

West Lincoln Co-Op Nursery School



260 Canborough St - P.O. Box 574
Smithville, ON - LOR 2A0 - 905-957-9191



Play, Learn and Grow Together

Parent Handbook

Current Revision: August 2021

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COVID-19 Pandemic Policy & Procedures

Re-opening WLCNS during the COVID-19 pandemic requires specific hygiene, sanitation and infection prevention/control practices. This policy puts into place additional measures to protect the health, safety and well-being of children and staff (including duty parents). The protocols outlined below have been developed and updated in collaboration with the Ministry of Education Child Care Re-Opening guidance documentation, Niagara Region Public Health and Niagara Region Children's Services. This policy will be updated from time to time, as required by changes that are provided by the Ministry of Education or Public Health.

Ministry of Education Licensing Requirements

WLCNS will continue to meet all the requirements set out in the Child Care and Early Years Act and maintain a current Child Care Licence. Licensing inspections (including inspections by Niagara Region Public Health and West Lincoln Fire Department) will be conducted with heightened health precautions, including:

- screening of all visitors prior to entering the premises, as advised by Niagara Region Public Health;
- wearing of medical masks and eye protection, and required hand hygiene upon entering the premises;
- documenting all visits to the centre to allow for contact tracing.

Maximum group sizes permitted by the Ministry of Education (24 preschoolers) exceed WLCNS' licensed capacity (16 preschoolers), however whenever possible WLCNS will minimize the number of children attending the program each day. Whenever possible, WLCNS will limit class sizes to 12 children to allow for maximum physical distancing and reduce the potential for transmission. Staff will be limited to our qualified RECE and one secondary staff, along with duty parents who meet WLCNS requirements. Duty parents must be household members of enrolled children, and not employed in another child care centre or school. To ensure that our group cohort does not exceed 24 children, a maximum of 24 children will be allowed to register for the 2021-2022 school year.

All WLCNS staff and duty parents are required to have current Standard First Aid Training, including Infant and Child CPR. Group training sessions will not be offered (as usually done each fall) to discourage group gatherings. Vulnerable Sector Checks will continue to be mandatory.

Health and Safety Requirements

Niagara Region Public Health conducted a site inspection and consultation prior to re-opening our program in September 2020, and our annual inspection in June 2021. WLCNS' health and safety protocols were developed in conjunction with Niagara Region Public Health and under direction from Niagara Region Children's Services. These protocols include the following:

Cleaning Child Care Centres

Frequently touched surfaces must be cleaned and disinfected at least twice a day. These include doorknobs, light switches, toilet and faucet handles, paper towel dispenser, tabletops and computer screens. Toy centres will be cleaned regularly as required. Regular hand hygiene and respiratory etiquette will be heightened to reduce the risk of infection related to shared equipment. AvmorSani Stuff disinfectant (with test strips to indicate 200 ppm) will be used as the primary disinfectant. A cleaning log will be kept to track and demonstrate cleaning schedules wherever possible. The washroom will be cleaned thoroughly each day following each group of children.

Use of Masks, PPE and Handwashing

All adults are required to wear medical masks and eye protection (face shield or goggles) within the centre whenever children are present. Exemptions to PPE will be permitted only on a case by case basis following approval by Niagara Region Public Health. Medical masks will be provided by WLCNS and are single-use only. Face shields and goggles will not be shared between users, and will be disinfected daily.

Children are encouraged, but not required, to wear a non-medical or cloth mask while indoors. Staff will refrain from getting close to the faces of all children whenever possible. Masking is not required outdoors.

Hand hygiene will be performed by all individuals on entry, before putting on or removing PPE, after cleaning of surfaces, toys or equipment, before/after close contact with a child, after toileting or assisting children with toileting, before/after snack time, and at departure. Hand washing using soap and water is recommended over alcohol-based hand rub for children where possible. Respiratory etiquette will be encouraged whenever possible.

Screening for Symptoms

All individuals (staff, duty parents, students, children) must be screened each day before entering the centre. Parents/guardians will only be permitted to enter the centre at a scheduled appointment, and will also require screening prior to entry. Screening will take place outside the entrance while maintaining physical distancing between the person conducting the screening and family being screened, as well as between waiting families. Screening questions (as provided by Niagara Region Children's Services) will be posed and answers recorded by a staff member or duty parent. Hand hygiene will be performed using alcohol-based hand-sanitizer prior to entry. All daily screening records will be kept on the premises.

Staff members are also required to complete a DSBN COVID-19 Visitor Self-Assessment electronically prior to arriving at the centre.

Attendance Records

Daily attendance records of every person (children, staff, duty parents, visitors, maintenance workers, delivery persons, etc.) entering the centre must be maintained. Attendance records for children are recorded on weekly attendance sheets. Attendance records for staff, duty parents, visitors, maintenance workers, delivery person, etc. are recorded in the daily log. These records included name, contact information, time of arrival/departure and completed screen. These records will facilitate contact tracing in the event of a confirmed COVID-19 case.

Protocols When Someone Demonstrates Symptoms of Illness

Upon completion of the Health Screening Checklist, individuals will not be permitted into the WLCNS centre if they exhibit one or more of the listed new or worsening symptoms. Individuals must self-isolate at home immediately and either:

- Contact their Health Care Practitioner for assessment.
- Contact Niagara Region Public Health COVID-19 Assessment Centre to book an appointment for testing online or by calling 905-688-8248 x7.

Individuals will also be excluded from the centre if they:

- Reside with anyone who exhibits symptoms of COVID-19 AND a decision has been made to refer that individual for testing.
- Have been exposed to a confirmed case of COVID-19.
- Have travelled outside of Canada within the past 14 days.

If an individual becomes symptomatic while at WLCNS they will be isolated in a separate room (or kept a minimum of 2 metres from others) and family members contacted for pick-up. While waiting they will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues. If the symptomatic individual is a child, a staff member or duty parent should remain with them (wearing a medical mask, eye protection and gloves) and not interact with others. Contact with the child's respiratory secretions should be avoided. All items used by the person who is symptomatic should be cleaned and disinfected. Any items that cannot be cleaned should be removed and stored in a sealed container for a minimum of 7 days.

Testing and Return to School

Individuals will not be permitted to return to WLCNS until:

- A health care provider has indicated that a test for COVID-19 is not needed.
OR
- A negative COVID-19 test has been received. Return to the centre may occur 24 hours after fever, shortness of breath, sore throat, and headache have all gone away without use of fever-reducing medications AND any other symptoms are improving.
OR
- The individual has completed 10 days of self-isolation AND all household contacts have completed 14 days of self-isolation.

Reporting of Confirmed COVID-19 Cases

WLCNS is required to report suspected or confirmed cases of COVID-19 to the medical officer of health.

In addition, if a regularly present WLCNS child, staff, duty parent or student has a confirmed case of COVID-19, WLCNS must report this as a serious occurrence to the Ministry of Education, as well as report the positive case and provide necessary contact tracing documentation to the local public health unit. Niagara Region Public Health will determine any additional steps, including how to monitor for other possible infected staff and children and the declaration of an outbreak and closure of the centre. The serious occurrence report must be revised to include any additional cases or closures. Serious occurrence notification forms will be posted as required under the Child Care and Early Years Act (CCEYA).

Individuals who previously tested positive for COVID-19 should follow directions provided by Niagara Region Public Health and only return to WLCNS as directed by Public Health.

Communication to Families

Families will be notified of a confirmed COVID-19 case by e-mail from a WLCNS Board Member once Niagara Region Public Health has confirmed that all individuals included in the contact tracing have been notified. A second e-mail will be sent out confirming the outbreak is over as recommended by Niagara Region Public Health.

Testing Requirements

Provincial guidelines for routine testing will be followed as they become available.

Operational Guidance

WLCNS will share policies and procedures regarding health and safety protocols to COVID-19 with registered and inquiring families. Where possible, the use of in-person communication will be limited and replaced with e-mail correspondence and/or phone calls.

