



# PARENT HANDBOOK

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## 1. Staff and Board of Directors

### *Staff*

Director and Senior Teacher	Sabina Provorna	wwcp.director.sabina@gmail.com
Junior Teacher	Taylor Cape	
Junior Teacher	Lawrence Humber	

For telephone contact with the staff, please call the school number at 613-728-9473

### *Board of Directors*

Co-President	Thom Dawson	<a href="mailto:wwcp.copresident1@gmail.com">wwcp.copresident1@gmail.com</a>
Co-President	Bruce Lefebvre	<a href="mailto:wwcp.copresident2@gmail.com">wwcp.copresident2@gmail.com</a>
Secretary		<a href="mailto:wwcp.secretary@gmail.com">wwcp.secretary@gmail.com</a>
Co-Treasurer	Louisa Spina	<a href="mailto:wwcp.cotreasurer1@gmail.com">wwcp.cotreasurer1@gmail.com</a>
Co-Treasurer	Gerald Wolff	<a href="mailto:wwcp.cotreasurer2@gmail.com">wwcp.cotreasurer2@gmail.com</a>
Registrar		<a href="mailto:wwcp.registrar@gmail.com">wwcp.registrar@gmail.com</a>
Fundraising Chair		<a href="mailto:wwcp.fundraising@gmail.com">wwcp.fundraising@gmail.com</a>
Communications Chair	Kori Ghergari	<a href="mailto:wwcp.comms@gmail.com">wwcp.comms@gmail.com</a>
2's Coordinator	Andrea Cardin	<a href="mailto:wwcp.2am@gmail.com">wwcp.2am@gmail.com</a>
3's Coordinator	Svitlana Voytsekhorska	<a href="mailto:wwcp.3am@gmail.com">wwcp.3am@gmail.com</a>

### *Website*

[www.wwcp.ca](http://www.wwcp.ca)

## 2. Introduction

This manual explains the policies, procedures, and general operation of the preschool. It is designed to meet the needs of all parents whose children attend the preschool and to fulfill our requirements under the *Child Care and Early Years Act, 2014*.

### **3. Background**

The Westboro Village Co-operative Preschool (WVCP) is a licensed non-profit co-operative pre-school for children two to four years old that was started more than 30 years ago. It operates on a non-profit basis and is administered by its member parents in a co-operative format. The preschool employs a director (Director) and two teachers with ECE-suitable experience, related training, and education. Up to 20 children participate in each of the 3-year-old programs (3's a.m. and 3's p.m.) and 15 in the 2-year-old program (2's). The school is licensed under the Ontario Ministry of Education and follows standards for enrolment, health and safety, staff training, and school premises. All individuals assisting/volunteering at the school are required by law to obtain a "police records check for work with the vulnerable sector".

The WVCP programs follow the Ottawa school board schedule and run from September to June. The WVCP will be closed on the same holiday schedule as the Ottawa-Carleton District School Board, excluding PD days, when the preschool will remain open. The exact dates are given out at the beginning of the year and are included in the Google Calendar distributed electronically to all parents.

Children will start in smaller groups in September so that they can become comfortable with the preschool and the teachers, and so that the teachers can spend extra time getting to know each child. A schedule of staggered start dates will be emailed to each family prior to the start of the school year. Parents are encouraged to stay with their child(ren) until they become comfortable with the preschool environment. The objective is to reassure and minimize the fears of their child(ren). The Director will be able to give parents some guidance as to when their child is ready to be left alone.

The Director will also have an orientation meeting prior to the start of school (late August/early September) to go over what to expect for duty days at the preschool. It is very important that the person(s) who will be at the duty days attend this meeting. Notice of the date for the orientation meeting will be emailed to each family at the end of August.

### **4. Philosophy**

We believe that children learn through play. During play, young children develop the foundations for skills like reading, writing, mathematics and science – while having fun at the same time. Our program provides social, musical, physical & linguistic play experience for each individual's developmental needs. Parental involvement also provides educational stimulation for the children. We provide an opportunity for parents to belong to an organization where they can work and learn in partnership for the benefit of their children. We employ professional teachers with ECE qualifications, but at WVCP, parents are an integral part of daily educations, as well as the annual renewal of programs and facilities. Parents should be aware that when they are scheduled as duty parents, they are not a part of a child/adult ratio legally required for the school to operate, but are integral to the running of the program.

#### **4.1. How we cooperate**

At WVCP parent contribution is key to the school's success. Our warm and caring educational environment, as well as our reasonable tuition rates, are maintained by the support of our members.

Member parents can expect to:

- be on duty and provide your child's whole class with a healthy snack on average every 4-6 weeks (subject to enrolment)
- participate in fundraising
- do an occasional (usually once per year) load of laundry
- participate by voting on amendment changes of co-operative bylaws
- attend the general meetings (three times yearly)
- participate on the Board of Directors and/or one of several committees devoted to fundraising, publicity, maintenance of the school, and organizing social events.

In addition, as a co-operative, our preschool welcomes the varied talents, skills, knowledge and experience of all members into our program. If you have a talent or resource that would be a benefit in the classroom, we encourage such contributions.

## **5. Program Statement**

### **MISSION STATEMENT**

Westboro Village Cooperative Preschool is a non-profit Co-operative Preschool. It was founded more than 30 years ago on the dual principal that children learn through play and that parental involvement is key to any child's educational success. Our goal is to provide children an optimal learning experience in a safe and caring setting. Our co-operative environment encourages children, parents and teachers to share ideas, socialize, make connections, and build community. Our program provides social, musical, physical, and linguistic play experiences for each child's individual developmental needs.

The staff is comprised of Registered Early Childhood Educators and staff who are actively working towards ECE qualifications, and is supported by parent volunteers, all under the direction of a parent-led Board of Directors. At the Westboro Village Co-operative Preschool parents are an integral part of daily education.

### **PROGRAM STATEMENT**

At Westboro Village Cooperative Preschool, we believe that parent contribution is key to the school's success as it helps to enrich the children's learning environment. Parents get to know the teaching staff and contribute to the programming, as well as form a bond with other parents.

The Westboro Village Cooperative Preschool strives to balance the consistency that your children's education requires with the flexibility needed by the modern parent. Our preschool offers age-specific programs for your two and three year old.

The teaching staff follows "How Does Learning Happen? Ontario's Pedagogy for The Childcare and Early Years Act 2014" as its guiding reference to programming.

We focus on the four foundations of learning; Expression, Belonging, Well-Being, and Engagement to create a cohesive and holistic learning environment.



At Westboro Village Cooperative Preschool, we follow the child's lead in creating learning experiences, while providing activities that support their overall development. We believe that learning happens through play. We use observations to guide our planning and ensure all the developmental domains are fostered through a variety of learning experiences using age appropriate materials and resources.

At Westboro Village Cooperative Preschool, we view the child as COMPETENT, CAPABLE, CURIOUS and RICH IN POTENTIAL.

We believe every child must have a stimulating and inviting learning space that allows them to freely capture their emerging curiosity and sense of self. Our aim is to encourage each child to keep taking steps to reach their maximum potential.

Our view of the child is as follows:

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and well-being.
- 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 himself/herself in many ways.

### *GOALS AND APPROACHES TO MEET OUR PROGRAM STATEMENT*

**Westboro Village Cooperative Preschool will promote health, safety, nutrition and well-being of children.**

Our Early Childhood Educators are licensed by the College of Early Childhood Educators and all staff are trained in health and safety protocols. The children are supervised at all times by staff who are either licensed RECEs or are approved staff working towards ECE qualification.

We observe and follow the Ministry of Health and Safety guidelines and hold evacuation and fire drills on a monthly basis. In the event an evacuation is required, our safe shelter location is the Westboro Dental office.

All staff are trained in standard first aid, including Infant and Child CPR (upon hire and prior to expiry) and the use of Epi-Pens. The health of each child is documented on a daily and monthly basis, including documentation of immunization.

We encourage good hygiene habits through instruction and demonstration. All staff and children are required to wash their hands upon entering the room, after toileting and before eating.

Good nutrition habits are demonstrated through healthy snack choices provided by a duty parent, which are based on Canada's Food Guide. Our staff model healthy eating behaviour by participating in lunch and snack time and by engaging the students in creative play activities, such as dramatic play in the kitchen area.

Allergies are posted in all classrooms as well as in the kitchen. We are a nut-free preschool and mandate that parents avoid bringing in food that may have come into contact with nuts.

We provide a clean and safe environment. Washrooms and diapering areas are cleaned and disinfected daily. Regular and appropriate handwashing is modeled and encouraged by staff. Children have regular time set aside for handwashing before snack and lunch, in addition to after each washroom use. Tables are washed and floors are swept before and after snack and lunchtime. A regular toy washing schedule is made at the beginning of every year.

**Westboro Village Cooperative Preschool will support positive and responsive interactions among the children, parents, child-care providers and staff.**

Our staff works passionately to build relationships with the children and their primary caregivers. Our staff greets parents and children each day on arrival and departure, and share information about their child through verbal and/or written communication. The staff are encouraged to foster an environment that is rich in inclusion, compassion, and friendliness.

The staff encourages the children in their development of self-help skills, which is in keeping with our belief that the child is capable. Our staff model positive language when talking with children and adults and encourage the children to use positive language. Additionally, staff encourage children to show respect to their peers in specific ways, for example by calling their peers by name and by showing respect and good manners at snack time.

**Westboro Village Cooperative Preschool will encourage children to interact and communicate in a positive way and support their ability to self-regulate.**

Our staff are dedicated to helping the children develop strong and effective communication skills and to master problem solving. We strive to assist the children in regulating their own emotions and in handling stress, including the separation anxiety they experience when first dropped off at preschool. Staff offer gentle reassurance to the children when parents and caregivers leave during the drop off process. Staff offer positive reinforcement and careful redirection for children working through problem solving on their own around the classroom and in peer-peer relationships. Staff also encourage gradual independence in playtime and classroom experience, such as cleaning up dishes after snack time and caring for toys and learning materials.

Our staff ensure that each child gets one-on-one time with one of our educators in order to carefully observe the needs of each child.

**Westboro Village Cooperative Preschool will provide an environment to foster the children's exploration, play and inquiry.**

Our staff work to provide an environment that fosters children's exploration by arranging the classroom in new and exciting ways, and using different materials. Children are encouraged to play and explore their surroundings, and through careful observation and collaboration, the staff sets up and makes changes to the learning spaces with materials and resources that will facilitate development. This all

serves to introduce the joys of appropriate social interaction, cooperation, problem-solving and focusing on achieving positive results.

**Westboro Village Cooperative Preschool will provide child-initiated and adult-supported experiences.**

The staff support an evolving curriculum which is child-directed. Each child is encouraged to seek out learning experiences based on their interests and supported by staff and duty parents.

**Westboro Village Cooperative Preschool will plan for and create positive learning environments and experiences in which each child's learning and development will be supported.**

We want parents to see their child thrive by learning through play at our nurturing preschool. WVCP is committed to supporting children to grow to their fullest potential in a safe, caring and nurturing environment.

From regular observation, discussion, documentation and interactions with the children, the teaching staff will ensure the program will stimulate the interests and development of all the children, regardless of the level of individual development.

**Westboro Village Cooperative Preschool will incorporate active play, rest and quiet time into the day, and give consideration to the individual needs of the children attending the program and their individual daily rhythms.**

Our staff follow the guidelines of the CCEYA in setting our program. We strive to provide equal opportunities for all children to find the active and quiet time that meets their individual needs. The children's day starts with an assortment of gross motor activities in our gymnasium. Our staff fully engage themselves in the physical play in order to encourage all aspects of motor development while keeping the play safe and enjoyable. The program is structured to provide opportunities for quiet time, if and when needed by the children.

**Westboro Village Cooperative Preschool will foster the engagement of ongoing communication with the parents about the program and their children.**

Our staff keep communication open with parents through face to face discussions, phone calls and emails, and, if necessary, meetings. We send out an email newsletter to parents to keep them informed of all information regarding the program and their children. We encourage our parents to become involved in our preschool's activities and fundraising committees. Above all, parents are encouraged to be active participants in classroom activities through their role as duty parents/volunteers. This is a unique opportunity to see children grow and to meaningfully communicate with staff, helping both the development of individual children and the program as a whole. Overall, we consider our parents and caregivers vital to the running of our school.

**Westboro Village Cooperative Preschool will involve local community partners and allow them to support the children, their families and the staff.**

We welcome the involvement of parents and community members who wish to provide learning experiences to our children. Local musicians, wellness instructors and other professionals have introduced themselves through short engagements or special visits in order to give the children some knowledge of the world around them. For example, the Choir Director from Westminster Presbyterian Church leads a holiday sing-along session with the children each December and local community members, such as fire fighters, provide hands on explorations of their role in the community.

**Westboro Village Cooperative Preschool will support staff or others who interact with the children at WVCP in relation to continuous professional learning.**

Our preschool is available to students who are working to complete their Early Childhood Education studies to gain experience. Our staff are encouraged to participate in professional development and are provided with time and financial assistance to help with the costs of these activities.

**Westboro Village Cooperative Preschool will document and review the impact of all the strategies stated above on the children and their families.**

Our staff are constantly monitoring the individual accomplishments of each child, and find many opportunities to discuss the children's progress and learning experiences with their parents and caregivers. We strive for shared and open communication between staff members, board members and co-operative families to ensure that the program continues to meet the needs of our children and staff.

The tangible accomplishments of our children are proudly displayed and documented by staff, through the use of photographs and artwork so parents can see the child's progression throughout the year. This also allows staff to review their impact and constantly re-evaluate strategies used to foster the children's growth.

Westboro Village Cooperative Preschool's Program Statement is reviewed annually by the Board of Director's, staff and the parents to ensure that it is aligned with the Minister's policy statement. It is reviewed by staff, students and volunteers prior to starting their placement, annually, and as needed if the statement is amended. Please refer to the [Program Statement and Implementation Policy](#) for more information.

## **6. Program**

### **6.1.Program Schedule**

Five programs are offered at the Westboro Village Co-operative Preschool and run from September to June:

1. A morning program for two-year-olds operates on Tuesday and Thursday from 9:15 - 11:30 a.m.

2. A morning program for three/four-year-olds operates on Monday, Wednesday, and Friday from 9:15 - 11:30 a.m.
3. An afternoon program for three/four-year-olds operates on Monday, Wednesday, and Friday from 12:30 – 3:00 p.m.
4. Full-Day Program for three year olds operates on Monday, Wednesday and Friday, from 9:15-3:00 pm.
5. Extended Day Program for three year olds operates on Monday, Wednesday and Friday, from 9:15 - 2pm.

Children who are two years old by December 31st, 2018 are eligible for the “2’s” program. The maximum class size is 15.

Children who will be three years old by December 31st, 2018 are eligible for the “3’s” program. The maximum class size is 24, however, WVCP has limited this to 20 children in order to provide more one on one learning time.

## **6.2.Extension Programs**

In addition to the above programs, WVCP offers two extension programs: 1) Lunch and Learn, and 2) Early Drop-Off. Children can either register for these programs on an ongoing basis at the time of registration, or use these programs on an occasional – drop-in- basis. The cost is \$12 per drop-in (i.e., \$12 for a drop-in Lunch and Learn per time and \$12 for a drop-in Early Drop-Off per time).

### **6.2.1. Lunch & Learn**

Lunch & Learn runs on school days from 11:30am – 12:30pm. The program includes a supervised, sit-down lunch, followed by story-time, and/or play. A nut-free lunch is to be provided by parents. Lunch & Learn is available to all students following (or prior to in the case of 3’s PM) their respective school days. Students in the “2’s” may register for Lunch & Learn on Tuesdays and/or Thursdays. Students in the “3’s” mornings or afternoons may register for Lunch & Learn on Mondays and/or Wednesdays and/or Fridays. Duty parents are not required.

If your child is registered for Lunch and Learn you must send your child to school with a lunch in a labelled lunch bag with your child’s name clearly written on the outside. The lunch bag must have an icepack in it everyday. If you have forgotten the icepack, you must use one of the preschool’s extra icepacks located in the classroom freezer.

When supplying food for your child, please consider sending only healthy food choices (treats are best saved for home).

WVCP is a peanut & nut-free environment as we have students in the programs with life-threatening allergies to these foods. The Director will give you a list of other foods that you should avoid when bringing snacks should there be a student in the class with a different life-threatening allergy. Please read the labels on the food you include and try to avoid foods that contain a great deal of sugar (e.g. fruit roll-ups, chocolate bars, and similar foods which are mainly sugar) or have little nutritional value (e.g. chips). Try to purchase whole grain foods more often and include fruits and vegetables each day.

Here are some things to consider as you plan a healthy lunch and snack:

- Fruits and vegetables should be a part of every lunch
- Include protein and healthy carbs

Some healthy lunch and snack ideas are:

- Ham and cheese roll-up on a whole wheat tortilla
- Carrots, cucumbers, cauliflower, grape tomatoes and dip
- Meat or egg sandwich on whole wheat bun
- Fruit (cut or peeled)
- Soup with whole grain crackers
- Raisins, dried apples, dried cranberries
- Whole wheat bagel with cream cheese
- Muffins (if homemade, use whole wheat flour)
- Pasta
- Yogurt tubes (frozen to remain cold) or yogurt
- Hardboiled egg
- Cheese or cheese stick and crackers (whole grain)
- Whole wheat pita and hummus
- Multi-grain pretzels
- Chicken or ham (cut up)
- Granola bars without sugary or chocolate coverings (read ingredients)

For more information about packing healthy lunches go to

<https://www.canada.ca/en/health-canada/services/tips-healthy-eating-tips-families/healthy-school-lunches.html> or call Ottawa Public Health at 613-580-6744.

### **6.2.2. Early Drop-Off**

Early Drop-Off runs on school days from 8:15-9:15 AM. Children will be supervised for an hour of play, songs and games. Staff will be present for the duration of the program; duty parents are not required. Students in the “2’s” may register for Early Drop-Off on Tuesdays and/or Thursdays. Students in the “3’s” mornings may register for Early Drop-Offs on Mondays and/or Wednesdays and/or Fridays.

Please note that due to restrictions regarding the number of hours a child may spend in programming at the school, Early Drop-Offs are not available to the “3’s” Full-Day program.

### **6.3.Daily Routine**

While each day will have its unique flavour, a regular routine is followed. A program theme is posted on the wall outside the art room as well as on the WVCP Facebook page.

A typical day’s schedule would be as follows:

9:00 a.m.: Duty parent(s) arrive to help set up the gym

*\* Non-duty parents may bring their children to the gym between 9:00 and 9:15 but are asked not to leave the gym until the teachers arrive at 9:15.*

9:15 a.m.: Program begins – Gym time

9:45 a.m.:	Free Play time in classroom (children choose from a variety of activities organized by the Director and Teachers, including crafts, often related to a theme or developmental objective)
10:20 a.m.:	Snack time
10:40 a.m.:	Free Play time in classroom
11:00 a.m.:	Clean-up and circle time
11:30 a.m.:	Pick-up time and end of duty

The afternoon program follows a similar schedule:

12:30 p.m.:	Program begins – Gym time
1:15 p.m.:	Circle time in classroom
1:45 p.m.:	Snack Time
2:00 p.m.:	Free Play / Art time in classroom
3:00 p.m.:	Clean-up and goodbye story
3:00 p.m.:	Pick-up time

#### **6.4.Community Outings**

One of our program goals is to introduce our children to, and foster a sense of community by utilizing community resources to enrich it. WVCP strives to be an integral part of the local community and tries to implement a variety of learning experiences for children to explore and participate in their community through offsite walks to explore nature and local sites.

Parents will be notified of planned local walks by email communication from the Director and/or Board of Directors. We encourage parents to share suggestions and resources within the community that the children may enjoy exploring.

Extra, volunteer duty parents will be sought for each outing.

During the planning phase for off site excursions parents will be provided with a consent form prior to their child's participation outlining full details of the outing.

WVCP organizes an end of the year field trip. It is possible that others may be planned throughout the year to places of interest. Field trip permission forms will be posted and sent to parents via the online portal at least two weeks in advance of the outing. This will contain full details of the outing.

If transportation is required for a field trip, it is the parents' responsibility to provide it to and from the location. Parents must remain with their child(ren) on all field trips.

#### **6.5.Program Goals**

WVCP program goals are to:

- provide a creative play-based program
- provide a sensitive, caring learning environment that will meet the emotional, social, physical, cognitive and language development of each child
- recognize children's need to feel successful and self reliant
- respect children's dignity and develop self esteem

- recognize that each child develops at his/her own rate
- assess and evaluate children on an ongoing basis to determine if the program is meeting their individual needs, and
- utilize community resources to enrich the program.

While the program offers a wide choice of play experience for the children, it also focuses on the development of emotional health and socially acceptable behaviour. The 2's and 3's program includes:

- introduction to music
- gross motor activities
- science for preschoolers
- arts and crafts
- math and language experiences, and
- special days

## **6.6.Inclusion**

At WVCP, we make an effort to accommodate children with special needs. The director will meet with you to discuss your child's requirements and suitability of our program. WVCP will ensure that an up-to-date individualized support plan is in place for each child with special needs who attends any of the programs.

## **7. Parent responsibilities**

### **7.1.Overall Role of Parents**

Overall, the role of the parents and caregivers at WVCP is to:

- Foster a warm and caring environment at the preschool
- Understand and support the philosophy and goals of the co-operative
- Educate the community about the value of co-operative preschools.

### **7.2.Responsibilities of the Parent Members**

As our school is a co-operative, parent contribution is key to the school's success. Member parents are required to:

- to be on duty on a rotating basis
- provide a healthy snack while on duty
- participate in, and financially contribute to, fundraising
- participate in committees or executive functions
- adhere to drop off and pick up times
- do laundry for the school once in the school year
- participate in the overall governance of the co-operative by voting on amendments to the bylaws (as required) and electing the Board of Directors (annually)
- review, approve, and adhere to school policies and procedures and individualized plans.



