



**PEARSON COMMUNITY  
CO-OPERATIVE  
NURSERY SCHOOL INC.**

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**PARENT HANDBOOK**

August 31, 2017

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# **Section A: PARENT INFORMATION**

## **Introduction**

Welcome to Pearson Community Co-op's Parent Handbook. Every member is required to sign off on the content of this handbook to confirm each member family understands and agrees to what is set forth in the following 3 sections: Parent Information, Policies and Resolutions. The Board of Directors performs one formal review of this Handbook annually, however Handbook changes can be made at any time during the school year when applicable. If you have any questions regarding the following content, please contact a member on the Board of Directors to have your question answered. We are looking forward to a great year ahead and we're happy to have you and your family as part of the Pearson family. If needed, we are happy to contact Halton Translation Services to have this Parent Handbook translated.

## **History of Pearson Nursery School**

This nursery school not only provides opportunities for the parents to contribute, but for high school students to participate as well. The unique physical setting (nursery school within Lester B. Pearson High School) has opened up many other opportunities for sharing. A Child Studies Course as well as a Dual Credit ECE Program with an emphasis on child care skills is being taught in the high school. The nursery school acts as a lab school for this program. The high school's Co-operative program liaises with the nursery school to allow these students hands-on experience in an ECE setting.

Many departments within the high school contribute their time and energy to the nursery school. In the past, the woodworking department has built many wood items needed for the school - blocks, cabinets, easels shed. The music department has allowed classroom visits during the nursery school theme weeks.

The possibilities for contributions are endless. This is in keeping with the spirit of the Pearson Community in general.

Lester B. Pearson was first deemed as a Community School, by a joint committee of the Halton District School Board (HDSB) and the City of Burlington (CoB). In 1973, the school and Community Centre were designed so the facilities could be used all day without interfering with the school program. Special facilities for a nursery school were then incorporated and the school opened in September 1977.

Now under the Smoke Free Ontario Act, Pearson is a smoke-free environment. Smoking is prohibited on the playground or in the facility. Signs are posted throughout the school.

The HDSB and the CoB provide the facilities and maintenance.

## Our Vision Statement

To be a recognized community leader, providing the highest quality of early childhood programming, in a nurturing play-based environment.

## Our Mission Statement

To offer a supportive and developmentally appropriate program where staff, parents, and children learn, grow, play and discover together. We aim to provide a safe, caring and nurturing environment that fosters social, cognitive, language and physical growth of the children.

## Our Program Statement

The early childhood years are critical and formative years. At Pearson Co-op Nursery school, we recognize our role as RECE teachers in supporting, nurturing and facilitating the growth, development and well being of young children while also ensuring their health, safety, nutrition and well being are taken care of.

**By recognizing that young children are competent, capable, curious and rich in potential,** we are able to deliver a program that provides opportunities and allows the children to flourish while taking into consideration the children's individual needs.

**All staff promote the health, safety and nutrition** of each child by providing a clean and safe environment, nutrition based on Canada's Food Guide and access to drinking water throughout the day. We strive to eliminate any environmental issues that may cause undue stress to the child and reduce any hazards that may cause injury. Furthermore, we avoid unnecessary disruptions and ensure there are limited transitions during the program. Educators familiarize themselves with all information concerning any medical conditions, allergies, food restrictions, medication requirements, and parental preferences in respect to diet, exercise and rest time.

**All staff will support positive and responsive interactions among the children, parents, and child care providers.** Our attentive staff encourage children to interact and communicate with their peers in a positive way by modeling appropriate behaviour and language when solving conflicts. We believe when staff are engaged with the children during their play, they are able to foster a more effective way to problem solve and self-regulation. These skills are supported with the Second Step program that is used within our classroom on a regular basis. The Supervisor and Executive Board support this through the hiring of qualified, responsive, and well-trained RECEs who support families in their role as primary caregivers.

All staff are reflective practitioners who learn about children through listening, observing, documenting, and discussing with others, families in particular, to understand that children are unique individuals. By following this approach, our staff help the children to make meaningful interactions with their peers and engage them on a daily basis.

In our nursery school, we allow many opportunities in our classrooms for **indoor play** experiences, **both active and quiet**. As well, we take advantage of our wonderful **outdoor** area allowing the children to benefit from active exploration in nature.

**All staff will foster the children's exploration, play and inquiry.** Within the context of play, there are countless learning opportunities and experiences that are **both child-initiated and adult-supported**. Our classroom is bright, welcoming and organized with a variety of toys and materials that the children will want to become engaged with on their own. We use resources from our environment, which support opportunities to explore, experiment, create, construct and solve problems. The teachers continuously observe, brainstorm and document in order to provide experiences that encourage inquiry-based learning. We strive to maintain a balance between experiences that are initiated by the child and those, which are facilitated by intentional teaching.

Furthermore, foundations of literacy and numeracy and other pre academic skills are learnt both in the context of play and through intentional teaching. Using the document "How Does Learning Happen" as our programming guide, our experienced staff plan and implement **positive learning environments and experiences in which each child's learning and development will be taken into consideration and supported**.

**We foster positive family engagement with the use of regular and on-going communication.** Communication may be in person, by phone, email or through written and posted communication tools. Each week we provide a newsblast in which we share some of the activities we focused on, what the children have been learning, as well as documentation and photographs, which support the learning. Documentation and photographs are also used in our cubby area and in our classroom.

**Pearson provides ongoing opportunities for staff** to engage in critical reflection and discussion with others about pedagogy in support of continuous **professional learning** and effective developmental goal setting each year.

We encourage families to provide feedback to our staff and the Board of Directors on an on-going basis. As a Co-op preschool, families play an instrumental role in the operation of the school. There are many opportunities for engagement such as our General meetings, our annual Feedback Survey and regular communication from the Board of Directors. At the end of each class, staff share and debrief their observations with each other and discuss plans for how to build on what the children are interested in.

**At Pearson we believe that all children, their families, child care providers and staff are part of a wider community.** We direct families to support services outside of the preschool when necessary. We work collaboratively with professionals from our local community, such as The Halton Resource Connection (THRC), Reach Out Centre For Kids (ROCK), Community Living Burlington and Halton Region to help support our Pearson children, families and staff. We seek out opportunities to share our knowledge and to learn from others in our community. We allow those partners, and all who interact with the children, to support the children, their families and staff in a proactive manner, either on site with individuals, or by providing parent and staff training to further enhance each child's potential.