In the event of a waiting list, families will be offered spaces based on the prioritization guidelines provided by the Ministry of Education. For example, families where parents must return to work outside of the home and families with special circumstances that would benefit from children returning to care will receive priority.

WLCNS will work collaboratively with the District School Board of Niagara and Smithville Public School (SPS) administrators to ensure that health and safety policies are complementary and aligned with the advice of local public health officials. To facilitate the separation of WLCNS staff and children from SPS staff and children to enable cohorting, DSBN has permitted WLCNS to operate out of the cafeteria (Room 154) for the 2021-2022 school year as it allows for direct access to outside.

Drop-Off and Pick-Up Procedures

Families should limit the number of people dropping-off and picking-up children as much as possible. Access to the centre will be via the double-doors to the right of the main entrance of Smithville Public School. Families must maintain physical distancing along the sidewalk while awaiting screening of children prior to entry. Children will be assisted to wash hands with alcohol-based hand rub following screening and prior to entering the centre. Personal belongings brought into the centre will be limited to essential items wherever possible. Families will be asked to send a change of clothes to be left at the centre until needed rather than carried back and forth each day to minimize transfer of items. Jackets and shoes/boots will be stored in a designated area for each child. At pick-up, families must maintain physical distancing while waiting outside the double doors until the duty parent or staff opens the door at dismissal time. Children will be brought outside following dismissal.

Visitors

Non-essential visitors will be strictly limited during operating hours. Parents will not be permitted past the screening area while the program is operating. Registration will be done remotely or by appointment only outside of operating hours. Students completing post-secondary educational placements will be permitted to enter but are limited to attending one child care centre only. All essential visitors (such as fire officials and public health inspectors), parents, and students will be subject to the same health and safety protocols as other staff members including screening, the use of PPE (and review of health and safety protocols for all students). Volunteers will be restricted and subject to full health and safety protocols.. Duty parents fill the role of staff members at WLCNS as per Ministry of Education licensing.

Group Events and In-Person Meetings

Regular group activities such as in-person fundraising activities (such as the Annual Golf Tournament), special events (Christmas Concert and Graduation Picnic), and field trips (Pumpkin Patch trip, Skating trip, etc.) will be evaluated based on current public health guidelines. Activities may be modified if possible or rescheduled or cancelled if they cannot be conducted safely. When possible, events may be modified or substituted with activities that can be conducted while maintaining public health measures surrounding COVID-19. In-person meetings will be eliminated whenever possible, and replaced with telephone or e-mail correspondence. Tours of the program area will only occur outside of program hours and require health screening, PPE, and physical distancing.

Space Set-Up and Physical Distancing

Physical distancing will be encouraged between children whenever possible while continuing to maintain a welcoming and caring environment for children. The program area has been laid out to allow for and encourage physical distancing by increasing the distance between toy centres and limiting the number of chairs available at each centre. Children will be reminded to space out between the various play areas and there will be more areas available to choose from than children in attendance each day. Individual desks arranged in a spaced-out circle will allow children to maintain physical distancing while practicing fine motor skills such as drawing, beading or cutting. These desks will also be used at snack time to prevent sharing of food and enhance space between children while eating. Floor markers will encourage the children to maintain physical distancing while sitting together at circle time, playing group games, and while listening to music and stories. WLCNS does not use any shared spaces or structures. Activities will be planned that do not involve shared objects or toys. Singing will be replaced with recorded music and finger-plays.

Equipment and Toy Usage and Restrictions

WLCNS has removed toys and equipment that cannot be cleaned and disinfected easily from the centre. For example, this includes plush toys, soft-bodied dolls, dress-up clothes and hats, fabric chairs, and carpets. Sensory materials will be provided for single use only. Water play will be individual and toys and bins will be disinfected between children. Playdough will be specific to each child and labelled accordingly. Each child will have a

labelled bin with individual crayons, scissors, glue, stamps, etc. Paint brushes will be disinfected after each use at the painting easel. All mouthed toys will be removed from circulation immediately to be disinfected.

Program Statement and Activities

WLCNS will continue to implement our program statement wherever possible, however there may be some approaches that cannot be implemented at this time due to physical distancing.

Outdoor Play

WLCNS will provide opportunities for outdoor excursions when appropriate. Walks around the Smithville Public School property (to look for and talk about nature, seasons, the weather, etc.) will be carried out while encouraging physical distancing.

Food Provision

Snacks will be served in individual portions to the children using utensils. There will be no self-serving of snack or sharing of food between children. No food will be provided by the family or outside of the regular meal provision of the program except where required to meet food allergies or during special circumstances with additional precautions for handling and serving. Proper hand hygiene will be practiced when staff are preparing food and for all individuals before and after eating.

Provision of Special Needs Resources (SNR) Services

In-person special needs services will continue where appropriate. Services providers (considered essential visitors) must be screened, practice hand hygiene and wear PPE. Attendance of all visitors will be recorded for contact tracing purposes.

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Welcome to the West Lincoln Co-Op Nursery School!

Introduction

West Lincoln Co-Op Nursery School is a registered child care provider licensed by the Ontario Ministry of Education under the Ontario Child Care and Early Years Act. Incorporated as a co-operative corporation in 1979, WLCNS is also a registered charitable organization.

Program Overview

Our program is for children between the ages of 30 months and 5 years old. We provide co-operative childcare and education for young children through a program promoting healthy physical, social, emotional and intellectual growth.

Location

Serving families in Smithville, West Lincoln, and surrounding areas, WLCNS operates out of Smithville Public School located at 260 Canborough St in Smithville. Our classroom can be found directly across from the main office in Room 121. *Beginning in September 2020, our program has been temporarily moved to Room 154 to allow direct access to outside for drop-off and pick-up, and to ensure WLCNS can operate within our own cohort by preventing mixing with Smithville Public School students and staff.*

Hours of Operation

Our program operates Monday through Friday mornings from 9am to 12pm. Our school year begins on the Monday following Labour Day and ends on the second-last Friday in June. We observe all statutory holidays and District School Board of Niagara school holidays.

Admission and Withdrawal

Families may choose to enroll their children for 1, 2, 3, 4 or 5 days per week. Our licensed capacity is for 16 preschool-aged children (per day). Registration is offered on a first-come first-served basis. While preferred, children are not required to be potty trained to enroll. From time-to-time, our program reaches capacity on one or more days. Please refer to the Waiting List Policy included in this Parent Handbook.

WLCNS requests that families provide one month's notice should they wish to withdraw from the program.

Fees

The "Registration Package" found at the end of this Parent Handbook includes the schedule of fees for the current school year.

Funding and Fundraising

WLCNS is financed by registration fees, Niagara Region child care funding, government grants (when available), and various fundraising activities. Typical school fundraising initiatives include:

- Raffle ticket sales
- Mabel’s Labels
- Flower sales
- Annual Golf Tournament
- Other forms of fundraising to be announced

What is a Co-Op?

As a co-operative organization, the school is organized and administered by the parents of the children. All WLCNS families are encouraged to participate in the following ways:

- Accept a role on a committee or executive position (see examples below)
- Attend the General Meetings (typically held in September, November, February and April)
- Participate in school fundraising initiatives and school functions (see examples below)

Typical committee or executive roles include:

- | | |
|---|---------------------------------|
| Scholastic/Library Parent | Supplies/Snack Parent |
| Laundry Parent | Social Media/Advertising Parent |
| Toy Cleaning Committee Member | Fundraising Committee Member |
| Emergency/Alternate Duty Parent | |
| Board of Directors – President, Vice-President, Secretary, Treasurer, Head of Fundraising | |

Participating vs. Non-Participating Families

Families may choose to be actively involved in the program and pay decreased tuition fees by participating in classroom duty. “Duty parents” contribute to the staff to child ratios and are scheduled on a duty calendar. The number of days per week your child attends the program will determine the (average) number of “duty days “you are required to do per month. For example, parents of a child registered to attend Mondays and Wednesdays (two days per week) are required to do two duty days per month (or twenty, two days x ten months, duty days over the course of the school year). Duty parents are counted in the school’s staff to child ratios and must be in attendance. If you are unable to do your scheduled duty day, it is your responsibility to find a replacement. Grandparents or other family members are welcome to participate!

