment is flexible to respond in the moment and build on the children's interests. We give children the freedom to make choices, while setting expectations along the way. We encourage each child to engage as a play partner by promoting discussion, problem solving when conflict arises and understanding how their actions affect others. We support children through regulating their emotions and provide techniques when they feel are overwhelmed.

**Foster the children's exploration, play and inquiry;**

We provide fun and interesting thought provoking activities (provocations) for the children, asking specific questions that would promote inquiry and complex thinking to expand on their learning opportunity. This gives us a unique opportunity to cater specifically to the group of children we are working with, where their interest and thoughts take us to further extend on our original learning objective and topic of interest. Every child is an active and engaged learner who explores the world with body, mind, and senses. Every child is a capable communicator who expresses themselves in many ways by providing thought provoking activities (provocations) it allows the children utilize their communication skills.

We provide a variety of activities including; fine motor, science, sensory, dramatic play, group, language development, and gross motor. We have a variety of indoor and outdoor activities to engage the children in active, creative, meaningful exploration, play and inquiry. Allowing the children to be involved in their learning experiences creates a positive sense of self and gives them the ability to see themselves as capable to achieve what they put their minds to. We create opportunities that spark curiosity, invite investigation and provide challenges which help children push the boundaries of their learning.

We connect with our families and the community and invite their participation to ensure that we reflect and are relevant to the children's everyday lives. We provide a variety of interesting objects and open-ended materials for children to manipulate and investigate. Our flexible daily classroom schedule allows for as little as possible interruptions and providing large amounts of time for the children to engage in sustained, complex play and inquiry. We ensure that opportunities provided will help children discover and develop an increasing awareness and understanding of key concepts, including those associated with literacy and numeracy development.

At Niagara Nursery School & Child Care Centre, we provide topics of interest that allow us teachable moments. We encourage children to decide where, when, what and how they wish to play. Their decisions are based on their interests and curiosity. The educator responds by adapting the environment by adding new toys, materials, equipment, posing questions and being a play partner. We encourage and suggest when a child has been stationed at one play area for a significant amount of time that they may want to try something else, we re-direct them in a positive and encouraging way to spark their interest in another area of play. The educators' role is to support play so that each child's learning and development flourishes during their time with us. Each child has different interests and some areas of play may be more appealing than others. Our educators are constantly reflecting on what is currently captivating the children's attention and will provide experiences that enhance and expand on the areas they are currently interested in. Our staff document and support children's learning and complex thinking. Our staff participate with the children as co-investigators, co-learners and co-planners.

**Provide child-initiated and adult-supported experiences;**

Our focus at Niagara Nursery School & Child Care Centre is that learning is focused on supporting the development of strategies and skills for lifelong learning through play and inquiry. Educators engage with, observe and listen to the children. We value children as individuals and as active and competent contributors with their own interests and points of view. We hear the suggestions made by the children and respond by discussing with the children, their families and caregivers what the possibilities for the children's further exploration may be. Our educators reflect on how they can

provide the children with a more complex way of thinking in relation to the topic by providing suggestions, ideas and materials to the children. Therefore, we are all co-learners, constructing knowledge together.

We provide a gathering time where the children can learn through songs, and alternative stories. We want the children to understand the key concepts, including those associated with literacy and numeracy development.

We provide adult supported experiences by setting out thought provoking activities (provocations) that trigger the children's complex thinking. Our provocations will sometimes be on a pre-determined topic of interest and body of knowledge but where the children take us from there is where we will go, sometimes this would mean that the classes may be talking about different concepts that originally orientated from the pre-determined topic of interest.

### **Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;**

Niagara Nursery School & Child Care Centre understands that the parent is the child's first teacher, the educators are second and that the third teacher is the environment. We follow the "How Does Learning Happen" document which is organized around four foundations that are important for children to grow and flourish. These are belonging, well-being, engagement and expression. We provide learning experiences intentionally placed where materials are provided to respond to children's interests or to trigger new ones. We provide topics of interest on a weekly basis that are pre-determined and set out in a form of a thought provoking centers (provocations) or talked about throughout our morning but where the children take us from there is where we will go, sometimes this would mean that the classes may be talking about different concepts that originally orientated from the pre-determined topic of interest. As each child grows and develops in our environment we will look to support their developmental domains. (Domain— a broad area or dimension of development for example, social interest, language, or emotional domains.) We will provide activities that are specific to certain domains so that the children all have an equal opportunity to accomplish those skills. We use the ELECT document which stands for Early Learning for Every Child Today (It uses established research to understand what effects the experience and interaction children have with world around them have on them.) to support our planning and implementation of our program.

Our learning environment also provides soft furnishings, quiet areas and accessories that are intended to make the children feel comfortable and safe. We see the child as a whole child with all of the developmental domains interacting. The educators understand that each activity involves certain skills but when they play together and interact in more complex thinking other skills including communication and social skills will be visible. Therefore, you may find books, as well as pencils and paper in the kitchen area, because the children might be using these items to write orders for a restaurant or be reading a recipe to make cookies. If the children wish to move materials within the room it is expected that they return those materials to their original home, this is not saying that we allow the children to freely roam the room with toys for no purpose but if the child has a reason as to why they want to bring the pencil to the kitchen then we support them in that decision and provide them with the appropriate expectation when they are finished exploring. We strive to provide the children with a learning environment that is fun, interactive and respectful. We build on their interests and thoughts and understand that children are competent, capable of

complex thinking, curious, and rich in potential. Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed.

**Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;**

We provide a daily opportunity for gross motor physical activity indoor and outdoor play including, balance beam, riders, tricycles, jumping mats, sandbox, large outdoor toys and nature walks. We utilize our outdoor area for exploration of rocks, bird's nests and trees that trigger the children's complex thinking and inquiry.

At Niagara Nursery School & Child Care Centre, we like to go outside in all kinds of weather, the children love to bundle up in warm clothes and head out to jump in puddles or explore in the snow. However, in very poor or cold weather active play takes place in other community centre rooms so that the children get the physical activity their bodies require. Based on weather, a daily decision will be made on which active space will be used.

We take into consideration the individual needs of all children receiving care and provide a cozy area where they can have a quiet time and rest if they choose. We also provide a gathering time which is structured and calm, giving children the opportunity to learn in their own way. Periods of active and quiet play are interwoven throughout our day both indoors and outdoors. Transitions from one activity to another is kept to a minimum so children get to play more. However, young children thrive on regular schedules and feel secure when they can predict what will occur throughout the morning. Therefore, the general sequence of our day is kept the same.

**Foster the engagement of and ongoing communication with parents about the program and their children;**

We understand that a parent is the most important person in a child's life. Educators and parents communicate daily about the child's activities and health. We inform and include families in what and how their children are learning and developing. We communicate daily highlights which include observations of children's interests and activities introduced by the educator, pictures sent through HiMama. Documenting the connections to learning and listing the developmental skill they have achieved. We will complete a DISC Preschool Screen (DPS) after 6 weeks of enrolment (if permission is granted), and referrals to services would be made depending on the outcome.

We display the children's artwork and creations, we encourage the parents to come into our classroom to see what we have been doing. We also have documentation boards, some have a picture and explanation of what the child was doing or a story of a series of photos and an explanation the complex thinking the educator observed. Communication is important to us and we want each family to feel valued and appreciated, we send out ongoing communications about upcoming events, tips, requests or anything else we feel may be beneficial for the parents through our monthly Newsletter. We want our families to feel welcomed and confident in all our teachers that they may ask any teacher information and an answer will be provided or they will be directed to the supervisor if the answer is unknown.

At Niagara Nursery School & Child Care Centre, we have our families involved through volunteering and on our Board of Directors and committees to assist with tasks and responsibilities, by keeping our parents engaged they are more involved in our program. We recognize families are composed of individuals who are competent and capable, curious, and rich in experience. Families love their children and want the best for them. Families are experts on their

children. We acknowledge that they are the first and most powerful influence on children's learning, development, health, and well-being. Our families bring diverse social, cultural, and linguistic perspectives. It is important for us that our families feel that they belong, are valuable contributors to their children's learning, and deserve to be engaged in a meaningful way.

**Involve local community partners and allow those partners to support the children, their families and staff;**

Niagara Nursery School & Child Care Centre, views the community as a valuable resource and plans learning opportunities involving the community into its program (visitors and field trips). We also work closely with community agencies and partners to support the children and their families. (Community living, Pathstones, ECCDC, Quality Childcare Niagara, Niagara Region etc.) We support the Niagara College Early Childhood Education department by hosting placement students throughout the school year, during this time the students will provide activities and interact directly with the children and staff. We are always willing and looking to be involved in the community in anyway. We advise families of any local activities and experiences that are developmentally appropriate for the children in our care.

**Support staff, home child care providers or others who interact with the children at a child care Centre or home child care premises in relation to continuous professional learning;**

Niagara Nursery School & Child Care Centre is committed to the ongoing professional development of its educators. What the educator learns guides best practices which is then passed onto the children. We provide opportunities for the educators to attend learning workshops and conferences throughout the year. Each educator also provides legislated training requirements such as Standard First Aid.

All educators are monitored three times a year and will be mentored, coached and professional development may be suggested individually or for all the staff. Our Registered Early Childhood Educators must maintain their membership with the College of Early Childhood Educators by complying with the requirements in the Continuous Professional Learning Program.

**Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families.**

Our educators reflect continuously by documenting play and its significance. We reflect on the learning environment including, the toys, materials and equipment provided in our classroom. We reflect on the creative work and activities that the children are engaging in. Our Educators document the children's daily inquiries and learning in photos and written descriptions of activities and in our monthly newsletters.

Each educator understands that reflective practice is crucial in providing the absolute best learning environment. Daily, the educator is observing and engaging with the children, evaluating the effectiveness of the learning environment to build on the children's interests. Weekly the educator is reviewing planning and ensuring they are supporting children's learning and development.

We value reflective practice and therefore it engages in regular reviews with consideration given to the input of the members of the school through parent surveys. There is an ongoing dialogue with families about their child's experience and an invitation for parents to add their own documentation about their children's learning.

## **Program Statement implementation and Compliance Monitoring.**

### **Policy:**

- Niagara Nursery School Program statement is to set guidelines and goals for those persons who are taking an active role in the program; such as program staff, students and volunteers in accordance with the CCEYA and “How Does Learning Happen?” document.
- The Program Statement is to be a reflection of the CCEYA regulations and “How Does Learning Happen?” documents and in turn represent the goals and standards of NNS.
- Niagara Nursery School Program Statement is in accordance with the Ministry of Education, should requirements change or be updated then so shall Niagara Nursery Schools Program statement.

### **Procedures:**

Niagara Nursery School & Child Care Centre commits to staying informed of all changes, updates and regulations and ensuring that our Program Statement remains a reflection of the above documents.

Niagara Nursery School will ensure that all program staff, students and volunteers uphold, adhere and implement the approaches specified in the Program Statement by the following;

1. Supervisor ensure all new staff, students and volunteers read the program statement prior to working with the children.
2. Supervisor will ensure that once the Program Statement has been read that each individual will sign a declaration of doing so as well as declaring that they will at all times adhere to goals, standards and approaches that are specified in Niagara Nursery School's Program Statement.
3. The Supervisor and Board of Directors will comply with any necessary audits and requests of supporting documents that the above has taken place, should it be so required.
4. All Program staff, students and volunteers will be required to review the Program statement on a yearly basis or as any needed changes/updates be made. All persons reviewing will again sign a declaration stating that they have reviewed, understood and will follow the standards, goals and approaches given within the Program Statement.
5. Supervisor will monitor all program staff, students and volunteers through periodic monitoring (once per semester) and reviews to ensure compliance with the approaches set out in the program statement. All observations will be recorded on individual observation forms, all observations will be reviewed with both the Supervisor and the individual who was observed. Individual observations will be kept in a secure place in the individuals file.

# GENERAL INFORMATION

HOURS OF OPERATION Open 7:00am - 6:00pm

## Niagara Nursery School & Child Care Centre Programs

### Fee Schedule 2017/2018

#### **Full Day Child Care**

\$194.00/week or \$40.00/day  
(Includes snacks, hot lunch and milk)

#### **Nursery School**

9:00 a.m.-11:30 a.m.

2 day - \$65.60

3 day - \$89.25

4 day - \$97.60

5 day - \$108.65

(Includes Snack)

#### **Afternoon Enrichment Program**

##### **Kinder Stars**

2, 3, 4 and 5 day Programs

Monday-Friday

1:00 p.m.-3:30 p.m.

2 day \$81.40

3 day \$105.00

4 day \$113.40

5 day \$124.40

#### **Lunch Program**

11:30 a.m.-1:00 p.m.

\$6.45/day or \$10.50 with hot lunch  
and milk

#### **Before School Care**

7:00 a.m.-8:45 a.m.