## Our Objectives

The main objective is to help the child develop in the social, emotional, physical, language and cognitive areas. This can best be accomplished by providing children with opportunities to:

- Participate successfully in activities that match their individual stage of development.
- Build self-confidence by developing a sense of responsibility for controlling behaviour and solving problems.
- Interact effectively with a variety of people e.g. peers, high school students, teachers, participating parents, senior citizens.
- Interact and play with their friends

## Roles and Responsibilities

- **Board of Directors:** The BoD is comprised of elected members of Pearson. The BoD is responsible for the management and administration of Pearson and its staff. The BoD must abide by the by-laws and resolutions as determined by the general membership and all applicable legislation. The BoD will set policy and procedure for the school.
- **Staff:** The staff is responsible for program planning and implementation. They are responsible for the safety, care and management of the classroom and children.
- **General Membership:** The general membership of Pearson is responsible for participating as active members on committees as assigned by the Board of Directors. Members must annually read the by-laws and resolutions of Pearson and will sign an acknowledgment document. All members will keep apprised of the classroom programs by reading our weekly newsblasts. General membership **MUST** attend all general meetings.
- **Volunteers:** The volunteers will be responsible to carry out duties as assigned by staff and to bear in mind the safety of the children at all times. Volunteers **CANNOT** be responsible for children independent of a staff member (including but not limited to classroom participating volunteers, grandparents, high school students, ECE students).
- **Children:** The children will be present in the classroom and be given the opportunity to participate as much or as little as suits their personal, social and emotional needs. The children will come to play, learn and have fun.

<b>Who to Call</b>	<b>If your suggestion or question may be:</b>
Teachers	Any suggestions or comments about school; any problems of any sort you feel they can help with; anything general about the school about your child or other children at school; children's daily program; or anything about parent education.
Chairperson	About general functioning or administration of the school, including problems; to get messages to all families. Any written or telephone communication must go to the Chairperson first about the use of the school name in the community; if you know someone who is interested in applying for a school position.
1st Vice-Chairperson	If you are unable to reach the Chairperson.
Treasurer	About payment of your fees.
Membership Secretary	If you have a friend who wants to join; if you need a leave of absence or wish to terminate; or if there are changes to your address, phone number or any changes to your emergency contact information.

## **Class Colour Coding**

The four sessions are colour coded to facilitate identification of your child's cubby, art shelf and information pertinent to your session. The coding is as follows:

<b>2 A.M.</b>	<b>RED</b>		<b>RTE</b>	<b>BLUE</b>
<b>3 A.M.</b>	<b>GREEN</b>		<b>RTL</b>	<b>YELLOW</b>

## Daily Schedule

Below is an example of how our 2 ½ hour school day may be organized. However, please note, this schedule will vary depending on the daily needs and interests of the children/class.

Inside Activity Time	1 1/4 hours
Outside Activity Time	1/2 hour
Circle/Story Times	1/2 hour
Routines (Entry/Tidy up/Dressing)	1/4 hour
<b>Total Time</b>	<b>2 1/2 hours</b>

Arrival Times	A.M. 9:00	P.M. 1:00
Dismissal Times	A.M. 11:25	P.M. 3:25

## Safe Arrival / Safe Dismissal

- Never leave children unattended in playground, cubby area or parking lot at any time.
- All gates are to be closed in the playground by everyone entering or leaving.
- If your child is going to be absent (illness, vacation, etc.) please inform the school via phone, or email.

### **Drop Off:**

- Park and enter through the playground and in through door #21 to the cubby area.
- Remove all weather appropriate clothing from the children's backpacks and placed visibly on the cubby hook or shelf.
- Drop off children at the attendance table.
- Parents/caregivers bring children into classroom at start of session and wait in line at greeting table for teacher to greet and take attendance.
- Children then wash their hands before entering the classroom.
- Parents/caregivers are to relay any messages or notes to the staff.
- Parents check child's art shelf for any art, newsletters or school information.
- The door to the nursery school will only be open at drop off time. Entry into the school at any other time when the door is closed will require a 4-digit entry code as per our security system. This code is given to all members upon registration and is only to be shared with people who are responsible for picking up/dropping off a child from the school. There is a doorbell to ring in the case the entry code is not known.



### **Pick Up:**

- Pick up your child in the playground via the gate closest to the parking lot.
- Find the teacher with the clipboard to sign out your child.
- Head back inside with your child through door #21 to the cubby area, closing the gate behind you, to retrieve backpacks and other articles from the cubby.
- Exit cubby area via the school hallway; turn left and exit the school through the community room doors (door #18) on the left hand-side and head back into the parking lot.
- Families are not to leave through the playground.
- **In inclement weather**, when the children do not go outside, the parent can collect the cubby articles and then proceed to the snack room to pick up their child. A teacher with a clipboard will be at the door of the snack room for you to sign out your child.
- Only the child's parents may write a written consent for the child to be picked up by other individuals. The individual chosen must show the staff ID. The staff who checks the ID must retrieve the signed permission of release form or written note.

## **Day Book/Communications Book**

The Daily Log and Communications Book is kept on the greeting table to take the children's attendance and to record any incident affecting the health, safety and well-being of a child that may occur during school time i.e. accident, illness, etc. The staff is in charge of keeping the book and reporting any such happenings to the parent and supervisor.

## **Field Trips**

- Field trips are not mandatory.
- Field trip cost is paid by the member unless otherwise communicated.
- Classes are not held on field trip days.
- Time and duration of each field trip will be included on the permission form.
- If the trip is a Parent drop-off/pick-up at the site: Staff will take attendance and roll call at the trip site upon arrival and dismissal using the clipboard.
- If leaving from the Nursery School: Staff will take normal attendance by use of names and headcount. Upon leaving the field trip, staff will do a headcount and child name call as well from the clipboard. Upon arrival at the school children will be counted again for accuracy.

## **Inclement Weather**

- Parents are responsible for listening to local radio or television to determine if the HDSB is closed. In the event of HDSB closure Pearson is also closed. If HDSB is not closed, however the Supervisor and Chairperson feel we're unable to conduct the school day due to unavailable volunteers due to inclement weather, the preschool may also be closed.