### 7.3.Duty Days

Parents and/or caregivers will complete one duty day every four to six weeks, on average. The frequency of duty days depends on enrolment and overall class size.

#### 7.3.1. Duty allocation

A duty roster is prepared for each month and is distributed to parents via e-mail by the relevant class coordinator.

#### 7.3.2. Switching and substitutes

If you are unable to attend on your assigned duty day, it is your responsibility to find a substitute parent or caregiver to attend in your place. Parents may trade duty days, however if a change is to be made the parents must advise both the Director and class coordinator via email.

To aid in finding a substitute duty parent, parents receive a list of the telephone numbers of other parents in their class.

Caregivers may replace parents on their duty days, but parents are responsible for ensuring that caregivers understand their responsibilities fully. Caregivers and/or any other person performing duty days must have completed and submitted a valid police records check for the vulnerable sector to the registrar before the assigned duty day.

In the rare event you cannot find a substitute from among the parents and caregivers, you must contact the appropriate class coordinator and Director so that a supply teacher can be contacted from the roster maintained by the Director. The cost is \$40.00. Parents must provide \$40.00, payable to WVCP, by no later than the child's next school day.

**Where a parent or caregiver simply fails to show up for duty without notice and without a valid justification, a \$50.00 fee will be charged to that family.**

#### 7.3.3. Duty Parent Responsibilities

Duty parents are expected to begin their duty promptly at 9:00 a.m. This entails arriving prior to 9 a.m. in order to allow for time to get ready for class (changing out of coats and boots, washing hands, etc.). Duty begins in the gym with the task of taking out and arranging the gym equipment. Duty ends when the last child is picked up from the free playroom after circle time, usually around 11:30 a.m. Duty parents need to be in the class from 9:30 a.m. until 11:30 a.m.

Duty parents are expected to:

- attend in the classroom for the full duration of one day of programming
- provide a healthy snack for the entire class
- provide assistance as directed by the Director or other staff in the daily routine. This may include some activities such as setting up the gymnasium prior to arrival of children, assisting in organizing the children to return to the classroom from the gym, setting up activities in the classroom, setting up and/or cleaning paint brushes or other art supplies, etc.

- report any concerns or questions to the Director or staff
- provide an enthusiastic and nurturing environment for students
- participate actively in the daily activities of the preschool in consideration of the principles and philosophy of WVCP.

As a general rule, in the preschool classroom one staff member and the duty parent are in the art room and the other two staff members are in the free playroom (or vice versa). Duty parents are expected to help set up and clean up all rooms of the preschool even if they are not working in a particular room.

In the Art Room, duty parents are expected to:

- label children's artwork
- keep the area safe and tidy as the day progresses
- take direction when necessary from the staff
- clean-up at the end of the class.

In the Free Play Room, duty parents are expected to:

- ensure that toys are safe and tidy as the day progresses
- remember to sit at the level of the children when playing with them
- take direction from the staff
- clean up at end of the class.

### *Hygiene Duties*

Duty parents must assist in maintaining proper hygiene of children during the course of the program. This includes ensuring children wash their hands at the following times:

- Before snack
- Where hands are dirty from a craft (glue, paint etc. on fingers)
- After a child uses the toilet
- Other times, as necessary (for e.g., wiping runny nose with hands).

Parents are also asked to wipe down tables prior to serving snacks.

WVCP is a diaper-friendly school (i.e. children do not have to be toilet-trained). Children are not normally changed during the course of the program due to its short duration (unless needed, e.g., soiled or leaking diaper). The teaching staff are responsible for completing diapering and toileting responsibilities. Please refer to the [Sanitary Practices Policy](#) for more information.

### *Snack*

As a co-operative preschool, the responsibility for providing snacks falls upon our parents. Duty parents are responsible for contributing a healthy snack for their child's entire class on their duty day. An example of a typical snack is cheese, fruit or vegetables, and crackers. For more examples of healthy snack ideas, please see [section 6.2.1 – Lunch & Learn](#).

It is important to note that WVCP is a NUT-FREE school. All snacks must adhere to the Allergy policy (please refer to the [Allergy Policy](#) for more details). Please check the labels of any snacks you intend to

bring. Anything labelled 'may contain nuts' will not be permitted. In addition, assigned parents must be aware of any specific allergies in their group and plan snacks accordingly. A list of children and their allergies is posted in the snack preparation area.

Any child with a life threatening food allergy is required to bring their own snack to school on an ongoing basis. For their safety, these children will not be permitted to share the class snack.

WVCP also has a water policy (see Appendix B for more information) at the school to encourage our kids to drink more water. The only beverage provided at snack time is water.

### *Laundry Duty*

In general, each family will be assigned to laundry duty once or twice over the course of the entire school year. When assigned to laundry duty the parent must collect the laundry from the school on either Thursday (2's) or Friday (3's) and return it, washed, dried and folded on either the following Monday (3's) or Tuesday (2's).

### *Siblings*

As a general rule, parents may not bring siblings on their duty days. Nursing and pre-crawling infants are the understandable exception. The inclusion of siblings on duty days is not encouraged for a number of reasons:

- both hands must be free for safety reasons;
- parents must provide constant supervision without being distracted themselves; and
- the preschool child views his/her parent's duty day as a special day.

Parents can often make reciprocal babysitting arrangement with other parents. If your duty day occurs on a scheduled PD day for school, please try to make other arrangement for your older children or change days with a parent without school-aged children.

## **7.4.Safety**

**ALL PARENTS AND CAREGIVERS ARE REQUIRED TO READ THIS SECTION VERY CAREFULLY.**

### *Safety in the Free Play / Art Rooms*

- Discourage children from running in the rooms and climbing on the furniture and window sills. Please do not do these things yourself. Explain to the children that running is reserved for the gym.
- Position yourself so that you can see the whole room and the children at all times.
- Do not leave children in an area alone. If you must leave a room, make sure another adult replaces you.

### *Safety in the gym*

- Children must not be left alone in the gym and must be supervised by adult(s) at all times.
- Children may not leave the gym unaccompanied by an adult.

- Children are not allowed on the stage.
- Running shoes are to be worn in the gym to provide a good grip on the equipment and to protect the children's feet.
- Position yourself to allow maximum view of the children, particularly watching both exits
- If you must leave the gym with a child, inform one of the other adults.

### *Safety on the Stairs*

**\* PLEASE FOLLOW THIS PROCEDURE EACH DAY WHEN TAKING THE CHILDREN FROM THE GYM TO THE CLASSROOM.** It is important that adults and children become familiar with this routine to eliminate confusion and to avoid accidents:

- Children must walk up the stairs in single file, holding the handrail.
- Adults are spaced evenly among the children (about one for every 4-5 children), with one at the front, two in the middle and one at the end.
- One duty parent must hold the door at the top of the stairs while the children walk through to the classroom.
- Smaller children (especially in the 2's) may need a duty parent to hold their hand while walking up the stairs.

## **7.5.Behaviour Management**

WVCP's philosophy on behaviour management is to guide children in a positive non-threatening way and to assist them in developing self-control, self-confidence and respect in their interactions. Each child is encouraged to play and interact in a socially acceptable manner. It is our belief that 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.

Consistency and awareness of the WVCP's [Behaviour Management Policy](#) is integral to its success. It applies to all employees, permanent or temporary, volunteers, and/or duty parents. Accordingly, all staff and volunteers (including parents) must review the Behaviour Management Policy, which includes requirements from the Ministry of Education under the *Child Care and Early Years Act, 2014* as well policies and procedures developed by the WVCP, annually, and sign the policy indicating they understood it and are in agreement with it. Contraventions are taken seriously and may result in staff or volunteer dismissal.

## **7.6.Supervision of Volunteers**

All volunteers, including student teachers and particularly parents, play an important role in supporting staff in the daily operation of WVCP and in enriching it.

Although duty parents may not contribute directly to the student ratio, they are in the classroom daily and play a key role in the program. Provincial legislation requires that volunteers (including duty parents and student teachers) are not allowed to be alone with any child at any time and must be supervised by an employee at all times. In keeping with this:

- only employees of WVCP will have direct, unsupervised access to the children. Volunteers will be supervised by WVCP staff at all times when children are present;
- all volunteers must have a police record check for work with the vulnerable sector prior to volunteering in the classroom.

Parents and student teachers are expected to familiarize themselves with this parent handbook, and the policy and procedures in it. Volunteers and student teachers report directly to the Director. Any questions, concerns, or other issues may be directed to the Director. Please refer to the [Supervision of Volunteers and Student Teachers Policy](#) for more information.

### 7.7.General Meetings

Parents are required to attend three general meetings, typically held in October, February and May. In the event a member of the family cannot attend a general meeting you must pay a financial penalty of \$30 to the school.

On the nights when a general meeting is held, a toy wash is scheduled immediately prior to the meeting. At least one member from each family is required to participate in each general meeting/toy wash night. Each activity takes approximately one hour, so that the required time commitment is not more than two hours.

### 7.8.Committees and Fundraising

Parents are required to participate on one committee or on the Board of the Directors. The different committees and Board positions are described in [section 13 - Management & Operations](#). Parents are also required to participate in the school's fundraising activities.

The school relies on fundraising as a necessary component of its revenue stream. Parents are expected to contribute to the school's fundraising efforts through direct purchase of fundraiser items, soliciting purchases from friends, family or co-workers, or both. Parents may opt out of participating in fundraisers throughout the year by writing a lump sum cheque at the beginning of the school year. The amount of each family's fundraising contribution and the opt-out fee will be determined by the Board of Directors from year to year.

For this year, the fundraising contribution is \$400. The opt out fee is \$165. Families who choose to pay the opt-out fee are welcome, but not obliged, to buy items from the school fundraisers. **Families who choose to pay the opt-out fee are still required to perform all of their other co-operative responsibilities** (eg., participate on a Committee or Board position, do duty days, attend Toy Washes/General Meetings).

### 7.9.Clothing and Possessions

Please dress your child in clothing appropriate for indoor physical activity. A second set of clothing (including indoor shoes and spare diapers and wipes, if needed) is required to be kept at the preschool in case of accidents. Please remember to check your child's spare clothing periodically to ensure it is size and weather appropriate. All clothing should be labeled with your child's name.

Children are encouraged to leave personal possessions at home or in their bag or cubby to avoid damage or loss.

### 7.10. Picking up Children

Pick up times for the programs are as follows:

PROGRAM	DROP OFF TIME	PICK UP TIME
AM – 2's and 3's	9:15	11:30
PM	12:30	3:00
FULL DAYS	9:15	3:00
EXTENDED	8:15	3:00
LUNCH AND LEARN	11:30	12:30

Parents are asked to wait outside the door of the free playroom (the second door) five minutes prior to the scheduled pick up time. Consistently late parents will be issued a warning and then may be charged a fine determined by the Board of Directors. **Duty parents are responsible for staying until the last child is picked up.**

It is important to inform the Director of all persons who are allowed to pick up your child, as well as any changes in who will be picking up your child. A parent/legal guardian must give written or verbal permission to the Director for another adult to pick up their child. The information given to the Director must include the name of child, name of responsible adult, relationship to the child, contact information and signature of parent/legal guardian. Photo identification may be required at the time of pick up.

### 7.11. Program Enrichment

Even the best preschool program can benefit from the varied talents, experiences, and contributions of all parents. We hope that parents will be willing to do a little bit extra to enrich the program itself. For instance, a parent might organize a day's activity in cooperation with the teacher (a carpentry corner, a clay day, a baking session), or bring in something interesting (a pet turtle, a shell collection, an unusual toy), or arrange a special presentation (a puppet show, a felt board story, dance, play an instrument). If you have a special talent or resource that you can share with the children, please let the Director know.

### 7.12. Toilet teaching and diapering

It is not necessary for children in any of our programs to be toilet trained prior to enrolling in our school. At WVCP, we believe that toilet teaching is a cooperative effort between parent, child and teachers. A casual, friendly attitude, with praise for success, is used to encourage children to become independent with respect to toileting.

### **7.13. Subsidization**

To be reviewed on an as needed basis by the Board.

### **7.14. Holidays**

All statutory holidays are observed. The school will also be closed for a two-week Christmas Break and a one-week March Break, as outlined in the Ottawa-Carleton district school board.

### **7.15. Parent Issues and Concerns**

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

However, if issues or concerns do arise, WVCP encourages parents to bring them forward so they may promptly be addressed. A process for doing so is outlined in the [Parent Issues and Concerns Policy](#). Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

All issues and concerns raised by parents/guardians are taken seriously by the Board of Directors and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

## **8. Health and Illness**

### **8.1. Absences due to illness**

Children should be in good health when brought to the school. When a child will not be attending school due to illness or vacation, the parents are not required to notify the Director, although it is appreciated. In cases where the illness is a serious communicable disease (e.g., German measles, chicken pox, mumps, conjunctivitis (pink eye), head lice, strep throat, fifth disease, flu, etc.), parents must inform the Director by telephone at 613-728-9473 of this fact to enable the Board to monitor the extent of any outbreak among the school's population. Children must be up-to-date on their immunizations throughout the school year. Please refer to the [Health and Illness and Communicable Disease Policy](#) for more information.

### **8.2. Administering prescription medication**

Whenever possible, parents are encouraged to administer medication to their children at home if this can be done without affecting the treatment schedule. If medication must be administered while at school, staff can administer prescription and non-prescription medication or drugs in accordance with provincial legislation. This requires parents to:

- a. provide written authorization, including a list of times and dosage that the medication is to be given to the child; and
- b. the medication must be in its original container (or the one given by the pharmacist), and is clearly labeled with: a) the child's name; b) the name of the medication; c) the dosage; d) the date of purchase and expiration; and e) instructions for storage and administration.
- c. If the medication is to be given on an "as needed" basis, the parents' written instructions must clearly indicate the situations under which it should be given. Simply indicating "as needed" or "as required" is not sufficient.

Medication or drugs will not be administered if the items above are incomplete or missing.

Medication, together with the signed consent times/dosage schedule (described above), are to be given to Director at drop off. Any remaining medication will be returned to the parents at pick up; none will be kept at the school (note: except for EpiPens and/or other emergency medication). Parents are never to leave medication or drugs in their child's cubby or school belongings.

For more information refer to the [Administration of Prescription Drugs Policy](#).

### **8.3. Anaphylactic Allergies**

Parents of children with allergies will inform: i) the Registrar on registration and then ii) the Director prior to the first day of the school year regarding:

- The foods/allergens that trigger an allergic reaction.
- A treatment protocol signed by the parent (which may be developed in conjunction with the child's physician).
- Permission to share this information with staff, volunteers and other children attending WVCP.
- Emergency contact information.
- Supplying epinephrine auto injectors labeled (at least two) with the child's name and expiry date.
- Permission for staff and volunteers to administer an EpiPen.

At registration, all members will be asked to provide information about their child(ren)'s health, anaphylaxis, asthma, medications, or others. This must be provided within a reasonable amount of time before the child is in WVCP's care so that appropriate Emergency Plans can be made. Once it is obtained, the Director is responsible, in conjunction with the child(ren)'s parents (and as necessary the child's physician), for developing the plan so it will be in place by the beginning of school.

Parents of the child must also provide WVCP with the child's current, non-expired medication and/or epinephrine auto-injectors. These will be kept in a defined area that is easily accessible to all responsible adults. The child will not be able to attend unless the medications are in the classroom. It is the parent's responsibility to ensure that the information in the child's file and plan is kept up to date with the medication the child is taking.

Each child with an anaphylactic allergy will have an Individualized Anaphylaxis Plan. These will be posted in each area in which the children play (and available in the teacher's attendance bag for the gym area).



The Director (or an appointed teacher) will inform employees, occasional teachers, volunteers, and duty parents about each child's plan and review it with them before they can take their position in the classroom. Where possible, these plans will also be reviewed with parents at the orientation meeting or one of three general meetings (as is applicable).

The Director and teachers are trained in how to recognize an anaphylactic reaction and what is the appropriate emergency response. All duty parents are responsible for knowing how to recognize an anaphylactic reaction, as specified on the individual anaphylaxis plan. For more information, please refer to the [Allergy policy](#).

### *EpiPens*

EpiPen(s) are stored in the teacher's attendance bag. This bag travels with the teachers to the gym area and is with them at all times. When in the classroom, it is hung by the main classroom doorway. All staff, volunteers and parents need to be aware of the Epi-Pen location.

The EpiPen will be labeled with the child's name.

For fieldtrips the Epi-Pen(s) will be brought along, unless the parent advises not to because they are accompanying the child and carrying it with them.

## **9. Safety and Procedures for Accidents**

**ALL PARENTS AND CAREGIVERS ARE REQUIRED TO READ THIS SECTION VERY CAREFULLY.**

### **9.1.First Aid**

Staff are trained in basic first aid and are able to handle most common accidents. A FIRST AID KIT AND MANUAL is kept on a labeled shelf in the office. It is the parent's responsibility to inform the Director if your child has a medical problem that may affect his/her participation in the preschool activities. Other parents may need to be made aware of such problems should serious injury be caused to the child as a result of normal preschool play. The Director will discuss this first with the parent of the child before disclosing any confidential medical information to others.

### **9.2.Procedures in case of an accident**

In case of an accident:

- A staff member will attend to the injured child.
- Other adults will attend to the needs of the other children and continue to maintain the normal routine.
- At their discretion, the staff member may ask an adult to assist them (make phone calls, get the first aid kit.)

Accidents can create confusion and concern. Please remember that all the children must be supervised at all times and especially when an accident has occurred. DUTY PARENTS CAN BE OF GREATEST ASSISTANCE IN SUPERVISING CHILDREN IN CASE OF EMERGENCY AND FOLLOWING STAFF DIRECTION.

PREVENTING ACCIDENTS REQUIRES CAREFUL SUPERVISION OF CHILDREN AT ALL TIMES.

### **9.3. Emergency Management**

An emergency at WVCP means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults at WVCP. It is the policy of WVCP to ensure the safety of the children, staff and parents in the event of emergency situations. Emergency management is the responsibility of all staff and volunteers. As such, any of the three teachers employed by WVCP can declare an emergency situation.

WVCP currently has the following emergency management policies and procedures:

- Fire & Emergency
- Lock down, Hold & Secure, Bomb Threat, Natural/Environmental Threat
- Health & Safety
- Medical Needs, including Anaphylaxis
- Safety & Security
- Serious Occurrences

In the case of an emergency, parents will be notified by telephone and email right away via members of the WVCP Board of Directors. In case of evacuation, per fire and emergency policies, all teachers and volunteers would accompany students to ensure ratios are maintained. Head counts will be completed by the director of WVCP. The emergency bag, including emergency contact information, medications and attendance sheets will be collected by one of the junior teachers. The director of WVCP would in most circumstances be responsible for contacting emergency authorities, but this task could be delegated to another teacher. After an emergency occurrence appropriate debriefing would occur with students, parents, staff and volunteers, in conjunction with local emergency authorities. Decisions regarding reopening of school will occur in consultation between the WVCP board of directors and the director/head teacher. Please see the [Emergency Management Policy and Procedures](#) for full details.

#### **9.3.1. Emergency phone lists**

Emergency contact lists containing every parent's home, work and emergency cell phone number is: 1) posted in the office, 2) in the attendance bag (taken to the gym with the teacher), and 3) in the emergency go bag (hanging by the door in the main classroom). They are also available to the teacher's electronically. The emergency contact lists are updated periodically. Please ensure that the details of your child's emergency contacts are up to date by including all required information, and making any necessary changes in the Sandbox Parent's Portal.

#### **9.3.2. Telephone locations**

WVCP has a telephone located in each room; the number is 613-728-9473 and is listed in the Ottawa telephone book. One telephone is located in the church office. One telephone is located in the hallway outside the gym door at the far end of the gym (near the elevator).

#### **9.4.Fire and Emergency evacuations**

Fire and emergency procedures are posted near each classroom door in the preschool. It is the responsibility of each duty parent to be familiar with the procedure.

There is a labeled bag hanging on the hook behind the art room door for use in case of fire, fire drills, and other emergencies.

Fire extinguishers are situated at each end of the hallways.

Fire drills are held monthly.

#### **9.5.Serious Occurrences**

In accordance with the provisions of the *Child Care and Early Years Act, 2014*, a special report is necessary in the event of a serious occurrence happening at the preschool. A serious occurrence is defined as:

- the death of a child;
- abuse, neglect or an allegation of abuse or neglect of a child while at the preschool;
- a life-threatening injury to or a life-threatening illness of a child while at the preschool;
- an incident where a child goes missing or is temporarily unsupervised while at the preschool; or
- an unplanned disruption of normal operation of the preschool that poses a risk to the health, safety or well-being of children (e.g., a fire, flood, gas leak, detection of carbon monoxide, an outbreak, lockdown or other emergency relocation or closure).

Please refer to the [Serious Occurrences Policy](#) for detailed information on identifying, responding to and reporting a serious occurrence. The Serious Occurrences Policy must be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with the Regulations.

### **10. Registration information**

#### **10.1. Eligibility**

Children who will be 2 by December 31st are eligible for the 2's program. Children who will be 3 by December 31st are eligible for the 3's program. Four year olds are also eligible for the 3's program. Children do not need to be toilet-trained. Our services are available to children with special needs as well. If a child starts later in the school year, s/he must still meet the age eligibility.

Registration packages for September are available in February prior.