\$6.00/day or \$28.00/week

#### **After School Care**

3:15p.m.-6:00 p.m.

\$8.40/day or \$40.00/week

Busing to and from Crossroads & St.  
Michaels Schools.

*\*Fees taken on a Bi-weekly basis*

*\*\*Fees will be reviewed and adjusted  
accordingly by the Board of Directors*

## **NNS & CCC PROGRAMS**

Under the supervision of ECE certified teachers, all programs provide a co-operative learning experience that includes:

- Emergent curriculum
- Math, and literacy program (Kinderstars)
- Gathering time with music and stories
- Fine and gross motor activities
- Reading program from our in-house library
- Daily creative art
- Free play and snack time

### **Also featuring**

- Indoor and outdoor gross motor play areas
- Offsite School trips eg. plays, fire station, farms
- Special theme days e.g. black and orange day, pajama day, beach day, picnic day
- Role play area
- Parent resource library

### **Growth and Enrichment**

Your child will experience a positive introduction to a school environment and learn to socialize with both peers and adults.

### **Cultural and Language Development**

An emphasis is placed on communication skills in written and verbal forms as well as cultural awareness. We have introduced a new reading program for the Kinder Stars from our in-house library.

### **Art and Music**

Music, song and dance as well as visual art play an integral role in learning and are used daily in the classroom. Music and fine art appreciation are explored through the use of many different art media.

## **PARENT INFORMATION**

Niagara Nursery School is a parent run co-operative program which has been offering quality early childhood education in Niagara- On- The- Lake for over 45 years. Enjoy with your child his/her first school experience in a co-operative atmosphere.

As parents, you are able to participate in our classroom as a parent volunteer, attend a bi-monthly General Membership Meeting and serve on a committee. Watch as your child learns to think and act independently. You will be able to observe and acquire skills and techniques of child management while assisting the Educators in the classroom environment.

# POLICIES OF NIAGARA NURSERY SCHOOL & CHILD CARE CENTRE

## ARTICLE I

### PARENTAL RESPONSIBILITIES

#### GENERAL RESPONSIBILITIES

- Niagara Nursery School parents of children in the Nursery School program shall volunteer in the classroom no more than 2 per month per family. Volunteer parents are to be a support to our teaching staff only, they are in addition to our child – staff ratios.
- Parents shall be responsible for other regularly assigned duties.
- Parents shall attend all General Membership Meetings.
- Parents shall be responsible for completing and turning in all forms in a timely manner.
- Parents shall be responsible for keeping home any child showing signs of ill health, and reporting to the Supervisor in the event his/her child contracts any communicable disease.
- Parents shall serve either as a Board or a committee member.
- Parents shall abide by all policies of NNS. Policies and procedures specifically relating to parental duties are outlined in the Policies and procedures manual.
- Parents shall participate in fundraising for NNS as directed by the Board.

#### **Parent/Teacher responsibilities while supervising the children include:**

- Monitoring children's play in and around the equipment.
- Ensuring children keep sticks, stones and other loose parts out of mouths and from other children or equipment.
- Making sure children respect each other and the equipment.

#### **Parent/Teacher responsibilities at the beginning of the day include:**

- Unlocking the outdoor equipment box.
- Completing the daily checklist.
- Reporting any problems or concerns to the Supervisor prior to children using the playground.
- Taking out equipment planned for the day.

**Parent/Supervisor responsibilities at the end of the day include:**

- Putting toys away (bringing in smaller equipment and toys).
- Locking the outdoor equipment box.

**Classroom**

- Shoes must be worn at all times.
- Smocks are worn for painting and water play.
- Equipment must stay in its own area.
- Fire exit must be kept clear at all times.
- A child who is using a piece of equipment constructively may keep it. Others may use it after the child is finished.

**Cloakroom**

- Each child should try to dress, and undress him/herself.
- Children should be encouraged but only help when necessary.

**Washroom**

- Children will be given help when needed, with things such as taps, soap, paper towels and pushing up sleeves.

**Snack**

- Healthy snacks are provided by the school that are nut/allergen free.
- Children should clean up their own area, putting garbage, organics and recycling in the appropriate containers.

**Gathering Time**

- Encourage children to participate.
- Participate yourself.
- Remind children when it is “listening time”.

**Playground**

There is one area for outdoor play; the fenced playground adjacent to the classroom. Outdoor play is an extension of the learning and development of the indoor classroom. Because of this, program activities are planned and implemented that will stimulate and enhance the development of each child in the following areas: creativity, group time (socialization), cognitive and fine motor, dramatic play, science and nature, and gross motor.

**Bus Pick Up Policy**

- If a child that is scheduled, does not get off the staff member double checks with the bus driver that the child did not get on the bus
- Upon returning to the classroom the teacher informs the Supervisor of the child's absence.
- The Supervisor contacts Parliament Oak Public School to see if the child was at school. If the child was not at school the Supervisor contacts the child's parents to remind them for future that they need to contact the school if their child will be absent.
- If the child attended school and the child is still at school having missed the bus the Supervisor will contact the child's parents as to how to get the child.

- If the child attended school and the child is not found to be at the school the Supervisor will contact the child's parents using home phone number, cell phone number and work numbers until the Supervisor has made contact with the parents.
- If the child's parents confirm that the child is with them the Supervisor will remind the parents that they need to call if their child will not be attending.
- If the bus is 15 minutes late staff will alert Supervisor and the Supervisor will call the school and bus company if needed to make sure it is on its way.
- If after contact with the bus driver, school and parents the child is not found then the Supervisor will contact the Police using 911. If the police are contacted the situation becomes a Serious Occurrence and will need to be reported to the Ministry of Education within 24 hours. The Board will also be contacted immediately and informed of the situation.

**\*\*Should the Supervisor be away, it is then up to staff to make necessary phone calls in accordance with the above policies. \*\***

## **PARENTS RESPONSIBILITIES OF Volunteer Parents**

At least one time per month, but not more than two times per month, per program, (with the exception of Kinderstars and the full day program) one parent of each child may assist in the classroom, performing specifically assigned duties.

- Parent volunteers are to arrive no later than 15 minutes before class is scheduled to start and are to stay no later than 11:30 am.
- No siblings are allowed in school on a parent's volunteer day.
- Parents should inform the Supervisor of the days they are available to volunteer so they may be added to the monthly volunteer schedule.
- Each parent volunteer has specific jobs. These are listed on the parent volunteer checklist, posted in the classroom on the fridge. A copy is included in the Appendix, and a copy will also be emailed.
- Parent volunteers must read the list of individual children's food allergies which is posted in the kitchen area. As well as a child's individualized plans where applicable.
- When volunteering, cell phones are to be used for emergency purposes only to ensure proper supervision of all students.

# **Niagara Nursery School & Child Care Centre Supervision of Volunteer and Student Policy**

**The Child Care Early Years Act (CCEYA) requires that all licensed childcare centres has in place a written policy outlining the responsibilities of the supervisor for implementation, review and evaluation of all volunteers and students in the program.**

**Niagara Nursery School's supervision policy, in accordance with the requirements under the CCEYA, shall ensure that every child in the preschool is supervised by an adult at all times. The teacher/supervisor is responsible for:**

- Ensuring that all volunteers and students are given an orientation to the program and a review of policies are completed prior to placement in the program.
- Ensuring that the policy is reviewed with volunteers and students annually.
- Ensuring that the policy is reviewed with duty parents at time of orientation and annually thereafter.
- Monitoring volunteer and students on an on-going basis.

## **Policy for Volunteers, Students and Duty Parents:**

- Direct unsupervised access (adult alone with child) is not permitted for volunteers, students and anyone else that are not employees of the program.
- In a cooperative preschool setting, two Duty Parents are permitted to take the place of one unqualified staff for the purposes of child/staff ratios, and are therefore allowed direct unsupervised access with a child when Ministry Director approval has been given.
- No child is supervised by any person less than 18 years of age.

## **School Schedules**

### **SCHOOL CLOSINGS**

#### **Weather**

- If the weather is bad, the Supervisor and the board will stay tuned to local stations for information about school closings.
- If local school buses are not running due to inclement weather, it is the responsibility of the parents to arrange transportation for their children to the intended school. NNS & CCC will not be offering a taxi service or private drive for any children.
- The President and Supervisor will make a decision about whether the nursery school will be closed by 7:00 a.m. An e-mail will be sent at that time to all members confirming school closure. The school closure will also be posted at 610CKTB. Full fees will apply.

- If the weather gets bad while children are at school, the President and the Supervisor will make the decision to end the session. The Supervisor will make the respective phone calls in order that all children can be picked up.
- The Supervisor will remain at the school until all children have been picked up.

## **Supervisor Absence**

The Supervisor shall advise the President as soon as possible about her inability to attend school. The president shall attempt to secure a qualified substitute for the Supervisor. Parents of affected classes will be contacted to inform them of the Supervisor's absence, or should the Supervisor have to leave a class unexpectedly the class may continue provided the appropriate number of duty parents (1:4 adult to child ration) are present.

## **SCHOOL CALENDAR AND HOURS**

The school year shall follow that of the public schools and shall observe all public school holidays.

School hours for the morning session are 9:00 a.m. to 11:30 a.m.; for the afternoon session, 1:00 p.m. to 3:30 p.m. Children may not be dropped off at school any earlier than session start time, and should be picked up promptly.

School hours may be changed occasionally and parents shall be notified in advance.

## **Bag Lunches**

### **Policy:**

Because of the potential seriousness of allergic reactions, Niagara Nursery School has strict policies in place to stop students from bringing certain items into school for snacks and/or lunches. It's very important for you to follow the school's food allergen policy closely, even if your child does not have allergies. The health and safety of other students depends on all parents and students following our school's policies.

### **Guidelines & Procedures:**

- If your child is allergic to a certain food, make sure to alert school Supervisor upon registration about the allergy. Any child who is anaphylactic must have an individualized plan that will be shared with all staff, duty parents, volunteers and students. Notice of this allergy will be posted in the schools kitchen.
- Remind your child that it is not safe to trade or share food.
- Niagara Nursery School is a peanut/tree nut free zone, these are prohibited foods. Some alternative sandwich-making ingredients you can try hummus or apple butter instead of peanut butter. If you use WOW butter or similar products please make this known to the teachers at drop off or provide a note in your child's lunch bag.

- Always read the labels on the food you pack in your child's lunch. Don't pack any food with ingredients that contain any nuts and/or tree nuts.
- Look for warning statements on the label such as "May Contain..." Remember, even trace amounts can cause a severe allergic reaction.
- If a child has a prohibited item in their lunch bag then that item will be removed immediately and not served. A replacement food will be provided by the Centre and a note will be sent home to the parents explaining why the child was not allowed to eat that food in school.

Our Nursery School & Full day children will be provided 2 snacks and our full day children a hot catered lunch daily. The snack and lunch menu is posted in the program room on the parent information board. Our Kindergarten and School Age children who attend on P.A. Days will receive our provided snacks and hot lunch. Since we are licensed by the Ministry of Education, we have a legislated obligation to develop a policy on children's nutrition which is consistent with the Ministry guidelines. Any bag lunches from home should include a variety of foods from this schedule. Food Group Amount Offered (attendance 6 hrs.) Milk and Milk products 250-375 mL Meat and Alternatives 60-90 g Bread and Cereal 2 ½ slices or 450 mL Fruits and Vegetables 2 ½ whole fruits or 300 mL.

Children's snacks/lunches must be in containers labeled with their names and are to be stored in the classroom fridge. The program provides drinks, as well as light, nutritious daily snacks. All snacks and lunches follow the Canada Food Guide.

As part of our license to operate, Niagara Nursery School will provide parents with guidelines and sample menus for preparing bag lunches which meet Canada's Food Guide, as well as procedures for refrigeration, and the use of ice packs with bag lunches. The daycare will review this information with parents at the time of enrolment. Staff will inspect all lunches or snacks provided from home to ensure that they do not contain potential allergens, meet Canada's Food Guide, and have appropriate ice bags.

A copy of the Canada Food Guide is provided in our Parent Communication Binder, found on our classroom resource shelf.

## **FIELD TRIPS**

Children will be taken on local excursions, e.g., a walk in the area, without prior notice. A general consent form for such excursions is included in the registration package. For more extensive outings, parents will be informed in advance and a written consent will be required. The Supervisor will have with her on all field trips a cell phone, a list of every child's name, and vital information (health card number, phone number, allergies, etc.). The Supervisor will not be a designated driver.

## **BIRTHDAY PARTIES**

Due to serious food allergies parents are to refrain from bringing in food of any kind to acknowledge a birthday. Please consider loot bags in lieu of cake or candy.

If children from your child's class will attend your child's birthday party, please remember to be discreet and sensitive to those not invited; to distribute invitations via parents (i.e. file box or backpacks) and not children (i.e. lockers, etc.); and to refrain from bringing presents to class (presents will not be exchanged at school). Please contact the Supervisor with other concerns about party etiquette.