- At the discretion of the Supervisor and Chairperson the school may be closed mid-session if required. Parents will be called by the school to come and pick up their child.
- Pearson will update the outgoing phone message at the school and/or Facebook and email in the event of the school's closure.

## Clothing

- Soft soled (rubber) shoes or running shoes must be worn in the classroom for safety. Children wearing socks, flip-flops, "crocs", bare feet or outdoor boots will not be permitted in the classroom.
- All clothes worn by the children should be considered play clothes. It is very restricting to a preschooler to have to keep clean, tidy and neat during nursery school activities - work with play dough, water table, sandbox, finger paints, etc. (The same is true for outdoor clothing).
- All clothing must be identified/labelled with names, i.e. boots, sweaters, hats, mitts.
- Make sure your child is dressed for outdoor play each day. Be sure your child has appropriate clothing; mittens, boots, snow pants, sweater, mud suit, etc. Place mittens and hats on your child's cubby shelf. Splash pants are highly recommended during times when snow pants are not being worn.
- Try to get boots that are easy to put on and take off, as well as mittens - NO finger gloves.
- Each child must bring a backpack (preferably waterproof) every day. The child's name must be on the bag. Please supply a complete set of clothing (spare underpants, socks, etc.) in case of accidents or getting wet from the water play table. The spare clothes are to be kept in their backpack.
- Make sure clothing does not present a strangulation hazard. Always take off tie up or tuck in cords, scarves and drawstrings on hoods jackets and mittens to prevent them being caught on playground equipment.

## Acronyms

RECE – Registered Early Childhood Educator  
 Pearson – Pearson Community Co-operative Nursery School  
 MoH – Medical Officer of Health  
 MoE - Ministry Of Education  
 HDSB – Halton District School Board  
 CoB – City of Burlington  
 CCLS - Child Care Licensing System  
 MoHe – Ministry of Health  
 BoD – Pearson Board of Directors  
 CCEYA -- Child Care and Early Years Act  
 RTE – Ready To Explore program  
 RTL – Ready To Learn program  
 CRC – Criminal Reference Check (with vulnerable sector screening)  
 ROCK – Reach Out Centre for Kids

## **Section B: POLICIES**

The following policies, procedures and individualized plans are reviewed with employees before they begin their employment and with volunteers and students, who will be interacting with children at the preschool, before they begin their placement. This training will be conducted annually after the first review and at any time when changes are made to a policy, procedure or individualized plan. Furthermore, all policies and procedures are reviewed with volunteers during their interview week in September, with the exception of epi-pen training which is conducted in person at the September General Meeting. Signed training records will be kept on file with the date of each review.

### **1. Administration of Drugs & Medications Policy**

Administration of any medication at school must follow the procedure below to meet the Child Care and Early Years Act:

- a) The Supervisor or designate staff will administer a drug or medication to a child only where a parent of a child gives written authorization that includes a schedule that sets out the times the drug or medication is to be given and amounts to be administered.
- b) A drug or medication will be administered to a child only from the original container as supplied by a pharmacist and that is clearly labeled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration if applicable, instructions for storage and administration. For each child receiving medication, an entry is made on a medication administration form and in the daily logbook. Staff giving the medication should list each dose administered and the time. If a dose is omitted or late, reasons must be listed.
- c) All drugs or medications that are brought onto the premises will be stored according to the storage conditions on the label.
- d) All drugs or medications are kept in a locked container, with the exception of allergy and asthma medications. Epi-pens or Allerject auto injectors will be administered immediately by staff/parents in the pre-school if the need arises.
- e) All drugs and medications are administered in accordance with the instructions on the label and only with written authorization from the child's parent. Epi-pens are to be placed in a labeled box with the child's first and last name and session, to be kept in the preschool kitchen. Asthmatic inhalers are to be kept in the child's backpack, clearly labeled. The child's backpack must be placed in the

supervisor's office. It is the responsibility of the parent, each day, to put the backpack in the designated spot and to retrieve it at the end of the session. For diabetic children, if required by parent, staff will perform a finger-prick test. All needles used to perform finger-prick tests will be kept in a small sharps container (supplied by the child's parent) and kept in locked storage box in the preschool kitchen where it will be inaccessible to children. Parent must provide written authorization for staff to perform finger-prick tests.

## 2. Anaphylaxis Policy

### Description of terms

Anaphylaxis is a severe allergic reaction to any stimulus, having sudden onset, involving one or more body systems with multiple symptoms. An allergen is a substance capable of causing an allergic reaction. Upon first exposure, the immune system treats the allergen as something to be rejected and not tolerated. This is called sensitization. Re-exposure to the same allergen in the now sensitized individual may result in an allergic reaction that, in its most severe, life threatening form, is called anaphylaxis.

### Risk Reduction Strategy

#### a) Identification of Children at Risk

It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the school of their child's allergy by completing the Registration forms accurately and completely. All staff members and volunteers need to be made aware of these children. A photograph and a description of each child's allergy is kept on an individual plan in a visible area in the kitchen and play areas.

#### b) Common allergy triggers include:

- Peanuts
- Tree nuts
- Egg
- Milk
- Fish
- Shellfish
- Sesame seeds
- Soy
- Wheat
- Causative agents (latex, fabrics, medicines or chemicals.)

#### c) Avoidance Strategies for staff and volunteers:

- Anyone purchasing food/crafts for the school should be aware of this list and along with the supervisor should follow the “**Three time read rule.**” Read ingredients once when buying, once when presenting purchase, and again when using. This will reinforce awareness of what materials are being used, and help to avoid common allergens.
- Regular hand washing is required by adults and children to reduce risk.
- Ensure children do not share snack
- No home baked snacks may be brought (i.e. for birthday celebrations)
- Ensure proper cleaning of surfaces and toys as per Health Department regulations.
- The avoidance strategies listed above will be revised as necessary depending on the life threatening allergies of the children enrolled.

## **Latex Allergy Information**

When and if we have a child with a latex allergy, we will immediately remove all latex items from the classroom. With a latex sensitivity one must avoid primarily elastic forms of latex rubber such as gloves and balloons. The main strategy is to avoid exposure to these items in the classroom and outdoor play areas. We will buy latex free Band-Aids, and non-latex items. They will benefit from all the strategies listed above for other allergens.