Before participating in classroom duty, all participating parents require:

- A new Vulnerable Sector Check (VSC), specifically for WLCNS
- Proof of up-to-date immunizations
- Standard Certified First Aid training (including current infant and child CPR)

Special Events

From time-to-time, WLCNS hosts special events to celebrate and share with our families. Typically, a Christmas Concert and Social is held in December, and an end-of-year Graduation and Picnic in June. All are welcome!

Field Trips

Throughout the year, we attend several field trips. Parental transportation and supervision is required, and the daily program does not operate on those days. Permission forms must be signed and small fees may be collected to cover admission fees. Usual excursions include a Pumpkin Patch trip, Skating trip, Fire Station trip, and Year-End trip (as decided by the families).

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Daily Program

Modifications to our daily program have been made to accommodate COVID-19 guidelines as provided by Niagara Region Public Health. These include screening prior to entry, regular hand hygiene (on entry, after toileting, before/after snack time, at departure), and encouraging physical distancing wherever possible through the staging of toys and activity centres. Singing has been replaced with recorded music and spoken poems.

9:00 – 9:10

The day begins with a good morning circle and the children use their name plates to choose which centre they would like to begin playing in.

9:10 – 10:10

The “**FLOW OF THE DAY**” a creative activity is set out for the children if they wish to participate and the all the centres of discovery are open for the children to explore and play. Such as blocks, water, sand, science discovery center, puzzles, fine motor creative self, dramatic play and playdough.

10:10 – 10:25

READ A BOOK and TOILETING ROUTINE

The children are encouraged to choose a book of the shelf and the duty parent or teacher will read them. While the other children are escorted to the washroom where they are encouraged to go to the toilet and wash their hands for snack.

10:25 -10:45

SNACK TIME

The children are offered a variety of healthy snacks and are encouraged to use their manners. When the children are finished their snack, they tidy up by putting their garbage in the can.

Snack menus are based on a four-week rotation, and posted on our Menu Board (available by e-mail on request). If required, any substitutions are also posted. WLCNS attempts to accommodate children’s allergies and dietary restrictions whenever possible.

10:45 – 11:30

The children can choose a centre in which they would like to engage in play, fine motor activities are offered at this time, as well as some group activities such as matching games, parachute play, gross motor activities, large floor puzzles and scrapbook work if the children are interested.

11:30 – 12:00

GROUP TIME

The children come to the carpet and hold hands to make a circle. The teacher sings songs, puppets and tells the children a story. The children participate in completing the calendar for the day and receive a sticker before they go home.

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Things to Remember

Children may arrive at WLCNS **no earlier than 8:55 am** each day. Short-term parking is available in front of the school, or longer-term parking in the adjacent lot.

Access to our **program space is restricted** to staff, duty parents, essential visitors and registered children. A comprehensive daily screening must be conducted on arrival, prior to entry. The COVID-19 daily screening document will be provided to families separately, and completed by the scheduled duty parent on arrival. All staff, duty parents and essential visitors are required to wear a medical mask and face shield at all times.

Families are asked to **wait outside the double doors** to the right of the Smithville Public School main entrance (on Colver St). **Physical distancing** is to be maintained along the sidewalk. In the event of inclement weather, screening will be conducted under the covered area by the main entrance. Please remain in your vehicle until the space clears.

Please **send only essential items** with your child each day. Items coming into the program space from individual homes is to be limited to the most basic necessities. Please provide:

- **A complete change of clothes** (including socks, underwear or pull-ups as required, pants, and shirt) to be left at the centre. Spills and accidents do happen occasionally. Soiled items will be sent home to be replaced as needed.
- **Indoor shoes** or hard-soled slippers in wet or winter weather to help keep our floors clean. It is preferred if these shoes can remain at the centre if at all possible to minimize items travelling from home each day.

Outside drinks and snacks are not permitted. Children will be provided with a disposable cup of bottled water at snack time (or as required) to prevent sharing and confusion.

Artwork will be sent home with your child from time to time.

Notes, calendars, forms and information will be provided by e-mail whenever possible to minimize transfer of items. Questions and concerns should be discussed with Miss Penny by phone whenever possible to avoid contact during pick-up and drop-off.

Please let Miss Penny know if someone else is picking up your child, and ensure that they are listed as required. Pick-up time is 12:00 pm. Please practice physical distancing while you **wait outside the double doors** until the duty parent opens the door at dismissal time. All children must be picked up by 12:05 pm. Please call the school at 905-957-9191 if an emergency results in a delay.

Please call the school if your child will be absent due to illness or otherwise. Children showing any sign of being unwell must not attend the program. Symptoms are listed in detail on the screening document.

Birthdays are very special for preschoolers. Special treats are permitted, but must be **store-bought, pre-packaged, and peanut-free**.

WLCNS thrives on the input, suggestions, and feedback of families. Please don't be shy!

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Program Statement

The child care program offered at West Lincoln Co-Operative Nursery School (WLCNS) is guided by the “How does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)” document published by the Ontario Ministry of Education. We strive to provide a quality co-operative nursery school program that recognizes children as being competent, capable of complex thinking, curious and rich in potential.

Our objective is to provide a learning environment where our Registered Early Childhood Educator (RECE) teacher, parents, students and volunteers work together to facilitate learning and development by planning and creating opportunities to explore, investigate and nurture authentic relationships through play and inquiry-based activities.

WLCNS promotes the health, safety, nutrition and well-being of children.

We provide healthy snacks as part of the daily routine. Our menu reflects Canada’s Food Guide and all staff who prepare snacks for the children have obtained their Safe Food Handlers certificate. Every child will be encouraged to wash hands before every meal, and after using the washroom. Every child will be given the opportunity to support their growth and independence by clearing their own place and serving themselves where possible.

We provide a safe and clean environment for children to play in. Our toys and all aspects of the facility are cleaned regularly to maintain a high standard of sanitation.

WLCNS supports positive and responsive interactions among children, parents, child care providers, and staff.

We encourage parents to play an active role in our program by providing “duty parent” opportunities to assist in the classroom. Our teacher provides ongoing feedback to families during drop-off or pick-up times. Artwork and crafts are sent home with each child to show parents what activities and learning have occurred during the program. We work to ensure that new families feel welcome and a sense of belonging.

We promote our program as a learning opportunity for students and volunteers, as our program benefits from the new ideas and experiences that each individual brings to learning through play.

WLCNS encourages children to interact and communicate in a positive way and support their ability to self-regulate.

We model positive communication through tone and language to help children to develop skills for self-regulation and positive interactions. Children are encouraged to problem solve and are offered guidance when needed.

We provide choices (of activities, play areas, and resolutions) to all children to encourage communication and allow opportunities for self-regulation. The teacher will take the time to listen to each child’s questions or comments whenever possible.

WLCNS fosters children’s exploration, play and inquiry.

We focus our program on the children’s interests and allow opportunities for participation, exploration, discovery and learning. Our activity centres encourage real interactions and build on skills that can be used in daily life.

We encourage the children to investigate what is inviting to them and provide materials and opportunities to explore their curiosities and develop their own questions and projects.

WLCNS provides child initiated and adult-supported experiences.

We encourage children to expand their play into different areas, and support creative uses of play materials. Our teacher acts on teachable moments whenever possible to expand children's interest and knowledge.

We recognize and document each child's likes and dislikes in order to support and build on these interests.

WLCNS plans for and creates a positive learning environment and experiences in which each child's learning and development is supported and which is inclusive of all children, including children with individualized plans.