## **SMOKE FREE ONTARIO ACT**

All programs are smoke free environments. Smoking or handling a cigarette is prohibited in and around the school at all times whether or not children are present.

## **COMMITTEES**

A family representative of every child must serve either on the Board or on the fundraising committee. Standing committees will be created on an as needed basis. Any family entering the school throughout the year will be assigned to the fundraising committee.

### **1. Fundraising Committee**

Organizes and executes the Bunny Trail, NNS's main fundraising event which is essential for the fiscal health of NNS. The event is held on the Saturday before Easter each year. All members of the school are required to participate in either set up or clean-up for the event, and to oversee a particular station during the Spring Fair. All families will be required to purchase sets of raffle tickets for the Bunny Trail which they may then sell. Members are encouraged to sell more than this initial allotment if they are able. Attends fundraising meetings as set out by the fundraising Chair.

- 2. VOLUNTEER REQUIREMENTS:** Every family will submit a cheque for \$200.00 post-dated for the day of the Spring Fair (date given at time of registration). This cheque will be cash only if the volunteer requirements outlined below are not completed in FULL (no exceptions). At which time the cheque will be cashed in lieu of the outlined volunteer requirements.

### **Before / After Care (B/A)**

- Minimum of Four hours (administration and/or hands on)
- Raffle Ticket Sales – Min. two books (\$60 sold)
- Two (2) Bunny Trail Silent Auction items (value \$100 each)
- No BT event hours, help is always appreciated!!!!

### **Nursery School & Kinder Stars**

- Minimum of six (6) hours (administration and/or hands on)
- Raffle Ticket Sales – Min. two books (\$60 sold)
- Two (2) Bunny Trail Silent Auction items (value \$100 each)
- Four (4) BT event hours

### **FULL Day Care (FD)**

- Minimum of four (4) hours (administration and/or hands on)
- Raffle Ticket Sales – Min. two books (\$60 sold)
- Two (2) Bunny Trail Silent Auction items (value \$100 each)
- Four (4) BT event hours.

# **BY-LAWS OF NIAGARA NURSERY SCHOOL & CHILD CARE CENTRE**

## **ARTICLE I BOARD OF DIRECTORS**

The Board of Directors (Board) shall be composed of the executive officers of the school with the Supervisor serving as an ex-officio member.

- A. **EXECUTIVE MEMBERS**
- B. The following officers shall be elected at the final GMM of each year for terms of one year. The composition and duties of the Board are:

### **PRESIDENT**

- Shall be the Chief Executive Officer of the school, serves on Executive committee
- Has voting rights, has signing authority.
- Overall responsibility of running the school (with the assistance of the VP)
- Shall prepare agendas for GMM and Board meetings, oversee all school communications, ensure the Board and membership are performing their duties as described.
- Responsible for negotiating the renewal of all Niagara Nursery School employee contracts, as approved by the Board.
- Have regular contact with the Treasurer regarding the school finances.
- Shall act as liaison between the community centre coordinator and Niagara Nursery School.
- Shall act as the Supervisor's direct link to the executive committee and the Board of Directors for any emergencies that may arise.

### **VICE PRESIDENT/HEAD OF FUNDRAISING**

- Shall serve on the Executive Committee.
- Has voting rights, has signing authority.
- Shall perform the duties of the President in his/her absence.
- Shall burden the work load with the President in overall running of the school.
- Responsible for assisting the President in negotiating the renewal of all Niagara Nursery School employee contracts, as approved by the Board.
- Shall act as liaison between the Head of Fundraising and the Niagara Nursery School Board of Directors.
- Shall coordinate annual Niagara Nursery School Christmas Parade Float.
- Should additional fundraising efforts be required, as determined by the Board, shall implement and execute those efforts.
- Reports directly to the President.

## **HEAD OF FUNDRAISING**

- Shall be responsible for Chairing the Bunny Trail Spring Fair Committee.
- Shall oversee all matters pertaining to the Bunny Trail Spring Fair.
- Shall report to the Board on a monthly basis as to the progress of the committee.

## **DIRECTOR OF POLICIES AND PROCEDURES**

- Shall serve on the Executive Committee.
- Has voting rights.
- Shall familiarize self with the policies and procedures of the school and provide information to the board and membership on these policies.
- Shall incorporate any official changes to school policies to the NNS by-laws, as voted on and approved by the Board of Directors and General Membership.
- Shall oversee nomination and election process for Board elections each year.
- Shall prepare ballots for Board of Directors vote every year.
- Shall assist in the counting of said ballots with the Secretary.
- Shall update NNS Handbook of Policies & Procedures annually.
- Reports directly to the President.
- Shall be responsible for annual administrative duties such as: registering as a charitable organization, submitting wage subsidies, completing eligible award and scholarships applications, etc.

## **TREASURER**

- Has voting rights, has signing authority.
- Responsible for assisting the President and Vice President in negotiating the renewal of all Niagara Nursery School employee contracts, as approved by the Board.
- Shall be the Board of Directors' direct link to the book keepers/accountant.
- Shall prepare a budget for the school every year with the Supervisor, President and Vice President (group effort)
- Shall work with the bookkeepers to keep full and accurate records of all the receipts and disbursements for the school.
- Responsible for receiving income statements and balance sheets and reporting on them at the bi-monthly General Membership Meetings.
- Responsible for receiving bi-weekly pay cheques from the bookkeeper for all Niagara Nursery School employees, as per the payroll schedule.
- Will assist bookkeepers with reporting annual year-end financial package to the NNS accountant.
- Shall negotiate and renew school insurance.
- Must attend June school meeting to assist Registrar in collecting registration forms and cheques from the following year's members.
- Must attend September orientation night to assist registrar in collecting any new or missing registration information and cheques.
- Reports directly to the President.

- Prepares annual tax receipts.

## **SECRETARY**

- Has voting rights.
- Records minutes from GMM and Board meetings.
- E-mails minutes to the membership and Board of Directors.
- Reports directly to the President.

## **PUBLIC RELATIONS**

- Has voting rights.
- Shall be responsible for coordinating the public relations and marketing tasks related to encouraging enrollment, promoting fundraising initiatives and current events.
- Shall prepare and distribute approved communications through available channels
- Shall create and prepare written communications, posters, flyers, press releases, brochures and other materials as required.
- Shall update the Niagara Nursery School website and manage the relationship with the website provider.
- Shall implement the media task timeline as outlined in the Public Relations binder
- Shall manage the Niagara Nursery School & Child Care Centre electronic sign along with the Community Centre coordinator.
- Shall coordinate and distribute media material through local schools.
- Shall be custodian of the school logo and all current Niagara Nursery School collateral material.
- Shall attend all school events, socials, open houses, and orientation nights.
- Shall directly assist the Supervisor with the above mentioned.
- Reports directly to the President.

## **BOARD ADVISORY POSITION**

The following Board Advisory Position (BAP) may also be elected at the May GMM. It is not mandatory that the holder of this position attend Board meetings.

## **B. EXECUTIVE COMMITTEE**

There shall be an Executive Committee composed of the President, the Vice-President, and the Director of Policies and Procedures. Based on a Board decision, the duties of this committee include performing all tasks required in relation to Niagara Nursery School employees' recruitment, hiring, disciplinary action and termination, and to report findings to the Board for Board discussion and approval. This committee is responsible for determining a course of action in unusual or un-provided for circumstances and overseeing conflict resolution as outlined in Niagara Nursery School policy. In the event of complaint or conflict, the Executive Committee shall obtain information from all viewpoints, and will evaluate each circumstance individually. Should a member of the

Executive Committee be a complainant, the Treasurer will serve as a replacement. In cases of failure to adhere to school policies and procedures, or other forms of inappropriate behaviour, courses of action open to the committee may include but are not limited to verbal and written reminders; verbal and written reprimands; suspension from the school; suspension of duties; dismissal from the school, pending Board approval.

### **C. DUTIES OF THE BOARD**

The Board must act in accordance with the Day Nurseries Act under the Ministry of Social Services. NNS must follow the Ministry guidelines for running a nursery school. The general duties of the Board are as follows:

Standing Committees; the Board shall be responsible for striking the number and type of standing committees it deems necessary. Current standing committee listings may be found in the Policies section of the Handbook.

Appointing the Supervisor; the Board, through the Executive Committee, is responsible for hiring, overseeing, and evaluating the Supervisor, and negotiating his/her contract annually, as approved by the Board.

#### **Meetings**

The Board shall meet at least bi monthly. For the purpose of conducting business at Board Meetings, a quorum must be present. A quorum consists of four members. Motions must be approved by a 3/4 majority. The Board shall hold General Membership Meetings bi-monthly. Minutes must be taken at all GMM and Board meetings.

#### **Curriculum**

The Board shall oversee and evaluate the curriculum and program planning in conjunction with the Supervisor.

#### **Financial Responsibilities**

The Board shall keep accurate financial records of NNS (receivables, payables, payroll, government grants, government forms, etc.); decide on the fees for all programs annually; and bring forward a budget to the general membership at the September GMM.

#### **Scheduling**

The Supervisor shall be responsible for scheduling Parent volunteer days.

#### **Record Keeping**

The Supervisor must keep current and accurate forms, required for all students. The Board members must keep current and accurate information as per their job description.

## **Article II**

### **Board of Directors' Legal Obligations - Policy and Procedures**

#### **Policy**

The board of directors of the Niagara Nursery School will be informed of their legal responsibilities and obligations. They are legally responsible for governing Niagara Nursery School, and may be liable for misusing or neglecting their legal duties.

#### **Procedures:**

1. The board of director's handbook outlines board members' responsibilities and obligations. It is updated and reviewed with all new board members and is used as part of the annual board orientation and the board performance review.
2. Board members are expected to use their particular level of skill, knowledge and personnel experience in carrying out their responsibilities.
3. Board members will declare a conflict of interest if there is a conflict or a perceived conflict between the interests of Niagara Nursery School and personal interests.
4. Board members will declare a conflict of interest if they stand to benefit financially directly or indirectly from the actions of Niagara Nursery School
5. Board members know the by-laws of Niagara Nursery School and are expected to be familiar with licensing and other regulatory requirements outlined in the board of director's handbook.
6. Board members are expected to attend meetings regularly and review all reports and correspondence from licensing and other regulatory authorities.
7. Board members will make personnel and financial decisions based on knowledge and professional counsel if appropriate.
8. Board members are expected to make decisions that protect against any form of discrimination to staff, children or families.

## ARTICLE III

### Board of Directors Code of Conduct

The Board of Directors' role is to ensure that the Niagara Nursery School is well managed and that there are legal responsibilities to govern the corporation. The board must act in good faith, with due diligence and duty of care. It is about working together to benefit the whole corporation, which makes volunteering on the Board of Directors, an enjoyable experience in which you can learn and grow.

#### **Board Members will:**

- a. Work on behalf of the whole centre representing all the families
- b. Represent the interest of all the members
- c. Come prepared to participate and on time
- d. Understand my position and ask for an orientation session if I do not
- e. Work as a "trustee" of the centre and do my best to ensure the organization is financially secure and well managed
- f. Do nothing to violate the trust of those who elected me to the Board
- g. Not benefit directly or indirectly from being on the Board of Directors
- h. Declare if I do have a conflict of interest
- i. Avoid voting on issues that appear to be a conflict of interest
- j. Keep informed of developments that are relevant to issues that come before the Board
- k. Keep personal agendas off the Board table
- l. Take personal issues or concerns through the appropriate communication channels
- m. Be responsible and proactive for the group's behaviour and productivity
- n. Encourage everyone to participate
- o. Serve on committees as required
- p. Follow through on my commitment
- q. Focus not only on the present but on the future needs of the community and the centre
- r. Ensure that confidentiality and nondisclosure of personal information is strictly adhered to
- s. Support the professional team but do not interfere with the management of the staff
- t. Remember that all authority is vested in the whole Board when it meets in legal session and not individual Board members
- u. Never exercise authority as a Board member except when acting in a meeting with the full Board, or as I am delegated by the Board
- v. Respect and support the Board's final decision, speak as one voice.

## **ARTICLE IV**

### **SUPERVISOR**

The school shall have a Supervisor, who shall design, implement, and oversee all its programs. Some of the duties of the Supervisor shall be as follows:

- Design and implement stimulating, age-appropriate curriculum for all three classes.
- Consult regularly with the Board about the progress, plans, and needs of the classes.
- Consider parental concerns about their children, or other situations in the classroom, and advise parents as to what courses of action are being or might be pursued to address these concerns.
- Bring ongoing concerns to the attention of the Executive Committee.
- Prepare Progress Reports for each child, and provide an opportunity to meet with parents, at least one time per year.
- Assist in orienting new parents and educate parents about appropriate classroom behaviour.
- Ensure to the best of ability that the school is in compliance with all legal and regulatory requirements.
- Provide general support for the school and its activities.