## **Communication Plan**

- It is the parent's responsibility to communicate any allergies, and relevant information by completing the preschool registration forms accurately and completely.
- If there is a student enrolled in the school who has an anaphylactic allergy, a note/ email will be sent to all the families making them aware of the details and agents to avoid. As well, an individual plan will be developed with input from the child's parents and physician that includes emergency procedures.
- Training and education will take place at staff meetings, parent interview meetings and the General Meeting. See "Training Plan" section below.
- A list of known allergies will be posted in a visible area in the kitchen and playrooms.
- Posters will be put up in a visible area showing signs and symptoms of anaphylaxis reactions that will include the following information:

*"An anaphylactic reaction may begin with a tingling sensation, itching, or metallic taste in the mouth. Other symptoms can include hives, a sensation of warmth, asthma symptoms, swelling of the mouth and throat area, difficulty breathing, vomiting, diarrhea, cramping, a drop in blood pressure, and loss of consciousness. These symptoms may begin in as little as five to 15 minutes or up to two hours after exposure to the allergen, but life-threatening reactions may progress over hours."*

## **Training Plan:**

- All staff, students and volunteers must review the Anaphylaxis Policy, individual plans for children with anaphylaxis and the emergency procedures prior to beginning their employment and or supervision of children.
- This training will be done annually after their first review and at any other time there are substantive changes made to the policy, plan or procedure.
- All training will be documented, included epi-pen training.
- Training for the staff at Pearson will be by the parent of the child with the allergy prior to the first general meeting or through C.P.R/First Aid training that includes epi-pen training.
- Everyone will be shown the location of the individual plan and emergency procedure.
- Everyone will be shown how to use an auto injector (epi-pen) with the use of auto-injector trainers at the September General Meeting.
- Location of epi-pens will be shown (above the microwave in the kitchen).

- Posters on how to use the epi-pen, signs and symptoms will be pointed out on parent boards.
- Time will be set aside to train new staff, students and volunteers as they join the school throughout the school year.

**Training for General Pearson Membership:**

During each member's interview meeting, the supervisor will review the anaphylaxis policy and each member will sign off to acknowledge they have read and understood it thoroughly. At the initial general meeting, training on the use of an epi-pen (and storage location) will take place.

### **3. Children With Medical Needs Policy**

Any child with a medical need (i.e. asthma, juvenile Type I diabetes, Crohn's disease, etc.) will have an individualized medical plan established in collaboration with the child's parents/guardians.

This individual plan will include, but is not limited to, a description of medication, dietary restrictions, medical devices used by the child, a procedure to be followed in case of a medical emergency as well as any additional procedures to be followed when a child with a medical condition is part of an evacuation or an off-site field trip.

Confidentiality will be maintained. Any sensitive or confidential medical information will not be included in the plan unless written consent has been given by the parent.

#### **Communication and Training Plan**

- It is the parent's responsibility to inform the school of the child's medical condition when completing the preschool registration forms.
- All staff, students and volunteers must review the Children With Medical Needs policy, individual plans for children with a medical condition and the emergency procedures prior to beginning their employment and/or supervision of children. This training will be done annually after their first review and at any other time there are substantive changes made to the policy, plan or procedure.
- At the interview meeting, the supervisor will review the Children with Medical Needs Policy with all parents and each member will sign off to acknowledge they have read and understood it thoroughly.
- The parent will train the supervisor prior to the start of school regarding the individual management plan.
- The supervisor/parent will train staff, students and volunteers who have contact with the child with the medical condition prior to having contact with them.
- Staff, students and volunteers will be shown the location of the individual management plan and where any related medication or medical devices will be stored during class time.



## **4. Criminal Reference Check Policy**

1. In compliance with MoE, as part of our Registration package and related documentation, volunteers and Board of Directors must have a current Criminal Reference Check with Vulnerable Sector Screening submitted to the supervisor for review. Information revealed from a CRC with Vulnerable Sector Screening will determine if you are suitable to volunteer in the school as per the CCEYA. A certified copy will be obtained and filed in a locked cabinet at the school.
2. CRC's MUST be dated no earlier than 6 months before the start of school.
3. New employees, volunteers, support staff, signing officers (or their designates) and students 19 years or older working on a placement, require a CRC including a vulnerable sector check before they can begin employment or interacting with children. Note: No one 18 years or younger is required to provide or obtain a vulnerable sector check or offence declaration, a Criminal Reference Check is sufficient. If a person turns 19 years old while working on a placement or volunteering in our school, a Vulnerable Sector Check must be applied for within one month after turning 19 years old. A positive Vulnerable Sector Check does not necessarily preclude hiring of the potential candidate. A decision will be made after the Board of Directors and supervisor have reviewed the nature of the offence(s), including the circumstances surrounding the charges and convictions, and the specific duties of the potential employee or volunteer. Other considerations could include references from past employers and rehabilitative and other efforts subsequently made by the candidate.
4. CRC is required for your Initial Interview (Note: only applicable to volunteers and members of the Board of Directors).
5. If you have not received your Criminal Reference Check with vulnerable sector screening, you MUST bring your RECEIPT with you to your initial interview, to be kept on file for Ministry purposes. Until a CRC is received, approved and a copy filed at the school, volunteers/students will at no time, be alone with children.
6. Volunteers returning to Pearson in consecutive years must sign an offence declaration indicating no change related to their previously submitted CRC with vulnerable sector screening. The Offence Declaration form is provided by the Pearson supervisor and is to be signed no later than 15 days after the anniversary date of the most recent offence declaration or submitted vulnerable sector check. (Note: A new CRC must be submitted every 5 years for staff.) Completed and signed Offence Declaration forms will be filed in a secure locked cabinet.

## **5. Health and Safety Policies**

All new staff and volunteers must provide documentation of a tuberculin (TB) test within 12 months before the start of the school OR of their child being enrolled in the nursery school. Parents returning in consecutive years do not require re-testing. Immunization requirements as directed by the Medical Officer of Health must be met, which include immunization needs to be up-to-date, including a tetanus shot within the last 10 years. If someone refuses, for personal reasons, to get any of the above mentioned immunizations/tests, they need to sign a "Statement of Conscience or Religious Belief" waiver form of immunization.