We work to provide learning environments that are developmentally appropriate to all children in our program. Our teacher has a strong understanding of child development and strives to connect with and build strong relationships with each child.

We develop individualized support plans (as needed) in consultation with parents and health professionals involved in their care. Appropriate supports, adaptations or modifications to the learning environment are provided to encourage interaction and communication through play for all children.

WLCNS incorporates indoor and outdoor play, as well as active play and quiet time, into the day, and give consideration to the unique needs of the children receiving care in our centre.

We offer activities that include nature and natural elements as part of the play environment. Field trips and excursions present outdoor learning opportunities throughout the year.

We provide opportunities for active play in the classroom as well as quiet time throughout the program. Our activities are flexible and allow for individual needs to be met when necessary.

WLCNS fosters the engagement of families as well as ongoing communication with families about the program and their children.

We encourage families to assist in the development of the program through participation as "duty parents" acting in place of additional staff in the classroom.

We communicate all aspects of the program to parents and families through regular parent meetings, e-mail notices, and verbal communication at pick-up and drop-off. Feedback from families is always encouraged.

WLCNS involves local community partners and allows those partners to support the children, their families and staff.

We value local community partners and provide families with information about professional services in Niagara to provide support when needed.

We work closely with student placements at our child care centres from high schools, colleges or universities, mentoring and promoting those entering the ECE profession.

WLCNS supports our staff and others who interact with the children in relation to continuous professional learning.

We offer resources to support our staff in continuous learning through various programs offered by the ECCDC, QCCN and Niagara Region.

We work together with our RECE to meet Continuous Professional Learning expectations.

WLCNS documents and review the impact of our program statement children and their families.

We review and revise our practices and policies on a yearly basis, taking into consideration the direction of the Ministry of Education, Child Care Early Years Act, 2014 and Public Health recommendations. All staff, students and volunteers will receive an updated copy of our program statement yearly and when any changes are made. Changes will be reviewed verbally and an opportunity for suggestions and feedback provided at that time.

We welcome input from our families and strive to secure feedback and suggestions regarding our program.

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Program Statement Implementation Policy

The purpose of this policy is to ensure that staff, volunteers, and students are familiar with the program statement and the expectations of implementation and monitoring. The program statement is a living document that will be reviewed with every new employee, duty parent, volunteer and student prior to employment or placement, and revised annually based on the goals reached and identified each year. This statement will reflect the practices of the program as they evolve and align with the expectations set out in How Does Learning Happen. These include the listed approaches to:

- cultivate authentic, caring relationships and connections to create a sense of **belonging** among and between children, adults, and the world around them;
- nurture children's **healthy development** and support their growing sense of self;
- provide environments and experiences to **engage** children in active, creative, and meaningful exploration, play, and inquiry;
- foster communication and **expression** in all forms.

Every teacher, duty parent, volunteer and student is expected to interact with children, families and each other in a manner consistent with the program statement goals and approaches. Written documentation recording the date, name and signature will be kept to ensure each and every staff member, volunteer and student has reviewed and understands their expectations prior to interacting with the children.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

These following practices are never permitted at WLCNS:

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

Contraventions

In the event of a contravention of the program statement and/or the commission of a prohibited practice, the WLCNS supervisor (either the teacher or a member of the board of directors) will first attempt to identify the reason for the contravention. Our primary purpose is to assist the staff, duty parent, volunteer or student to understand that the requirements have not been met and provide an opportunity for improvement. Actions such as peer mentoring, direct review of the policies with the supervisor and training may be used where appropriate.

All commissions of a prohibited practice will be recorded by the WLCNS supervisor. These records will be kept in a secure location for a minimum of three years. Depending on the severity of the situation, potential risk to the child(ren), and past performance of the individual, a written warning may also be issued. In the event of repeat occurrences, termination may occur.

Written Process for Monitoring Compliance

The WLCNS Parent Handbook includes the following policies:

- Anaphylactic Policy
- Sanitary Practices Policy
- Serious Occurrence Policy
- Medication Policy
- Supervision of Volunteers and Students Policy
- Program Statement Implementation Policy
- Staff Training and Development Policy
- Criminal Reference Check/Vulnerable Sector Check Policy
- Fire Safety/Evacuation Procedures
- Waiting List Policy

Both compliance and contraventions with respect to these these policies and procedures are monitored on an ongoing basis, recorded and addressed. Staff, duty parents, volunteers and students will be monitored regularly by the WLCNS supervisor to ensure that the implementation of all policies, procedures, individualized plans, and program statement goals and approaches are observed. Twice annually the WLCNS supervisor (either the teacher or a member of the board of directors) will document these observations (for each staff member, duty parent, student and volunteer) using the Program Statement Implementation Monitoring Form (available on request).

These records will be reviewed with the staff, duty parent, volunteer or student being observed by the supervisor in a one-on-one meeting to discuss the observations and any questions or clarifications addressed.

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Anaphylactic Policy

Anaphylaxis is a serious allergic reaction and can be life-threatening. WLCNS supports the needs of children with severe allergies and provides relevant and important information on anaphylaxis to parents, staff, students and visitors.

Strategy to Reduce Risk of Exposure

WLCNS reduces the risk of exposure to anaphylactic causative agents in the following ways:

- only labelled, store-bought, pre-packaged peanut-free foods are served;
- when possible, specific foods or foods containing certain ingredients will be avoided if a child has an individualized plan in place indicating an anaphylactic allergy;
- families will be notified of specific anaphylactic allergies to ensure clothing, water bottles, backpacks, *etc.* are kept clean of causative agents while attending WLCNS;
- families providing individual food items for consumption by their children due to special dietary requirements must review and follow the rules laid out in this policy;
- individualized plans will be posted near the snack area in plain sight;
- all staff will review and receive training on the individualized plans as required.

Communication Plan

All staff, duty parents and volunteers will be provided with general information about life-threatening allergies and review the individualized plans of all children enrolled at WLCNS. Individualized plans advising parents, staff, students and volunteers that children at risk of potentially life-threatening allergies (and the causative agents) will be posted in the classroom and washroom areas, and emergency binder. Strategies for reducing the risk of exposure to causative agents will be reviewed with the child at risk's parents during training.

Individual Plans and Emergency Procedures

The parents (and physician, at the request of the parents) of an enrolled child with an anaphylactic allergy will be invited to provide input on the child's individual plan and emergency procedures. The parents will be encouraged to review this plan if any there are changes to the child's allergy.

WLCNS uses the Anaphylaxis Emergency Plan template provided by foodallergy.ca.

Training

Where a child has an anaphylactic allergy, all WLCNS staff, duty parents, students and volunteers must be provided with training on the procedures to be followed in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication. A parent of the specified child will be encouraged to train the WLCNS families present at the first general parent meeting.

For any individuals not present at the above-mentioned meeting, a "train the trainer" model will be used. A parent of the specified child is required to train the WLCNS supervisor (teacher or member of the board of directors), and this individual will then train the remaining staff, duty parents, students and volunteers at the child care centre. WLCNS may also provide opportunities for other children enrolled in the program to learn about allergies and foods/causative agents that are not permitted on the premises. Further training on EpiPen training can be found at <http://www.allergyaware.ca> and will be recommended when appropriate.

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Serious Occurrences Policy

The purpose of this policy is to ensure that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and child care providers and that these serious incidents are reported, tracked and followed up on.

All occurrences will be reported to the Ministry of Education within 24 hours of becoming aware, based on the following criteria:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
 - Injury
 - Illness
4. Missing or Unsupervised Child(ren)
 - Child was found
 - Child is still missing
5. Unplanned Disruption of Normal Operations
 - Fire
 - Flood
 - Gas Leak
 - Detection of Carbon Monoxide
 - Outbreak
 - Lockdown
 - Other Emergency Relocation or Temporary Closures

Note: WLCNS is required to notify our Program Advisor through the CCLS. If WLCNS cannot access the CCLS, we must still notify our program advisor via telephone or email within 24 hours of becoming aware of the incident and complete a Serious Occurrence report in the CCLS as soon as the system becomes available.