## **ARTICLE V**

### **INSURANCE AND LIABILITY**

1. The school shall be required to carry a public health and property damage insurance policy. A copy of the insurance policy will be kept on site.

## **ARTICLE VI**

### **ADMISSION REQUIREMENTS**

1. The school will accept 8 full day children, 16 children in each of its morning programs, 20 children in the afternoon, 15 children before school and 15 children after school.

2. Applications shall be made on the school's approved registration form and mailed to, or dropped at the school for, the Registrar, along with the registration fee. The registration fee is refundable only if the school does not accept the application. A place in the school will not be held without payment of a registration fee. The fee is \$50.00 for the first child. The registration fee for subsequent children shall be reduced to \$35.00 if the family has two children registered in the school in the same year.
3. Advanced registration shall be offered to NNS members, including alumni members. Priority, at registration time, shall be given to participating parents, as opposed to non-participating parents. All other applications shall be considered on a first-come, first-served basis.
4. Children shall be eligible for enrollment at a minimum of 30 months of age. A limited number of children as young as 27 months will be considered for admission to programs by the Board. Children shall be eligible for enrollment In Kinderstars in September for those turning 4 years old by December 31st of the same year. A limited number of children as young as 3.5 years will be considered for admission to Kinderstars, by the Board

## **Fee Collection and Refund Policy and Procedures**

### **Policy**

Niagara Nursery School is a non-profit organization and will collect student fees in a consistent, equitable manner to ensure the financial viability of the preschool.

### **Procedures:**

1. Each family shall pay a non-refundable fee of \$50.00 for registration with NNS. A discounted rate applies for families with more than one child attending the school.
2. All monthly fees must be paid in advance and withdrawn on the 15th of each month beginning in August. If payment of fees is not produced by the 30th of the month the board will ask the parents to withdraw the child. Prompt payment of fees is necessary in order that the basic operating expenses may be met (salaries, rent, supplies).
3. The monthly fee is set by the board of directors for the beginning of the school year and reviewed and adjusted if necessary in January of each year. Parents/guardians are responsible for paying the full monthly fee unless a childcare fee subsidy is obtained from the Niagara Region Children Service Department.
4. If a fee subsidy is obtained from the Niagara Region, the monthly fee paid by the family is based on the assessed daily fee contribution and the parents are required to make up the difference of the Preschool's set fees. Parents/guardians are

responsible for fulfilling all the requirements of the Region necessary to maintain the subsidy. If parents/guardians become ineligible for child care subsidy, they are responsible for paying the full monthly fee or withdrawing their child(ren).

5. Each family shall pay an annual Student Activity Fee. The full fee shall be paid for the first child registered in the school and a pro-rated amount shall be paid for each additional child. This fee will be paid in full at the beginning of the school year.
6. Each family should pay a biannual fee of pre-authorized payment determined by The Board.
7. Each family is required to pay for a criminal reference cheque for any person performing a duty day and/or volunteering in the class on a bi-annual basis.
8. Attendance at the General Meetings is mandatory. Niagara Nursery School requires four post-dated cheques in the amount of \$50.00 post-dated (dates given at time of registration). Upon attendance at each of the aforementioned General Meetings the corresponding cheque will be returned to present members at the completion of the meeting. If members are not in attendance, they will forfeit their cheque and the funds will go to the school.
9. Members have obligations to be fulfilled in order to maintain the intent of co-operative pre-schooling. Members are obliged to:
  - i. Attend all General Meetings
  - ii. Carry out responsibilities within their assigned committee
10. Failure, without just cause, to fulfill obligations as a co-op member, will result in membership being reviewed. Parents must also participate, as fully as possible, in fund raising and school activities.

#### **11. Withdrawal Requirements**

- i. A child, a participating parent, a non-participating parent, or a substitute may be asked to withdraw from the school if it is felt that his/her presence is detrimental to the well-being of the program. The Supervisor shall refer such a case to the Board, who shall review the case and consider recommending a withdrawal. If a child is asked to withdraw, a rebate of the tuition fee shall be made for the period beginning the day after the child's last day in the school.
- ii. If a parent wishes to withdraw his/her child from the school, he/she shall notify the Registrar in writing one month in advance or pay one month's fees in lieu of such notice. If a child is withdrawn after April 1st, fees shall be paid for the months of May and June.

In extenuating circumstances, a petition may be made to the Board of Directors to waive the payment of the fees.

## **12. Refunds**

- i. No refunds will be made for absence due to illness, traveling, or any other reason, except if written notice of temporary withdrawal of the child has been given within 14 days and the period of absence is more than 30 days. This will be subject to approval of the Board Of Directors.
- ii. No refund will be made when the school is temporarily closed due to emergency conditions (snowstorms, loss of heat, water or serious occurrence).
- iii. No refund will be given for the last month of school. This will be subject to the approval of the Board of Directors.
- iv. No refund for the registration fee will be given unless the school cannot place your child in the class you request.

## **13. Non-Sufficient Funds Policy**

If a cheque or PAP is returned as non-sufficient funds:

A notice is placed in the student's file and the parent is informed that a replacement cheque is due within one week. There is a \$35.00 fee for NSF cheques or insufficient PAP.

- If after one week there is no response, a second notice is placed in the file informing the parent that the Board of Directors will be notified if payment is not made immediately. The notice will inform the family of availability and application process for the NNS Financial Assistance Fund.
- If there is no response within the following week, the President is informed of the situation and places a phone call to the family. The President will advise the family that their enrollment in the school will be reviewed by the Board unless payment is received immediately.
- If a second cheque is returned as NSF from the same family only cash or money order shall be accepted for future payments from that family.
- If payment is behind by more than one month, the student will not be able to attend school until all tuition payments are current.
- Parents experiencing financial difficulties may apply for short term assistance through the NNS Financial Assistance Fund. Contact the Treasurer for more information.

## **Vacation Policy**

### **Holiday Fees**

Full fees are charged for weeks with statutory holidays, (Labour Day excluded), and weeks with Full Day and School Age Programs during which children miss any part due to illness. No fees are charged for the first-week Holiday break in Full Day. If schools/child care centres are closed due to inclement weather or unusual circumstances, regular fees apply.

## **Financial Record-Keeping Policy and Procedures**

### **Policy**

Niagara Nursery School will maintain accurate financial records and ensure that appropriate internal controls are developed and implemented.

### **Procedures:**

1. A current list of each family's account is maintained on a monthly basis by the Supervisor.
2. The Treasurer, who is responsible for collecting outstanding fees, must be aware of, and implement, the fee collection policy and procedures.
3. A current list of suppliers owed money by the child care centre ordered by date of invoice (accounts payable), is maintained.
4. Complete and up-to-date employee payroll records are maintained.
5. Current records of HST filings, including copies, are maintained.
6. The monthly bank statement is reconciled each month to make sure that it is in agreement with the centre's financial records.
7. Cheques are recorded when they are received and then deposited in the bank with a detailed record of deposit.
8. If cash payments are made, parents/guardians make the payments directly to the Supervisor, who issues a receipt noting amount and time period. Parents/guardians are asked to initial the receipt.

9. Each cheque signed for the Preschool requires two authorized signatures. This helps to protect the centre from unauthorized spending. Individuals who are authorized to sign cheques are signing officers of the board of directors. The signing officers cannot pre-sign blank cheques.
10. PAP amounts will be withdrawn as stated in the pre-authorized payment agreement on a bi-weekly basis for all students.
11. The financial records are stored in accordance with legal requirements. Annual audited statements, the general ledger and annual adjusting journal entries must be kept for the lifespan of the organization plus two years. Other financial records must be kept for at least six years.
12. Members must seek approval from the Board for any expenditure exceeding \$100.00.

## **Admissions Policy and Procedures**

### **Policy**

Niagara Nursery School will accept new children when there are vacancies, on a first come, first serve basis. Applications need to be accompanied by a registration fee. No family will be discriminated against on the basis of race, language, culture, sex or sexual orientation. Parents are encouraged place themselves on the Niagara Region's online waitlist for Niagara Nursery School. Visit [www.niagara.onehnsn.com](http://www.niagara.onehnsn.com) to access the online waitlist.

### **Procedures:**

1. The Public Relations Chair will ensure other organizations in the community have information about the centre, including pamphlets and posters.
2. The Supervisor will maintain a waiting list for each age group. Children on the waiting list shall be considered in the order received.
3. The Supervisor will keep the waiting list current by contacting families on it every three months to see whether they are still interested in the program. If a child is not placed before the next year's registration takes place, the Supervisor will contact the family prior to Open House to inform of the New Year's registration to enable them to enroll for the next school year if interested.
4. If, for any reason, a child is not eligible to enter the preschool, the parents will be reimbursed in full after approval by The Board.

5. The maximum enrollment in the full day program will be 8 children with 1 qualified R.E.C.E., for a total of 24 children and three qualified R.E.C.E.'s.
6. Enrollment of new children during the fall term shall be on a staggered basis for the morning classes on an as needed basis.
7. Children 30 months and older shall be eligible for registration. A provision on the NNS license allows 3 children 27 months up to and including 30 months of age within capacity of our license. Children outside of these ages will be discussed on a case by case basis. Children 3.8 years and older shall be eligible for registration in the afternoon classes. A provision on the NNS license allows 3 children 31 months up to and including 3.8 years of age within capacity.
8. Children with special needs will be given individual attention and will be accepted at the discretion of the Supervisor.

## **Orientation Policy and Procedure**

### **Policy**

Niagara Nursery School will ensure that all new families are welcomed to the preschool and provided an overview of the preschool policies and procedures.

### **Procedures:**

1. The Supervisor will meet with families prior to the child starting school to review the preschool program, enrollment and health, safety and policies and procedures and answer questions that the family may have.
2. The Supervisor will ask parents/guardians to complete enrollment, health and criminal reference forms and provide the preschool with 2 copies of the child's immunization records.
3. The family and Supervisor will review together the above information to ensure that everything is complete.
4. The Supervisor will outline opportunities for family members to be involved in the preschool's activities.
5. The President will describe the role and responsibilities of the board of directors and general members and highlight the date of the next upcoming general meeting.

6. Each new family will receive a copy of a current family orientation booklet and a copy of the Policy and Procedures Manual.

## Family Communication Policy and Procedures

### Policy

Niagara Nursery School & Child Care Centre encourages regular opportunities to communicate with families about their children's activities and development, the organization of the centre, and current decisions about the operation of the centre.

### Procedures:

1. Staff members will document the daily program to inform parents of what their child is doing and making each day.
2. Parents/guardians with concerns are encouraged to telephone the teacher at the school between 8:00-8:30am or 3:30-4:00pm, or to e-mail the Supervisor, or to arrange a meeting time with the Supervisor.
3. There are four main avenues of communication among the membership: file boxes, the newsletter/calendar, e-mails and the NNS website, and the General Membership Meetings (GMMs).
  - i. **File Boxes**– These boxes are for parents. They are located as you enter through the main playground door. Please check these boxes each time you drop off a child, as important information such as announcements, etc. are left here.
  - ii. **Newsletter/Calendar** – The Classroom Calendar and Newsletter is published monthly, distributed by email, and is a forum for general information for the members; it also contains monthly calendars highlighting upcoming school events, and learning etc.
  - iii. **E-mails and Website** ([niagaranurseryschool.ca/com](http://niagaranurseryschool.ca/com)). Regular e-mails will be sent out to parents pertaining to classroom activities and events. All current school information can also be found on the school website.
  - iiii. **GMMs** – The GMMs are the only direct forum for interaction and communication among the members. NNS is a co-operative, run by the Board, the Supervisor, and the members. Participation from all members is essential. There are five GMMs each year and attendance is mandatory. If you cannot attend because of a previous commitment, a spouse or grandparent or other regular caregiver may attend on your behalf. Written attendance will be taken at every GMM. For the purposes of conducting business at

GMM's a quorum must be present. A quorum shall consist of a minimum of 51% of the total membership for the year. All motions must be approved by a simple majority to pass.

## **Attendance Policy and Procedures**

### **Policy**

The Niagara Nursery School will be flexible in accommodating family needs and requests for arrival, departures and attendance at the preschool.

### **Procedures:**

1. The school year will begin the first week of September and continue to the last week in June.
2. Parents/guardians must help their child upon arrival and departure with their outdoor clothing and backpacks.
3. If someone other than a parent/guardian is to pick up a child, this must be noted on the child's pick-up consent form or a note must be given to the teachers in advance. If this is not possible, parents/guardians may telephone/email the school.
4. The preschool will be closed on the following days:

### **Labour Day**

### **Thanksgiving Day**

### **Family Day**

### **Good Friday**

### **Easter Monday- Full day children are not required to pay**

### **Victoria Day**

### **First week of Christmas Break Dec 24-Jan1 (inclusive).**

***Note: Full day program parents do not pay for these holidays in their fees.***

5. Professional Activity Days (P.A. days) shall be observed to provide the opportunity for the teachers to further develop their skills. However, on these days the NNS & CCC remains open. The teachers, through consultation with the board, set these days.
6. Parents/guardians will be given specific notice of field trips, indicating date, time, and location. Each parent/guardian is required to provide or arrange transportation for their child to and from the trip location. On occasion a bus may be rented and in that case permission slips will be sent out for parental signatures.