- a) It is a requirement for registration in the school, that children be toilet-trained by the beginning of their school year (Exceptions will be made in certain circumstances - please discuss with supervisor). Should a child not be fully toilet trained, the school will allow a grace period of 6 weeks from the child's first day of class. During the grace period, children are permitted to wear disposable training pants (e.g., Pull Ups). If training pants are required, it is expected that parents will take their child to the bathroom, upon entering the school, in order to limit accidents as much as possible. Due to the lack of changing facilities, in the event that a child has an accidental bowel movement the parent will be called to return to the school immediately. The parent may elect to find a suitable place to change their child and return the child to class, or take their child home.
- b) No fees will be refunded for session time missed due to toilet training issues.
- c) No child should attend school if any of the following conditions are true:
  - Fever within the last 24 hours.
  - Begun taking a prescribed antibiotic within the last 24 hours (includes for pink eye, chest infection, strep throat).
  - Continuous dry hacking cough.
  - Diarrhea and/or vomiting (within the last 48 hours).
  - He/she or their immediate family has come in contact with, or is under quarantine for, a serious respiratory illness. This includes the child, volunteer parent and/or direct family members (i.e. Severe Acute Respiratory Syndrome [SARS]).
  - Constant running nose that is NOT clear in colour.
  - Communicable diseases or prolonged illness should be reported to the teacher as soon as possible.
  - Any child who has contracted head lice shall not attend the nursery school until such time as they have been checked by a health professional and been deemed to be clear of all live lice and eggs. A note from a health professional (Family Physician, RN, or RPN) shall be submitted to the supervisor at the time the child re-enters the school. It is the parent's responsibility to obtain this documentation. Any parent of a child deemed to have head lice is asked to inform the nursery school supervisor so that parents of other children in the class may check their child for head lice.

- d) Emergency information must be kept on file at the school as well as a signed parent consent form, to make possible emergency care if the parent is not available. Please notify school immediately if these names and phone numbers change.
- e) If your child is absent from nursery school, please call giving your name/child's name/session and the reason for the absence. An answering machine will take messages if no one is available at the time of your call. You may also choose to email the school with the same information.
- f) In the event of a pandemic flu outbreak, the preschool will follow advice from the Halton Region Public Health Department.

## **6. Inclusion Policy**

At Pearson Co-op Nursery school we believe all children can learn and acquire skills essential to their self-esteem, growth and development in a safe and stimulating environment, allowing them to develop to their full potential.

Many children have special needs that require some level of additional support and /or consultation to allow them to participate in a “regular” preschool program. These children are characterized as having delays in the areas of physical, social, intellectual, communicative, emotional and/or behavioural development.

At Pearson Co-op Nursery we have a Purchase of Service Agreement with the Halton Region. This allows us to access extra in-class support of a resource consultant if the child meets the criteria.

### Criteria:

The integration service accepts children between the ages of two and four years of age with a six month delay in a minimum of two areas of development including:

- Gross motor
- Fine motor
- Cognitive
- Self help
- Expressive
- Receptive language
- Social /emotional /behavioural

Children who have special needs will be able to participate in the full program to the best of their abilities. Through accommodations, modifications and extra support we will meet the child’s needs within the regular group activities.

Our program at Pearson Community Co-operative Nursery School includes children with disabilities in approximate proportion to the presence in the population.

The supervisor will have phone /email contact with the parents and may request a school visit prior to the start of school.

Further services that can be accessed in the community are:

- Halton Region Children’s Services
- ROCK
- Community Living Burlington
- Family Community Behavioural Services

## **7. Parent Issues and Concerns Policy**

The purpose of this policy is to provide a transparent process for parents/guardians and staff to use when parents/guardians bring forward issues/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, staff and volunteers, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

All issues and concerns raised by parents/guardians are taken seriously by our Board of Directors and preschool staff 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. Issues/concerns that are easily answered and resolved will be documented in the preschool's Daily Log.

An initial response to an issue or concern will be provided to parents/guardians within 2 business days. 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**

In line with our Program Statement, we maintain high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

### **Concerns about the Suspected Abuse or Neglect of a child**

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

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

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/CASLocations.aspx>

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/childrensaid/reportingabuse/index.aspx>

## Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff/Board of Directors in responding to issue/concern:
<p><b>Program-Related</b></p> <p>E.g: schedule, indoor/outdoor program activities, , etc.</p>	<p>Raise the issue or concern to a staff member.</p>	<p>When possible, address the issue/concern at the time it is raised and notify Supervisor while also documenting the resolution in the Daily Log.</p> <p>If further discussion is needed:</p> <ul style="list-style-type: none"> <li>• Schedule a meeting with the parent/guardian to discuss the issue/concern within 2 business days of receiving the issue or concern.</li> <li>• Request the parent/guardian to submit the issue/concern in writing to the school/Board of Directors: <a href="mailto:pearsonchair@gmail.com">pearsonchair@gmail.com</a> <a href="mailto:pearsonsupervisor@gmail.com">pearsonsupervisor@gmail.com</a></li> <li>• Document the issues/concerns in detail.</li> </ul> <p>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><b>Operations-Related</b></p> <p>E.g: fees, wait lists, etc.</p>	<p>Raise the issue or concern to the Chairperson or Board of Directors.</p>	
<p><b>Staff- Related</b></p> <p>E.g: conduct of staff, volunteers, etc.</p>	<p>Raise the issue or concern to the individual directly or Supervisor.</p> <p><i>Note: All issues or concerns about the conduct of the staff/volunteers that puts a child's health, safety and well-being at risk should be reported to the Supervisor/Board of Directors as soon as parents/guardians become aware of the situation.</i></p>	

		<ul style="list-style-type: none"> <li>• Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern in writing.</li> </ul>
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**Additional Information and Contacts:**