#### **10.2. Fees**

The fees for the 2017-2018 school year are as follows:

PROGRAM	FEE
<b>2's Program (Tuesday &amp; Thursday)</b>	\$190/month
<b>3's AM (Monday, Wednesday &amp; Friday)</b>	\$245/month
<b>3's PM (Monday, Wednesday &amp; Friday)</b>	\$260/month
<b>3's EXTENDED (Monday, Wednesday &amp; Friday)</b>	\$480/month
<b>3's FULL DAY (Monday, Wednesday &amp; Friday)</b>	\$590/month
<b>Lunch &amp; Learn</b>	\$90/month for 2d/wk (2's) \$115/month for 3d/wk (3's) \$12 drop-in**
<b>Early Drop off*</b>	\$65/month for 2d/wk (2's) \$90/month for 3d/wk (3's) \$12 drop-in**
<b>Non-Refundable membership fee (payable only once per child)</b>	\$60

\* Extended and full day programs are not eligible for Early Drop Off due to limit of hours in preschool per day.

\*\* Fees to be paid at time of drop-in via cash or cheque.

The fees and payment schedule for each school year are set by the Board in the preceding January and approved by a general meeting. The fees cover the rental of the facilities, salaries, toys and supplies.

Children attending the preschool are automatically registered for the full year. Pre-Authorized Payment forms must be completed by parents and are due at the time of registration in the program. Pre-authorized deposits are scheduled for the first of each month from September-May. A non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year.

Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee.

Subsidized services may be available to eligible families. Further information may be obtained from the Registrar or Treasurers.

Upon request, WVCP will provide a receipt for payment to a person who pays WVCP. The receipt will be provided free of charge and in accordance with provincial regulations.

### 10.3. Required Registration Documents

Parents must complete an online registration form for their child(ren).

In addition to completing the online registration package, parents must submit the following completed documents:

- a police records check for work with the vulnerable sector for at least one parent (or family representative), or for returning parents with a valid police records check, an offence declaration;
- immunization record
- pre-authorized payment contract.

### *Police Record Check*

All parents and caregivers who will assist as duty parents during the year must complete a separate police records check for work with the vulnerable sector.

Parents/caregivers who will perform duty must either present themselves to the police station with a cover letter from WVCP, a completed application and appropriate identification or complete the required forms online (<https://www.ottawapolice.ca/en/contact-us/Police-Record-Checks.asp>.) There is no cost for obtaining a Criminal Records Check for the Vulnerable Sector for parent/caregiver volunteers. A letter, signed by the Registrar, is included in the Registration Package, to facilitate this. Processed requests are returned directly to the individual that is the subject of the request. Before a child can start school, the processed request must be given to the Registrar.

Police record checks are valid for five years. Parents and/or caregivers who have submitted a valid records check must then complete an offence declaration twice annually thereafter, or as soon as possible after they have been convicted of an offence.

Full details of the criminal records check requirements, which parents and caregivers must abide by, are available the [Criminal Record Check Policy](#).

### *Immunization Record*

The provincial legislation requires every child at WVCP to be immunized as recommended by Public Health. Parents are required to complete the Immunization Information contained in the online registration form and provide a copy of the child's immunization records to the preschool (by leaving it in WVCP's mailbox outside the main entrance to the Church or by delivering them to the preschool on Tuesdays or Thursdays between 2 and 4 PM). These will be kept in your child's file, as is required by the provincial legislation. If your child does not have their full immunizations, an immunization waiver form is required. At the beginning of each school year the Registrar sends a list to Ottawa Public Health of all students attending the school and also the immunization record of all new students. Non-compliance can result in the Public Health Department mandating a child's withdrawal from the school until the immunization form (or the waiver) is provided.

## **10.4. Withdrawal and Termination**

If a parent decides to permanently withdraw his/her child from the preschool, thirty (30) days written notice must be given to the Registrar. Provided thirty days notice is given, the non-refundable June

deposit will be applied towards the final month's tuition. If participation in a program is terminated mid-month, the balance of that month's fees will also be forfeited. No refunds will be given where written notice is received on or after the third Friday in February, due to the difficulty of filling vacancies at that time of year.

If the preschool terminates services for a child, written notice will be given to the parent. Services will be terminated immediately.

WVCP reserves the right to terminate services if policies are not followed or fees are not paid. (Note: This applies to both the Lunch & Learn and the 3's Early Drop-Off Program).

### **10.5. Temporary Absences**

There are no refunds for temporary absences.

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Therefore, your child will be placed on a waiting list. If your child is already on a waiting list for an extension program, he/she will be moved to the bottom of the list upon temporary withdrawal.

### **10.6. Wait List**

Children are offered admission to the program based on the following:

Returning students and their siblings are eligible for early registration at the beginning of February. People on the current waiting lists will also be given an opportunity to apply during the early registration period.

Following the early registration period, registration and waiting lists are administered on a first-come-first-serve basis.

#### *Priority for Registration*

The priorities for early registration and waiting lists are as follows:

1. Current members - returning children
2. Current members – siblings
3. Children still on waiting lists from current year
4. Others

Priority, within the above categories, is given to full day and extended program enrolment. Six places are reserved, and priority given to full day and extended programs.

Families wishing to enrol their child(ren) in one of WVCP's programs must be registered on the City of Ottawa's Child Care Registry and Waitlist (CCRAW).

Children registered on CCRAW will be offered space based in order of application date wherever possible. Other factors the program must consider for enrolment are the needs of the child, program capacity, and the age of the child.

Families on the wait list can inquire about their child's position on it by requesting this information from the Registrar, however no other information will be released in order to maintain the privacy and confidentiality of the children listed on it.

In order to be added to the waiting list, parents must submit a completed the online registration form and provide the required documents (by leaving them in the preschool's mailbox on the exterior of the Church, near the front entrance or by delivering them to the preschool on Tuesdays or Thursdays between 2 and 4 PM). No fee or deposit for placement of a child on the wait list is charged or collected by WVCP.

Please refer to the [Registration and Wait List policy](#) for more information.

## **11. Relationship with the Church**

The preschool rents its space from the Westminster Presbyterian Church, and we must respect their property.

- Please remove all boots in the lobby; i.e., before going upstairs or downstairs.
- Please change all other clothing upstairs where there is a shoe rack and coat hooks.
- Please do not let your child run in the church halls.
- Since church officials are also at work (the church office is located in the lobby of the church), right near the benches used when taking off our boots. Please refrain from loitering and from excessive noise in the hallway both during drop-off and pick-up.
- Strollers should be left on either side of the front steps (i.e., not brought into the church, nor impeding front walkway access to the church). They cannot be locked to the iron railings on the front steps but may be locked to the bike rack.
- Please do not park in the church laneway or behind the church; those spots are reserved for other users of the church.

Despite its location within the Church, the preschool is non-denominational.

## **12. Communication**

The preschool's main form of communication is through the parent portal and emails sent to parents from it.

A Facebook page has also been created for the WVCP, where parents can find ongoing updates on classroom themes and activities, school events, upcoming meetings, fundraising opportunities, tips and reminders from the teachers and other important information about the school.

Emails are also sent with information about duty days and other specific events (fundraising opportunities, Meetings etc.).

The WVCP website contains additional details about the school, including information about the school's "learning through play" philosophy and links to the Parent Handbook and Registration Package.

### 12.1. Communications between parents

In order to facilitate duty day scheduling, and in keeping with our co-operative nature, WVCP provides families with class contact lists for the program their child is in. This list contains: parent names, phone numbers and email address(es). This information is to be used only for WVCP purposes, for example, switching duty days. It is important that WVCP families recognize that the information is not to be used for any other purpose and not to be shared with others.

## 13. Management and Operations

The preschool operates with the active participation of its parent members. A Board of Directors for the upcoming school year is elected at the May annual general meeting. The Board is responsible for hiring the Director and all staff. Together they will be responsible for the design and implementation of the program and for supervising the duty parents. A list of the names and e-mail addresses of the [2018-2019 Board and Staff](#) (Director and teachers) are provided in the beginning of this document.

### 13.1. Board of Directors

Members of the Board are elected for a one-year term, and all parents are eligible to serve on the Board. The Board may fill vacancies at any time. Board members need to be re-elected each year.

The Board of Directors consists of:

2 Co-Presidents	Fundraising Coordinator
2 Co-Treasurers	Marketing and Communications Chair
Secretary	Class coordinators (2's, 3's am, 3's pm) - Non-voting
Registrar	Director (ex-officio)

The Board of Directors may include other positions (eg. Past President) as considered necessary.

The duties of each position are outlined below:

Co-Presidents:

- chairs and establishes agendas for Board and general meetings
- acts as official liaison with the church
- ensures that all volunteer positions are filled, understood, satisfactorily performed, and finds replacements when necessary
- acts as a liaison between parents and the board and ensure that all volunteer positions and committees are running smoothly throughout the year
- sets up for the September Orientation Meeting until the committees are established
- leads and coordinates teacher/Director contracts, and if necessary, the hiring process for new teachers
- coordinates teacher/program evaluation process
- acts as the liaison between the school and the Ministry of Education and renews our permits
- ensures the Insurance Policies are kept up to date and the annual premiums paid



- maintains and updates the Board of Directors' Handbook and Parents' Handbook on a yearly basis and ensures that copies are given and read by elected members of following year's board
- ensures that Confidentiality Agreement is signed by all Board members at the first meeting of the executive. These agreements are kept on file by the Registrar.

Co-Treasurers:

- responsible for all duties related to payroll: issuing cheques, government remittances, preparation of T4's
- records and makes bank deposits
- enters details of deposits into ledger and Simply Accounting software
- prepares, reviews, and monitors budget
- prepares a budget for the following school year updated with current expenses
- attends and presents the budget at each meeting of the executive
- presents financial information at General meetings
- works with board on contract, hiring, salary and fee review
- deals with all correspondence (i.e. government, bank, etc )
- directs operating grant application
- prepares tax returns (hires professional if required)
- prepares Record of Employment (ROE) at the end of each school year for director and teacher
- organizes subsidized spaces
- signs and distributes cheques
- issues receipts to parent members

Secretary:

- prepares, files, and distributes minutes of all general and board meetings
- prepares correspondence, handouts and other documents as needed
- photocopies and distributes all of the above as needed
- maintains a continuous record of motions raised and outcomes from all meetings

Registrar:

- maintains all waiting and current registration lists for preschool
- answers information calls at home
- confirms all registrations for coming year and informs incoming parents of June and September meetings
- prepares address and phone lists for the secretary, board, and parents
- checks that all registration and consent forms are complete and that the Director and the church have copies, retaining copies for the preschool files
- fills vacancies throughout the year as they occur
- arranges tours of the preschool when requested by interested parents with the appropriate class coordinator
- generates alumni list each year
- assists Director to plan any open houses for preschool recruitment

The preschool retains children's records for a minimum of three (3) years. These records are confidential.

Fundraising Coordinator:

- chooses appropriate fundraising activities for the year according to monetary goals for WVCP (as set by board)
- sets dollar goals for each event
- leads with planning and organizing fundraising events with assistance from the special events committee
- invites and engages all co-op members to help implement events (obligation of membership)
- ensures that all recognition of donors (individuals and businesses), volunteers, and non-paid staff is done in a thoughtful and timely manner
- provides a written report including recommendations and a tally sheet to the board of directors for consideration by early May of each year

Marketing and Communications Chair:

- oversees the committee that prepares information for parents - such as the Facebook page, brochures, newsletters, posters, and manuals
- arranges and develops advertising for registration
- arranges and develops advertising for fundraising events
- arranges and develops advertising for any open houses and other publicity for preschool recruitment
- provides guidance for updating and maintaining the website

Class Coordinators:

- acts as a close liaison between the parents of class and the teachers
- develops the duty and snack roster for each month, posts roster at school and sends out to parents of class
- attends the first and last board meeting of the year and ensures that at least one of the three class coordinators is present at each board meeting
- acts as a welcoming member to new members who join after September. This includes ensuring that the new members have all appropriate documents and manuals, and that they are informed about the school's operation
- gives tours of the preschool when requested by interested parents
- if either the Director or teacher is absent, the remaining teacher will first attempt to find a teacher from the supply teacher list. If a supply teacher is unavailable, the coordinator will then attempt to find a volunteer parent to fill in. If no volunteer parent can be found, then it is the discretion of the teacher and coordinator as to whether school should be cancelled
- if both the Director and teacher are absent, the coordinator should notify the parents that school is cancelled.

### **13.2. Volunteer Committees**

In addition to duty days, each parent is required to sit on a volunteer committee. (Board members are exempt). These committees are appointed in September and function independently. Each committee

will decide how to allocate the respective jobs among committee members. A chairperson for each committee will be chosen, and this person will report to the board. The committees, sub-committees and their general areas of responsibilities are described below, but these may change from year to year depending on the needs of the school:

#### *Committees Coordinator:*

- assigns parents their volunteer positions for the year based on their preferences or strengths
- acts as a liaison between parents and the board and ensures that all volunteer positions and committees are running smoothly throughout the school year

#### *Marketing and Communications Committee:*

- prepares postings for Facebook page, information brochures, newsletters, posters, manuals and other information for parents
- maintains website
- arranges and develops advertising for registration
- arranges and develops advertising for fundraising events
- arranges and develops advertising for any open houses and other publicity for preschool recruitment

#### *Fundraising Committee:*

- chooses appropriate fundraising activities for the year according to monetary goals for WVCP (as set by board)
- sets dollar goals for each event
- leads with planning and organizing fundraising events with assistance from the special events committee
- invites and engages all co-op members to help implement events (obligation of membership)
- ensures that all recognition of donors (individuals and businesses), volunteers, and non-paid staff is done in a thoughtful and timely manner
- provides a written report including recommendations and a tally sheet to the board of directors for consideration by early May of each year

#### *Scholastics Sub-Committee:*

- distributes Scholastics catalogues to parents
- collects order forms from parents and send to Scholastics
- picks up and distributes orders to parents

#### *Coffee Sales Sub-Committee:*

- coordinates bi-monthly coffee sale fundraiser in conjunction with Equator Coffee
- collects orders from parents and submits total order to Equator Coffee
- picks up and distributes orders to parents

#### *Berry Sales Sub-Committee:*

- organizes annual berry sale
- develops sale promotional materials with Publicity Committee
- collects and places order
- organizes other Fundraising members to assist with sorting the delivery
- arranges order pick-up with Co-operative members

#### *Social Committee:*

- organizes evening event for parents in the fall (eg. Pub Night or Wine & Cheese)
- organizes springtime family and community event
- plans activities and engage performers
- coordinates with other committees (Publicity, Fundraising) as necessary
- organizes parent work shifts and donations for the event

#### *Purchasing and Repairs Committee:*

- maintains and repairs all toys and equipment
- purchases classroom supplies
- assists with any extra preparation of classroom materials
- records all purchases in monthly spreadsheet

#### *Special Events Committee:*

- organizes special days
- arranges the set-up, provides refreshments and helps the teachers for all toy washes and General Meetings
- assists fundraising committee at fundraising events as needed
- assists Director to prepare classrooms for any open house for preschool recruitment

#### *Administrative Committee:*

This committee supports the Board in carrying out some of the administrative functions necessary to the operation of the school. Individual members of this committee may:

- act as Assistant Registrar
- act as Assistant to the Treasurer (eg. track fundraising and extension programs)
- act as Assistant Co-President (eg. looks after committees in the role of Committees Coordinator)
- perform other tasks identified by the Board

*Inventory Committee:*

- keeps toys in gym organized
- keeps track of new books and toy purchases (taking photo inventory)
- prints off and displays photos taken in class



## **Appendix A: Westboro Village Cooperative Preschool By-Laws**

## **Article 1 Name and Location of the Co-operative**

WVCP, hereinafter referred to as the “Co-operative”, shall be in the City of Ottawa, in the Province of Ontario, and at such place therein as the Board of Directors (BoD) may from time to time determine.

## **Article 2 Purpose of the Co-operative**

The purpose of the Co-operative is:

- to provide a stimulating preschool experience for children, encouraging creativity and individual development;
- to assist children and parents by operating a day nursery pursuant to the Day Nurseries Act, R.S.O. 1990, c. D.2, as amended;
- to provide our children with the opportunity to play with other children in a stimulating environment in our own community;
- to provide the parent with regular periods of time free from child care;
- to provide a quality program to meet the different needs of our toddlers and preschoolers.

## **Article 3 Membership in the Co-operative**

### **Section 3.1 Parent Members**

Both parents and legal guardians of children enrolled at the school shall become “Parent- Members” upon payment of their child's registration fee, receipt of the completed registration package and acceptance confirmation by the registrar. They shall at that time accept the inherent rights and obligations of the Co-operative as outlined in the parent handbook of the school. At the time of their child's departure from the school, parents shall cease to be members of the Co-operative, and all rights and obligations of membership shall terminate at that time. Former Parent-Members may, however, upon payment of the annual membership fee, become Community Members. Parent-Members shall comprise at least fifty percent (50%) of the total membership in the Co-operative.

Any member of the Co-operative may withdraw from membership by giving one month's written notice to the Registrar of the member's intention to withdraw. Whether or not the child does not attend the school during the notice period, the member will be required to pay one month's fees following the date written notice was given.

Where a member withdraws from membership in the Co-operative less than one month before the first day of the month in which their child is registered to begin classes, the member will be required to pay the first month of fees.

Membership ceases when the child is no longer registered in the Preschool.

Members can, after one oral and one written warning from the President, be expelled from membership in the Co-operative by resolution passed by a majority of the Board of Directors (BoD) at any regular or special meeting of the BoD, provided that such member shall be given written notice of such intended expulsion and an opportunity of appearing before the said BoD for a hearing in accordance with the Act.

Expulsion of a member may result from any contravention against the by-laws of the Co-operative, or from any intentional act that comprises the integrity or good name of the Co-operative, or from deliberate disregard of members' responsibilities to the Co-operative.

### **Section 3.2 Community Members**

Individuals in the community shall become Community Members of the Co-operative upon payment of the annual membership fee and upon ratification by the Board of Directors. Community Members shall cease to be members of the Co-operative on the last day of school year, but may renew their memberships at that time if otherwise eligible.

The BoD may refuse to accept any application for membership, without giving reasons. If the application is not accepted, any payment forwarded with it shall be refunded.

### **Section 3.3 Lifetime Honorary Members**

Lifetime Honorary members may be invited to join the Co-operative by the Board of Directors (BoD), and shall be elected by a majority of members of the Board. Such members shall have none of the responsibilities of membership in the Co-operative, shall be exempt from payment of annual fees, and shall be entitled to all the rights and privileges of membership except those of making motions, voting, and holding office.

A representative of the BoD shall promptly inform each Lifetime Honorary member of admission; the members shall thereafter be entitled to one vote in the Co-operative, so long as the membership is in effect. Lifetime Honorary members may resign by written or verbal notification to the BoD. Such resignation shall be effective immediately upon acceptance by the Board. All rights and privileges of membership shall cease upon resignation from the Co-operative. Expulsion of a Lifetime Honorary member may result from any contravention against the by-laws of the Co-operative, or from any intentional act that compromises the integrity or good name of the Co-operative, or from deliberate disregard of members' responsibilities to the Co-operative. Expulsion may occur upon resolution by a BoD member and a two-thirds majority of assenting votes cast at any regular or special meeting of the BoD. The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the Board meeting before the resolution is put to a vote.

### **Section 3.4 Responsibilities of the Co-op Members**

1. To pay the term fee for their children participating in the Preschool on or before the fee due date.
2. To perform duty days in the School as scheduled. When performing duty days, members may not bring siblings of children enrolled in the Preschool unless the sibling is a non-ambulatory, breastfeeding infant.
3. To arrange an exchange of duty day with another parent, should the member be unable to work his or her shift for any reason. Membership lists will be provided to facilitate such exchanges.
4. To sit on the BoD or to participate in one or more of the committees established by the Co-operative to maintain the quality of our school.
5. To attend and vote at all Co-operative meetings; each member family (hereafter referred to as member) shall have one vote.
6. To check the school bulletin board regularly and keep informed about School activities.
7. Attendance at a Preschool orientation in September or January, depending on when the member joins the Preschool, shall be compulsory only for new members, and for returning members who have been absent in excess of one year.
8. To participate in all toy washing sessions in the year.

### **Section 3.5 Rights of Members**

1. To receive and approve minutes of general meetings of the Co-operative and an annual financial report
2. To participate fully in the planning and decision making process of the School through co-operative and committee meetings and through participation in duty parent days.



## **Article 4    Membership Fees**

The Board of Directors shall review dues or fees payable by members from time to time. An authorized representative of the Board shall notify members of the dues or fees at any time payable by them. If they are not paid within thirty days of such notice, the members in default shall automatically cease to be members of the Co-operative. Any such member shall, upon payment of dues or fees, be reinstated.

## **Article 5    Meetings of the Co-operative**

An annual meeting of the members shall be held in the spring of each fiscal year. Other general meetings shall be held in the fall and winter of each school year, at such times and places as determined by the BoD.

At every annual meeting, in addition to any other business that may be transacted, the report of the BoD and the current financial statements shall be presented. The membership shall elect at that time a BoD for the ensuing year. Upon resolution by the Executive, the books and records of the Co-operative may be opened for inspection to such a person or persons as may be named in the resolution.

The BoD, a Co-President, or a quorum of the Co-operative membership shall have the power to call at any time a general meeting of the members of the Co-operative. Written notice of the time and place of every such meeting shall be given to each member at least ten days before the time fixed for the holding of such meeting. Such written notice is not required if all the members of the Co-operative are present.

Notice shall be given to the members of the preschool of the date and agenda of the meeting not less than ten days in advance of the meeting.

Between meetings of the Co-operative membership, decisions concerning policy and the operation of the school shall be made by the BoD in a manner that is consistent with these by-laws. Between meetings of the BoD, decisions concerning the daily operation of the school shall be made by the paid staff in consultation with the appropriate Presidents in a manner that is consistent with these by-laws and the decisions of the BoD.