Project Advisor Contact Information:

Cynthia Bradshaw Phone: 905.517.3967 E-mail: cynthia.bradshaw@ontario.ca

In the event of a Missing or Unsupervised Child(ren)

Actions to be taken by the WLCNS supervisor (or any staff member or duty parent available at the time of occurrence) include the following:

1. Alert all staff and duty parents immediately, including the Smithville Public School secretary or principal.

2. Immediately search the child care premises, including the entire Smithville Public School building and outdoor areas.
3. Have a staff member or duty parent who is not searching the premises immediately alert the child's parents (in case the parents have additional information about the child's whereabouts).
4. Advise the policy by telephone.

Serious Occurrences Procedures

Actions to be taken by the WLCNS supervisor (either the WLCNS supervisor or a member of the board of directors) if a serious occurrence has occurred or is suspected include the following:

1. Parents or guardians will be notified immediately.
2. The child shall be provided with immediate medical treatment when warranted.
3. Appropriate steps shall be taken to address any continuing risks to the child's health and/or safety.
4. The teacher and board of directors shall be notified of the nature of the Serious Occurrence.
5. In cases involving death, the coroner shall be notified immediately. The WLCNS supervisor will complete documentation required with the required time lines.
6. The staff or any other person witnessing or having knowledge of the occurrence shall report the matter to the WLCNS supervisor or the person designated to conduct preliminary inquiries.
7. The WLCNS supervisor or designate shall conduct a preliminary inquiry immediately. The purpose of the preliminary inquiry is to gather information regarding actual or alleged occurrences.
8. All persons having knowledge of the occurrence will remain on the premises until the WLCNS supervisor or designate has interviewed them.
9. The WLCNS supervisor or designate will follow the CCLS procedure notifying the Program Advisor.

Serious Occurrence Notification Form

The WLCNS supervisor or designate will complete and post a summary of each serious occurrence in a place that is visible and accessible to parents within 24 hours of becoming aware of the occurrence for a minimum of 10 business days, including any allegation of abuse or neglect.

The summary will not include any identifying information and will be updated as new information is obtained.

All serious occurrence notification forms will be kept on file for at least three years.

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Administration of Medication Policy

The WLCNS supervisor, staff and duty parents will only administer medication for life-threatening conditions (such as anaphylaxis) as requested and permitted via written authorization and procedures provided by the parents of the affected child. At no time will any other medication be administered to any child at WLCNS.

All medication will be clearly labelled with the child's name and stored (according to the storage instructions on the pharmacy-provided label) in a marked medication box in a space that is inaccessible to children at all times. The medication box will be kept locked at all times, except when a child is present who may be require the medication.

The WLCNS supervisor has been designated as the person responsible for all medications kept on site.

All unused medications will be returned to the parents of the child at the time of withdrawal.

This policy must be reviewed by the WLCNS supervisor, staff and duty parents prior to beginning employment or duty. Records will be kept indicating that this policy was reviewed by each individual. The date on the records of review indicates that the written staff training and development policy has been reviewed by all individuals before they began their employment and annually thereafter.

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Supervision of Volunteers and Students Policy

Volunteers and students play an important role in supporting staff and duty parents in the daily program at WLCNS. Duty parents at WLCNS take the place of a staff member, and are not considered volunteers.

At WLCNS a staff member or duty parents must always be present with a child or children to meet ratio requirements and respond in case of an emergency. Volunteers and students are not permitted to be alone with a child and cannot be counted in staff-child ratios at any time. Roles and responsibilities of staff, duty parents, students and volunteers are as follows:

Students and volunteers will participate in the program and follow the direction and guidance of the WLCNS teacher (RECE). Duties may include spending (supervised) one-on-one time with children, reading with the children, engaging with the children and their provocations, basic cleaning and household duties. Students and volunteers will not participate in diapering or toileting of children and will never be left alone with children. They may assist children with hand washing.

Our RECE is responsible for supervising students, volunteers, duty parents and other staff, provide guidelines, parameters and direction while respecting their rights. Our RECE ensures a level of supervision which is appropriate in light of the supervisee's education, training, experience and the activities being performed. All WLCNS staff and duty parents will support experienced colleagues, those who are new to the profession and those students aspiring to the profession. Our RECE will support students and volunteers by sharing their knowledge and expertise of child development, understanding children, pedagogy and learning in the early years.

This policy must be reviewed with all staff, duty parents, volunteers and students by the WLCNS supervisor prior to beginning employment, duty, volunteer time or educational placement. Records will be kept indicating that this policy was reviewed by each individual. The date on the records of review indicates that the written supervision of volunteers and students policy has been reviewed by all individuals before they began their employment or placement and annually thereafter.

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Staff Training and Development Policy

WLCNS supports staff and duty parents of varying levels of knowledge, skill and experience as essential members of our program. Resources for training and development will be made available for all staff and duty parents to ensure each individual is familiar with the current expectations of the Child Care and Early Years Act.

Each staff member and duty parent will receive an orientation before commencing work or shortly after beginning work to ensure they are familiar with the various areas of the program and all current WLCNS policies and procedures. This orientation will be carried out individually by the supervisor or an experienced staff member or duty parent, or as part of a group orientation. Any questions or clarifications will be addressed prior to completing the Staff Policies & Procedures Record of Review.

Proof of current Standard First Aid, including infant and child CPR training is required for all staff members and duty parents. WLCNS will provide an opportunity for group training for those who are not up-to-date. This requirement will be reviewed annually and will require renewal on a regular (one to three-year) basis.

The WLCNS supervisor must hold current Registered Early Childhood Educator (RECE) qualifications and complete all requirements dictated by the College of Early Childhood Educators (CECE) within their dictated timelines. The supervisor is expected to complete any ongoing professional learning as indicated in the Continuous Professional Learning (CPL) program.

WLCNS supports and encourages the supervisor to participate in courses, seminars and workshops offered by the Early Childhood Community Development Centre (ECCDC) whenever possible and practical. Knowledge gained from these opportunities can then be passed on to additional staff and duty parents.

The supervisor, staff and duty parents are encouraged to seek out additional opportunities for discussion, collaboration and reflection, especially in relation to the current pedagogy to facilitate incorporation into daily practice.

This policy must be reviewed by the WLCNS supervisor, staff and duty parents prior to beginning employment or duty. Records will be kept indicating that this policy was reviewed by each individual. The date on the records of review indicates that the written staff training and development policy has been reviewed by all individuals before they began their employment and annually thereafter.

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Criminal Reference Check Policies and Procedures

The purpose of this policy is to ensure the health and safety of the children in the program by considering information revealed through a Vulnerable Sector Criminal Reference Check. This is a precautionary measure that is used to help determine whether individuals who are involved in the WLCNS program are fit and suitable to hold these positions of trust. Considering a person's relevant criminal history helps to ensure the safety and well-being of children in care.

All WLCNS staff, duty parents, volunteers and students are required to obtain a current Vulnerable Sector Criminal Records Check (VSC). For volunteers and students under the age of 19, a Criminal Reference Check (CRC) will be considered sufficient. WLCNS must receive proof (in the form of an official receipt) that an application for the VSC has been made prior to beginning employment, duty, volunteer hours or an educational placement. Until the original VSC is received and verified by WLCNS, the additional measures (listed below) must be put into place at all times. The Criminal Reference Check Policy will be reviewed by all staff, duty parents, students and volunteers before they begin employment, placement, and annually. A record will be signed by each person who conducted or participated in the review.