## **EXCEPTIONAL RESPONSIBILITIES**

- NNS is governed by the policies and procedures of the provincial CCEYA regarding serious occurrences (e.g., serious injuries or death; child abuse; major breaches of confidentiality) which may affect the health or safety of the children within the school. In the event of a serious occurrence, it is the legal responsibility of the parent to report immediately to the Supervisor, who shall act from that point in accordance with procedures outlined in the law.
- If a parent suspects the Supervisor is involved in some way in any form of abuse, it is his/her responsibility to report immediately to the President of the Board. Strictest confidentiality must be observed in any reporting or follow-up of any ensuing investigation. Breach of such confidentiality is itself considered a serious occurrence.

## **ARTICLE VII**

### **AMENDMENTS TO THE BY-LAWS**

Amendments to these by-laws may be passed with a two-thirds vote of the membership at any GMM. The Board should be provided with a written copy of the proposed changes to the by-laws 30 days in advance of the GMM at which the changes will be voted on. A copy of the proposed changes should be posted for perusal by the general membership at least two weeks in advance of the GMM.

### **PERSONAL INFORMATION & PRIVACY COLLECTION**

During registration and subsequently we will collect information from you in order to: best meet your child's needs, give your child the best care possible and meet legal, contractual and regulatory responsibilities. We do not sell your information to third parties. Those people who have access to your personal information must enter into confidentiality with us.

## **Niagara Nursery School & Child Care Centre Privacy Policy**

Privacy of personal information is an important principle to Niagara Nursery School. We are committed to collecting, using and disclosing personal information responsibly and

only to the extent necessary for the services we provide. We also try to be open and transparent as to how we handle personal information. This document describes our privacy policies.

### **What is personal information?**

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (ie. gender, age, income, home address or phone number, ethnic background, family status), their health (ie. health status, health conditions, health services received by them), or their activities and views (ie. religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information is to be contrasted with business information (ie. an individual's business address and telephone number) which is not protected by privacy legislation.

### **Who are we?**

Niagara Nursery School is a non-profit Co-operative whose mandate is to provide quality child care for children aged 27 months to 6 years in a loving, warm, nurturing environment. The Co-operative consists of a Board of Directors, parents of the children enrolled and staff.

We partner with a number of agencies that may in the course of their duties have limited access to personal information we hold. These include employees of Niagara Regional Health Department (to ensure compliance with the Day Nurseries Act) and The Ministry of Community and Social Services (to ensure compliance with the Day Nurseries Act). The Regional Municipality of Niagara in the course of their duties, will have access to personal information regarding subsidized clients we provide a service to. We limit their access to any personal information we hold based on the legislative requirements and their authority to collect. We also have their assurance that they follow appropriate privacy principles.

### **We collect personal information: Primary Purposes**

#### **About Clients**

As licensed providers of childcare we collect, use and disclose personal information in order to better serve our clients.

For our clients, the primary purpose for collecting information is to provide the best childcare possible, adequately meeting the needs of the children and families.

A second primary purpose is to meet the legislative requirements of the Day Nurseries Act.

A third primary purpose is to collect and /or disclose personal information with Resource Support Agencies to assist us in providing the best child care possible and adequately meet the need of the children.

A fourth primary purpose to collect the necessary personal information is so that we can contact the appropriate people in case of an emergency. It would be rare for us to collect or disclose any personal information without the client's expressed consent, but this might occur in a case of urgency (ie. parent or guardian is unavailable), or where we believe the client would consent if asked and it is impractical to obtain consent (ie. a child's well-being is at risk).

Permission/consent forms are provided to families to disclosing information about a child, unless the well-being of the child is at risk or a legally mandated program seeks information (ie. FACS).

A consent form is signed at registration time to allow the taking of photographs of children in the school.

### **About Board of Directors Members**

The primary purpose for collecting information is to allow for the distribution of relevant information to allow them to fulfil their responsibilities as Board Members.

A secondary purpose for us to collect personal information is to complete necessary reporting documents to the Ministry of Consumer and Commercial Affairs, Revenue Canada, the Regional Municipality of Niagara and the Ministry of Community and Social Services.

### **About Staff**

For staff, the primary purpose for the collection of personal information is to complete payroll and to provide benefits to employee and dependents etc.

The second primary purpose is to meet legislative requirements and ensure the well-being of our clients.

### **About Contract Staff**

For people who are contracted to do work for us (ie. maintenance workers, cleaners) our primary purpose for collecting personal information is to ensure we can contact them in the future (ie. new assignments) and for necessary work related communication (ie. sending out pay cheques, payment for services). Examples of the type of personal information we collect for those purposes include home addresses and telephone numbers. It is rare for us to collect such information without prior consent, but it might happen in the case of health emergency (ie. outbreak of a contagious disease) or to investigate a possible breach of law (ie. theft occurring at the school).

## **Protecting Personal Information**

We understand the importance of protecting personal information. For that reason we have taken the following steps:

- Paper information is either under supervision or is secured in a locked or restricted area.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
- Paper information is transmitted through sealed, addressed envelopes.
- Duty parents are required to enter into privacy (confidentiality) agreements with us.

## **Retention and Destruction of Personal Information**

We need to retain personal information for some time to ensure that we can answer any question you might have about the services provided and for our own accountability to external regulatory and legislative bodies. However, we do not want to keep personal information too long in order to protect your privacy.

We keep our client files for two year after the client withdraws from our centre. Employee files are kept for seven years after termination of employment.

We destroy paper files that contain personal information by shredding. We destroy electronic information by deleting it and when the hardware is discarded we ensure that the hard drive is formatted to erase any information contained within.

## **You can look at your information**

You have the right to see what personal information we hold about you if you so desire. We can help you identify what records we might have about you. We will try to help you understand any information you do not understand (ie. short forms, technical language etc.) We will need to confirm your identity, if we do not know you before providing you with the access. We reserve the right to charge a nominal fee for such requests.

If there is a problem, we may ask you to put your request in writing. If we cannot give you access, we will tell you within 30 days if at all possible and tell you the reason, as best we can, as to why we cannot give you access.

If you believe there is a mistake in the information, you have the right to ask for it to be corrected. This applies to factual information and not to any professional opinions we may have formed. We may ask you to provide documentation that our files are wrong. Where we agree that we made a mistake, we will make the correction and notify anyone to whom we went this information. If we do not agree that we have made a mistake, we

will still agree to include in our file a brief statement from you on the point.

No photos of your child(s) who are currently or previously enrolled at the school will be published, shared, or posted on the website without your consent.

**Do you have a question?**

Contact either the Supervisor, Policies and Procedures Director or President of the Board.

The individual will attempt to answer any questions or concerns you might have.

If you wish to make a formal complaint about our privacy practices, it can be made in writing to the Policies and Procedures Director. Receipt of your complaint will be acknowledged and investigated promptly and you will be provided with a formal decision with reasons in writing.

**This policy is under the Personal and Information Protection and Electronic Documents Act. It is a complex Act and provides some additional exceptions to the privacy principles that are too detailed to set out here. There are some rare exceptions to the commitments set out above.**

**For more general inquiries, the Information and Privacy Commissioner of Canada oversees the administration of the privacy legislation in the private sector. The commissioner also acts as a kind of ombudsman for privacy disputes. The Information and Privacy Commissioner can be reached at:**

112 Kent St.  
Ottawa, ON  
K1A 1H3  
Toll Free 1-800-282-1376  
Fax 1-613-947-6850  
[www.privcom.gc.ca](http://www.privcom.gc.ca)

## **ARRIVALS & DEPARTURES**

### **Drop Off**

1. All children must be accompanied by a parent or authorized substitute to the teacher on duty. School hours for the morning session are 9:00 a.m. to 11:30 a.m.; for the afternoon session, 1:00 p.m. to 3:30 p.m. Children may not be dropped off at school any earlier than session start time, and should be picked up promptly.

School hours may be changed occasionally and parents shall be notified in advance.

### **Pick Up**

1. A child will not be able to leave the school with anyone other than a parent or authorized substitute without the Supervisor being previously informed.
2. Ten minutes after the designated pick up time, the after school fee will apply.

## **ELECTIONS**

Elections are to be held at the May GMM each year for terms of one year, with duties officially commencing August 1<sup>st</sup> of the same year.

A call for nominations will be completed approximately one month prior to the election date. Individuals may nominate others or themselves. Once nominations are received then the nominees will be contacted to determine if they are agreeable to stand for the nomination. Nominations may also be taken from the floor at the time of the elections provided the nominee is present to accept or decline.

Board positions shall be voted on first in the following order: President, Vice President, Treasurer, Director of Policies and Procedures, Secretary and Public Relations. Board Advisory position of Head of Fundraising will then be elected.

Ballots will be collected and counted by the Policies and Procedures Director and Secretary or alternate if the person holding one of these positions is running for the position being counted. Following the official count of the position an announcement will occur stating who the newly elected official is.

## **ARTICLE VIII**

### **Niagara Nursery School & Child Care Centre Behaviour Management Policy**

This behaviour management policy has been extensively expanded and revised, in accordance with requirements of the Ministry of Community and Family Services. Please read it with care, and contact the Director of Policies and Procedures if you have questions or concerns about any aspect of this policy. You will be signing a form pledging that you have read, understood, and will abide by the policy. The written form will be reviewed by the Ministry and kept on file at the school. This policy is updated and revised annually, and all staff, substitutes, students and duty parents/volunteers must review it and renew their forms annually.

#### **The five major sections are:**

- (1) Prohibitive Practices
- (2) Child Guidance Techniques
- (3) Methods of Managing Misbehaviour
- (4) Staff and Volunteer Contravention of the Policy
- (5) Review and Monitoring of the Policy

#### **(1) Prohibitive Practices**

The CCEYA specifically prohibits corporal punishment, or the use of deliberately harsh or degrading measures, which may humiliate a child or undermine his/her self-respect. The Supervisor decides whether or not a child should be removed from normal group activities. Use of a locked or lockable room or structure, including exits, are not permitted to confine a child. Deprivation of a child's basic needs, including food, shelter, and clothing or bedding, are prohibited.

When discipline is required, the staff will respond in a consistent and appropriate manner. There is no hitting, slapping or spanking, nor will the child be spoken to in anger or in any way that would diminish his/her self-esteem. Parents are reminded that their role in the classroom is as a staff member and that there are no exceptions with regard to their own child during school hours whether indoors or out.

#### **(2) Child Guidance Techniques**

- A. Children will be guided in a positive manner appropriate to their age and developmental level.
- B. Guidance will assist the children to learn self-discipline and appropriate behaviour.
- C. Limits or rules of an activity or play area will be clearly outlined to all children. They will be repeated as needed.
- D. Regular staff intervention will be in the form of praise, encouraging comments, and reminders to children of acceptable behaviour.

- E. Staff will use soft, supportive voices, model acceptable behaviour, and not discuss a child's misbehaviour in front of him/her.
- F. Children in attendance will be supervised by an adult at all times.
- G. At snack time, children will be encouraged to try all foods, and to practice polite table manners. In the locker area, they will be encouraged to dress and undress themselves in outerwear, indoor shoes, etc. In the washroom, children will be given the amount of assistance required; they must wash their hands after going to the bathroom and before eating.
- H. If anyone feels himself/herself losing patience with a child or a situation, it is important to ask another adult for help or relief. This is not a sign of weakness, but of professionalism.

### **(3) Methods of Managing Misbehaviour**

There are some limits that a child must respect at school. Our goal in discipline is to help a child accept the consequences of his or her own behaviour. Behaviour that is harmful to oneself another person, or to the environment is unacceptable. In this case, a child should be redirected to another activity. In the event a child misbehaves, one of the following techniques will be employed. Questions and guidance as to specific methods of handling misbehaviour should be directed to the Supervisor. Suggestions for redirecting and managing behaviour in specific areas are offered in the NNS handbook.