Any meeting of the Co-operative may be adjourned and reconvened within a thirty-day period. Any such business may be transacted when the meeting reconvenes as might have been transacted at the original meeting. No notice shall be required of any such adjournment and no quorum is mandatory for adjournment. A quorum for a meeting reconvened shall be defined as the number of members present.

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Co-operative shall invalidate or make void any proceedings taken thereat.

## **Article 6    Quorums at the Meetings of the Co-operative**

A quorum for the transaction of business at any regular or special meeting of the members shall consist of at least thirty percent (30%) of the Co-operative membership and not less than seven members represented in person. If no quorum exists and the meeting is adjourned, a quorum for the reconvened meeting shall be defined as the number of members present. The reconvened meeting shall be held and any such business may be transacted as might have been transacted at the original meeting.

## **Article 7    Voting at Meetings of the Co-operative**

Members are entitled to one vote per child registered in the school at any regular or special meeting of the Co-operative. A child registered in the school includes both a child currently attending the school and one registered for the upcoming year. Voting by proxy is prohibited. Current members and incoming members are both eligible to

vote at the Annual General Meeting in May. No member shall be entitled to vote at meetings of the Co-operative unless all dues or fees owing are paid in full.

At all meetings of members each question shall be decided by a majority of the votes of the members present. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any member. The President will make a declaration that a resolution has been carried or not carried and an entry to that effect shall be made in the minutes of the meeting. Such entry shall stand as resolution of the question, without specific record of the number of votes in favor of or against such question.

If a poll is demanded, the question shall be decided by a majority of votes given by the members present. The poll shall be taken in such manner as the President directs, and the members of the Co-operative shall be informed as the number of votes in favor of or against the resolution.

In the case of an equality of votes cast at any meeting, the Co-President who is chairing the meeting shall cast the deciding vote.

## **Article 8 Responsibilities of the Board of Directors (BoD)**

The BoD of the Co-operative shall administer the affairs of the Co-operative in all matters. The BoD are expressly empowered to purchase, lease, or otherwise acquire, to sell, exchange or otherwise dispose of real or personal properties of the Co-operative, upon such terms and conditions as they may deem advisable.

The BoD shall also see that all necessary books and records of the Co-operative required by the bylaws of the Co-operative or by any applicable statute or law are regularly and properly kept.

## **Article 9 Membership on the Board of Directors**

A Board of at least six (6) BoD members shall manage the affairs of the Co-operative. The proposed slate of Board members shall be circulated to each member of the Co-operative at least ten (10) days prior to the annual general meeting, at which time the Board is to be elected. A request for other nominations shall be made at that meeting. At any annual meeting, any two (2) members of the Co-operative may nominate a member of the Co-operative for election to the Board. Notwithstanding the foregoing, the Board, prior to any annual meeting, may appoint a committee for the purpose of nominating the succeeding Board.

Each member of the BoD shall be elected to hold office beginning July 31 of the subsequent year, but shall be eligible for re-election if qualified. The election shall be by a show of hands at a meeting of the Co-operative, unless any member demands a ballot.

A Member of the BoD may resign by written notice to the Co-Presidents of the BoD. The members of the Co-operative may remove any Director before the expiration of his or her term, given that an extraordinary resolution has been brought forth and passed by at least at two-thirds majority at a general meeting of the Co-operative duly called for the purpose of passing such a resolution. The Member of the BoD who is the subject of the proposed resolution for removal shall be given an opportunity to be heard at the general meeting before the resolution is put to a vote. At such general meeting, any person otherwise qualified may be elected to replace that Member of the BoD for the remainder of the term.

Individuals from among the qualified members of the Co-operative may fill vacancies on the Board so long as a quorum of BoD members remains in office. Alternatively, a quorum of BoD members may resolve that such vacancy shall be filled at the next annual meeting of the members, at which time the BoD for the ensuing year are elected. If there does not exist a quorum of BoD members, the remaining BoD members shall forthwith call a general meeting of the members of the Co-operative to fill the vacancies.

The BoD shall receive no remuneration for acting as such, nor shall they receive directly or indirectly any profit from their position on the Board; the BoD may, however, be paid reasonable expenses incurred in the performance of their duties.

## **Article 10    Positions on the Board of Directors**

The following offices shall constitute the executive positions on the Board of Directors:

- Co-President (1)
- Co-President (2)
- Co-Treasurer (1)
- Co-Treasurer (2)
- Secretary
- Registrar

Additional positions on the Board of Directors may include:

- 2's Coordinator
- 3's a.m. Coordinator
- Past-President
- Fundraising Committee President
- Marketing and Communications Committee President

Officers must be Parents or Community Members of the Co-operative at the time of their election to office. One person may not hold more than one office at a given time. Each Officer shall be elected by position from among the members of the Co-operative at the annual general meeting. In default of such election, the incumbents, being members of the Board, shall hold office until their successors are elected.

Ideally, the Co-Presidents will be chosen from separate classes. For example, Co-President 1 from the 3's and Co-President 2 from the 2's, or vice versa.

The exiting Presidents and Treasurers shall make every possible effort to find their successors before their term expires.

All members of the BoD are subject to recall by a majority vote of the Co-operative membership at a duly constituted meeting.

Members of the BoD make a one-year commitment to serve. In order to provide some continuity and experience to the BoD, some members of the BoD should try to sit for 2 years, where possible, although not necessarily in the same position.

The Director of the School shall act as a resource to the Board and a liaison to the staff, landlord, and community.

The BoD shall be elected annually at the May General Meeting and work with the outgoing Board before assuming full responsibility on August 1st.

### **Section 10.1 Duties of the Co-Presidents**

The Co-Presidents shall call meetings, set the agendas for all meetings, and preside at all meetings of the Co-operative and the BoD. The Co-President chairing any meeting shall abstain from voting in the regular course of operations of the Co-operative, but shall register a casting vote in the case of an equality of votes at any regular or special meeting of the Co-operative or BoD.

The Co-Presidents shall also be charged with the general management and supervision of the affairs and operations of the Co-operative in accordance with the By-laws and Manual of the School. The Co-Presidents, along with the Secretary or other officer appointed by the Board for the purpose, shall sign all by-laws and amendments thereto.

During a period of absence or inability on the part of one Co-President, the other Co-President may for that period of absence or inability exercise the duties and powers of the first Co-President.

### **Section 10.2 Duties of the Secretary**

The Secretary or the person performing the usual duties of the Secretary shall attend all meetings of the BoD and record all fact and minutes of all proceedings. The Secretary shall give all notices required to members and to the BoD. The Secretary shall handle correspondences in the normal course of operation of the Co-operative.

### **Section 10.3 Duties of the Co-Treasurers**

The Co-Treasurers, or person(s) performing the usual duties of the Treasurer, shall see that full and accurate accounts of all receipts and disbursements of the Co-operative are kept in proper books of account, and shall see that all moneys or other valuable effects are deposited in the accounts of the Co-operative. The Co-Treasurers shall oversee the disbursements of the funds of the Co-operative, taking proper vouchers thereof, and shall render to the Board at each meeting a report of all transactions. The Co-Treasurers shall monitor the current year's budget and propose a budget for the following year. The Co-Treasurers shall perform such other duties as the BoD may from time to time determine.

### **Section 10.4 Duties of the Registrar**

The Registrar shall keep accurate records of all current registrants in the school, and shall render to the Board at each meeting a report of current enrolment. The Registrar shall also consult with the Director on a regular basis to confirm current enrolment figures and to establish that all records on children are properly filed. The Registrar shall distribute registration packages and keep records of waiting lists and next year's enrolment. The Registrar shall perform such other duties as the BoD may from time to time determine.

### **Section 10.5 Standing Committees**

The standing committees ensure that the school remains a parent-controlled facility with a high quality program at a reasonable cost.

The Executive may from time to time establish such ad-hoc committees, as they deem necessary.

## **Article 11 Signing Officers**

The signing officers of the Co-operative are here-by designated as follows: the President of the BoD, the Co-President 1, Co-President 2, the Secretary, Co-Treasurer 1 and Co-Treasurer 2, and any other individual deemed necessary by the BoD. The signatures of two of the signing officers shall appear on any deed, transfer, license, contract, or other document executed on behalf of the Co-operative, and shall be binding on behalf of the Co-operative.

## **Article 12 Meetings of the Board of Directors**

Except as otherwise required by law, the BoD may hold its meetings at such place or places as it may from time to time determine. Notice of such meetings shall be given to each Member of the BoD and the membership not less than one day before the meeting is to take place. No formal notice of any such meeting shall be necessary if the entire BoD are present, or if those absent have signified their consent to the meeting.

The Board may appoint a time and day in any month for the regular meetings, and no notice of such regular meetings need be sent, provided a list of such meeting dates was provided to the membership.

A BoD meeting may also be held immediately following or before the annual meeting of the Co-operative. The BoD may consider or transact any business either special or general at any meeting of the Board. Subject to the next sentence, all members and the School Director may attend all meetings of the BoD and participate therein, but shall not have a vote. Where the Board determines, in its discretion, that it is necessary to hold a meeting or part of a meeting in camera, only Board members may be present at that meeting or part of a meeting.

Any error or omission in giving such notice for a meeting of the BoD shall invalidate such meeting or make void any proceedings taken at such meeting.

Under emergency or extraordinary circumstances, the Co-President(s) or person performing the usual duties of the President shall have the authority to transact business via telephone conversations and/or email exchanges with all available Board of Director members. Questions arising under such circumstances shall be decided by a simple majority of votes cast by any and all Board members available. Any question decided upon in this manner shall be presented in the form of a resolution at the next regular or special meeting of the Board, and shall be ratified by the Board of Directors.

Questions arising at any meeting of the BoD shall be decided by a majority of votes.

Upon request, the BoD will make available to any member the proceedings of any meeting of the BoD and all information pertaining to any decision taken by the Board, except those pertaining to any in camera session.

## **Article 13 Quorums at Meetings of the Board**

Any four BoD members present shall form a quorum for the transaction of business.

## **Article 14 Voting at Meetings of the Board**

Questions arising at any meeting of the BoD shall be decided by a majority of votes. Each Member of the BoD shall be entitled to one vote at any regular or special meeting of the Board. Every question shall be decided in the first instance by a show of hands unless a ballot is requested by any Member. If a ballot is requested it shall be taken in the manner directed by the Co-Presidents and the number of votes in favor of or against such resolution shall be presented to the Board. In the case of an equality of votes, the Co-President shall have a casting vote. A declaration shall be made by the Co-President that a resolution has been carried or defeated and an entry to that effect shall be made in the minutes of the meeting. Such entry shall be admissible in evidence as proof of the outcome without record of the number of votes in favor of or against such resolution, unless such vote was taken by ballot.

## **Article 15 Execution of Documents**

Contracts in the ordinary course of the Co-operative's operations may be entered into on behalf of the Co-operative by any two signing officers. Any two signing officers or any persons from time to time so designated by the BoD may, upon approval of the Board, transfer any and all shares, bonds or other securities, and may affix the seal of the Co-operative to contracts, documents, and other instruments in writing.

## **Section 15.1 Notices**

The signatures to any notice to be given by the Co-operative may be written, stamped, typewritten or printed.

Any notice may be given by the Co-operative to any member or member of the Executive either personally or by sending it through the post in a prepaid envelope or wrapper to the address contained in the records of the Co-operative. If there is no record of a current address, the notice shall be sent to the last known address of such member or member of the BoD.

The Secretary or other duly authorized officer of the Co-operative shall execute a certificate setting out the facts in relation to the mailing or delivery of the notice to the member or member of the BoD. Publication of any notice shall be conclusive and binding on every member or member of the BoD of the Co-operative.

## **Article 16 Finances of the Co-operative**

Unless otherwise ordered by the BoD, the fiscal year of the Co-operative shall terminate on the 31st day of August of each year. The BoD shall at their discretion appoint auditors and empower them to carry out any audits of the Co-operative.

All cheques, bills or exchange, or other orders for the payment of money, notes, or other debts shall be signed by one of the Co-Treasurers or other such agents so designated by the Board. Any two officers or other agents designated by the Board may endorse notes and drafts for collection on the account of the Co-operative, and may endorse notes and cheques for deposit in the Co-operative's name.

The Co-operative shall present a current financial statement to the members of the Co-operative at the annual meeting.

The Co-operative shall be carried on without the purpose of gain for its members and any profits or other accretions to the Co-operative shall be used in promoting its objects and improving its programs, unless otherwise determined, resolved, and voted upon by the BoD.

## **Article 17 Amendments to the By-Laws**

Notice of any proposed amendments to the By-laws must be circulated to all members of the Co-operative at least twenty-one days prior to the meeting at which time the amendment is to be considered. The Co-Presidents or the person performing the usual duties of the President at a general or annual meeting of the Co-operative must propose such an amendment. Any amendment to the by-laws must be passed by a simple majority of the general membership.

## **Article 18 Liquidation and Dissolution of the Co-operative**

Upon the dissolution of WVCP, and after the payment of all debts and liabilities, the remaining assets of the Co-operative shall be distributed to a registered charitable organization as decided by a majority vote of the Co-operative members.

## **Section 18.1 Interpretation**

In all by-laws of the Co-operative, the singular shall include the plural and the plural the singular; the masculine shall include the feminine and the feminine shall include the masculine; the word "person" shall include firms and Co-operatives and the word "Act" shall mean the Co-operative Corporations Act, 1973 and any Act that may be substituted therefore as from time to time amended. Wherever reference is made in this by-law to any statute or

section thereof such reference shall be deemed to extend and apply to any amendment to said statute or section, as the case may be.



## **Appendix B: Policies**

Effective: August 2018



## Program Statement Implementation Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Program Statement Implementation Policy	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved	August 21, 2018

The intent of this policy is to ensure that all individuals involved in the care of the children at Westboro Village Cooperative Preschool are aware of what is expected of them. The expectations outlined below will describe how staff, students and volunteers are to implement the approaches in the program statement, will identify prohibited disciplinary practices and how the Westboro Village Cooperative Preschool will deal with contraventions of the program statement and/or a commission of a prohibited practice.

### Expectations for Implementing the Approaches in the Program Statement

WVCP wants parents to see their child(ren) thrive by learning through play at our nurturing preschool. WVCP is committed to supporting children to grow to their fullest potential in a safe, caring and nurturing environment.

WVCP's programs provide an enriching and educational experience that promotes inclusivity and cooperation in a fun and safe environment, while focusing on the types of experiences and interactions that bring out the best in children, their families and educators. Our goal is to provide child-initiated and adult supported experiences, in a nurturing, emotionally positive, and responsive environment. Learning through play is a cornerstone of our philosophy, and by demonstrating their interests and developmental needs through child led activities, it allows children to be active and capable participants in the program content itself. Through observation and reflection, our educators are better prepared to create an environment that entices the curiosity of children and fosters lifelong learning.

The programs and curriculum at WVCP are guided by the Ministry of Education's policy statement "How Does Learning Happen? Ontario's Pedagogy for the Early Years"(2014). Children have the opportunity to express themselves in a supportive and nurturing environment, allowing them to play an active role in the program plan through the discovery of varying interests and developing skills and abilities. Through observation, the educators are able to create a program plan that is reflective of their interests and is developmentally appropriate, while continuing to challenge them in an emotionally positive and responsive environment that encourages their ability to self-regulate and foster their exploration, play and inquiry.

Staff, students and volunteers are supported and engaged in putting these goals and approaches into practice through opportunities for continuous professional learning, team and centre meetings, ongoing mentoring, performance review and self-reflection.

All staff, students and volunteers will review the program statement and the program statement implementation policy, and at least annually thereafter, to understand the expectations outlined for the implementation of the approach(es) used at WVCP. Staff, students and volunteers new to WVCP are provided with an orientation with the opportunity to observe the program and to be mentored by an

experienced staff member(s) by working closely with them on a daily basis. Ongoing evaluations and feedback is provided to support each staff, student and volunteer's understanding and adherence in implementing the program statement.

### **Contravention of Program Implementation Policy**

The primary purpose of the measures used to deal with contraventions of the Program Implementation Policy is to assist the employee, volunteer or student to understand that the requirements have not been met and an opportunity for improvement may exist.

In addressing contraventions of the program statement, consideration will be given to the reason for the contravention and guide the measures used to deal with it. Consideration will first be given to actions that can help improve the individual's ability to meet the expectations and requires, which may include, peer mentoring, direct review of the policies and procedures with the supervisor, formal feedback, and training.

### **Prohibited Practices**

WVCP's paramount goal is to provide a safe, healthy, nurturing and responsive environment for the children in our care. The philosophy of behaviour management at WVCP is to guide the children in a positive, non-threatening way. Expectations for classroom behaviour are clearly stated and gently reinforced. Consistency and awareness of the WVCP's Behaviour Management Policy is integral to its success. It applies to all employees, permanent or temporary, volunteers, and/or duty parents. Accordingly, all staff and volunteers (including parents) must review the following Behaviour Management Policy, which includes requirements from the Ministry of Education under the *Child Care and Early Years Act, 2014* as well policies and procedures developed by the WVCP, annually, and sign the policy indicating they understood it and are in agreement with it.

The following disciplinary practices are prohibited practices pursuant to the *Child Care and Early Years Act, 2014*, and are **never permitted** at WVCP:

- (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. O. Reg. 126/16, s. 34.
- (2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, and no person who provides home child care or in-home services at a premises overseen by a home child care agency shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care.

## Criminal Record Check Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Criminal Record (Vulnerable Sector) Check Policy	
Drafted:	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved	August 21, 2018

The provincial legislation requires WVCP to obtain a criminal reference check, for the vulnerable sector for:

- (a) every employee, before the person begins their employment; and
- (b) every volunteer or student who is on an educational placement, before the person begins interacting with children.

In recognition of the trust inherent in caring for children and to fulfill the requirements of the provincial legislation, WVCP requires a criminal reference check, for the vulnerable sector, from all employees, volunteers and students.

Timing:

A new criminal reference check, for the vulnerable sector, must be submitted to WVCP every five years and an offence declaration must be submitted twice annually (except in the years a vulnerable sector reference check is submitted, in which only one offence declaration is required). The offence declaration or vulnerable sector check must address the period since the most recent offence declaration or vulnerable sector check. An employee or volunteer must also submit an offence declaration, as soon as reasonably possible, any time s/he is convicted of an offence under the *Criminal Code (Canada)*.

Employees:

- Every employee file must contain a vulnerable sector reference check that was completed by a police force.
- The vulnerable sector reference check must have been conducted no longer than 6 months prior to the start of employment.
- Employees are required to submit an original criminal reference check for the vulnerable sector. It must be clear and legible, not altered and complete.
- The criminal reference check, for the vulnerable sector, must not be dated more than 6 months prior to its submission to WVCP prior to the commencement of employment or before the person begins interacting with the children.

Volunteers:

- Every child's registration file must contain a vulnerable sector reference check, that was completed by a police force, for the parent(s) and/or guardian who will be conducting volunteer duty days.
- The vulnerable sector reference check must have been conducted no longer than 6 months prior to the first day the person begins interacting with the children.

- Volunteers may submit either: 1) an original criminal reference check for the vulnerable sector, or 2) a copy (in hard or digital form).
- An individual may start as a volunteer, student or regular visitor or member of the board prior to obtaining a police vulnerable sector check under the following conditions:
  - they have supplied evidence that they have applied for a police vulnerable sector check;
  - they have completed an offence declaration form;
  - the completed police vulnerable sector check will be supplied within a reasonable amount of time; and
  - the individual will be supervised at all times when interacting with children.

#### Volunteers and Employees under the age of 19

- No vulnerable sector reference check or statutory declaration can, or will be obtained, for a person under the age of 18.
- If the person turns 18 when they are a volunteer or employee, this person is required to provide a written statement that discloses every previous finding of guilt under the *Youth Criminal Justice Act*, if the person received an adult sentence, or indicate that there're was no such findings of guilt. Where the individuals confirms that there are no such findings, the Registrar, and/or Director/Senior Teacher will document the request and the individual's confirmation in their file.
- If the person turns 19 when they are a volunteer or employee, this person must obtain a vulnerable sector check within one month of their 19<sup>th</sup> birthday.

#### Other Persons at WVCP

- WVCP requires that any other person who may provide care to a child in the program (for example, a resource teacher) provides: 1) an offence declaration; or 2) an attestation from the person's employer that it has obtained a vulnerable sector check from the person within the last five years and that it did not list any of the convictions flagged under the *Child Care and Early Years Act, 2014*. Attestations will be kept on file for three years.

#### Break in relationship:

- If an employee, volunteer, student, regular visitor or member of the board of directors has had a break in their relationship with our center for longer than six months, a new police vulnerable sector check will be required before the relationship resumes.
- If the break in relationship is less than six months, but during that break an offence declaration and/or vulnerable sector check would otherwise have been required, a new police vulnerable sector check will be required before the relationship resumes.

#### Retention of Documentation and Confidentiality

- All information obtained through a criminal reference check is strictly confidential.
- The Director/Senior Teacher will keep the police vulnerable sector checks and offence declarations in the student registration file in her office. The office will remain locked when not in use.
- The vulnerable sector checks will only be accessed by the Director/Senior Teacher and Board of Directors, on an as needed basis, and will only be shared in accordance with legal and/or contractual obligations.

- Information about an individual's criminal record and history will be treated confidentially and every effort will be made to protect the privacy of staff, students, volunteers and any other person mentioned in this policy except when information must be disclosed for the purpose of implementing the procedures in the policy and for legal reasons.