Process for Obtaining a VSC:

- A new vulnerable sector check is required on or before every fifth anniversary after the date of the most recent vulnerable sector check.
- Staff, volunteers and students may apply online to:
<http://www.niagarapolice.ca/en/whatwedo/policebackgroundchecks.asp> and click on the Online Police Application Page.
- Or by attending in person at the Police station providing two pieces of government issued identification (one with a photo), other names used (maiden name, legal name, change etc.) and proof of permanent address within the Niagara Region.
- The employee, student or volunteer will provide the original VSC to the WLCNS supervisor.
- If the original cannot be held by WLCNS, a "true copy" will be maintained on file. A copy of the original document will be made which will include on it words "true copy" and the date and signature of the WLCNS supervisor confirming that they saw the original of the copy.
- The original VSC will be returned to the employee (if required).
- The copy of the VSC will be stored in the staff, duty parent, student or volunteer file which will remain locked.

Process for Submitting an Offence Declaration:

- An offence declaration (OD) will be signed off by staff, duty parents, students and volunteers in every calendar year except a year in which a vulnerable sector check is signed.
- Each OD shall be current and may be obtained from an individual any time throughout the year as long as it is no later than 15 days after the anniversary date of the previous OD or VSC and shall address the period since the most recent OD or VSC.
- Any person from whom WLCNS is required to obtain a VSC is required to provide WLCNS with an OD, as soon as reasonably possible, any time he or she is convicted of an offence under the Criminal Code (Canada).

- The staff, duty parent, student or volunteer will provide the declaration to the WLCNS supervisor..
- The OD will be stored in the staff, duty parent, student or volunteer file which will remain locked.

Confidentiality of information:

- All VSCs and ODs will be stored in the staff, duty parent, student or volunteer file which will remain locked. Only the WLCNS supervisor and members of the board of directors will have access to these files.

Consideration and use of information:

- The WLCNS supervisor and members of the board of directors will discuss any VSC or OD indicating any of the following:
 - Criminal conviction
 - Pending criminal charges
 - Outstanding conditional or absolute discharge.
- Depending on the nature of the conviction, charge or discharge, it may be determined that the individual is not suitable for employment, educational placement or volunteer work.

Additional measures:

- If the event that a VSC is not on file (for example, during the waiting period between application and receipt of a VSC) additional measures will be put into place to protect children who interact with the person until the VSC is obtained. Specifically, WLCNS will not leave the staff member or duty parent alone or unsupervised with any child or children at any time. (Note that students and volunteers are never to be left unsupervised with children regardless of VSC status.)

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Fire Safety & Evacuation Procedures

In the event of a fire, children will stop activity and calmly form a line at the designated exit door.

The teacher or supervisor on duty will collect the attendance sheet, emergency binder (containing emergency contact information), WLCNS phone, and exit with the children. A head count and roll call will be performed, when all children have gathered at a safe distance, outside the building. Emergency services (911) will be called.

Parent(s) on duty will perform a check of the washroom and program areas to ensure everyone has made it to safety, before closing all windows, turning off lights and closing all doors. Parent(s) will then follow the children to the designated **meeting place, in front of the building at the large rocks located south of the building where the sidewalks merge**. If deemed 'unsafe to return' to the premises, the **evacuation site** to proceed to is the **West Lincoln Township Offices directly across the road on the south side of Colver St.**

In the event of a fire drill, the children will return to the centre to review fire safety.

In the event of an actual fire, the children will walk to the emergency shelter.

Fire drills will be conducted a minimum of once per month.

The primary **designated emergency exit** for Room 154 are the **double doors** (located on the south side of the room), **exiting onto Colver St.**

In the event that this exit is not an option, the **secondary emergency exit** for Room 154 is the **main entrance** of Smithville Public School (located to the left of the classroom, down the main hallway), **exiting onto Colver St.**

Meeting Place and Evacuation Site / Emergency Shelter

Designated **meeting place** for WLCNS:

In front of the building at the **large rocks located south of the building where the sidewalks merge**.

Designated evacuation site / **emergency shelter** for WLCNS:

Township Offices of West Lincoln
318 Canborough Street
Smithville ON L0R 2A0
Tel: 905-957-3346
Fax: 905-957-3219

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Waiting List Policy

From time to time, when program registrations are high, WLCNS may be required to place families on a waiting list until a space becomes available (as registration numbers allow under our current licensing regulations).

Verbal requests to the WLCNS teacher, or a member of the board of directors, to be placed on the waiting list are sufficient. This request can be for any available space, or a specific day or number of days in the program. At that time the WLCNS supervisor will advise families of their numbered position on the list without releasing any information about other families listed. Families will be advised verbally should their waiting list position change.

No fees are ever charged to be placed on the WLCNS waiting list.

Families will be offered available spaces in the order in which they were requested. At that time, in order to secure the space, Registration Forms and Fees will be required.

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Parent Issues and Concerns Policy and Procedures

The Parent Issue and Concern Policy is in place to promote an ease of communication and transparency between the WLCNS supervisor, staff, volunteers, Board of Directors and the parents/guardians of its young participants.

Parents and guardians are encouraged to play an active role within our Co-Operative organization in many ways, most importantly through communication with the staff and volunteers that facilitate day-to-day programming. An on-going dialogue between all active parties is essential at WLCNS.

Parents and guardians who possess a concern or wish to give feedback, are encouraged to do so in a timely manner and are taken by our Board of Directors with extreme interest and care. Every effort will be made to address and resolve any issues so as best to satisfy all concerned parties.

Issues and concerns may be brought forward either verbally or in writing. Written issues or concerns may be submitted via the locked WLCNS mailbox which or by e-mail to wlcns@hotmail.com. Both the mailbox and e-mail are accessible only to the Board of Directors and fully confidential. A meeting with the Board of Directors and/or staff may be requested at any time. Responses to any issues or concerns will be provided in the same manner as they are submitted. All issues will be addressed with utmost confidentiality.

Basic concerns with day-to-day programming may often be addressed by the supervisor if the parent/guardian is satisfied by the response provided. Any issues or concerns expressed will be documented in the daily log.

Responses from the supervisor or Board of Directors will be issued to the parent/guardian in a timely manner. Investigations of all issues and concerns will be addressed in a fair, impartial and respectful fashion.

Confidentiality

Every issue and concern will be treated in confidence and every effort will be taken to ensure the protection of privacy belonging to parents/guardians, children, staff and volunteers, except when information must be disclosed for legal reasons whether it be of concern to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society.

Conduct

WLCNS strives to maintain high standards for positive communication between parents/guardians, staff members, volunteers and the Board of Directors. Zero tolerance will be exercised when dealing with harassment or discrimination of any variety.

Concerns about the Suspected Abuse or Neglect of a child

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

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

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

For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern	Steps for Staff and/or Licensee in Responding to Issue/Concern
<i>Program Room-Related</i> Schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to the Supervisor or Board of Directors	Address the issue/concern at the time it is raised OR Arrange for a meeting between the Supervisor and/or Board of Directors and Parent/Guardian within 2 business days
<i>General, Centre or Operations-Related</i> Child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to the Supervisor or Board of Directors	Should a meeting occur between the Supervisor and Parent/Guardian that is deemed unsuccessful or unsatisfying, a request to consult with the Board of Directors can be issued in person, in writing or via e-mail to wlcns@hotmail.com
<i>Staff, Duty-Parent, Supervisor, and/or Licensee-Related</i>	Raise the issue or concern to the Supervisor or Board of Directors	
<i>Student/Volunteer-Related</i>	Raise the issue or concern to the Supervisor or Board of Directors	Document the issue/concern in detail, including: o date/time issue/concern was received o name of the person receiving the issue/concern o name of the person reporting the issue/concern o details of the issue/concern o steps taken to resolve the issue/concern and/or information given to the Parent/Guardian re next steps or referral

Additional Information and Contacts:

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

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

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

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Emergency Management Policy and Procedures

The purpose of this policy is to provide clear direction for WLCNS board of directors, staff, duty parents, volunteers and students to follow to deal with emergency situations. The procedures set out steps for staff and duty parents to follow to support the safety and well-being of everyone involved.