- A. If misbehaviour is attention-seeking, it will be ignored unless it poses a potential danger, or the Supervisor deems it too disruptive to continue.
- B. Children will be given a clear direction regarding the limits of the play area or routine.
- C. Children unable to comply will be redirected to another activity.
- D. The Supervisor and parent volunteers should respond to misbehaviour in a soft, supportive voice, acknowledging the child's feelings when possible. The focus of the intervention will be the deed, not the child.
- E. Where discipline is deemed necessary, the Supervisor will use the least restrictive alternative.
- F. Duty parents should consult with the Supervisor if they experience difficulty redirecting a child, or if they witness misbehaviour that may be dangerous to the child him/herself or to others.
- G. If there is repeated misbehaviour by a child which jeopardizes the physical, social or emotional well-being of the other children, the Supervisor will notify the parent. The following strategies will be considered: assessment to see if the program meets the needs of the child, with the possibility of moving the child to another program which might better meet his/her needs; a meeting between the Supervisor and the parent(s) of the child to discuss specific behaviour management strategies; informing the parent(s) of resources available in the community to educate them or assist or assess the child.  
NOTE: Cooperation of families is vital in dealing with continuing problems of misbehaviour. Failure to cooperate in the attempt to work out an effective plan to manage behaviour may result in the child's removal from the program.
- H. In the case of injury to another child, the parents of both the injured child and the child causing the injury will be notified. **Confidentiality must be maintained:** no adult staff

will identify the child causing the injury or discuss the circumstances except with the Supervisor, or members of the Executive Committee should they require.

I. Duty parents should refer questions regarding the behaviour of any child by another parent/caregiver directly to the Supervisor. They should not discuss the behaviour of any child in front of that child, other children or other parents/caregivers.

#### **(4) Staff and Parent Volunteer Contravention of this Policy**

If duty parents witness inappropriate behaviour or contravention of this policy by the Supervisor, it must be reported immediately to the President. If the Supervisor notes inappropriate behaviour or contravention of this policy by staff, duty parents or substitutes, the following measures normally will be taken.

A. The person will be verbally reminded of the policy, and the Supervisor may discuss the inappropriate action with him/her, and possibly suggest appropriate alternatives to be employed in future. The Supervisor will observe the person to ensure that changes in his/her conduct have been made and that the person is subsequently able to adhere to the policy.

B. If the behaviour is repeated, the person will be informed in writing of their contravention of the policy and requested to discontinue the inappropriate behaviour.

C. If the inappropriate behaviour continues, the person will be dismissed from the school.

D. Depending on the seriousness of the offense, the actual or potential risk or harm to a child, the frequency of occurrence, the past performance of the person in question, and other criteria, the Supervisor and Executive Committee reserve the right to take more immediate and other courses of action, including but not limited to verbal and written reminders, verbal and written reprimands, suspension from the school, suspension of duties, dismissal from the school.

#### **(5) Review and Monitoring of the Behaviour Management Policy**

This Behaviour Management Policy will be reviewed annually by the NNS Board and revised as recommended, in compliance with Ministry Policy. It must be reviewed annually and signed by the Supervisor, staff, duty parents, substitutes and placement students. Written and dated records of the signature of these persons will be kept on file at the school.

Ongoing casual observation of behaviour management techniques will take place throughout the year by the Supervisor. Formal, written monitoring of all duty parents and substitutes will be done by the Supervisor once a year. The staff will be formally monitored by the Supervisor at least twice a year. The Supervisor will be formally monitored by a Board Member at least twice a year. These records will be kept on file at the school.

## Niagara Nursery School & Child Care Centre Behaviour Management Monitoring

Parent Name	Date	Behaviour Technique	Situation	Supervisor Signature	Parent Signature

## ARTICLE IX

### Health and Safety Policy and Procedures

#### Policy

Niagara Nursery School is responsible to support children's health and well-being, comply with health-related requirements, and reduce illness from spreading from one child in the program to other children and adults, and respond to health problems.

#### Procedures:

**Proof of immunization** is required prior to child's enrolment. A statement of Conscious or Religious beliefs may be filled out to exempt from producing an immunization record. Forms to fill out are in Appendix 1.

## Niagara Nursery School & Child Care Centre

### Health Notice

With the start of school will come colds, flus, coughs and illness. If you suspect that your child is starting to get ill please keep them home to prevent the spread of infection to the other children and staff in the classroom. We have copied a list of guidelines given to us from the Niagara Region Public Health office that you can use to see if your child should attend school. If your child has arrived at school and starts to develop signs of illness you will be called to come and pick up your child so we can stop the spread of germs. When you are in the classroom if you see a runny nose on a child please wipe it as soon as possible and make sure to wash your hands to prevent the spread of any germs.

With your help and perseverance we can keep the children healthy and happy over the long winter months!

#### How do I know when to keep my child home from school?

Your child should stay home for the following reasons:

- **Vomiting or diarrhea** occurring during the night or in the morning (your child must be off for 24 hours after the last bout)
- **Cough** - night cough or any continuous coughing
- **Any fever** - (temperature above 37.0 C or 98.6 F) - this means active infection (your child must stay home until they have gone for a continuous 24 hours)

without fever or medication for fever)

- **Earache** or any drainage from the ear
- **Runny nose** - especially green or yellow discharge
- **Sore throat** - usually can spread infection
- **Eye irritations** - with yellow discharge or redness (if your child has an eye infection they must be off 24 hours after first dose of antibiotic)
- **Rashes** - a doctor should diagnose any rash
- **Toothaches** - your child should be seen by the dentist
- **Untreated head lice** - child must stay home until treated with a special shampoo or rinse; the Supervisor must be informed and will conduct follow up lice checks for 2 weeks. Children will be able to return to school when nit free.

**The Supervisor must be informed of any communicable diseases contracted by your child.**

## **ARTICLE X HEALTH AND MEDICAL**

### **A. Immunization**

A copy of each child's inoculation record shall be required annually before admission to any program.

### **B. Allergies**

Allergies should be noted on the health and medical forms required at the beginning of each school year. Any child or parent allergies, or other dietary preferences (e.g., vegetarian, no dairy, etc.), will be posted in the snack area of the classroom and duty parents should be aware of them. Any food served in the school must be nut-free. Any child and or parent with an anaphylactic allergy will be listed with photo on kitchen cupboards.

## **C. Medications**

### **Niagara Nursery School & Child Care Centre Medication Administration Policy and Administration of Drugs**

The written procedure for the administration of any drug or medication to a child in attendance at Niagara Nursery School operated by the staff and parents and the keeping of records will be as follows.

- A) All drugs and medications on the premises of Niagara Nursery School
  - i) stored in accordance with the instructions for storage on label
  - ii) administered in accordance with the instructions on the label and the authorization received under clause (d)
  - iii) inaccessible at all times to children
  - iv) are kept in a locked container
- B) The Supervisor and/or replacement Supervisor is in charge of all drugs and medications and that all drugs and medications are dealt with by that person.
- C) A drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered.
- D) A drug or medication is to be administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and instructions for storage and administration.

Despite sub-clauses A)iii) and iv) and clause C) the operator may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established under the Anaphylaxis policy.

#### **Good Practices**

1. Prescription and non-prescription drugs or medications must be accompanied by written authorization from a parent.
2. A parent should hand deliver the medication in the original container and give the written instructions to the appropriate staff member.
3. Medication must be stored as directed and kept in a locked container.
4. It is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption. Medication should be administered in a well-lit area.
5. Whenever possible, all children receiving medication should receive it at the same hour.
6. For each child receiving medication, an entry should be made on a form. Staff giving the medication should list each dose administered and the time. If a dose is omitted, reasons should be listed.
7. Any accidental administration of medication (ie., medication to the wrong child or dose error)

should be recorded and reported to the Supervisor, who should then notify a parent of the child.  
8. Left over medication or surplus of medication should be returned in the original container to a parent of the child or discarded with parental permission.

**NOTE:** Whenever possible, parents should be encouraged to give any drugs or medications to their children at home, if this can be done without affecting treatment schedule.

## **D. Niagara Nursery School & Child Care Centre Procedure for Dealing with Minor Blood Loss**

We have been instructed by the Niagara Regional Health Department to wear nitrile or vinyl gloves when dealing with any blood loss from the children. Any blood loss is to be treated as possible infective material, i.e. Hepatitis and AIDS.

Procedure in dealing with blood loss:

- 1) Do not touch any blood without putting on a pair of vinyl gloves.
- 2) Apply dressing to wound to stop bleeding and spillage.
- 3) Any blood that has dropped on the floor or tables should be covered with tissues or paper towels. Instruct another parent to do this and keep other children away from the area.
- 4) Apply first aid.
- 5) Any dressing used should be treated as contaminated and put into a plastic bag.
- 6) Any spillage should be cleaned with household bleach and debris put into a plastic bag with used dressings.
- 7) Remove gloves and put into plastic bag. Tie bag and place in garbage.

## **E. ILLNESSES**

- Children who are experiencing the following symptoms must not attend school:
  - elevated temperature
  - acute nasal discharge or coughing
  - vomiting or diarrhea

- discharging eyes or ears
- undiagnosed skin rash

If a child becomes ill at school, every effort will be made to reach the parents.

If a child has been exposed to a communicable disease at nursery school, parents will be advised in order to observe the child for symptoms during the incubation period. Communicable diseases must be reported to the Supervisor who will report all cases to the Health Services Department.

## **F. SUNSAFE AWARENESS**

Parents are asked to apply sunscreen to their child prior to the start of their class and to provide a sunhat to be worn during playground time at least during early fall and beginning again April 1st or as indicated by the weather.

## **G: First Aid – CPR Level C Training**

All staff will be required to hold a valid certification in Standard First Aid – including infant and child CPR. Training is to be issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a director. (Subsection 38(2)). It is the staff's responsibility to ensure that they keep their training up to date at all times. List of Staff training records will be kept up by the Supervisor, the Supervisor will enforce this policy.

## Niagara Nursery School & Child Care Centre Anaphylaxis Policy

**Purpose:** To reduce the risk of exposure to anaphylactic causative agents of individuals regularly in Niagara Nursery School. This procedure aligns with Sabrina's Law, 2005 legislation.

**Intent:** Anaphylaxis is a serious allergic reaction and can be life threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc. This policy is to help support the needs of a child with a severe allergy and provide some information on anaphylaxis and awareness to parents, staff, students and visitors at Niagara Nursery School.

### **Policy:**

1. As a communication plan for providing information on life threatening allergies, including anaphylactic allergies an **Information Sheet** will be put in the child's file and posted in the locker area, circle area snack area and outside.
2. An individual plan will be developed with input from the child's parent or guardian and the child's physician, for each child. The Information Sheet will be used to capture all relevant information including emergency procedures in the event of exposure to allergens. Any medication to be administered must be prescribed by a doctor and be current.
3. The parents will sign to show they consent to the method by which staff are trained to administer emergency medication and identify how that training will be provided, e.g. the parent, a doctor, a nurse, through Red Cross Emergency training, etc.
4. All participants in the program - staff, students, volunteers- will review the individual plan for each child before they begin employment/participation/placement and annually thereafter.
5. This individual program plan will be reviewed by the parent at least every six months to ensure it remains current with revisions completed as needed.
6. The staff will review the Special Instructions section in the Day Nursery Manual (section 2.11).

### **Implementing and ensuring an up-to-date individualized support plan Procedure**

#### **Policy:**

- Niagara Nursery School is committed to providing an inclusive learning environment to ensure that all the children's needs are being met, especially those that have a special need. Niagara Nursery School program staff, students and volunteers will

be informed of such needs and will ensure that those needs are being met throughout the program structure.

**Procedures:**

Niagara Nursery School & Child Care Centre is committed to providing an inclusive learning environment that meets the individual needs of a child with special needs. To ensure that the quality and substance of care is met, all individuals working within the classroom will be kept informed and held accountable by the following.

6. An individualized Support Plan will be developed along with the child's parents/caregivers as well as any regulated health professional or other person who works with the child in order to ensure that the plan is well informed and made to best meet the child's needs.
7. The Supervisor will ensure that all special needs children will have an individualized plan kept both in the child's file and in an accessible binder for staff and any resource teachers, a copy will be provided for the parents/caregivers as well.
8. The Supervisor will ensure that all staff read and are kept up to date on each individualized plan, each staff member and or resource teachers will read and sign a declaration of understanding and promise to implement said plan.
9. The Supervisor will ensure that the individualized plans will be reviewed by each employee on a yearly basis or as changes are made.
10. All changes/updates made will be written clearly in the child's individualized support plan so as to ensure clear direction and understanding of the child's needs.
11. The Supervisor along with the staff will ensure that the classroom is a reflection of the needs stated in the individualized plans at all times and that the classroom always remains inclusive.
12. The Supervisor and staff will update each plan with the parents, and or resource support as changes/adaptations are needed. All changes/updates will be presented to all staff so as to ensure everyone is kept up to date and that any and all supports, aids, adaptations or other modifications to the physical, social and learning environment are made immediately and are delivered in a consistent manner.
13. All changes will require staff to read and sign off that they have read and understood them. Staff will sign and date all changes/adaptations that are made.
14. All staff will be required to at each staff meeting or as needed to meet and to review the child's file and ensure needs continuously being met. All staff will be encouraged to regularly go to trainings that may further their knowledge and understanding of children with special needs that in turn would lead to higher quality care for the child and family.