#### Charges and/or Convictions:

- Provincial legislation provides that individuals convicted of certain offences are not permitted to provide childcare so that children are not placed at risk.
- No individual shall provide child care and therefore will not be permitted to be employed, volunteer, be a student, be a regular visitor, or be a member of our board of directors if:
  - The individual has been convicted of any of the following offences:
    - An offence under the *Child Care and Early Years Act, 2014*;
    - An offence under any of the following sections of the *Criminal Code (Canada)*;
      - Section 151 (sexual interference);
      - Section (child pornography);
      - Section 215 (duty of persons to provide necessities);
      - Section 229 (murder)
      - Section 233 (infanticide)
    - Any other federal or provincial offence prescribed by the regulations.
  - In addition, a person with other convictions under the *Criminal Code* for offences that pose a high risk to the health, safety and well-being of children, families and other representatives of the child care centre will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre. These include, but are not limited to: physical or sexual abuse or assault; manslaughter; indictable criminal offences for child abuse; convictions for any violent offence, whether or not it involved weapons; offences which indicate a pattern of behaviour which could create risk in terms of the role the individual is expected to play; and current prohibitions or probation orders forbidding the individual to have contact with children under 16 years of age.
  - The individual has been found guilty of professional misconduct under the *Early Childhood Educators Act, 2007*, the *Ontario College of Teachers Act, 1996*, the *Social Work and Social Service Work Act, 1998*, or another prescribed Act, and based on that finding,
    - The individuals' membership in the regulatory body established under that Act was revoked and the individual has not been re-admitted since that time,
    - A certificate or documentation issued to the individual under that Act that authorized the individual to practice was revoked and has not been reissued since that time, or
    - The individual's authority to practice was restricted in any other way prescribed by the regulations.
- If the vulnerable sector check reveals that an individual has been convicted of the above offences, they are not permitted to provide care for children in either a paid or volunteer capacity at WVCP.

#### Other:

- All vulnerable sector checks provided to WVCP must be intended for the position that the individual will hold (i.e., employee or volunteer position). Where the check provided is not for the correct position, it will not be accepted.
- There will be no exceptions made for individuals to obtain a criminal reference check (e.g., for medical reasons).

- A criminal record check and Judicial Matters Check will only be considered in accordance with the legislation, and not in place of a vulnerable record check.
- Online offence declaration template can be found here:  
<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=offence+declaration&NO=3038E>

This policy must be reviewed with staff, volunteers and students, implemented, and monitored for compliance and contraventions.

## Health and Illness and Communicable Disease Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Health and Illness and Communicable Disease Policy	
Drafted:	Reviewed: September 25, 2017 Revised: September 25, 2017
Approved	October 3, 2017

### Absences due to illness

Children should be in good health when brought to the school. When a child will not be attending school due to illness or vacation, the parents are not required to notify the Director. In cases where the illness is a serious communicable disease (e.g., German measles, chicken pox, mumps, conjunctivitis (pink eye), head lice, strep throat, fifth disease, flu, etc.), parents must inform the Director at tel 613-728-9473 of this fact to enable the Board to monitor the extent of any outbreak among the school's population. Children must be up-to-date on their immunizations throughout the school year.

### Communicable Disease Policy

WVCP is following recommendations from Ontario Ministry of Health and educating staff and families about preventing communicable diseases. WVCP will also be enforcing a policy requiring that children or staff showing flu-like symptoms stay at home.

*What can we all do to prevent the spread of communicable disease at WVCP?*

- Good hand hygiene is the best way to prevent the spread of communicable disease. Wash your hands with soap and water thoroughly and often. Each adult and child must wash hands before and after class. Hand sanitizer may be used if hand washing is not possible.
- Teach proper cough and sneeze etiquette (covering nose and mouth with arm or hand; then sanitize).
- Throw all tissues away after one use.
- Remind children to avoid touching eyes, nose and mouth.
- Limit physical contact where possible.
- Refrain from sharing foods.
- Use clean utensils for serving snacks.
- Keep common surfaces and items clean and disinfected.
- Frequent toy washes.

*What to do if you or your child have flu-like symptoms?(See accompanying chart below for description of flu-like symptoms)*

**STAY AT HOME.** Please do not bring your child to WVCP. Children exhibiting flu-like symptoms will be sent home. Duty parents showing flu symptoms will be sent home. Please arrange a substitute for your duty day if you are not feeling well.

**Teacher Policy:** *(This policy may be updated periodically.)*

Teachers will stay at home if they feel ill. We have procedures for bringing in substitute teachers. Please understand that in the event that we cannot find replacement staff or we have any children with serious communicable diseases, we may have to close the school temporarily. Parents will be notified as far in advance as possible, although the school may still close with short notice.

### **What are flu-like symptoms?**

<b>Symptom</b>	<b>Cold</b>	<b>Flu (influenza)</b>
Fever	rare	usually high sudden onset lasts three to four days
Headache	rare	frequent
Aches & pains	slight	usual often quite severe
Weakness	rare / mild	moderate to extreme can last up to one month
Bed-ridden	never	frequently lasts up to five or ten days
Sniffles	common	sometimes
Sneezing	usual	sometimes
Sore throat	common	sometimes
Cough	sometimes mild to moderate	usual can become severe
Complications	sinus or ear infection	pneumonia, kidney failure, heart failure (can be life-threatening)
Prevention	Frequent handwashing	Annual vaccination Frequent handwashing



## Administration of Prescription Drugs Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Administration of Prescription Drugs Policy	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved:	August 21, 2018

This policy applies to any drug or medication that has a Drug Identification Number (that can include, vitamins, medicated ointments, prescription medication and/or over-the counter medications - with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment).

Whenever possible, parents are encouraged to administer medication to their children at home if this can be done without affecting the treatment schedule. If medication must be administered while at school, staff at Westboro Village Cooperative Preschool can administer prescription and non-prescription medication or drugs in accordance with provincial legislation. This legislation requires that:

1. parents provide written authorization (form appended below)\*, including a schedule that sets out the times and dosage that the medication or drug is to be given to the child; and
2. the medication is in its original container or in the container supplied by the pharmacist, and is clearly labeled with the following:
  - a. the child's name;
  - b. the name of the drug or medication;
  - c. the dosage;
  - d. the date of purchase (for prescription medications) and expiration (if applicable); and
  - e. instructions for storage and administration of the medication or drug.

\* The authorization for medication administration form must be accompanied by a doctor's note for over-the-counter medications.

If the medication or drug is to be administered on an "as needed" basis, the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the authorization for medication administration form must clearly indicate the situations under which the medication is to be given as outline in the doctor's note, including observable symptoms. This could include the physical symptoms that must be present, the behaviour the child must be exhibiting or the child's temperature. Simply indicating "as needed" or "as required" is not sufficient.

Medication or drugs will not be administered if the items above are incomplete or are missing or if the above required information does not match the information provided by parents on the authorization for medication administration form.

If sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non prescription and/or are not for acute (symptomatic) treatment, these products can be administered without an authorization for medication administration form and do not require record-keeping if a blanket authorization is signed by parents.

Medication or drugs are to be given to the Director together with the written authorization and times/dosage schedule (described above). In the event the Director is absent, these can be given to a Junior Teacher.

Medication is not to be given to the duty parent.

Parents are never to leave medication or drugs in their child's cubby.

The Director is responsible for:

- ensuring the instructions on the medication/drug's container match the parent's written authorization;
- ensuring that the medication is not expired;
- administering the medication in an well-lit, and quiet environment (were possible) in accordance with the instructions on the medication/drug's container and the parent's written authorization;
- ensuring that the medication is stored according to the instructions on the medication/drug's container;
- ensuring that the medication is kept in a locked, child-proof container and is inaccessible to the children at all times (with the exception of emergency medications - see below); and
- recording that the medication or drug, including the dose and time, has been administered in the daily written record and on the medical administration form. If a dose is omitted or late, a reason must be listed. If a drug or medication is administered "as needed" to treat specific symptoms outlined in the child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy, the administration and the reason will be documented in the daily written record and in the child's symptoms of illness record. A parent of the child will be notified.

In the event the Director is absent, the Junior Teacher that received the medication/drug from the parent is responsible for the above.

It is the parent's responsibility to bring the medication or drug each day that it is required. Medication or drugs will not be stored at the school. Any extra will be sent home at the end of every school day.

All medication or drugs will be stored according to the storage instructions on the label. Medications or drugs will be kept in a locked, child-proof container (e.g., the safe), in the teacher's office and inaccessible to children at all times (with the exception of emergency medications - which will never be locked and will be with staff at all times). The teacher's office will remain closed, and child-proofed, at all times when medication is in it. If the instructions on the medication or drug's label require it to be stored in the refrigerator, the child-proof locked container will be placed in the refrigerator and the kitchen door will remain closed, and child-proofed, at all times when medication is in it.

Medications and/or drugs that are required to address urgent medical conditions, such as epi-pens or inhalers, may be stored unlocked, but out of reach of the children. These medications will be carried, at all

times the student is out of the classroom, by the Director in a sealed pouch. Duty parents and/or will be made aware of the emergency medication by review of the student's individual anaphylaxis or medical plan prior to volunteering. Emergency medications may be administered to a child by any person trained on the child's individualized plan. Parents are responsible for bringing any medication to all field trips and off-site activities.

If a child is receiving medication at home only, parents must inform the Director of any anticipated side effects that may appear while at school, or any special instructions (for example, the need for extra fluids) that require attention while at school.

Any accidental administration of medication (for example, medication administered to the wrong child or error in dosage given) will be recorded in the daily written record and reported to the Director who is responsible for notifying the parent of the child. If adverse symptoms are evident upon accidental administration of the medication, staff will call 911 for emergency medical assistance.

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g., to the Ministry of Education, etc.).

The authorization forms and the records of administration of medication forms will be kept in the child's file for three years.

#### **Drug and Medication Administration Procedures**

Scenarios	Roles and Responsibilities
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<p>A) A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug or medication.</p>	<p>1. Staff must:</p> <ul style="list-style-type: none"> <li>i. provide the parent with the appropriate form to complete to obtain written authorization to administer the medication from Appendix A as applicable;</li> <li>ii. verify that drug or medication: <ul style="list-style-type: none"> <li>· is accompanied by a doctor's note (for over-the-counter medications);</li> <li>· is in its original container as prescribed by the pharmacist or in the case of over-the counter medications is in its original package; and</li> <li>· is not expired.</li> </ul> </li> <li>iii. obtain the appropriate dispenser, where applicable;</li> <li>iv. review the medication administration form and (and doctor's note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label.</li> <li>· Where errors are found on the form or the label is incomplete, the form/medication must be returned to the parent to make and initial corrections;</li> <li>v. sign the form once it is complete and accurate;</li> <li>vi. take the drug or medication and dispenser and store it in the designated locked storage space in accordance with the instructions for storage on the label; and</li> <li>vii. log the receipt of the authorization form and the drug or medication for the child in the appropriate staff communication book (e.g. daily written record).</li> </ul>
<p>B) A child is authorized to carry their own emergency allergy medication.</p>	<p>1. Staff must:</p> <ul style="list-style-type: none"> <li>i. ensure that written parental authorization is obtained to allow the child to carry their own emergency medication;</li> <li>ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the child care centre (e.g. in the child's cubby or backpack);</li> <li>iii. ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and</li> </ul> <p>2. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).</p>

<p>C) A prescription or over-the-counter drug or medication must be administered to a child.</p>	<ol style="list-style-type: none"> <li>1. <b>Where a non-emergency medication must be administered</b>, the person in charge must: <ol style="list-style-type: none"> <li>i. prepare the medication dosage in a well-lit area in the appropriate measuring device, where applicable (e.g. do not use a household spoon for liquid medications);</li> <li>ii. where possible, remove the child from the activity area to a quiet area with the least possible interruption;</li> <li>iii. administer the medication to the child in accordance with the instructions on the label and the written parental authorization;</li> <li>iv. document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);</li> <li>v. store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form; and</li> <li>vi. where applicable, document any symptoms of ill health in the child's records.</li> <li>vii. Where a medication is administered on an "as needed" basis, notify a parent of the child.</li> <li>viii. Where a child is absent, document the absence on the Record of Drug/Medication Administration (Appendix B).</li> </ol> </li> <li>2. <b>Where an emergency allergy medication must be administered due to a severe allergic reaction</b>, the staff who becomes aware of the emergency situation must immediately: <ol style="list-style-type: none"> <li>i. administer the emergency medication to the child in accordance with the emergency procedures on the child's individualized plan;</li> <li>ii. administer first aid to the child, where appropriate;</li> <li>iii. contact, or have another person contact emergency services, where appropriate; and</li> <li>iv. contact, or have the supervisor/designate contact a parent of the child.</li> </ol> <p><b>After the emergency situation has ended:</b></p> <ol style="list-style-type: none"> <li>i. document the administration of the drug or medication on the medication administration record (see Appendix B);</li> <li>ii. document the incident in the appropriate staff communication book (e.g. daily written record).; and</li> <li>iii. document any symptoms of ill health in the child's records, where applicable.</li> </ol> </li> <li>3. <b>Where a child is authorized to self-administer their own drug or medication</b>, the person in charge must: <ol style="list-style-type: none"> <li>i. supervise and observe the child self-administer the drug or medication to ensure that the proper dosage and procedure for administration is being followed;</li> <li>ii. where the child asks for help, assist the child in accordance with the parent's written authorization;</li> <li>iii. document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);</li> <li>iv. store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form, unless the child is authorized to carry his/her own emergency allergy medication (in such cases, follow the steps outlined in Scenario C [a child is authorized to carry their own emergency allergy medication]);</li> <li>v. where applicable, document any symptoms of ill health in the child's records; and</li> <li>vi. where there are safety concerns relating to the child's self-administration of drugs or medications, notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff</li> </ol> </li> </ol>
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	communication book (e.g. daily written record).
D) A child has a reaction to an administered drug or medication.	<p>1. Where adverse symptoms appear upon medication administration, the person in charge must immediately:</p> <ul style="list-style-type: none"> <li>i. administer first aid to the child, where appropriate;</li> <li>ii. contact emergency services, where appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention;</li> <li>iii. notify a parent of the child;</li> <li>iv. notify the supervisor/designate;</li> <li>v. document the incident in the appropriate staff communication book (e.g. daily written record); and</li> <li>vi. document any symptoms of ill health in the child's records, where applicable.</li> </ul> <p><b>Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</b></p>
E) A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given).	<p>1. The person in charge must immediately:</p> <ul style="list-style-type: none"> <li>i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and</li> <li>ii. contact the parent of the child to report the error;</li> <li>iii. report the error to the supervisor/designate;</li> <li>iv. document the actual administration of the drug or medication on the medication administration record (see Appendix B); and</li> <li>v. document the incident in the appropriate staff communication book (e.g. daily written record).</li> </ul> <p><b>Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</b></p>

<p>F) A drug or medication is administered to the wrong child.</p>	<ol style="list-style-type: none"> <li>1. The person in charge must immediately: <ol style="list-style-type: none"> <li>i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and</li> <li>ii. contact the parents of the children affected to report the error;</li> <li>iii. report the error to the supervisor/designate;</li> <li>iv. document the incident in the appropriate staff communication book (e.g. daily written record); and</li> <li>v. administer the medication to the correct child per Scenario B (a drug or medication must be administered to a child).</li> </ol> </li> </ol> <p><b>Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</b></p>
<p>G) Surplus or expired medication is on site.</p>	<ol style="list-style-type: none"> <li>1. Where possible, the surplus or expired medication must be returned to a parent of the child.</li> <li>2. Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal.</li> </ol> <p><b>Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.</b></p>

#### Appendix A: AUTHORIZATION FOR DRUG/MEDICATION ADMINISTRATION

**Name of Child Care Centre:** WVCP

*This form must be completed by the parent of a child who is requesting that a drug or medication be administered during hours that the child receives child care, in accordance with the child care centre's medication administration policy and procedures.*

**Child's Full Name:**

**Child's Date of Birth** (dd/mm/yyyy):.

**Date Authorization Form Completed** (dd/mm/yyyy):

**Date Authorization Form Updated** (dd/mm/yyyy):

<b>Name of Drug or Medication</b> (as per the original container label):	Click here to enter text.
<b>Date of Purchase or Date Dispensed:</b> (dd/mm/yyyy)	Click here to enter text.
<b>Expiry Date:</b> (dd/mm/yyyy)	Click here to enter text.
<b>Authorization Start Date:</b> (dd/mm/yyyy)	Click here to enter text.
<b>Authorization End Date:</b> (dd/mm/yyyy or ongoing)	Click here to enter text.

**Method of Medication Administration (initial below)**

- ☐ Child care centre staff are to administer the drug or medication to my child. \_\_\_\_
- ☐ My child will self-administer the drug or medication (optional, for children who attend school only). \_\_\_\_

**Authorization for Child to Carry Emergency Allergy Medication**

- ☐ I authorize my child to carry their own asthma medication.
- ☐ Not applicable (this authorization is not for asthma medication).

**Medication Administration Schedule**

- ☐ The drug or medication needs to be administered according to the following schedule:

Day(s) of the Week	Time(s) of the Day / Intervals	Amount/Dosage	Additional Information (where applicable)

**AND/OR, where drugs are to be administered on an 'as needed' basis:**

- ☐ The drug or medication needs to be administered when the following physical symptoms are observed:

Amount/Dosage:

**Parent/Guardian Authorization Statement:**

I hereby authorize the person in charge of drugs or medications at WVCP to administer the above-named drug or medication to my child and handle the drug or medication in accordance with the procedures I have provided on this form.

I understand that expired drugs or medications will not be administered to my child at any time in accordance with the child care centre's medication administration policy.



I understand that staff at WVCP are not medically trained to administer drugs and medications.

<b>Print name:</b>	<b>Relationship to Child:</b>
<b>Signature:</b>	<b>Date Signed:</b> (dd/mm/yyyy)

**Received By:**

<b>Print name:</b>	<b>Role at Child Care Centre:</b>
<b>Signature:</b>	<b>Date Signed:</b> (dd/mm/yyyy)

*For Child Care Centre Use Only*

Location medication will be stored.

*For Office Use Only*

Date Drugs/Medication Returned to Parent / Pharmacy (dd/mm/yyyy)

## Appendix B: RECORD OF DRUG/MEDICATION ADMINISTRATION

*This form must be completed by the person who is in charge of drugs and medications for the administration of prescription or over-the-counter medications, in accordance with the child care centre's medication administration policy and procedures.*

Child's Full Name:

Name of Drug or Medication:

Required Dosage:

Date (dd/mm/yyyy)	Time (hh:mm am/pm)	Dosage Administered	Administered by	Full Name of Staff (and/or of Witness, where applicable)	Signature(s)	Comments/Observations (including symptoms of illness)
			<input type="checkbox"/> staff <input type="checkbox"/> child			
			<input type="checkbox"/> staff <input type="checkbox"/> child			

## Anaphylactic Policy and Procedures

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Anaphylactic Policy and Procedures	
Drafted: August 10, 2018	<u>Reviewed:</u> <u>Revised:</u>
Approved	

### **Purpose**

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at the child care centre.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for child care centres. The requirements set out in this policy align with [Sabrina's Law, 2005](#).

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

### **Policy**

#### **Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies**

- Before attending WVCP, the Director/Senior Teacher will meet with the parent of a child to obtain information about any medical conditions listed in their application, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends WVCP or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation (the form in Appendix A may be used for this purpose).
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.

- All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept in the child's file, and with parental consent, posted in the classrooms and eating areas.

- All individualized plans and emergency procedures will be reviewed with a parent of the child annually to ensure the information is current and up to date.

- It is the responsibility of the parents to identify an allergic child to the WVCP registrar and/or Director/Senior Teacher and to provide the school with medical information (i.e., what the child is allergic to), and an adequate supply of up-to-date auto injectors. Auto injectors are to be labeled with the child's name (and in compliance with the administration of medication policy). Parents of children with allergies will inform: i) the registrar on registration and then ii) the Director/Senior Teacher before the first day of the school year regarding:

- The food(s) that trigger an allergic reaction
- A treatment protocol (signed by the parent (which may be developed in conjunction with the child's physician)
- Permission to share this information with staff, volunteers and other children attending WVCP
- Emergency contact information
- Permission for staff and volunteers to administer an EpiPen.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.

### **Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens**

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at WVCP.

- Do not serve foods where its ingredients are not known.
- Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- In cases where a child has food allergies and the meals and snacks provided by duty parent cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
- Ensure that parents label food brought to WVCP with the child's full name.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- No food sharing.
- Hand will be washed before snack and lunch.
- The eating surface will be cleaned before and after eating with an appropriate cleaner.

- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled at WVCP.
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
  - Update families when changes to allergies occur while maintaining the confidentiality of children.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at WVCP.

### **Communication Plan**

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parents and families will be informed about anaphylactic allergies and all known allergens at WVCP at the parent orientation meeting and at each of the General Meetings (as is necessarily). Should a child with an anaphylactic allergy join WVCP in between meetings, an email communication will be sent to parents.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction. All volunteers, student teachers, parents and those performing duty day are required to review and sign off on the individual anaphylaxis plan for each affected child prior to engaging with the children.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of WVCP and that it is effectively achieving its intended result.

### **Drug and Medication Requirements**

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

### **Training**

- The registrar, in conjunction with the Director/Senior Teacher will ensure that the Director/Senior Teacher and/or all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- Where only the Director/Senior Teacher has been trained by a parent, the Director/Senior Teacher will ensure training is provided to all other staff, students and volunteers at the child care centre.
- Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.
- A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked and follow-up is completed where an individual has missed or not received training. The form in Appendix B may be used for this purpose.