In the event of an emergency, WLCNS staff and duty parents will follow three phases of emergency response procedures including:

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

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

In the event of an evacuation of the WLCNS premises or building, the **meeting place** to gather will be **in front of the building at the large rocks located south of the building where the sidewalks merge**. If it is deemed 'unsafe to return' to the WLCNS premises, the **evacuation site** to proceed to is the **West Lincoln Township Offices directly across the road on the south side of Canborough St**.

NOTE: All directions given by emergency services personnel (police, fire, EMS) will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

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

If any emergency situations occur that are not described in this policy, the WLCNS supervisor will provide direction to staff and duty parents for the immediate response and next steps. All staff, duty parents, volunteers and students will follow the direction given by the WLCNS supervisor.

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

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

Procedures

Phase 1 – Immediate Emergency Response

In the event of a **lockdown** (when a threat is on, very near, or inside the WLCNS building):

1. The staff or duty parent who becomes aware of the threat must inform all other staff and duty parents of the threat as quickly and safely as possible.
2. Staff and duty parents must:
 - remain calm;
 - gather all children and move them away from doors and windows;
 - take children's attendance to confirm all children are accounted for;

- take shelter under furniture with the children, if appropriate;
 - keep children calm;
 - ensure children remain in the sheltered space;
 - turn off/mute all cellular phones;
 - wait for further instructions.
3. If possible, staff and duty parents should also:
 - close all window coverings and doors;
 - barricade the room door;
 - gather emergency medication;
 - join the rest of the group for shelter.
 4. The WLCNS supervisor will immediately:
 - close and lock all entrance/exit doors, if possible;
 - take shelter.

Note: Only emergency service personnel are allowed to enter or exit the centre during a lockdown.

In the event of a **hold and secure** (when a threat is in the general vicinity of WLCNS, but not inside the premises):

1. The staff or duty parent who becomes aware of the external threat must inform all other staff and duty parents of the threat as quickly and safely as possible.
2. Staff and duty parents must:
 - remain calm;
 - take children's attendance to confirm all children are accounted for;
 - close all window coverings and doors;
 - continue normal operations of the program;
 - wait for further instructions.
3. The WLCNS supervisor must immediately:
 - close and lock all entrance/exit doors, if possible;
 - place a note on the external doors with instructions that no one may enter or exit the building.

Phase 2 – Next Steps During the Emergency

1. Where emergency services personnel are not already aware of the situation, the WLCNS supervisor must notify emergency services personnel of the emergency (by calling 911) as soon as possible.
2. Where WLCNS has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
3. If a member of the board of directors is not already on site, the WLCNS supervisor must contact the WLCNS president (or alternate member of the board of directors) to inform them of the emergency situation and current status once it is possible and safe to do so.

Emergency Contact Persons

WLCNS Supervisor: Penny Phillips, Teacher, 905-692-0350

Board of Directors: Jillian Forster, President, 289-213-2021

Zoë Gunn, Treasurer, 905-719-6289

Sarah Edgcumbe, Secretary, 905-518-9797

4. Where any staff, duty parents, students or volunteers are not on site, the WLCNS supervisor must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them to return to the centre.
5. The WLCNS supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and duty parents and ensure they are followed.
6. Throughout the emergency, staff and duty parents will:
 - help keep children calm;
 - take children's attendance to ensure that all children are accounted for;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children;
 - engage children in activities, where possible.
7. In situations where injuries have been sustained, staff or duty parents with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.
- 8.

a) Procedures to follow when 'all-clear' notification is given:

1. The individual who receives the 'all-clear' notification from an authority must inform all staff and duty parents that the 'all-clear' has been given and that it is safe to return to the centre.
2. Designated staff or duty parents who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the centre.
3. Staff and duty parents must:
 - take attendance to ensure all children are accounted for;
 - escort children back to the WLCNS room;
 - take attendance upon returning to ensure that all children are accounted for;
 - re-open closed blinds, windows and doors.
4. The WLCNS supervisor will determine if operations will resume and communicate this decision to staff and duty parents.

Communications with parents/guardians following an 'all-clear' notification:

1. As soon as possible, the WLCNS supervisor must notify parents/guardians of the emergency situation and that the 'all-clear' has been given.
2. Where disasters have occurred that did not require evacuation of the centre, the WLCNS supervisor must provide a notice of the incident to parents/guardians at time of pick-up.
3. If normal operations do not resume the same day that an emergency situation has taken place, the WLCNS supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

b) Procedures to follow when ‘unsafe to return’ notification is given:

1. The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff and duty parents of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.
2. Staff and duty parents must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.
3. Designated staff or duty parents who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.
4. The WLCNS supervisor will post a note for parents/guardians on the centre entrance with information on the evacuation site, where it is possible and safe to do so.
5. Upon arrival at the evacuation site, staff and duty parents must:
 - remain calm;
 - take attendance to ensure all children are accounted for;
 - help keep children calm;
 - engage children in activities, where possible;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children;
 - keep attendance as children are picked up by their parents, guardians or authorized pick-up persons;
 - remain at the evacuation site until all children have been picked up.

Communications with parents/guardians following an ‘unsafe to return’ notification:

1. Upon arrival at the emergency evacuation site, a designated staff or duty parent will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.
2. Where possible, the WLCNS supervisor will update the WLCNS’s voicemail message to inform parents/guardians that the centre has been evacuated, and include details of the evacuation site location and contact information in the message.

Phase 3 – Recovery

1. When appropriate, WLCNS will resume normal operations. All policies and procedures as outlined in the WLCNS Serious Occurrences Policy will be followed, including documentation and reporting to the Ministry of Education Program Advisor as applicable. Any inquiries or contact from the media or general community will be dealt with tactfully, and ensuring the privacy and confidentiality of all staff, children and families involved in the situation. If necessary, the WLCNS insurance broker will be notified.
2. In the event of any emergency situation, staff and children may show signs of distress. Individuals respond differently to stressful situations and may show mild or severe symptoms of distress. Regardless of its nature, any signs of distress will be taken serious and responded to as quickly as possible. Appropriate action will take place while remaining calm, speaking to the individual about the situation, and calling on outside support agencies if required.
3. Following any emergency situation, all staff, children and families will be debriefed. The date, time and location of debriefing will be documented, including who was involved and the outcome of the debriefing session. Policies and procedures will be reviewed by the WLCNS supervisor and board members to ensure that all appropriate measures were taken to ensure the utmost safety of everyone involved during the emergency situation. Any concerns that cannot be addressed internally will be addressed by calling on outside support agencies as required.

2018-05-11

West Lincoln Co-Op Nursery School



260 Canborough St - P.O. Box 574
Smithville, ON - L0R 2A0 - 905-957-9191



Play, Learn and Grow Together

Fees for the 2021-2022 School Year

Registration Fee* (per child)	
\$25	For new participating (in active duty) parents. <i>Note that parents are initially responsible for all costs associated with obtaining a Police Vulnerable Sector Check, proof of immunization, and Standard First Aid certification. WLCNS will reimburse participating parents up to \$100 towards these costs at the end of the school year (June 2021).</i>
\$50	For new non-participating (no active duty) parents.
—	For returning families who were previously registered in the program.

*This NON-REFUNDABLE fee is payable at the time of registration. It covers insurance, licensing and membership costs.

Monthly Tuition Fees (per child)		
Days per Week	Participating Parent	Non-Participating Parent
1	\$95.00	\$130.00
2	\$115.00	\$170.00
3	\$140.00	\$225.00
4	\$160.00	\$270.00
5	\$185.00	\$325.00

Payments:

Payments by E-MAIL MONEY TRANSFER (forwarded to wlcns@hotmail.com) are preferred. The registration fee is due at the time of registration (and may be included with the first tuition payment if timing is reasonable). Tuition fees are due monthly, by the 3rd of each month. Payments may also be made by CHEQUE (payable to “West Lincoln Co-op Nursery School Inc.” or “WLCNS”). If paying by cheque, please provide post-dated cheques at the time of registration. A \$40 fee will be charged for any N.S.F cheque.