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

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

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

## **8. Playground Safety Policy**

- It is understood that play involves risk and challenges a child's control, strength, coordination and intellect.
- Ratios must be maintained on the playground at all times.
- Staff and volunteers are assigned to specific safety related areas on the playground during outside time.
- Staff are positioned at both gates to ensure safe dismissal of all children.
- All sand/gravel areas in the playground are maintained by the Equipment, Repairs and Playground Committee.
- Swings are checked daily and the hollows raked as needed.
- Checking of playground equipment is conducted by the City of Burlington as well as the Nursery School.
- Daily, weekly, monthly and seasonal inspections of the outdoor play space, fixed play structures and surfacing are done in accordance with the requirements set out by the Canadian Standards Association and are done by staff, volunteers, and the City of Burlington and are kept on file for a minimum of 3 years.
- Annual inspection, by a third party, occurs in September and is kept on file for a minimum of 3 years.
- A record of these inspections, a repair log and an injury log are kept in the Playground Safety Policy binder in the nursery school office.
- Any outdoor play spaces, fixed structures and surfacing that are constructed or renovated after August 29, 2016, must meet Canadian Standards Association standards ("CSA Approved").
- Both Members and Staff must review the Playground Safety Policy annually and sign off to acknowledge they have read and understood it thoroughly. The supervisor must sign off the written record of all plans, injury log, inspections and maintenance on equipment. Records must be kept for 3 years.



## 9. Privacy Policy

Pearson Community Co-operative Nursery School (Pearson) is committed to protecting the privacy of all our members and their children. Maintaining the trust of our members is important to Pearson, and we recognize that, to maintain this trust, we must be responsible, transparent and accountable in how we treat the personal information that is shared with us. Pearson gathers and stores personal information—such as your name, child's name, address, telephone number, etc. as provided by you, to provide services to you and communicate with you. Our privacy practices are designed to protect this information.

### **How do we use the information?**

Personal information—gathered by Pearson through applications, registration and updates provided by members—on students, parents of students (members) and staff, volunteers, consultants and friends, is used to:

- a) Register families seeking membership in the school. This includes but is not limited to assigning class spaces to students, creating waiting lists, assigning members to appropriate committees, and informing prospective members of their enrolment status.
- b) Provide an enjoyable and appropriate preschool experience for our children. This includes but is not limited to: assessing the individual and health needs of our children, tailoring our classroom activities for the ages and needs of the children, and celebrating birthdays and festival days.
- c) Conduct the day-to-day business of the school. This includes but is not limited to: assigning members to committees, creating committee lists and class lists for the membership, and contacting members to inform them of events, activities and relevant information regarding their children.
- d) Send our members and prospective members publications, registration materials, updates and information
- e) Conduct the financial business of the school. This includes but is not limited to: collecting fees from members, issuing tax receipts, conducting financial audits, and paying out salaries.
- f) Meet legal or regulatory requirements. This includes but is not limited to: allowing audit of our files by the Ministry of Education to renew our license, complying with the Child Care and Early Years Act, reporting all serious incidents occurring on our premises to the Ministry, complying with health regulations and reporting all suspected cases of child abuse or neglect.
- g) Respond appropriately in the event of an emergency. This includes but is not limited to contacting members or their designated emergency contacts and providing emergency medical care to the children, staff, or members.

- h) Communicate with members on an individual basis

**What information do we maintain and who has access to it?**

The school maintains personal information records on all students, staff, and volunteers including names, addresses, phone numbers, dates of birth, health information, photos, contact information for parents and emergency contacts and other personal information that is publicly available and provided through interactions with you or other members. It is your right to view your personal information on file at the school. We require notice to ensure that the appropriate individual is available to review your file with you, and is available to answer any questions or address any concerns you may have.

Access to our files is limited to the teaching staff, Board Members, and at the beginning of the school year to the Membership Secretary. Access is also granted as described above, to the Ministry, the Halton Region Health Department and to our bookkeeping and auditing staff.

Information obtained from non-cleared CRC's is kept in the child's file in a locked filing cabinet accessible to the supervisor.

Committee lists containing member names, telephone numbers and email addresses will only be distributed to committee members so they can contact one another to fulfill their committee obligations. These lists are to be used strictly for school business. Members may opt out of inclusion of their e-mail address or phone number on the committee list by contacting the membership secretary or privacy officer (2nd Vice) however they MUST provide at least one method of contact to comply with their duty to serve on a committee.

Volunteers and staff members may be provided with personal information on specific individuals to assist them with their responsibilities.

**Is the information safe? Is it kept private?**

All staff and Board Members are required to sign confidentiality agreements when they begin their relationship with the school. Board Members, staff members and volunteers will be trained in dealing with personal information, in accordance with our privacy policy, and are required to adhere to this policy.

All members will be required to read and agree to abide by the school's privacy policy. Any member (including members of the board) found to have violated the privacy policy by misusing or disclosing any personal information they have access to in the course of their school duties will have their membership up for review. Pearson does not rent, sell, trade or provide personal information to individuals or organizations outside of the school.

Pearson will only disclose personal information to third parties at the special request of the member. This may include: disclosing relevant information regarding a child to caregivers specified on the "Permission of Release" form when they pick the child up from school, and disclosing information to agencies providing services or consultation for the child (for instance, when children are participating in the Halton Region Integration Program).

### **What else are we doing to assure the privacy of our members?**

Pearson has a designated Privacy Officer whose duties are to monitor all use of personal information by the school and its members and staff, to ensure that the school is in compliance with all relevant privacy legislation, and to respond to all inquiries regarding the privacy policy and practices at the school. The Privacy Officer will be a member of the Board and is usually the Second Vice Chairperson.

### **Changes To This Privacy Policy**

Pearson may, from time to time, change its Privacy Policy as required. Changes will be presented to the membership and will be subject to a vote by the general membership. The privacy policy will be part of the "Pearson Handbook" and is accessible to all members via the school website.

## **10. Program Statement Policies & Procedures**

Staff, students, volunteers review the Program Statement and sign off that they understand it before they begin employment, volunteer work, educational placement and/or interacting with preschoolers. The Program Statement will be reviewed on an annual basis and also when the statement is modified. The supervisor must be confident that the staff members, volunteers and students are fully aware, and understand the Program statement and its implementation.

Pearson Co-operative preschool shall monitor and review all staff, students and volunteers on an on-going basis. The Board of Directors will observe the supervisor. Monitoring will include how staff, students and volunteers are engaged with the children in the different classrooms, group time, outdoor play and snack time. The review shall be based on the program statement to ensure that all areas are being observed. Evidence of the monitoring of compliance and any instances of contravention of the program statement shall be kept for at least 3 years.