### **Confidentiality**

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### **Additional Policy Statements**

- Parents will be required to provide two (2) auto injectors.
- WVCP strives to provide an environment that is free from nuts (and other allergens), however we cannot guarantee an environment that is free of traces of nuts or other allergens.
- It is all parents' responsibility to be aware of the safe snack list and only bring snack food from the list or foods that are certain to be nut free. Parents who wish to provide snacks for their own child may do so, but these snacks must also be nut free.

**Procedures to be followed in the circumstances described below:**

<b><u>Circumstance</u></b>	<b><u>Roles and Responsibilities</u></b>
A) A child exhibits an anaphylactic reaction to an allergen	<ol style="list-style-type: none"> <li>1. The person who becomes aware of the child's anaphylactic reaction must immediately: <ol style="list-style-type: none"> <li>i. implement the child's individualized plan and emergency procedures (including, unless otherwise specified, immediately inject EpiPen (time is crucial and risk is minimal);</li> <li>ii. call 911, advise of suspected anaphylactic shock;</li> <li>iii. contact a parent/guardian of the child, or have another person do so where possible;</li> <li>iv. observe and monitor the child until the ambulance (and/or parent) arrives. The child is never left alone;</li> <li>v. (unless otherwise specified) administer second EpiPen if ambulance has not arrived within 10-15 minutes; and</li> <li>vi. ensure that where an epinephrine auto-injector has been used, it is given to emergency services.</li> </ol> </li> <li>2. Once the child's condition has stabilized or the child has been taken to hospital, staff must: <ol style="list-style-type: none"> <li>i. follow the child care centre's serious occurrence policies and procedures;</li> <li>ii. document the incident in the daily written record; and</li> <li>iii. document the child's symptoms of ill health in the child's records.</li> </ol> </li> </ol>
B) A child is authorized to carry his/her own emergency allergy medication.	<ol style="list-style-type: none"> <li>1. Staff must: <ol style="list-style-type: none"> <li>i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication;</li> <li>ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack);</li> <li>iii. ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and</li> <li>iv. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.</li> </ol> </li> </ol>

**Glossary**

*Anaphylaxis*: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

- Skin: hives, swelling, itching, warmth, redness, rash
- Breathing (respiratory): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness/swelling, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and watery eyes, sneezing), trouble swallowing
- Stomach (gastrointestinal): nausea, pain/cramps, vomiting, diarrhea
- Heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste in mouth

(Source: <http://foodallergyCanada.ca/about-allergies/anaphylaxis/>)

**Causative Agent (allergen/trigger): a substance that causes an allergic reaction. Common allergens include, but are not limited to:**

- eggs
- milk
- mustard
- peanuts
- seafood including fish, shellfish, and crustaceans
- sesame
- soy
- sulphites which are food additives
- tree nuts
- wheat
- latex
- insect stings

*Epinephrine*: A drug used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g. EpiPen or Allerject).

*Staff (Employee)*: Individual employed by the licensee (e.g. program room staff).

*Licensee*: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

*Parent*: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as “parent” in the policy).

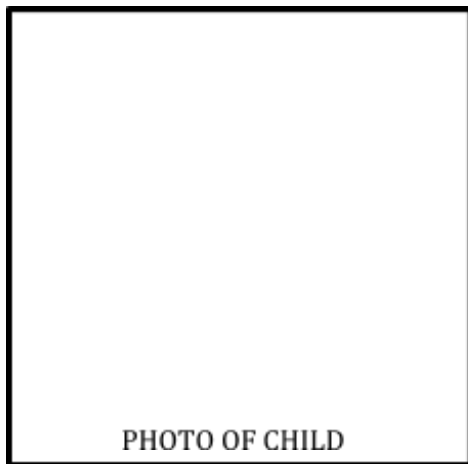


### Individual Anaphylaxis Emergency Plan

This child has a potential life-threatening allergy (anaphylaxis) to: \_\_\_\_\_

Anaphylaxis Emergency Plan for: \_\_\_\_\_

(Child's Name)



EpiPen Expiry Date: \_\_\_\_\_

Dosage: ☐ EpiPen Jr 0.15 mg ☐ EpiPen 0.30 mg

Location of EpiPen: \_\_\_\_\_

☐ **Previous anaphylactic reaction:** Person is at greater risk.

☐ **Asthmatic:** Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

**Emergency Action Plan: (To be filled in by parent)**

(Fillable)

**A person having an anaphylactic reaction might have ANY of these signs & symptoms:**

- **SKIN:** hives, swelling (face, lips, tongue), itching, warmth, redness, rash
- **RESPIRATORY (breathing):** coughing, wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain or tightness, nasal congestion or hay-fever-like symptoms (runny itchy nose & watery eyes, sneezing), trouble swallowing
- **GASTROINTESTINAL (stomach):** nausea, pain or cramps, vomiting, diarrhea
- **CARDIOVASCULAR (heart):** paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock
- **OTHER:** anxiety, headache, feeling of “impending doom” (the feeling that something bad is about to happen), metallic taste.

**Early recognition of symptoms & immediate treatment could save a child’s life.**

**ACT QUICKLY.** The first signs of a reaction can be mild, but symptoms can rapidly worsen.

- 1) **Follow “Emergency Action Plan” above** at the first sign of a reaction occurring in conjunction with a known or suspected contact with allergen.
  - 2) **GIVE EpiPen** at the first sign of a known or suspected anaphylactic reaction.
  - 3) **CALL 911** tell them a child is having a life threatening anaphylactic allergic reaction. Request an ambulance immediately to 470 Roosevelt Avenue (Westboro). Ask which hospital the ambulance will be going to.
  - 4) **Give SECOND EpiPen** as early as 5 minutes after the first dose if there is no improvement in symptoms.
  - 5) **GO to the nearest hospital IMMEDIATELY**, even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. **Escort the child in the ambulance**, with this plan, the used EpiPen(s). Remain with the child until the parent arrives.
  - 6) **Call Emergency Contact (above)**, inform them you have administered the EpiPen.
- Emergency Contact Information (To be Completed by Parents)**

Name	Relationship	Home Number	Work Number	Cell Number	Home/Work Address


### **Monitoring and Avoidance Strategies**

- all food (snacks and lunches) are to be nut-free
- hand washing will be done before snack and lunch
- no food sharing is allowed
- the eating surface is cleaned before and after eating with an appropriate cleaner
- a sign is posted by the Director in the snack preparation room and all other areas in which the children play identifying all children with known allergies
- a log of all snacks served is kept when an know anaphylactic child is registered with the school
- materials used for crafts will not contain nuts

### **Staff Roles and Responsibilities**

## Parent Agreement

I \_\_\_\_\_ acknowledge my participation in the development of the preceding Anaphylaxis Emergency Plan, in consultation with my child's doctor, \_\_\_\_\_. I give consent for the staff of the Westboro Village Co-operative Preschool to execute the responsibilities outlined within the plan.

In the event of an emergency, I authorize the staff to administer the designated medication and obtain medical assistance.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Issues and Concerns Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Parent Issues and Concerns Policy and Procedures	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: September 25, 2017
Approved	October 3, 2017

### **Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the Westboro Village Cooperative Preschool and its staff to use when parents/guardians bring forward issues/concerns.

### **POLICY**

#### **General**

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

All issues and concerns raised by parents/guardians are taken seriously by the Board of Directors and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

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

An initial response to an issue or concern will be provided to parents/guardians within two business day(s).

The person who raised the issue/concern will be kept informed throughout the resolution process.

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

#### **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

#### **Conduct**

The Westboro Village Cooperative Preschool maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

### 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](http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx) (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/childrensaidthereportingabuse/index.aspx>

### Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/concern:
<b>Program-Related</b> E.g: schedule, toilet training, indoor program activities, menus, etc.	Raise the issue or concern to the teacher directly or the Board of Directors.	<ul style="list-style-type: none"> <li>Address the issue/concern at the time it is raised; or</li> <li>arrange for a meeting with the parent/guardian within 14 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>the date and time the issue/concern was received;</li> <li>the name of the person who received the issue/concern;</li> <li>the name of the person reporting the issue/concern;</li> <li>the details of the issue/concern; and</li> <li>any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within 14 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<b>General, Agency- or Operations-Related</b> E.g: fees, placement, etc.	Raise the issue or concern to the Director/Senior Teacher or the Board of Directors.	

<b>Provider-, Staff-and/or Licensee-Related</b> E.g: conduct of provider, staff, etc.	Raise the issue or concern to the individual directly or the Board of Directors. All issues or concerns about the conduct of the provider or staff that puts a child's health, safety and well-being at risk should be reported to the Board of Directors as soon as parents/guardians become aware of the situation.	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
<b>Student- / Volunteer-Related</b>	Raise the issue or concern to the person responsible for supervising the volunteer or student or the Board of Directors. <b>Note:</b> All issues or concerns about the conduct of students/volunteers that puts a child's health, safety and well-being at risk should be reported to the Board of Directors as soon as parents/guardians become aware of the situation.	

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to either of the co-presidents of the Board of Directors ([vvcp.copresident1@gmail.com](mailto:vvcp.copresident1@gmail.com) or [vvcp.copresident2@gmail.com](mailto:vvcp.copresident2@gmail.com)).

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.

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. Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)



**PARENTS/GUARDIAN ISSUES AND CONCERNS FORM**

**Name of Staff who Received Issue/Concern:** \_\_\_\_\_

**Date and Time Reported:** \_\_\_\_\_

**Name of Person Reporting Issue/Concern:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**DETAILS OF ISSUE/CONCERN:**

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**ANY STEPS TAKEN TO RESOLVE ISSUE/CONCERN AND/OR INFORMATION GIVEN TO PARENT REGARDING NEXT STEPS:**

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**Board Member Reported to:** \_\_\_\_\_

**Date of First Reply:** \_\_\_\_\_

**STEPS TO BE TAKEN AND BY WHOM:**

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**RESOLUTION/OUTCOME:**

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**Signature of Reporting Staff Member:** \_\_\_\_\_

**Signature of Board Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Process for Monitoring Compliance and Contraventions Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Process for Monitoring Compliance and Contraventions Policy	
Drafted	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved	August 21, 2018

The *Child Care and Early Years Act, 2014*, and its regulations, require that individualized plans and certain policies and procedures, in addition to the Program Statement, be monitored for compliance and reviewed by all educators, volunteers (including parents) and placement students before working in the program, and annually after that, or when any changes or modifications are made to them. These policies, as applicable to WVCP, are as follows:

- 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;
- Emergency management policies; and
- Parent issues and concerns policies and procedures.

Additionally, individualized plans are required under the *Child Care and Early Years Act, 2014* for:

- anaphylaxis;
- special needs; and
- medical needs.

This policy sets out how compliance and contraventions (non-compliance) with the policies, procedures and individualized plan listed below will be monitored, recorded and addressed.

### How Compliance with Policies, Procedures and Individualized Plans will be Monitored on an Ongoing Basis, Recorded and Addressed

- WVCP's policies, procedures and individualized plans (specifically including those listed above) are monitored on an ongoing basis.
- WVCP will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented as follows:
- The Senior Teacher/Director will ensure that the teachers and student teachers are fully aware of, and fully understand the Program Statement and its implementation as well as WVCP policies. Parent volunteers will receive an orientation at the beginning of each school year outlining the Program Statement and WVCP's policies. They will indicate that they are fully aware of, and fully understand them by signing an acknowledgment sheet.

- The Senior Teacher/Director will view each teacher as competent and able, and give them time to be heard and respected, and to reflect on their own performance and their contributions to the environment and the development of each child in their care.
- The Senior Teacher/Director will spend time observing our programs and engaging in conversations with the teachers, students, volunteers, parents and children to help ensure a clear understanding of the Program Statement and all policies and procedures, and to support the teachers, students and volunteers in their delivery of the Program Statement and policies and to aid the teachers, students and volunteers in self-reflection.
- The Senior Teacher/Director will use these conversations, interactions and conversations to monitor and ensure that our teachers, students and volunteers are engaging with the children in a positive and supportive manner, and to provide them with the relevant feedback when necessary to increase their awareness of their interactions with the children in their care. When developmental opportunities are observed these will be addressed through coaching, mentoring, and professional development and training.
- The Board of Directors (in particular, the co-presidents) will monitor the Senior Teacher/Director (i.e., the supervisor).
- Monitoring and observations will be conducted on an ongoing basis (and at different times of the program day) through various means including, but not limited to:
  - participating regularly and informally in the program;
  - collecting feedback from parents and families; and
  - reviewing written documentation (e.g., medication administration forms, daily written record, attendance records, etc.).

#### Documentation and Records

- Monitoring and observations will be recorded. Records of monitoring and observations may be documented using template (below - Appendix A).
- Documentation of observations will be completed at the time the observations are made or at least two times a year, and will include concrete examples of observed compliance and non-compliance.
- All records will be stored in the locked filing cabinet for at least three years from the date they are created.

#### Follow-up

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the Director/Senior Teacher or the Board of Directors.
- The Director/Senior teacher will address their observations through a review and discuss with the individuals observed twice annually and will seek to or provide them with appropriate supports to achieve and maintain compliance (e.g. additional training).

#### How Contraventions of the Policies, Procedures, and Individualized Plans will be Monitored on an Ongoing Basis, Recorded and Addressed

- WVCP will make every effort to clarify expectations and encourages staff, students and volunteers to raise their questions and concerns about implementing policies, procedures and individualized plans on an ongoing basis to support clarity, learning, development and ongoing compliance.
- Severity of the infraction and previous history of non-compliance will be considered in deciding on the appropriate disciplinary or corrective measure (i.e., a more serious infraction will result in a more serious corrective measure).
- Where a staff, student or volunteer is observed to be non-compliant, the licensee, Director/Senior Teacher will take on or more of the following actions:

- inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance;
- re-review the relevant policies, procedures, and/or individualized plans with the individuals;
- issue a verbal warning;
- issue a written warning;
- temporarily suspend the individual from their position (for an amount of time to be determined by the Board of Directors, dependant on severity of infraction);
- inform any relevant parties (e.g., College of Early Childhood Educators, College of Teachers, the contact person for the program from which a student has been placed, CAS, etc.); and/or
- report violations with the College of Early Childhood Educators' Code of Ethics to the College.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
- Where appropriate, the Director/Senior Teacher will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.
- Contravention(s) of any of WVCP's policies will be recorded on the "Program Statement and Policy Contravention/Monitoring Record Form" (appended).
- Contravention(s) of the Program Statement and/or WVCP Policies will be reported to the Board of Directors and will be documented in the appropriate staff or volunteer file.
- Records of compliance or contraventions will be stored in a secure location for at least three years from the date of creation.
- This policy must be reviewed with staff, volunteers and students prior to commencing employment and on a minimum of an annual basis or when any changes take place.

## Appendix A: Record of Observations and Monitoring

Name of Individual Observed:

Name of Document	Date of Observation	Time of Observation	Compliance Observed, where applicable	Contraventions (Non-Compliance) Observed, where applicable	Details of Observations
<i>e.g. playground safety policy</i>	<i>dd/mm/yyyy</i>	<i>hh:mm am/pm</i>	<i>Check (ü), where applicable</i>	<i>Check (ü), where applicable</i>	<i>Check (ü), where applicable</i>
					[add rows as required]

Comments, actions taken and/or next steps, where applicable:

Click here to enter text.

### Acknowledgement

I acknowledge that the observations recorded above have been reviewed and discussed with me.

Name of the individual: Click here to enter text.

Signature: \_\_\_\_\_

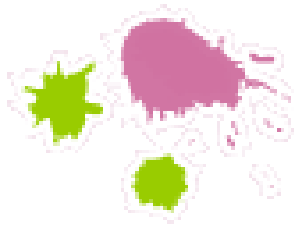
Date (dd/mm/yyyy): Click here to enter text.

Name of Observer: Click here to enter text.

Signature: \_\_\_\_\_

Date (dd/mm/yyyy): Click here to enter text.





# WESTBORO VILLAGE Cooperative Preschool

## Program Statement and Policy Contravention/Monitoring Form

Staff Name: \_\_\_\_\_

Date and Time Reporting: \_\_\_\_\_

Policy Infraction: \_\_\_\_\_

Date of Infraction: \_\_\_\_\_

Disciplinary/Action Taken: \_\_\_\_\_

Date of Disciplinary/Action Taken: \_\_\_\_\_

### PLAN OF CORRECTIVE ACTION:

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### ADDITIONAL NOTES:

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Board Member Reported to: \_\_\_\_\_

Signature of Reporting Staff Member: \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

## Serious Occurrences Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Serious Occurrences Policy	
Drafted	Reviewed: November 21, 2017 Revised: August 20, 2018
Approved	August 21, 2018

The purpose of the Serious Occurrences Policy is to ensure the proper response and reporting of the most serious types of accidents and incidents in the event they arise at the preschool. While this policy focuses on the most serious accidents and incidents – serious occurrences - *all* accidents to children and staff/volunteers, no matter how minor they appear, must be reported immediately to the Board of Directors.

### Identifying an incident

The *Child Care and Early Years Act, 2014* defines a serious occurrence as:

- (a) the **death of a child** who received child care at a home child care premises or child care centre;
- (b) **abuse, neglect or an allegation of abuse or neglect of a child** while receiving child care at a home child care premises or child care centre;
- (c) a **life-threatening injury to or a life-threatening illness of a child** who receives child care at a home child care premises or child care centre;
- (d) an incident where a child who is receiving child care at a home child care premises or child care centre **goes missing or is temporarily unsupervised**; or
- (e) an **unplanned disruption of the normal operations** of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care center (e.g., a fire, flood, gas leak, detection of carbon monoxide, an outbreak, lockdown or other emergency relocation or closure.)

### Responding to an Incident

*Serious Occurrence: Accident or Medical Emergency (Life-Threatening Injury or Illness, including an Outbreak, and Death of a Child)*

1. Provide immediate attention to the child/children, as needed. This is to be provided by the closest teacher/staff member to the occurrence.
2. Address any continuing risks to the health or safety of the child, other children and/or others present.
3. Call 911. Advise the operator that a child is seriously injured. Request an ambulance to 470 Roosevelt Avenue, Ottawa.
4. One teacher will administer first aid. The other teachers, and duty parent(s) will remove the other children and maintain supervision of the group.
5. Contact parents or designated emergency contact (if parent is unreachable). This call is to be placed by the Senior Teacher/Director, unless she is unavailable because she is providing first aid, in which case one of the other teacher's will place the call.



6. One teacher will remain with, and/or accompany the child to hospital, until the parent(s) arrive to relieve them of this responsibility.
7. In the event of the death of a child, the Senior/Teacher will ensure that the local Coroner is immediately notified (613-249-0055, ext. 206, or 877-991-9959)

*Serious Occurrences: Suspected Child Abuse or an Allegation of Abuse or Neglect*

1. If there is reason to suspect that a child has been abused, neglected, and/or there is reason to believe they may be in need of protection, it must be reported to the Children's Aid Society (Children's Aid Society of Ottawa 613-747-7800).
2. The conversation with CAS will be documented and recommendations followed. Confidentiality will be maintained at all times.
3. The Children's Aid Society must be contact by the person who has reasonable grounds to suspect that the child is, or may be, in need of protection. The person must not rely on anyone else to report on his or her behalf.
4. A report to the Children's Aid Society must be made for all situations where a child is, or may be, in need of protection, no matter where the alleged abuse or neglect took place.
5. All suspected child abuse cases must also be reported to the Senior Teacher/Director and Board of Directors. All concerns brought to the Director/Senior Teacher and/or the Board of Director will be documented (and actions taken (if any) will be documented).
6. The Director/Senior Teacher or Board of Directors will notify the child's parents, where appropriate or advised by CAS. The Board of Directors will determine next steps (such as disciplinary measures, or report of allegations of abuse to the appropriate regulatory body) and take those steps as necessary.
7. The licensee is only required to notify the Program Advisor of a serious occurrence if the alleged abuse or neglect occurred while the child was receiving care at the child care centre.

*Serious Occurrences: Missing or Temporarily Unsupervised Child*

1. When a child cannot be account for during program, the staff member who noticed the child was missing must immediately alert all staff, and duty parents/volunteers, on site.
2. One teacher and the duty parent(s) will secure the other children and maintain supervision of the group.
3. An immediate search of the preschool, both indoors and outdoors, will be commenced by the other teachers, duty parent(s), and/or volunteer on site.
4. The Senior Teacher/Director will notify the child's parents, and determine if the parents have additional information regarding the child's whereabouts.
5. If the child is not immediately located (i.e., with 5 minutes), the police will be notified by calling 911. The Senior Teacher/Director is responsible for placing this call. The search is to continue during this time.
6. The Director/Senior Teacher (or other teacher if Director/Senior Teacher is occupied with search/authorities) will contact and keep parents informed.
7. After the child have been found the incident is to be recorded by the Director/Senior Teacher in the daily written record and steps for reporting the incident (below) are to be followed.

*Serious Occurrences: Unplanned Disruption of Normal Operations: Fire, Flood, Gas Leak, Detection of Carbon Monoxide, Lockdown, Emergency Relocation or Closure*

1. Evacuate the building (according to the Fire Procedure).
2. When in a safe area, an attendance check will be completed by the Senior Teacher/Director.

3. Take the children to a safe designated location at Westboro Dental Clinic at 566 Byron Avenue.
4. Call 911.
5. Contact parents/guardians (a copy of the emergency contact list is in the labeled bag).
6. The Director/Senior Teacher will document the incident in the daily written record.

Where the incident is suspected to be an outbreak:

1. The Director/Senior Teacher is to be notified immediately of any concerns.
2. The Director/Senior Teacher will notify the Board of Directors as soon as possible. The Director/Senior Teacher (or Board of Directors) will contact the local public health department and follow its instructions.
3. The child showing symptoms of an illness will be separated from the other children.
4. The sanitary practices policy and procedures will be followed.
5. The Director/Senior Teacher will contact the parent(s) of the affected child(ren) and ensure the child(ren) are picked up by their parent(s) and/or taken to hospital.
6. The Director/Senior Teacher will record symptoms of ill health in the affected child(ren)'s records and document the incident in the daily written record.
7. The Director/Senior Teacher will obtain and post an outbreak posting form from the local Medical Officer of Health.