Refunds:

Refunds will not be made in the event of school closure due to weather or emergency conditions, or for the absence of a child due to illness or vacation. A government-mandated closure or lockdown will result in a pro-rated refund of fees.

Withdrawals:

One month’s notice is requested prior to withdrawal from the program.

Multiples/Siblings:

Families registering multiple siblings at the same time (for the same school year) will only be required to pay a single registration fee and will receive a 20% discount on tuition fees for the second child.

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Play, Learn and Grow Together



Registration Package Instructions and Important Information

Please complete all of the following registration forms for each child you wish to enroll. When completing the forms, please do not leave any fields blank. If a section is not applicable please fill in 'N/A'. When requested, please provide complete contact information (including street numbers and postal codes).

In addition to the forms in this package, we ask that you submit three copies of a recent 4x6 photograph of your child. Two photos are used to identify your child's individual storage space and bin, and the other is kept in our emergency binder so that children can be identified in case of emergency.

Proof of Immunization/Immunization Exemption Forms:

If your child has been vaccinated, please submit a copy of your child's immunization record to the school in order to show that all vaccinations are up to date. Alternatively, if you have chosen to exempt your child from receiving vaccinations for either medical reasons or conscience or religious beliefs, you are required to submit the appropriate supplemental form (either the Statement of Medical Exemption or the Conscience or Religious Belief Affidavit) both to the school and to Niagara Region Public Health. Copies of these forms and further explanation of the process for their completion can be found on the Niagara Region website at: <https://www.niagararegion.ca/health/vaccinations/children/school-exemption.aspx>

If your child requires an EpiPen you are required to submit the Anaphylaxis Emergency Plan Form. A copy of this form and further information can be found on the Food Allergy Canada website at: <http://foodallergycanada.ca/resources/emergency-forms/>

All completed forms, additional documents required, and proof of immunization must be on file before your child may attend school. Please submit the registration package as soon as possible to allow time to verify and correct any information before your child's expected start date.

Please use the following Registration Package Checklist to verify that you have completed and submitted ALL the necessary components of the registration package.

Any questions regarding these forms can be addressed by email wlcns@hotmail.com or phone 905-957-9191.

Registration Checklist:

- Completed Registration Form
- Completed Niagara Region Child Care Health Information Form
- Current Immunization Record (2 copies)
- Dietary Restrictions Form
- Photo Consent Form
- Excursion Consent Form
- Non-Prescription Skin Product Consent Form
- Parental Responsibilities Form
- 3 recent photographs of your child
- Registration Fee (unless included with first month's tuition payment)
- (If applicable,) Post-dated cheques for Monthly Tuition Fees (dated for the 1st of each month)

EMERGENCY CONTACTS – (Excluding parents) These are people willing to assume responsibility for your child in case of an emergency where parents cannot be reached.

Name: _____ Phone: _____

Address: _____ Relationship: _____

Name: _____ Phone: _____

Address: _____ Relationship: _____

Child's Physician: _____ Phone: _____

Address: _____

Health Card Number: _____

Allergies: _____

Health Concerns: _____

Please list any concerns about your child's development, behaviour, or health:

Parental Consent for Child Pick-Up

The following people are allowed to pick up my child _____ from school. I understand that written permission is required for anyone other than those listed to pick up my child.

Full Name	Relationship to Child	Phone Number

Parent's Signature: _____ Date: _____

West Lincoln Co-Op Nursery School



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Play, Learn and Grow Together

Dietary Restrictions Form

West Lincoln Co-Op Nursery School is a **peanut-free facility**.

Please list any Allergies or Dietary Restrictions regarding your child.

All snacks and special treats (birthday cupcakes, cookies, etc.) must be **pre-packaged, and meet the criteria set out in WLCNS' Anaphylactic Policy.**

This is a health regulation that **MUST** be followed, exceptions cannot be made.

Child's Name: _____

Dietary Restrictions: _____

Allergies: _____

Parent's Signature: _____ Date: _____

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Play, Learn and Grow Together

Photo Consent Form

In order to include pictures of the children in publications we need written permission from each child's parents. We invite the local newspapers to many special events, and if they are not able to make it we often submit pictures taken by parents. From time-to-time Co-Op Students include videos and pictures in their assignments. Classroom pictures are also used for WLCNS advertising.

- I give permission** to have my child's picture and name included in any publication for West Lincoln Co-Op Nursery School.

- I do not give permission** to have my child's picture and name included in any publication for West Lincoln Co-Op Nursery School.

Child's Name: _____

Parent's Signature: _____ Date: _____

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Play, Learn and Grow Together

Excursion Consent Form

From time to time the children may leave the classroom to explore additional learning opportunities within other areas of Smithville Public School property. Activities range from scavenger hunts within the building, to nature walks on the school grounds. The children will remain as a group and be closely supervised at all times. Classroom child to staff ratios will be maintained on all excursions. No excursions will require children to cross any public roads, and transportation will be limited to walking only.

- I give permission** to have my child participate in walking excursions with West Lincoln Co-Op Nursery School staff.

- I do not give permission** to have my child participate in walking excursions with West Lincoln Co-Op Nursery School staff.

Child's Name: _____

Parent's Signature: _____ Date: _____

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Play, Learn and Grow Together

Non-Prescription Skin Product Consent Form

During drop-off it is difficult to supervise hand-washing with soap and water. At this time, and occasionally during other circumstances, hand sanitizer (in gel form) is used to expedite hand hygiene.

- I give permission** for West Lincoln Co-Op Nursery School staff to apply hand sanitizer to my child's hands.

- I do not give permission** for West Lincoln Co-Op Nursery School staff to apply hand sanitizer to my child's hands.

Occasionally, it may benefit children to apply the following non-prescription skin products. All of these products will be applied in accordance with the manufacturer's instructions as listed on the original container provided by West Lincoln Co-Op Nursery School. (Please check any that you would like your child to receive, if necessary.)

- I give permission** for West Lincoln Co-Op Nursery School staff to apply sunscreen to my child's face, arms and/or legs.

- I give permission** for West Lincoln Co-Op Nursery School staff to apply insect repellent to my child.

- I give permission** for West Lincoln Co-Op Nursery School staff to apply diaper cream to my child.

Child's Name: _____

Parent's Signature: _____ Date: _____

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Play, Learn and Grow Together

Member Responsibilities Form

For all families:

1. I understand that as a co-operative organization, all WLCNS families are encouraged to:
 - accept and fulfill a role on a committee or executive position
 - attend General Meetings
 - participate in school fundraising initiatives and school functions
2. I agree to provide monthly tuition fees no later than the 3rd of each month.
My preferred method of payment is: e-mail money transfer cheque
3. I am aware that written notice of withdrawal must be given 14 days in advance.
4. I may access the WLCNS Parent Handbook via the WLCNS website for my review.
5. I have reviewed the WLCNS Pandemic Policy provided with the 2021-2022 Registration Package.

Parent's Signature: _____ Date: _____

For participating families:

6. I understand that I must participate as a 'duty parent' for the required number of duty days as scheduled on the duty calendar. (The number of days per week your child attends the program will determine the (average) number of duty days you are required to do per month.)
Prior to participating in classroom duty:
7. I agree to obtain a new Vulnerable Sector Check from the Niagara Regional Police (or equivalent) and present the original to be held on file at WLCNS. Proof of application will be required ASAP.
8. I agree to provide a current record of immunization to be held on file at WLCNS.
9. I agree to provide a current Standard First Aid Training (including Infant and Child CPR) certificate to be copied and held on file at WLCNS.
10. I understand that the Board of Directors will review the above documentation prior to accepting me as a duty parent volunteer at WLCNS. Confidentiality will be strictly maintained.
11. I understand that if I am unable to do my scheduled duty day, I must find a replacement.

Parent's Signature: _____ Date: _____