Furthermore, the Supervisor will meet with the staff on a regular basis to establish a clear understanding of the program statement, to support staff in their delivery of the program statement and to aid the staff in self-reflection. The supervisor will view each staff member 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 supervisor will use a combination of observations, interactions and conversations to monitor all staff. The supervisor will keep a record of these discussions and address compliance in relation to the program statement and any instances of contravention of the program statement. In addition, staff will reflect on “How Does Learning Happen”, by working through the reflection exercises in the document, by reviewing their observations and engaging children in meaningful activities, by maintaining communication with parents and building trusting relationships with the families, by working with their co-workers to create a safe and healthy environment and by taking the time to engage in self-reflection in a regular basis.

ECEs have made a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of practice. All ECEs hold themselves accountable, and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice.

In summary, Pearson Community Co-op wants to ensure that all children have a safe and positive experience that promotes their growth as a learner. The supervisor will observe interactions with children ensuring they align with our program statement.

**Staff, volunteers, students, members, or member’s families MUST not use any of the following prohibited practices to manage children’s behaviour:**

- (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.

### **Contravention of the Policy and Prohibited Practices**

This policy has been defined to ensure that everyone at the Pearson Co-operative Preschool is aware of our expectations with regard to the implementation and prohibited practice of our program statement. The program statement is in place to protect the emotional and physical well being of the children attending our preschool. The supervisor shall monitor all behaviours and evaluate staff, students and volunteers on an on-going basis. If any individual involved with the Co-operative fails to comply with the above regulations, it will be necessary for the Supervisor to take the following measures:

Supervisor will:

- Conduct an interview with those involved to discuss what occurred.
- Prepare a written description of what occurred, sign/date and file in a locked cabinet.
- Contact MoE within 24 hours, if necessary, to report the incident and inform them as to the final outcome of the incident.
- Inform the Chairperson as soon as possible. The Chairperson will hold an Executive meeting to evaluate the best course of action.

The parent/student/volunteer/staff member in question will not assist at the school until the Chairperson, with consent from the Board of Directors, states in writing they may do so.

A record of each review will be kept for at least three (3) years.

## **Behaviour Management Techniques**

Procedures and practices we follow to assist with facilitation of self-regulation and child guidance:

- a) All children will be guided in a positive manner that is appropriate to their age and developmental level
- b) Staff will model or demonstrate proper procedure, or behaviour, with a direct explanation
- c) Staff will use clear language, supportive voices and encouragement
- d) Staff will use positive verbal guidance, which is non accusatory and respectful; labelling, and validating a child's feelings, and clarifying the rules and responsibilities.
- e) Staff will actively listen to all children and respond in a sensitive manner.
- f) Staff will state rules and requests in a positive tone
- g) Staff will reinforce appropriate behaviour, using social reinforcement such as a smile, or a hug, an activity reinforcement, such as engaging in a desired activity, effective praise, that is selective, specific and positive and/or asking the child to engage in self-reflection, assisting them to recognize their own accomplishments
- h) Staff will ignore non disruptive inappropriate behaviour
- i) Staff will offer choices, this gives children some control over their own behaviour, it shows respect for them as individuals and encourages independence
- j) Staff will redirect the child by offering a purposeful alternative or giving them a choice of activities
- k) Staff will facilitate problem solving to help the child resolve conflicts
- l) Staff will use logical consequences that make an obvious connection between the child's behaviour and the action that follows.
- m) Staff will demonstrate awareness of each child's abilities and difficulties e.g. lagging skills.

## **Extreme Behavioural Challenges**

Children who display regular and consistent inability to control temper, aggression, language, or any behaviour that presents a safety concern to themselves, classmates or staff will be:

- Observed by staff and behaviours will be documented over 6 sessions.
- Family will be contacted for a school meeting with the supervisor and/or staff and/or chairperson to develop an action plan.
- If the action plan does not resolve the behaviours, family will be asked to seek outside intervention via ROCK or Halton Region Children's Services within 1 week.
- If outside sources are unable to create a plan to manage the behaviours or family does not seek or refuses outside support within 1 month, the family's membership will be up for review by the Board of Directors. Membership review may result in suspension or termination of membership.

## **11. Sanitary Policy and Procedures**

To ensure high quality sanitary standards are maintained as per MoE in order to protect the health, safety and well-being of children, staff, students and volunteers, the following procedures are to be followed:

- a) To ensure sanitary standards are established and maintained by all parties involved, all cleaning procedures used in the nursery school follow MoHe. (example – A3, Lysol wipes, Bleach/water solution) Current procedures are posted in the kitchen and bathroom areas. Requirements are subject to change by the MoHe.
- b) All children, students, volunteers and staff must wash their hands upon entering the classroom at the start of each session.
- c) All children, students, volunteers and staff must wash their hands after toileting, wiping noses or coming in contact with bodily fluids (i.e. saliva, blood, excrement, vomit, etc.).
- d) Disposable plastic gloves **MUST** be used when treating any bodily fluids. In the event of an incident where bodily fluids are present, the affected area must be immediately disinfected with A3 or a bleach solution (1 part bleach to 10 parts water).

### **Kitchen:**

- Wash hands in designated sink only (first sink beside the stove) throughout session as required – use paper towel to dry hands.
- Disinfect table and counter areas following posted procedures.
- Wash dishes/cups/utensils/cutting boards in the dishwasher on the sanitize cycle.
- Clean and disinfect entire sink area following posted procedures at the end of each session.
- Add ½ ml. of bleach to the water in the water table.
- Run water for 5 mins every Monday morning (completed by staff member).
- Record flushing.
- Record fridge temperature daily at the beginning of each class (completed by staff member).

### **Bathroom Area:**

At the end of each session, the following items must be cleaned using the posted procedures:

- Toilets including the back, base, bowl, seat and toilet handles
- Toilet paper dispensers, paper towel dispensers, soap dispensers
- Bathroom sinks, handles and base
- Floor

- Weekly detailed cleaning and disinfecting of bathroom as per established weekly cleaning checklist.