## **ARTICLE XI**

### **Niagara Nursery School & Child Care Centre Workplace Harassment Policy**

The management of Niagara Nursery School is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Supervisors, workers, volunteers, students and outside agencies are expected to uphold this policy, and will be held accountable by the employer.

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

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. Any reports of workplace harassment should be relayed to the Supervisor and there will be no negative consequences for reports made in good faith.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers’ privacy as much as possible. The workplace will investigate any incident and/or concern and report back to all involved in a timely manner.

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

## **Niagara Nursery School & Child Care Centre Workplace Violence Policy**

The Board of Niagara Nursery School is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. "Workplace violence" means a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker and c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to workers, volunteers, students, parents and outside agencies. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. The components of the workplace violence program are to control the risks of workplace violence, summon immediate assistance, and report incidents of workplace violence and to investigate and deal with incidents or complaints. Niagara Nursery School, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Any incidents should be reported to the supervisor and there will be no negative consequences for reports made in good faith.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. Niagara Nursery School will investigate the incident and/or complaints ensuring all parties involved are questioned and will report back to the appropriate agencies and individuals in a timely manner.

## ARTICLE XII

### Niagara Nursery & Child Care Centre Serious Occurrence Policy

#### Serious Occurrence Definition:

1. The death of a child while in attendance at a day nursery.
2. Any serious injury to a child while in attendance at a day nursery.
3. Fire or other disaster occurring on the premises of a day nursery.
4. A complaint concerning operational, physical, or safety standards on the premises of a day nursery (i.e. negative reports from the fire or health department when corrective action has not been taken)
5. Abuse of a child within the meaning of the CHILD WELFARE ACT by a staff member of a day nursery or by any other person while the child is attending the day nursery.

#### Enhance Serious Occurrence Definition:

1. Emergency services (i.e. police, fire and/or ambulance) are used in response to a significant incident involving a client of the Ministry of Community and Social Services.
2. The incident is likely to result in significant public or media attention.

#### Procedure:

The staff or any other witness should report the occurrence to the supervisor at once.

Note: providing any person with immediate medical attention is first priority.

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

1. Contact the parents.
2. Ensure all persons having knowledge of the occurrence remain at the site until excused.
3. Contact the President
4. Contact the Ministry of Community and Social Services at numbers listed below. For Enhanced Serious Occurrences report within 3 hours. First report to area manager then to program advisor. For Regular Serious Occurrences report within 24 hours.

<b>Weekdays/ Evenings/ Overnight</b>	<b>Facsimile</b>	<b>Email</b>
From Mondays 9:00 am to Friday 5:00 pm	1(519)488-1957 or 1(888)566-8466	Childcare_london@ontario.ca

<b>Weekends and Government Holidays</b>	<b>Facsimile</b>	<b>Email</b>
	1(519)488-1957 or 1(888)566-8466	Childcare_london@ontario.ca
From 5:00 pm Friday to Sunday 9:00 pm	1(519)488-1957 or 1(888)566-8466	Childcare_london@ontario.ca
Enhanced Serious Occurrence(times the same)	1-866-262-8881(fax) 1-877-444-0424 (phone)	N/A

**Organization: Ministry Of Community & Social Services**

Title: Program Advisor

Name: Kari-Lynn Burkholder R.E.C.E

Phone Number: 905-521-7174

Toll Free Number: 1-800-561-0568

Fax Number: 905-521-7621

Email: kari-Lyn.burkholder@ontario.ca

## **ARTICLE XIII**

### **Safety Policy and Procedures Policy**

Niagara Nursery School will establish practices that prevent accidental injuries, protect children from harm, and remove children from danger in the event of fire or other emergency situation.

**Procedures:**

1. The preschool has a written procedure for fire drills that has been approved by the local fire department. Each staff member is familiar with this procedure and each program room has specific instructions posted for moving children safely out of the building. (see attached policy)
2. In case of an emergency situation that makes the preschool premises unsafe, the children will be evacuated from the building. The preschool has arrangements with The Niagara-on-the-Lake Fire Station to bring the children to the Fire Station until the premises are safe for their return or until the children can be picked up by their parents/guardians.
3. If a child is injured, the staff will ensure that the child receives appropriate first aid and medical attention. If the situation requires medical attention, staff will contact parents/guardians (or emergency contact if parent/guardian is not available). An

incident form will be completed and filed in the preschool's records. The Board of Directors will be informed if medical attention is required. A Serious Occurrence report will be processed if required.

4. In compliance with the Child and Family Services Act, any staff member who has reasonable grounds to suspect that a child has suffered from, is suffering from, or is at risk for suffering from child maltreatment (sexual or physical abuse, physical or emotional neglect), must report the suspected maltreatment to Family and Children's Services in St. Catharines.
5. The preschool must report any serious occurrence incident to the provincial childcare advisor responsible for licensing the preschool as per policy.
6. Precautions to prevent injury:

#### Parking

- Park in the designated parking spots
- Turn off your vehicle and do not leave any child unattended in the vehicle

#### Clothing

- Children are encouraged to do as much as they can by themselves therefore children are to be dressed appropriately (i.e.: belts, overalls are not recommended)
- No long loose strings and ribbons on clothing that could catch in play equipment are to be worn
- Running shoes or rubber soled shoe are required to prevent slips and falls

## **Sleep Room Supervision and position Requirements:**

1. Sleep room staff will perform regular visual checks of sleeping children by being physically present and checking for indicators of distress or unusual behaviours.
2. There will always be sufficient lighting in the sleep room to conduct the direct visual checks.
3. Children will be assigned to individual cots or cribs (or mats where a director approval has been granted for children 18 months to 5 years)
4. Parents will be consulted in regards to their child's sleeping arrangements at time of enrollment and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request.
5. Parents of children younger than 12 months will be advised that children under 12 months old are placed for sleep in a manner consistent with the recommendations set out in the Joint Statement of Safe Sleep (ss.33.1), (i.e., placed on their backs)
6. Parents of children who regularly sleep at our Centre will be advised of our policies and procedures regarding children's sleep.

7. Any observance of any significant changes in a child's sleep patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep
8. Visual checks will be performed every 30 minutes and documented on a sleeping chart.
9. A visual sleep chart is kept on the wall of the classroom at all times and changed daily to reflect the placement of children in the sleep room.

## **Niagara Nursery School & Child Care Centre Playground Safety Policy**

### **General Rules**

1. The playground must be checked prior to the children using the equipment.
2. The ratios must be kept when out on the playground for the safety of the children and are never to be reduced.
3. Parents, parent volunteers and staff are to be the only ones opening and closing the gate and doors into and out of the playground.
4. The storage containers are for the parents, parent volunteers and staff. No children are allowed to open and close the containers.
5. The gate must remain closed and unlocked while the children are playing in the playground.
6. Winter gear is to be worn by all those on the playground. The children may wear scarves as long as they are tucked into their coat, mittens must be clipped on and not have strings and any long strings must be tucked in or cut off.
7. The children may chase each other but they cannot pull on each other's clothes or body parts to catch one another.
8. CSA standards will be met.
9. Daily, seasonal and annual inspections are conducted in accordance to CSA standard.
10. Any issues or problems identified during any and all inspections will be handled in a timely manner to ensure immediate safety of the children and all those you come in contact with the playground.
11. A playground repair log will be maintained.
12. Risky play is encouraged within reason, and if circumstances allow safely.

### **Sand Box**

1. All the toys for the sand box must stay in the sand box.
2. NO THROWING THE SAND.
3. The children should try to sit on the side of the sandbox to prevent them getting too dirty.
4. If children are playing in the sand box a staff or parent volunteer should be there to monitor activity.
5. The cover must be put back on after use.

### **Play House**

1. The benches are for the children to sit on not stand.
2. The play house toys must stay in the house area.
3. The sides of the play house are not for climbing on.

### **Teeter Totter**

1. The children must sit on their bottoms while riding the teeter totter.
2. NO STANDING ON THE TEETER TOTTER.
3. Maximum of 4 children on the teeter totter at one time.
4. NO TOYS ALLOWED ON THE TEETER TOTTER.

### **Climber**

1. The children are allowed to climb up the slide, only under adult supervision. One child at a time to prevent injury for either the climber stairs or the slide. It is up to the discretion of the teaching staff to determine the safety conditions of the day before allowing children to climb up the slide.
2. The children must go down the slides feet first on their bottom or on their stomach.
3. One child per slide going up or down at a time.
4. Maximum of 6 children on the deck of the climber at a time.
5. NO TOYS ALLOWED ON THE CLIMBER.
6. NO CLIMBING ON THE OUTSIDE OF THE CLIMBER.

### **Toys**

1. The hobby horses are to be ridden as horses or animals.
2. The balls are to be thrown or kicked in the open space of the playground.
3. The hoola hoops are for hoolaing. THE CHILDREN ARE NOT ALLOWED TO CATCH EACH OTHER WITH THE HOOLA HOOPS.
4. The easel is for colouring and painting.
5. The blocks are for building and not to be moved from assigned area.

The playground safety policy is to be reviewed and updated annually by all staff, parents, students and volunteers.

**Niagara Nursery School & Child Care Centre  
Accident Report Form**

Child Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Injury: \_\_\_\_\_

Describe accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Members Involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where were the staff members when accident happened?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What treatment was given for the injury?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preventative actions to be taken in future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature

\_\_\_\_\_

Date

Copy given to parent \_\_\_\_\_ (date and initial)

Parent Signature

\_\_\_\_\_

Date

# ARTICLE XIV

## Fire Drill Procedure

Fire Drills will be performed once a month by each class.

### General Information

- When alarm sounds (blowing of a whistle) and the community centre fire alarm **Keep calm**
- Supervisor/Teacher takes the attendance book, emergency file and consent forms with her outside
- Supervisor/Teacher and volunteers gather children toward designated exit, line them up and count them
- Assigned teacher check all play areas, storage areas and bathrooms to be sure no children or adults are left behind
- Assigned teacher switch off lights, leave the room last, and close all the doors.

### Exits

***The use of exits will be alternated monthly so the children will be familiar with leaving the building alternate ways. By not knowing the children's first response will be to look at the teacher sounding the alarm and following her/him out of the room. In case of an actual fire the teacher uses the exit that is clear of any danger to the children.***

### Evacuation Procedure

- The designated teacher of the classroom will have the appropriate information on the children with her and will sound the alarm. This includes: attendance book, emergency file and consent forms.
- All adults on the premises will help gather children and head towards the indicated exit of the room the group is in.
- One assigned staff member will check the room and all other areas to make sure no one is left inside
- She/he will turn off all lights, close door and have everyone depart ahead of her and leave the building last.
- The designated teacher will count all the children and staff and exit.
- All adults present must keep calm and stop what you are doing and assist those who need help.

**Once Outside:**

If any groups are slow in evacuating, one teacher should return to assist that group. Count the children and adults again

- Groups will gather at the meeting spot
- Children must stay in groups until the **All-Clear** signal is given
- Teachers must always know how many children are present in your group

**Our Emergency shelter is:**

The Niagara-on-the-lake Fire Station

**Documentation:**

- Record fire drill information on Fire Drill Procedure Form in the filing cabinet, and keep on record for Ministry of Community and Social Service Inspection.
- Record in Daily Log that a fire drill was done.

## **FIRE DRILLS**

Parents will be informed of the fire drill procedure at the first GMM of the year. Fire drill procedures are posted by each fire door in the classroom. Fire drills will be performed monthly at the school.

**Niagara Nursery School &  
Child Care Centre  
(905) 468-4386  
14 Anderson Lane, PO Box 908  
Niagara On The Lake, Ontario  
L0S 1J0**

**EMERGENCY  
PHONE  
NUMBERS**

**FIRE 911  
AMBULANCE 911  
POLICE 911**

**NOTL Hospital (905) 468-4284  
NOTL Fire Department (905) 468-3266  
NRP Police Department (905) 688-4111  
Poison Control 1-800-268-9017**

**5 - 0 Taxi (905) 685-5464  
Central Taxi (905) 685-3730  
NOTL Taxi (905) 468-3710**

## **ARTICLE XV**

### **Niagara Nursery School & Child Care Centre Sanitary Practices Policy**

Legislative reference - Every operator shall ensure that there are policies and procedures approved by a Director with respect to sanitary practices in each day nursery operated by the operator.

#### **Good Practices**

- Single service disposable paper towels are preferred.
- A liquid soap dispenser should be made available.

#### **Equipment and Furnishings**

- The floor should be kept clean, damp mopped every other day and carpets vacuumed daily.
- More frequently used equipment such as eating surfaces should be cleaned daily or after each use.
- Toys and equipment should be washed daily or as they become soiled.
- Disposable cups should be made available.
- Cleaning to be kept documented on cleaning chart in kitchen area.