Reporting a Serious Occurrence

Anyone witnessing the occurrence must immediately report the matter to the Senior Teacher/Director.

The Senior Teacher/Director is responsible for gathering all information regarding the occurrence, including information from anyone who witnessed or may have information about the occurrence.

Teachers must immediately report the occurrence to, and keep the Board of Directors, informed as it transpires.

All staff are to remain onsite following an occurrence until instructed otherwise by the Board of Directors.

All serious occurrences must be reported to the Ministry Program Advisor through the Child Care Licensing System (CCLS) within 24 hours of the licensee or supervisor becoming aware of the occurrence. The Senior Teacher/Director is responsible for doing so. If s/he cannot access the CCLS, the Senior Teacher/Director will notify the Ministry Program Advisor via telephone and/or email within 24 hours of becoming aware of the occurrence and will complete a serious occurrence report in the CCLS as soon as the system becomes available. Identifying information such as children or staff names will not be included in the serious occurrence reports. All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education. Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.

Ministry Contact: Julie Brazeau, Program Advisor, East Region  
613-787-5274 or 1-800-267-5111, ext. 5274  
[julie.brazeau@ontario.ca](mailto:julie.brazeau@ontario.ca)

Serious occurrences reported to the Ministry of Education will be documented in the daily written record.

A summary of the report provided to the Ministry Program Advisor and any action taken as a result (Serious Occurrence Notification Form) will be prepared and posted for at least 10 business days, in a conspicuous place, at WVCP. The Director/Senior Teacher will be responsible for this. This summary will

not include identifying information and will use gender-neutral language. It will be updated as new information becomes available and will be posted in a place that is visible and accessible to parents within 24 hours of becoming aware of the serious occurrence. This includes any allegations of abuse or neglect.

All records relating to the Serious Occurrence, specifically including the report and summary of the report, together with a record of the actions taken, will be kept for three years.

#### Annual Summary and Analysis Report

An annual summary report and analysis of all serious occurrences that occurred in the previous year will be completed and reviewed by the Board of Directors and the Senior Teacher/Director. This analysis is to be used as a method of identifying issues, trends and actions taken. The analysis and record of actions taken in response to the analysis will be kept on file at WVCP.

All annual summary reports and analyses will be kept for three years.

The Serious Occurrences Policy must be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with the Regulations.

#### Concerns about the Suspected Abuse or Neglect of a Child

If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).

Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.

Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

## Supervision of Volunteers and Student Teachers Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Supervision of Volunteers and Student Teachers	
Drafted:	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved	August 21, 2018

Volunteers, students – and in particular parents – play an important role in supporting staff in the daily operation of WVCP and in enriching it.

In order to promote the safety of children in child care programs, provincial legislation requires that volunteers are not permitted to be alone with any child at any time, and must be supervised by an employee at all times. Accordingly, in keeping with the provincial legislation and child safety, WVCP implemented the following:

### Access to the Children

- Only employees of WVCP will have direct, unsupervised access to the children.
- An employee must always be present with the children to meet ratio requirements and respond in case of an emergency.
- No one under the age of 18 will supervise a child.
- All volunteers and student teachers must have a valid vulnerable sector check prior to working with the children that must be updated in accordance with the WVCP policy on criminal record checks.

### Supervision

- Volunteers and student teachers are supervised – at all times when children are present – by the staff at WVCP.
- Volunteers will not be considered in meeting ratio (staff:student) requirements.
- Volunteers and student teachers report directly to the Director/Senior Teacher or designate. The Director/Senior Teacher (and other staff as necessary) will provide volunteers and students with expectations, and feedback.
- WVCP provides all volunteers, student teachers and staff with a comprehensive Parent Handbook, which sets out the policies and procedures of the school. This Handbook is reviewed and updated at least yearly.
- WVCP provides an orientation to all parents at the beginning of the school year prior to their first duty day.

### Roles & Responsibilities

- The staff, led by the Director/Senior Teacher, are responsible for the day-to-day operations of the school, including monitoring volunteers and students.
- The Director/Senior Teacher leads the orientation session at the beginning of the year, participates in revising the Parent Handbook and provides ongoing guidance and mentoring to all staff, volunteers and students.

- Parent volunteers are expected to familiarize themselves with and adhere to the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, parent volunteers should speak to the Director/Senior Teacher. The policies, procedures and individualized plans will be reviewed with parent volunteers at the orientation meeting, which is held annually.
- Experienced parent volunteers may also provide assistance to new members of the co-operative.
- Student teachers report directly to the Director/Senior Teacher. Student teachers are expected to familiarize themselves with and adhere to the policies and procedures in the Parent Handbook and follow direction from staff. Policies, procedures and individualized plans will be reviewed with students, by the Director/Senior Teacher before they start their placement, and annually thereafter if changes occur. If they have any questions or concerns, student teachers should speak to the Director/Senior Teacher.
- The volunteer (duty parent) will be given a briefing by the Director or staff designate on the day of their volunteering to review expectations, best practices, safety precautions, daily routine and overall plan for the day.
- The following are the expectations of volunteers (i.e; duty parents)
  - Attend in the classroom for the full duration of one day of programming
  - The duty parent may be asked to provide a snack for the class. Parents are asked to refer to **the Parent Handbook** for guidance on healthy, safe options for snack.
  - Provide assistance as directed by the Director or other staff in the daily routine. This may include some activities such as setting up the gymnasium prior to arrival of children, assisting in organizing the children to return to the classroom from the gym, setting up activities in the classroom, setting up and/or cleaning paint brushes or other art supplies, etc.
  - Report any concerns or questions to the Director or staff
  - Provide an enthusiastic and nurturing environment for students
  - Participate actively in the daily activities of the preschool in consideration of the principles and philosophy of WVCP.
- The following are the expectations of students (i.e., placement students)
  - Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure of individualized plan
  - submit all required information and documentation to WVCP prior to commencing placement or volunteering
  - Follow the placement guidelines of their educational institution and take direction from the staff at all times
  - Abide by the College of Early Childhood Educators Code of Ethics and Standards of Practice<sup>1</sup>
  - Play an active role in the classroom, staff meetings, and program planning, under the direction of the Senior Teacher/Director
  - Provide assistance as directed by the Senior Teacher/Director or other staff in the daily routine. This may include some activities such as setting up the gymnasium prior to arrival of children, assisting in organizing the children to return to the classroom from the gym, setting up activities in the classroom, setting up and/or cleaning paint brushes or other art supplies, etc.
  - Report any concerns or questions to the Senior Teacher/Director or staff
  - Provide an enthusiastic and nurturing environment for students
  - Participate actively in the daily activities of the preschool in consideration of the principles and philosophy of WVCP.

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<sup>1</sup> The code of Ethics and Standards of Practice is available on the College of Early Childhood Educators website:  
<http://collegeofece.on.ca/>

## Emergency Management Policy and Procedures

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Emergency Management Policy and Procedures	
Drafted: November 18, 2017	Reviewed: November 18, 2017 Revised: November 18, 2017
Approved	November 26, 2017

### Purpose

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

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

### Definitions

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

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

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

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

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

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

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

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

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

## Policy

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

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

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

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: **WESTBORO DENTAL CLINIQUE – 566 BYRON AVENUE**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: **WESTBORO DENTAL CLINIQUE – 566 BYRON AVENUE**

If the Westboro Dental Clinic is unsafe, we will evacuate to **SHOPPERS DRUG MART, 410 Richmond Road.**

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

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

If any emergency situations happen that are not described in this document, the Senior Teacher/Director will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

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

All emergency situations will be documented in detail by the Senior Teacher/Director in the daily written record.

The Emergency "go-bag" will include the following items, at all times: individualized plan (for any child that has one); an EpiPen (if there is a child with an anaphylactic allergy); full class attendance list; emergency attendance list; emergency contact list; Board of Directors contact information; pen & paper; and a first aid kit.

If an evacuation becomes necessary, the Senior Teacher/Director will call the preschool to leave a voice message stating the following (changed enroute to evacuation point or upon arrival):

***You have reached the Westboro Village Cooperative Daycare. We are all safe: no one is hurt. We have evacuated to: \_\_\_\_\_***

***Please pick up your child as soon as possible. Please call 613-862-9865 to speak with Sabina.***

The Senior Teacher/Director will also post the following signage before evacuating (if it is safe to do so):





Attention

Parents

The Westboro Village Cooperative  
Preschool Children and Staff have  
evacuated the building and have  
relocated to:

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Procedures

### Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<b>Lockdown</b> When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>3) Staff inside the child care centre must:               <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children and move them away from doors and windows;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• take shelter in closets and/or under furniture with the children, if appropriate;</li> <li>• keep children calm;</li> <li>• ensure children remain in the sheltered space;</li> <li>• turn off/mute all cellular phones; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) If possible, staff inside the program room(s) should also:               <ul style="list-style-type: none"> <li>• close all window coverings and doors;</li> <li>• barricade the room door;</li> <li>• gather emergency medication; and</li> <li>• join the rest of the group for shelter.</li> </ul> </li> <li>5) The Senior Teacher/Director will immediately:               <ul style="list-style-type: none"> <li>• close and lock all child care centre entrance/exit doors, if possible; and</li> <li>• take shelter.</li> </ul> </li> </ol> <p><b>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</b></p>
<b>Hold &amp; Secure</b> When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li> <li>3) Staff in the program room must immediately:               <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• close all window coverings and windows in the program room;</li> <li>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) Senior Teacher/Director must immediately:               <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
<p><b>Bomb Threat</b> A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<p>1) The staff member who becomes aware of the threat or the Senior Teacher/Director must:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• call 911 if emergency services is not yet aware of the situation;</li> <li>• follow the directions of emergency services personnel; and</li> <li>• take children's attendance to confirm all children are accounted for.</li> </ul> <p>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>
<p><b>Disaster Requiring Evacuation</b> A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.</p>	<p>1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children, the attendance record, children's emergency contact information any emergency medication (all located in the emergency "go-bag");</li> <li>• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing, and/or emergency blankets (if possible) according to weather conditions;</li> <li>• escort children to the meeting place; and</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• keep children calm; and</li> <li>• wait for further instructions.</li> </ul> <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> <li>• take a first aid kit; and</li> <li>• gather all non-emergency medications.</li> </ul> <p>4) Designated staff will:</p> <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to safe location in the building and ensure their required medication is accessible, if applicable; and</li> </ul>

	<ul style="list-style-type: none"> <li>• wait for further instructions.</li> </ul> <p>5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</p>
<p><b>Disaster – External Environmental Threat</b> An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p><b>If remaining on site:</b></p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all program room windows and all doors that lead outside (where applicable);</li> <li>• seal off external air entryways located in the program rooms (where applicable);</li> <li>• continue with normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> <p>3) The Senior Teacher/Director must:</p> <ul style="list-style-type: none"> <li>• seal off external air entryways not located in program rooms (where applicable);</li> <li>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and</li> <li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> <p><b>If emergency services personnel otherwise direct the child care centre to evacuate,</b> follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p><b>Natural Disaster: Tornado / Tornado Warning</b></p>	<p>1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i></p> <p>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</p> <p>3) <i>Staff must immediately:</i></p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• <i>gather all children;</i></li> <li>• <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i></li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• <i>remain and keep children away from windows, doors and exterior walls;</i></li> <li>• keep children calm;</li> </ul>

	<ul style="list-style-type: none"> <li>• conduct ongoing visual checks of the children; and</li> <li>• wait for further instructions.</li> </ul>
<b>Natural Disaster: Major Earthquake</b>	<ol style="list-style-type: none"> <li>1) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li> <li>• ensure that everyone is away from windows and outer walls;</li> <li>• help children who require assistance to find shelter;</li> <li>• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;</li> <li>• find safe shelter for themselves;</li> <li>• visually assess the safety of all children.; and</li> <li>• wait for the shaking to stop.</li> </ul> </li> <li>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</li> <li>3) Once the shaking stops, staff must: <ul style="list-style-type: none"> <li>• gather the children, their emergency list and emergency medication; and</li> <li>• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.</li> </ul> </li> <li>4) If possible, prior to exiting the building, staff should also: <ul style="list-style-type: none"> <li>• take a first aid kit; and</li> <li>• gather all non-emergency medications.</li> </ul> </li> <li>5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.</li> <li>6) Designated staff will: <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe location in the building and ensure their required medication is accessible, if applicable; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</li> </ol>

## Immediate Emergency Response Procedures for Other Emergencies

Any other emergency where there is potential harm to any individual	Call 911 immediately and ensure the children are all accounted for and in a safe location. Follow any instructions given by emergency services.
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### Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, the Senior Teacher/Director must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

#### List of Emergency Contacts:

Local Police Department: Emergency – 911; Non-Emergency – 613-236-1222

Ambulance: Emergency – 911; Non-Emergency – 613-580-4771

Local Fire Services: Emergency – 911; Non-Emergency – 613-580-2860

Site Supervisor: Bill Miller – 613-596-1782

Licensee Contact(s): Thom Dawson (Co-President) – 613-322-0275; Bruce Lefebvre (Co-President) – 613-866-9706

Child Care Centre Site Designate: Sabina Provorna (Director) – 613-862-9865

Ministry of Education: Julie Brazeau (Program Advisor) – 613-787-5274, ext: 5274

- 4) Where any staff, students and/or volunteers are not on site, the Senior Teacher/Director must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.
- 5) The Senior Teacher/Director must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
  - help keep children calm;
  - take attendance to ensure that all children are accounted for;

- conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children; and
  - engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

<b>8a) Procedures to Follow When “All-Clear” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.</li> <li>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.</li> <li>3) Staff must: <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> </li> <li>4) The Senior Teacher/Director will determine if operations will resume and communicate this decision to staff.</li> <li>5) The Senior Teacher/Director must immediately advise the Board of Directors that an “all-clear” has been given, and provide them with a status update.</li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) As soon as possible, the Senior Teacher/Director must notify parents/guardians of the emergency situation and that the all-clear has been given.</li> <li>2) Where disasters have occurred that did not require evacuation of the child care centre, the Senior Teacher/Director (in conjunction with, and with approval by the Board of Directors) must provide a notice of the incident to parents/guardians by email on the same day the incident occurred.</li> <li>3) If normal operations do not resume the same day that an emergency situation has taken place, the Senior Teacher/Director (in conjunction with, and with approval by the Board of Directors) must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</li> </ol>





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

<b>Procedures</b>	<ol style="list-style-type: none"><li>1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</li><li>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</li><li>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</li><li>4) The Duty Parent will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.</li><li>5) Upon arrival at the evacuation site, staff must:<ul style="list-style-type: none"><li>• remain calm;</li><li>• take attendance to ensure all children are accounted for;</li><li>• help keep children calm;</li><li>• engage children in activities, where possible;</li><li>• conduct ongoing visual checks and head counts of children;</li><li>• maintain constant supervision of the children;</li><li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li><li>• remain at the evacuation site until all children have been picked up.</li></ul></li></ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"><li>1) Upon arrival at the emergency evacuation site, Staff, under the coordination of the Senior Teacher/Director will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</li><li>2) Where possible, and safe to do so, The Senior Teacher/Director will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.</li></ol>

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

<p><b>Procedures for Resuming Normal Operations</b> E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</p>	<p>The Senior Teacher/Director will contact our Program Advisor at the Ministry of Education to inform them of the evacuation.</p> <p>The Board of Directors will contact the insurance company to inform them and take any actions are prescribed, e.g. set up at another location, if necessary.</p> <p>The Board of Directors Communications Chair will respond to any media or community enquiries as necessary.</p>
<p><b>Procedures for Providing Support to Children and Staff who Experience Distress</b></p>	<p>The Senior Teacher/Director, Program Staff and Duty Parents will provide support to children in their groups, if they need extra support and have experienced distress during the experience.</p> <p>The Senior Teacher/Director will provide support for Staff who have experienced distress during the experience. They will take over the child care responsibilities of this staff member if they are unable to assist the group any further due to their distress.</p> <p>Local services and counselling may be provided, and parents will also be reminded of the services offered by the Kids Helpline (1-800-668-6868).</p>
<p><b>Procedures for Debriefing Staff, Children and Parents/Guardians</b> Include, where, applicable, details about when and how the debrief(s) will take place, etc.</p>	<p>The Senior Teacher/Director, in conjunction and under the direction of the Board of Directors, must debrief staff, children and parents/guardians after the emergency.</p> <p>Once all staff and children are safe at the evacuation site, the Senior Teacher/Director will debrief everyone on what the next steps will be. For example, waiting for further instructions from emergency services, staying in the current location for shelter.</p> <p>When further instruction has been given by emergency services, the Senior Teacher/Director will inform staff and notify the Board of Directors.</p>

#### Senior Teacher/Director

- Conduct monthly evacuation drills and an exercise of the emergency plan at least one per year.

- Maintain records and documentation of emergency training, exercises and maintenance of supplies and equipment for a period of 3 years.
- Lead the response to incidents and designate alternates in your absence.
- Establish agreement with evacuation facility annually.
- Ensure the supervision of children until they are released to parents or designated alternates.
- Participate, review and assist in the development of the Westboro Village Cooperative Preschool emergency plan and procedures.
- Attend and participate in emergency training and exercises.

#### **Program Staff**

- Participate, review and assist in the development of the Westboro Village Cooperative Preschool emergency plan and procedures.
- Attend and participate in emergency training and exercises.
- Ensure the supervision of children until they are released to parents or designated alternates.

#### **Board of Directors**

- Create and maintain an emergency program and plan for the Westboro Village Cooperative Preschool.
- Provide oversight and ensure that emergency drills are being conducted at the above noted frequencies.
- Verify records are being properly kept for the necessary period of time.

The following is our off-site meeting place in case of evacuation:

**WESTBORO DENTAL CLINIQUE – 566 BYRON AVENUE**

#### **Procedures**

<b>Roles and Responsibilities of Staff During an Emergency</b>	The Senior Teacher/Director will determine.
<b>Providing Additional Support for any Child or Adult who Needs it in Case of an Emergency</b> (including the consideration of special medical needs)	Additional staff or volunteer duty parents in the building will assist with any support during an emergency.  The Personal Assistant assigned to the class for a child with a mobility impairment will assist this child in the event of an evacuation.
<b>Ensuring Children's Safety and Maintaining Appropriate Levels of Supervision During an Emergency</b>	Each staff will maintain appropriate levels of supervision of the children. The Senior Teacher/Director or designate will provide supervision of the entire preschool during an emergency.

<b>Communication with Parents</b>	The Senior Teacher/Director will send out a message to communicate with parents, indicating where the children have relocated to. The Board of Directors will facilitate this.
<b>Contacting Appropriate Emergency Response Agencies</b>	The Senior Teacher/Director or designate.
<b>Addressing Recovery from an Emergency</b>	The Senior Teacher/Director in conjunction with the Board of Directors.
<b>Debriefing Staff, Children and Parents After an Emergency</b>	The Senior Teacher/Director will debrief staff and parents on what the plan is once they have safely reached the evacuation point. The Program Staff will then debrief the children. The Board of Directors will facilitate this.
<b>Resuming Normal Operations of the Child Care Centre</b>	The Senior Teacher/Director in conjunction with the Board of Directors.
<b>Supporting Children and Staff Who May Have Experienced Distress During an Emergency</b>	Staff will support the children in their care who may have experienced distress during an emergency.

## Fire and Safety Addendum to EMP

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Fire and Safety Addendum to Emergency Management Policy	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: September 25, 2017
Approved	October 3, 2017

### **Contact Person and Emergency Telephone Numbers**

The Preschool Contact phone number is 613-728-9473.

The name of the owner is the Westminster Presbyterian Church. Their office phone is 613-722-1144. The minister's phone number is 613-722-2939.

The Property manager is Bill Miller and his telephone number is 613-596-1782. Bill Miller should be notified in the event of a fire.

### **Building Description**

WVCP (Westboro Village Cooperative Preschool) is on the 3<sup>rd</sup> floor of the Westminster Presbyterian Church located at 470 Roosevelt Ave. We utilize two classrooms on the 3<sup>rd</sup> floor of the right side of the building. We also use the gym in the basement of the right side of the building.

The building height is a 3 storey brick building and the right side and a one storey sanctuary on the left side of the building. There are gymnasiums in both the basement of the sanctuary and the 3 storey building.

All of the smoke detectors are wireless.

There is an elevator at the back of the building that is serviced by Regional Elevator. The phone number is 613-596-5821. The elevator is not to be used in a case of fire.

### **Emergency Staff/Teachers**

Teachers are fully trained and will follow their procedures for exiting the building with the students. The WVCP Director will be in charge of the emergency plan.

There are always three teachers on duty as well as duty parents to help with the emergency exit.

## Registration and Wait List Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Registration and Wait List Policy	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved	August 21, 2018

### Eligibility

Children who will be 2 by December 31<sup>st</sup> are eligible for the 2's program. Children who will be 3 by December 31<sup>st</sup> are eligible for the 3's program. Four year olds are also eligible for the 3's program. Children do not need to be toilet-trained. Our services are available to children with special needs as well. If a child starts later in the school year, s/he must still meet the age eligibility. Children younger or older than the above standards will only be admitted by prior approval of the Director and Board of Directors (and subject to the ratio and age requirements of the CCEYA).

Registration packages for September are available in the February prior to the school year.