#### **Diapering**

1. Gather the child's diapering items from their locker basket.
2. Wash hands.
3. Place an individual changing pad on the table before diapering the child. The change table is located in the bathroom and should be at a comfortable height for the staff, with a safety ledge approximately 6.4 cm to 7.6 cm (2 ½ in. to 3 in.) and a washable pad held in place.
4. Dispose of the soiled diaper or training pants in the bathroom garbage can.
5. Wash the child's diapering area with a wipe and apply cream if requested by parent.
6. Disinfect the change pad and change table.
7. Wash your hands.
7. Wash the child's hands and take the child back to the playroom.
8. Place the disinfected individual changing pad into the child's locker basket.

**Please note:** Bathroom garbage to be emptied daily and sanitized.

## **ARTICLE XVI**

### **Niagara Nursery School & Child Care Centre Lead Flushing Policy**

#### **Requirements for Lead Sampling and Testing**

All schools, private schools and day nurseries are required to carry out annual sampling and testing for lead. Schools, private schools and day nurseries are required to sample between May 1 and October 31.

#### **Reporting of Test Results**

A copy of the results must be sent to the Ministry of the Environment and contact person at the Ministry of Community and Family Services.

#### **Flushing**

Daily flushing must be completed in the morning before the facility opens for the day. Flush cold water for at least five minutes from the kitchen sink. Follow the first flush with a 10 second flush of both the children's hand washing sink in the classroom and in the bathroom.

#### **Documentation**

After flushing has been completed sign and date the Lead Flushing form located on the classroom refrigerator. All completed forms are to be filed and kept for 6 years.

\*\*\*Niagara Nursery School must complete daily flushing and annual lead sampling because it does not have 24 months of consecutive use at new facility.\*\*\*

## **ARTICLE XVIII**

### **Personnel Policies**

#### **Supervisor Annual Performance Review Policy and Procedures**

##### **Policy**

The board of directors will review the performance of the Supervisor once a year, with the exception of the period during which probationary performance review applies. Performance standards (goals and objectives) identified in job descriptions for the Supervisor provide the framework for performance review.

##### **Procedures:**

1. Review the goals and objectives (performance standards) in the job description.
2. Use a Supervisor performance review form to collect the information using the objective statements (or performance standards).
3. A board member who is designated to conduct the Supervisor performance review will seek input from other board members and from program staff members.
4. The Supervisor and a designated board member (based on input from other board members and from program staff) use the Supervisor review form to record performance observations. Each objective or performance standard should be assessed as a measure of performance.
5. A joint performance review meeting between the designated board member and the Supervisor is scheduled to
  - i. Discuss the assessments
  - ii. Identify specific objectives for further development
  - iii. Develop a professional development plan
  - iv. Review the behaviour guidance policy and guidelines
6. Negotiate recommendations based on this discussion that include:
  - i. identified actions needed to meet the objectives
  - ii. time frame
  - iii. training and resources needed to meet expected level of performance.
7. The designated board member prepares a summary report of the discussion and recommendations. The board of directors should review the summary report. Two copies of this report are prepared and both should be signed by the supervisor and designated board member. One is placed in the supervisor's personnel file and the other is given to the supervisor.

# Program Staff Annual Performance Review Policy and Procedures

## Policy

The Supervisor will review the performance of each program staff member once a year, with the exception of the period during which probationary performance review applies. Performance standards (goals and objectives) identified in job descriptions for child care staff members provide the framework for performance review.

## Procedures:

1. Review the goals and objectives (performance standards) in the job description.
2. Use a performance report form to collect the information using the objective statements (or performance standards).
3. The Supervisor and staff members use the program staff review form to record performance observations. Each objective or performance standard should be assessed as a measure of performance.
4. A joint performance review meeting between Supervisor and the program staff is scheduled to
  - Discuss the assessments
  - Identify specific objectives for further development
  - Develop a professional development plan
  - Review the behaviour guidance policy and guidelines
5. Negotiate recommendations based on this discussion that include:
  - identified actions needed to meet the objectives
  - time frame
  - training and resources needed to meet expected level of performance.
6. Prepare a summary report of the discussion and recommendations. Two copies of this report are prepared and the supervisor and the staff member should sign both. One is placed in the staff's personnel file and the other is given to the staff member.

# Grievance Policy and Procedures

## **Policy**

All staff members have a process to deal with differences that arise out of the interpretation, application or administration of the personnel policies.

## **Procedures:**

1. A staff member commences the grievance procedure when a perceived violation of the stated personnel policies has occurred.
2. A staff member will first discuss the issue with the supervisor, within 10 days of the occurrence of the perceived violation. A record of this interview will be recorded and signed by both parties.
3. If the staff member is not satisfied with the Supervisor's response, he or she may write a statement describing the issue to the Board of Directors. A copy will be given to the Supervisor.
4. The Board of Directors must consider the grievance and inform the Supervisor and staff members of its decision within ten days. The Board of Directors may wish to meet with the staff members and/or supervisor.
5. In the case of the Supervisor, she or he may make a written statement to the Board of Directors, which will respond within ten days.
6. If the staff member is not satisfied with the Board of Directors response he/she may contact the Canadian Human Rights Commission for advice/resolution.
7. No disciplinary action will happen as a result of this process.

# Disciplinary Action Policy and Procedures

## **Policy**

Problems with staff performance or misconduct will be addressed by the board which has been informed in writing of the problem by the Supervisor. Disciplinary actions will follow carefully devised steps that relate closely to the seriousness and persistence of the problem. For employees still on probation (less than 3 months) this policy does not apply. Termination is at the discretion of the Board of Directors.

**Procedures:**

If the problem is one that can be remediated:

1. The Supervisor will inform the staff person of the problem.
2. The Supervisor and the staff will reach an agreement on steps to remedy the problem.
3. The Supervisor, with the agreement of the staff, will set a period of time for the problem to be corrected, and establish what will happen if it is not corrected.
4. The Supervisor and the staff member will meet again at the end of the time period to review whether or not the problem has been resolved.
5. Each step of the process should be documented.
6. If the problem involves serious misconduct that cannot be remediated, the board will proceed to take necessary steps to terminate employment.

## CRIMINAL REFERENCE CHECKS/Vulnerable Sector Checks

The Supervisor, all parent volunteers, and all regular visitors require a criminal reference check/Vulnerable Sector Check. Criminal reference checks processed at the place of employment at the same time as enrollment will be honoured. Updated Vulnerable Sector checks will be completed after 5 years of the original.

## **Criminal Reference Check & Annual Offence Declarations Policy &**

### **Procedure**

#### **Policy:**

- Niagara Nursery School is committed to providing high quality care with the safety and well-being of the children being of the utmost importance. To help ensure the safety of the children Niagara Nursery School will require all employees, volunteers and students to submit either an up to date criminal reference check at start date or an annual offence declaration.

#### **Procedures:**

Niagara Nursery School & Child Care Centre is committed to providing its children and families with the best quality care that encompasses a fun, safe and enriched learning environment. Niagara Nursery School Supervisor will ensure that all program staff, students and volunteers have submit a criminal reference check or offence declaration within 15 days of the previous offence declaration or vulnerable sector check.

15. The Supervisor will ensure that all employees, volunteers and students have an up to date criminal reference check and an annual offence declaration. This will be monitored on an individual basis based on original dates received of CRC or the annual date of the offence declaration within 15 days of the previous ones.
16. The Supervisor will keep a master list of all employees, volunteers and students CRC and annual offence declaration submission dates listed in order to ensure that either an expiring CRC or annual offence declaration will be up dated within 15 days of expiry. Each employee, volunteer and student will be given ample notice in which to ensure all required updates are met before or by date of expiry.
17. The Supervisor ensure that all CRC's and offence declarations will be kept in a secure filing cabinet in order to keep all information received confidential and safe.
18. All CRC's and offence declarations received will be protected by being kept in a secure location in which only the Supervisor and licensing agent and or proper authorities only have access.
19. Any information obtained through an employee, volunteer or students CRC or annual offence declaration that may be of concern will be addressed promptly and discretely and any action deemed necessary will be handled appropriately and professionally with the safety and needs of the children families, program staff as well as individual in mind.
20. Should an employee, volunteer or student who is still awaiting either an updated CRC or annual offence declaration after start date, Niagara Nursery School Supervisor will ensure that that individual will not be left alone with any child(ren). They will always be in the presence of a staff member with all updated paperwork who is 100% clear to work with children so as to ensure the safety and well-being of all the children and families in our care.

## Background

The Ministry of Community and Social Services requires that institutions and service organizations conduct a Vulnerable Sector check of all parent volunteers and Criminal Reference checks on candidates for employment, who in the course of their duties have direct contact with children or vulnerable adults.

Criminal Reference Checks for staff and volunteers will be done every 5 years, Vulnerable Sector Checks of parent volunteers will be valid within 5 years. A yearly declaration is to be filled out no later than 15 days prior to application anniversary for both staff and parent volunteers. It is up to each individual to report to the School should any criminal charges be laid during the time after such checks have been conducted.

Although a criminal reference check cannot, in itself, prevent the abuse of a child, it can help identify people who have been convicted of (or charged with) such offences in the past. The criminal reference check policy should be viewed as part of a sound human resource management practice and is one important component of the overall selection criteria for staff and volunteers of the Niagara Nursery School and Child Care Centre ('the Preschool').

The use of information obtained through the Canadian Police Information Centre ('CPIC') computer system regarding outstanding Criminal Code charges and Criminal Code convictions for which a pardon has not been granted does not contravene the Ontario Human Rights Code.

## Application

A criminal reference check ('Check') will be conducted upon:

1. Any successful candidates for employment.
2. Any supply staff.
3. All new volunteers who have, or will possibly have, any direct contact (being alone with one or more children) with children in the care of the Preschool.

A check of existing staff will be done every 5 years unless otherwise requested by the members of the Preschool Executive ('the executive').

As soon as possible after their completion, Supervisor/Teacher or the President will review all checks of any personnel. The Preschool will pay the fee for conducting updated checks for staff and supply staff every 5 years.

# Process to Follow in Obtaining the Criminal Reference Check

Upon registration of the child for the upcoming school year, a volunteer may take a Vulnerable Sector letter from the school to their Local Police Department, or go to

<http://www.niagarapolice.ca/en/whatwedo/vulnerablesectorchecks.asp>. Then each parent is to fill out the following forms at the Police Department.

The forms are:

Access to Information Waiver and Clearance Certificate

1. Preschool Disclaimer Form
2. A check must be completed by police in the police jurisdiction of the subject's residence if the subject does not reside within the jurisdiction of the Niagara Regional Police Department.

The Preschool has forms for the Niagara Region.

These checks will search for:

1. Any recorded contact with Police regarding reported incidents;
2. CPIC computer check information.
3. National Crime Information Computer ('NCIC') information.
4. Sexual Offences

All information obtained is private and confidential and will be seen only by the responsible Supervisor/Teacher and the Preschool's Executive Board.

The Police require approximately 6-8 weeks to process the complete check. The subject must pick up the check within 3 months of the completion date or the Police will destroy it. If this happens, the process must be repeated again. If the check is again abandoned, the candidate may be refused employment, the employee may be terminated, or the volunteer asked to leave the Preschool, as the case may be.

Upon receiving the criminal reference check from the individual it will be copied and initialed for verification and kept on file. The original will be given back to the individual.

# Niagara Nursery School & Child Care Centre

## OFFENCE DECLARATION FORM



I attest that I have advised the Management of \_\_\_\_\_ if I became the subject of any criminal investigation, if I became the subject of any child welfare investigations or if any charges were brought against me, even if the charges are pending.

Please check the appropriate line:

\_\_\_\_\_ There have been no occurrences as described above since my last Police Record Check or Offence Declaration Form.

\_\_\_\_\_ All reportable matters as described above were discussed with the Management of \_\_\_\_\_ at the time of the occurrences.

I hereby attest that the information disclosed herein is true, complete and accurate to the best of my knowledge.

DATE: \_\_\_\_\_

NAME: (Print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

# Niagara Nursery School & Child Care Centre

## Manual Changes

Amendment Particulars	Initials of Appender
Bus policy – update	C.P.
Bag Lunch policy – update	C.P.
Smoke Free Ontario Act	C.P.
Staff first aid requirements – update	C.P.
Program statement – update	C.P.
Program Statement implementation and Compliance Monitoring.	C.P.
Serious Occurrence Policy - Update	C.P.
Sleep room Supervision and Position requirements	C.P.
Offence declaration form	C.P.
Monitoring, recording and Procedure of prohibited practices involving employees, volunteers and students - update	C.P.
CRC & Annual offence declaration policy & procedure – update	C.P.
Implementing & ensuring an up to date individualized support plan procedure – update	C.P.
Waitlist- policy & procedure - update	C.P.