### Fees

The fees for 2018-2019 school year are as follows:

PROGRAM	FEE
2's Program (Tuesday & Thursdays)	\$190/month
3's AM (Monday, Wednesday & Fridays)	\$245/month
3's PM (Monday, Wednesday & Fridays)	\$260/month
3's EXTENDED (Monday, Wednesday & Fridays)	\$480/month
3's FULL DAY (Monday, Wednesday & Fridays)	\$590/month
Lunch & Learn	\$90/month for 2d/wk (2's) \$115/month for 3d/wk (3's) \$12 drop-in**
Early Drop-off*	\$65/month for 2d/wk (2's) \$90/month for 3d/wk (3's) \$12 drop-in**
Non-Refundable Membership Fee (payable only once per child)	\$60

\* Extended and full day programs are not eligible for Early Drop Off due to limit of hours in preschool per day.

\*\* Fees to be paid at time of drop-in via cash or cheque.

The fees and payment schedule for each school year are set by the Board in the preceding January and approved by a general meeting.

The fees cover the rental of the facilities, salaries, toys and supplies.

Children attending the preschool are automatically registered for the full year. Pre-Authorized Payment forms must be completed by parents and are due at the time of registration in the program. Pre-authorized deposits are scheduled for the first of each month from September-May. A non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year.

Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee.

Subsidized services may be available to eligible families. Further information may be obtained from the Registrar or Treasurers.

Upon request, WVCP will provide a receipt for payment to a person who pays WVCP. The receipt will be provided free of charge and in accordance with provincial regulations.

### **Required Registration Documents**

Parents must complete an online registration form for their child(ren).

In addition to completing the online registration package, parents must submit the following completed documents:

- a police records check for work with the vulnerable sector for at least one parent (or family representative), or for returning parents with a valid police records check, an offence declaration;
- immunization record; and
- pre-authorized payment contact.

### ***Police Record Check***

All parents and caregivers who will assist as duty parents during the year must complete a separate police records check for work with the vulnerable sector.

Parents/caregivers who will perform duty must either present themselves to the police station with a cover letter from WVCP, a completed application and appropriate identification or complete the required forms online (<https://www.ottawapolice.ca/en/contact-us/Police-Record-Checks.asp>.) There is no cost for obtaining a Criminal Records Check for the Vulnerable Sector for parent/caregiver volunteers. A letter, signed by the Registrar, is included in the Registration Package, to facilitate this. Processed requests are returned directly to the individual that is the subject of the request. Before a child can start school, the processed request must be given to the Registrar.

Police record checks are valid for five years. Parents and/or caregivers who have submitted a valid records check must then complete an offence declaration twice annually thereafter, or as soon as possible after they have been convicted of an offence.

Full details of the criminal records check requirements, which parents and caregivers must abide by, are included in the WVCP policy on Criminal Record Check Requirements.

### ***Immunization Record***

The provincial legislation requires every child at WVCP to be immunized as recommended by Public Health. Parents are required to complete the Immunization Information contained in the online registration form and provide a copy of the child's immunization records to the preschool. These will be kept in your child's file, as is required by the provincial legislation. If your child does not have their full immunizations, an immunization waiver form is required. At the beginning of each school year the Registrar sends a list to Ottawa Public Health of all students attending the school and also the immunization record of all new students. Non-compliance can result in the Public Health Department mandating a child's withdrawal from the school until the immunization form (or the waiver) is provided.

### **Withdrawal and Termination**

If a parent decides to permanently withdraw his/her child from the preschool, thirty (30) days written notice must be given to the Registrar. Provided thirty days notice is given, the non-refundable June deposit will be applied towards the final month's tuition. If participation in a program is terminated mid-month, the balance of that month's fees will also be forfeited. No refunds will be given where written notice is received on or after the third Friday in February, due to the difficulty of filling vacancies at that time of year.

If the preschool terminates services for a parent, written notice will be given to the parent. Services will be terminated immediately.

WVCP reserves the right to terminate services if policies are not followed or fees are not paid. *(Note: The WVCP withdrawal policy also applies to both the Lunch & Learn and the 3's Early Drop-Off Program).*

### **Temporary Absences**

There are no refunds for temporary absences.

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Therefore, your child will be placed on a waiting list. If your child is already on a waiting list for an extension program, he/she will be moved to the bottom of the list upon temporary withdrawal.

### **Wait List**

Children are offered admission to the program based on the following:

Returning students and their siblings are eligible for early registration at the beginning of February. People on the current waiting lists will also be given an opportunity to apply during the early registration period.

Following the early registration period, registration and waiting lists are administered on a first-come-first-serve basis.

### ***Priority for Registration***



The priorities for early registration and waiting lists are as follows:

1. Current members - returning children
2. Current members – siblings
3. Children still on waiting lists from current year
4. Others

Priority, within the above categories, is given to full day and extended program enrolment. Six places are reserved, and priority given to full day and extended programs.

Families wishing to enrol their child(ren) in one of WVCP's programs must be registered on the City of Ottawa's Child Care Registry and Waitlist (CCRAW).

Children registered on CCRAW will be offered space based in order of application date wherever possible. Other factors the program must consider for enrolment are the needs of the child, program capacity, and the age of the child.

In order to be added to the waiting list, parents must submit a completed online registration form and provide the required documents (list above, and as described on the online form (by leaving them in the preschool's mailbox on the exterior of the Church near the front entrance, or delivering them to the preschool Tuesdays or Thursday from 2-4PM)). WVCP will place a child on the waiting list in chronological order - based on the date and time a complete registration package is received. When a spot becomes available in the program, parents will be contacted via email to notify them of the spot. Parents will be asked to reply within a set number of days (normally not less than a week). If the parents does not respond within the timeframe, WVCP will move to the next child on the waitlist. No fee or deposit for placement of a child on the wait list is charged or collected by WVCP.

Families on the wait list can inquire about their child's position on it by requesting this information from the Registrar, however no other information will be released in order to maintain the privacy and confidentiality of the children listed on it.

## Staff Training and Development Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Staff Training and Development Policy	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: August 20, 2018
Approved	August 21, 2018

Learning is a continuous process, not only for our children, but also for their educators. WVCP is committed to supporting its staff in relation to continuous professional learning and development.

WVCP encourages and promotes training and continuous learning, of all staff, in numerous ways. All paid teachers are required to adhere to the following training and development policy, annually.

1. Re-read WVCP's parent handbook, and in particular, all policies and procedures contained in it in September.
2. Re-read "How Does Learning Happen" in September.
3. Attend the WVCP orientation session in August/September.
4. Attend one professional development-training day or register for online webinar scheduled throughout the year (to be completed by end of May of the school year). The employee is to use this time to further enhance his or her education by attending an Early Childhood Education conference, online webinar, workshop or by visiting with other local nursery schools for observation purposes. The employee is responsible for finding and scheduling a professional development course of their choice. The Board of Directors will reimburse one-half of the cost of any conferences, webinar or workshops, up to a maximum amount of One Hundred Dollars (\$100.00) per teacher. The Director will make every effort possible to attend conference and/or workshops on Tuesday and/or Thursday afternoons.
5. Attend training and/or certification courses to ensure all job requirements (e.g., first aid) are kept current, or basic training is improved upon.
6. The Director will attend monthly meetings with co-presidents. The teachers will attend meetings, on a bi-monthly basis with the Director for the purposes of professional dialogue and program reflection.
7. The Director will attend and seek co-operative nursery school specific meetings (and/or review available literature regarding this online) and/or attend mentorship/networking opportunities with other co-operative preschool Directors. The Board of Directors will make every effort to assist with locating these resources and supporting the Director in her pursuit of them.

### Procedure for Implementation and Tracking

All WVCP teaching staff will sign off on their understanding of the above requirements at the commencement of their employment (or as soon as reasonably possible thereafter). All teachers will sign off on the completion of sections 1, 2, and 3 above no later than October 1 of each year. Receipt or certificate demonstrating completion of at least one professional development-training course must be placed into the employee's file, by the Director, by no later than June 1 of year school year. The Director will report to the Board of Directors on an ongoing basis throughout the year regarding item 7 above.

## Sanitary Practices Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Sanitary Practices Policy	
Drafted: September 25, 2017	Reviewed: September 25, 2017 Revised: February 3, 2018
Approved	February 6, 2018

At WVCP we are committed to maintaining a high standard of cleanliness in order to prevent the spread of germs and infection. Staff and parent volunteers are expected to follow the procedures set out by the Ottawa Public Health Department to ensure the safety and well being of all children. Parents and/or staff must inform the director when any child comes down with a communicable disease, and they should remain at home until the symptoms abate. Policies and procedures regarding sanitation will be reviewed upon commencement of employment and cleaning instructions will be posted in all pertinent areas, such as the bathroom and the kitchen.

### Diapering/Toileting

The staff at WVCP are happy to help you and your child through the transition from diapers to toilets. We ask that children are brought to the bathroom before they are dropped off at the gym in order to facilitate play. It is the parent's responsibility to provide whatever supplies their child needs at the time, whether it is diapers, pull ups, wipes, or extra underwear and clothes. The children are taught the proper toileting procedure and encouraged to wipe themselves, but staff are always close by to help and ensure the child is clean and comfortable. Handwashing occurs every time after using the toilet, getting their diaper changed, or before they eat. In the event of an accident the staff will place the soiled clothes in a plastic bag and leave it in the child's cubby. Parents must take the soiled clothes at the end of the day. Any clothes/shoes that have been borrowed from WVCP's lost and found must be washed and returned at your earliest convenience.

Staff wash their hands before and after diapering a child. Children are never left unattended on a change table. Staff ensure that they have all the supplies at the ready before the child is placed on a change table, and they maintain one hand contact at all times with the child until they are placed back on the ground. The soiled diaper is removed, children are wiped clean with disposable wipes, and the soiled diaper is disposed of. Staff maintain a constant communication with the child as this process is happening, ensuring that the child is comfortable and knows what is going on. The change table is sprayed with disinfectant (Virox and water) before and after the child is diapered.

Parent volunteers are not allowed to change diapers or help with toileting of any child who is not their own, a staff member will always be present in those instances.

### Handwashing

Children are taught the proper handwashing procedure, which includes running hands under warm water, using a single pump of soap, rubbing hands together vigorously, making sure to scrub all areas of the hands and fingers, rinsing the soap off of hands, and drying hands with a paper towel. Children must wash their hands after toileting/diapering and before they eat. A poster that demonstrates the proper method for handwashing is mounted at the children's height in the bathroom.

Parent volunteers must wash hands before preparing snack and after helping their own child with the

toilet/diaper. Staff must wash hands before and after diapering/toileting, and before helping the children with snack/lunch.

#### Food Preparation

Parent volunteers must ensure that all food brought into the environment is in accordance with the current allergy restrictions. WVCP will provide clean cutting boards and utensils to cut and serve the snack, as the staff washes the dishes twice a week. Parent volunteers must ensure all food is properly washed and cut into safe sizes for the children (ie: grapes cut in half). Parent volunteers must disinfect tables before and after snack with Virox and water, they will wipe down the tables with a disposable paper towel, making sure the children are not in close proximity. Parent volunteers must also wash their hands before touching the food. Any food that has the potential to spoil must be placed in the fridge upon arrival.

#### Toy Cleaning

Toys will be washed and disinfected once a month by parent volunteers after the regular hours of the program. Toys will be washed and disinfected as needed during an especially bad season of colds, influenza, or upon a breakout of another communicable disease. If children have mouthed certain toys they will be immediately removed and washed at the end of day. Larger toys, like the wooden blocks, shopping carts, or mats, will be sprayed once a week with disinfectant. Stuffed toys, pillows, dress up costumes, and towels will be laundered once a week. The water table will be drained every day, rinsed, disinfected, and left to air dry, so as not to spread germs and disease.

#### Physical Environment

The Westminster Church employs a janitor who cleans the whole building at the start of each day. Garbage is removed daily. WVCP staff sweep floors daily after snack/lunch. The floors are mopped and disinfected and the carpet is vacuumed on a weekly basis.

#### Storage of Hazardous Materials

WVCP uses a combination of Virox and water to disinfect tabletops and toys. This solution is never sprayed in close proximity to the children. During the day the Virox is kept on high shelves out of reach of the children in the kitchen and bathroom areas. All hand sanitizers are also kept on high shelves out of reach of the children. At night these solutions are kept locked in the teacher's office. There are no other hazardous cleaning materials in any of the preschool rooms.

## Behaviour Management Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Behaviour Management Policy	
Drafted:	Reviewed: September 25, 2017 Revised: August 20, 2018
Approval	August 21, 2018

### **Westboro Village Co-operative Preschool Policy on Guiding Children:**

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.

The philosophy of behaviour management in the nursery school is to guide the children in a positive non-threatening way and to assist them in developing self-control, self confidence and respect in their interactions between children families and the community. Each child is encouraged to play and interact in a socially acceptable manner.

- Expectations for classroom behaviour are clearly stated and gently reinforced.
- When the child's safety or that of another is threatened the situation is discussed and proper conduct stated.
- If the situation occurs again, a "sitting out" time is required.

In order to achieve these goals, teachers will carefully plan the children's space so that they can play more comfortably and harmoniously. Schedules and routines will be followed to serve as a framework from which children can gain trust and security. In order to meet the children's needs, teachers will plan an appropriate balance between active and restful periods, individual and group activities, and teach initiated and child initiated activated. Toys and materials will be well organized and age appropriate to help children develop autonomy, resolve problems with their peers to become active participants in their learning experiences.

The use of verbal guidance and redirection will focus on the behaviour, rather than the child. Positive messaging will be used in a consistent manner. Appropriate expectations will be set for the developmental levels of the children. Staff will work in a proactive manner to be aware of potential problems and work towards preventing difficulties before they arise. Where a child is experiencing difficulty, the teacher will establish close proximity and the children's energy will be channelled to another area, and redirected to a more closely supervised activity. Positive reinforcement of desired behaviours will be provided and the consequences of inappropriate behaviours will be discussed and explained.

This behaviour management policy must be reviewed and signed as part of the handbook by all employees, parent and/or other volunteers and student teachers before they start working in the classroom, and annually after that.

Westboro Village Cooperative Preschool paramount goal is to provide a safe, healthy, nurturing and responsive environment for the children in our care. The philosophy of behaviour management at Westboro Village Cooperative Preschool is to guide the children in a positive, non-threatening way. Expectation for classroom behaviour are clearly stated and gently reinforced. Consistency and awareness of the Westboro Village Cooperative Preschool's Behaviour Management Policy is integral to its success. It applies to all employees, permanent or temporary, volunteers, and/or duty parents. Accordingly, all staff and volunteers (including parents) must review the following Behaviour Management Policy, which includes requirements from the Ministry of Education under the *Child Care and Early Years Act, 2014* as well policies and procedures developed by the Westboro Cooperative Preschool, annually, and sign the policy indicating they understood it and are in agreement with it.

The following disciplinary practices are prohibited practices pursuant to the *Child Care and Early Years Act, 2014*:

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- 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. O. Reg. 126/16, s. 34

(2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, and no person who provides home child care or in-home services at a premises overseen by a home child care agency shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care.

**Contravention of Behaviour Management Policies:**

Any staff member who is seen to break any of the above rules will receive a verbal warning from a Board Director. If that staff member breaks any rule again, she will receive a written warning, which both she

and the Director will sign. A third infraction of the above rules will mean dismissal of that staff member, effective two weeks after the date of the notice of dismissal.

Volunteer parents who break any of the above rules must be dealt with in a different manner. A special Board Meeting will be held, where a staff member and the parent will also attend, and action to be taken will be decided at that time. Parents are also privy to two warnings, the first verbal and the second written, before this step is necessary.



## Sick Leave & Personal Appointments Supplement

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Sick Leave & Personal Appointments Supplement	
Drafted:	Reviewed: December 5, 2017
Approval	February 6, 2018

If senior teacher / director will be sick an email should be sent to the entire WVCP board as well as other teachers. If a junior teacher will be sick an email should be sent to the senior teacher. The email should express the need for sick leave as well as indicate if you have found a replacement teacher.

The teacher who requires leave should make attempts to secure a suitable replacement / substitute. This includes obtaining a substitute that is an RECE as required to maintain the correct student / teacher ratios. If the teacher is too ill to find a substitute, then can ask one of their co-teachers to find a replacement.

In the event that no suitable replacement has been found by 0730 on school day, the remaining teacher with the most seniority will call parents to cancel some students for that day so that proper ratios are maintained. Order of children to cancel will be based on their time commitment to WVCP. Cancellation order will be as follows: i) ½ day students, ii) ½ day + lunch and learn, iii) early drop off + ½ day, iv) early drop off + ½ day + lunch and learn, v) 3's extended program, vi) full day.

If a teacher needs to attend a personal appointment, efforts should be made to schedule this outside of work hours if possible. For the senior teacher, effort should be made to schedule the appointment during non-child care hours (Tues & Thurs afternoon). If absence during child care hours cannot be avoided, then the procedure above regarding notification of teachers and board as well as procurement of a suitable replacement should be followed. If possible, notice to board / senior teacher should occur at least 1 week prior to appointment.

Refer to Article III and IV of employment contract regarding payment for sick days, maximum number of sick days, and medical certificate requirements

## Immunization Policy

WESTBORO VILLAGE COOPERATIVE PRESCHOOL POLICIES	
POLICY: Immunization Policy	
Drafted: August 9, 2018	Reviewed: Revised:
Approved: August 20, 2018 Amended:	

### 1. Policy Statement

WVCP is committed to ensuring that all persons (including students) working and children in attendance at our centre have up to date immunization records as recommended by the local medical officer of health as per the *Child Care and Early Years Act, 2014*. WVCP will participate in the annual child immunization record verification (surveillance) process with Ottawa Public Health.

### 2. Purpose

The purpose of this policy is to provide guidelines for ensuring that the immunization information is collected and maintained for every child admitted, for all employees (and students) employed, and from time to time thereafter. Provide guidelines for ensuring that any person (parent or employee) who objects to immunization due to medical or non-medical reasons completes a standardized ministry approved exemption form from the Ministry of Education.

### 3. Application

This policy applies to all employees working (including students) and children in attendance at WVCP.

### 4. Roles and Responsibilities

**WVCP is responsible for:**

- collecting and maintaining a file system with a copy of the immunization record and/or standardized ministry approved exemption form from the Ministry of Education for each attendee;
- collecting and maintaining a file system with a copy of immunization record and/or standardized ministry approved exemption form from the Ministry of Education for each employee;
- providing notices supplied by Ottawa Public Health to parents/guardians and employees as necessary;
- providing each employee in the childcare centre with a copy of “Immunization for all employees working in childcare centres”, see Appendix;
- maintaining an up to date list of attendees who attend the childcare centre and providing an electronic list of attendees to Ottawa Public Health on an annual basis in September.

**All Employees:**

Each employee is responsible for reviewing the “Immunization for all employees working in child care centres” and providing WVCP with a copy of their immunization record. An employee who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the childcare licensee.

## **5. Policy Description**

### **Updating Ottawa Public Health:**

WVCP will provide an electronic list of all attendees to Ottawa Public Health on an annual basis in September. The list of attendees will be sent to Ottawa Public Health using a secure file transfer method.

### **Collection of Children Immunization Record/Exemption:**

WVCP will collect and maintain, on file at the premises, a copy of the immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education for each child registered at the childcare centre.

WVCP requires that each parent/guardian provide a copy of their child’s immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education to the childcare licensee, and provide a copy to Ottawa Public Health.

- Exemptions:

A parent/guardian who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the childcare licensee.

Standardized ministry approved medical or non-medical exemption form from the Ministry of Education can be found online at the Government of Ontario Central Forms Repository:

(for children, parents must select “parent of a child”)

- [CCEYA Exemption - Statement of Medical Exemption](#)
- [CCEYA Exemption - Statement of Conscience or Religious Belief](#)

In the event of an outbreak related to a vaccine preventable disease, Ottawa Public Health may order the exclusion of children who have an incomplete immunization record from attendance at a childcare centre until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

- Record Updates:

WVCP will inform the parent/guardian that they must provide the childcare licensee with updates any time a child receives an immunization.

WVCP will inform the parent/guardian that they should also provide Ottawa Public Health with any new immunization information.

- Verification of Records:

WVCP will screen the immunization records upon receipt to determine if the record appears up to date according to the [Ontario Publicly Funded Immunization Schedule](#). WVCP will inform the parent/guardian of any potential discrepancies noticed and encourage the parent/guardian to contact Ottawa Public Health for further assessment.

Annually WVCP will participate in the OPH childcare immunization verification process (Surveillance).

#### **Collection of Employee Immunization Record/Exemption:**

Upon the hiring of a new employee, WVCP will provide the employee with a copy of “Immunization for all persons working in child care centres” see Appendix.

WVCP will collect and maintain copies of the immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education for each employee of the childcare centre.

- Exemption:

An employee who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the childcare licensee.

Standardized ministry approved medical or non-medical exemption form from the Ministry of Education can be found online at the Government of Ontario Central Forms Repository:

(for staff – select “an individual”)

- [CCEYA Exemption - Statement of Medical Exemption](#)
- [CCEYA Exemption - Statement of Conscience or Religious Belief](#)

In the event of an outbreak related to a vaccine preventable disease, Ottawa Public Health may order the exclusion of persons who have an incomplete immunization record from presence at a childcare centre until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

- Record Updates:

WVCP requires that each employee provide the childcare licensee with updates any time the employee receives an immunization.

#### **6. Monitoring/Contraventions**

All employees are responsible for adherence to this policy. This policy will be monitored and contraventions dealt with in keeping with the policy on monitoring and contraventions.

#### **7. Legislative & Administrative Authorities**

*Child Care and Early Years Act, 2014*, SO 2014, c 11, Sched 1. Available from: <https://www.ontario.ca/laws/statute/14c11>