**School Cleaning:**

- **Toys**
  - Weekly - all toys used from the previous week will be cleaned and disinfected.
  - Bi annually – **ALL** the toys are cleaned and disinfected in December and June.
- **Classroom**
  - Weekly cleaning and disinfecting of the classrooms as per established weekly cleaning checklist.
  - Bi-annual detailed cleaning and disinfecting (December & June) of the school facilities, including the bathrooms, as per established bi-annual checklist.



## **12. Serious Occurrence Policy and Procedures**

**Definition** – “serious occurrence” means:

- a. the death of a child who received child care at a home child care premises or child care centre, whether it occurs on or off the premises,
- 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 centre.

All staff, volunteers and members have the responsibility and obligation to report suspected child abuse and/or neglect promptly to the Children's Aid Society.

All allegations of abuse, mistreatment and/or neglect of children will be handled in the following manner:

- The child shall be provided with immediate medical attention and the child's parent(s) will be directly notified.
- The staff, participating members or any other person witnessing or having knowledge of the incident shall report the occurrence immediately to the Board of Directors and Children's Aid Society.
- Individuals held responsible will be suspended from duty, pending further inquiry. A replacement will be sought for the term of the suspension.
- If the allegation should be verified, permanent alternate arrangements will be made for a participating member. A staff member would have their contract terminated immediately.

NOTE: within the parameters of the preceding definitions, the nursery school is responsible for determining whether an incident is deemed to be a serious occurrence as defined by this policy and whether, it should therefore be reported to the ministry.

As per the CCEYA, if any responsibility, for a serious occurrence, lies with a member of the school or a staff member, the Board of Directors will suspend the individual from duty pending further inquiry by the authorities.

## **Serious Occurrence Reporting & Responsibilities Summary**

All incidents deemed as a Serious Occurrence are to be reported to the MoE defined as follows:

<p>Immediate Actions</p>	<ul style="list-style-type: none"> <li>• Health &amp; safety of client(s) addressed.</li> <li>• Ensure notification of coroner for any death, police/CAS as applicable and family/others as appropriate.</li> <li>• Serious occurrence inquiry conducted.</li> <li>• The Chairperson or the 1<sup>st</sup> Vice Chairperson will be informed by the end of the session.</li> </ul>
<p>Within 24 Hours</p>	<p>Notify Program Advisor by completing a Serious Occurrence report via the Child-Care Licensing System (CCLS). If licensees can not access CCLS they must notify their program advisor via email or telephone within 24 hours and complete a Serious Occurrence report in CCLS as soon as possible.</p> <p>A summary of the report and any action taken as a result of the incident is posted on the parent information board in the school hallway for at least 10 business days, including any allegation of abuse and neglect. Note: The report will not include any identifying information.</p>
<p>Annually</p>	<ul style="list-style-type: none"> <li>• Complete an Annual Summary report in order to identify issues, trends and actions taken and retain report on file at nursery school.</li> <li>• Annual Summary reports will be reviewed annually during licensing inspection.</li> </ul>
<p>Ongoing</p>	<p>Monitoring of serious occurrence related issues/trends by the nursery school and Ministry contacts, conducting follow-up actions in a timely manner.</p> <p>Serious occurrence reports and summary reports are to be kept on file for 3 years.</p>

### **13. Emergency Management Policy and Procedures**

The purpose of this policy is to provide clear direction for staff and volunteers to manage emergency situations in order to ensure the safety and well-being of everyone involved.

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 Supervisor or delegate, will provide direction to staff, students and volunteers 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 staff in the Daily Logbook.

**Emergency Procedures:**

**Phase 1: Immediate Emergency Response**

<b><u>Emergency Situation</u></b>	<b><u>Roles and Responsibilities</u></b>
<p><b>Lockdown</b>  <i>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.</i></p>	<ol style="list-style-type: none"> <li>1. The staff member/volunteer who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> </ol> <p>NOTE: Halton Board of Education Lockdown Procedures must be followed by the Nursery School located in the front of the daily log/attendance book.</p> <ol style="list-style-type: none"> <li>2. Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>3. Staff inside the preschool must:               <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children and move them away from doors and windows to the 'safe areas' of the Nursery school;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• keep children calm;</li> <li>• ensure children remain in the sheltered safe 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 supervisor or delegate will immediately:               <ul style="list-style-type: none"> <li>• close and lock all child care centre entrance/exit doors, if possible and take shelter.</li> </ul> </li> </ol> <p>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>

<p><b><u>Hold &amp; Secure</u></b></p> <p><i>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.</i></p>	<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. Staff members must immediately: <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> </li> </ol> <p>Note: only emergency services personnel are allowed to enter or exit the centre during a Hold and Secure.</p>
<p><b><u>Bomb Threat</u></b></p> <p><i>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.</i></p>	<ol style="list-style-type: none"> <li>1. The staff member who becomes aware of the threat must remain calm; <ul style="list-style-type: none"> <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> </li> <li>2. 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.</li> <li>3. 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.</li> </ol>

**Disaster Requiring Evacuation**

*A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.*

1. The staff member who becomes aware of the disaster must inform all other staff of the incident and the centre must be evacuated, as quickly and safely as possible.
2. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures, approved by the local fire department, as listed below:

In the event that you hear the fire alarm:

- In a calm manner, line the children up against the wall of the fire exit. A staff member does a head count.
- Exit fire doors through playground to outside the playground fence (west side). Children to line up along the fence
- Supervisor (or designate) checks all rooms for children, shuts doors but NOT LOCKED. Switch off lights.
- Supervisor (or designate) brings attendance and emergency books outside.
- The High school bell will ring two times for re-entry into the building.

If the children cannot be returned safely to the school within a reasonable length of time, the staff will supervise the transfer of the children to the Evacuation Centers listed below, whereupon their parents or guardians will be informed of their whereabouts to facilitate prompt pick up.

3. For all disasters requiring evacuation, staff must:
  - remain calm,
  - gather all children, the attendance record, children's emergency contact information & any emergency medication.
  - Exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions,
  - escort children to the evacuation centre and
  - take children's attendance to confirm all children are accounted for.
4. Designated staff will help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the

	<p>procedure in a child’s individualized plan).</p> <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><u>Disaster – External Environmental Threat</u></b></p> <p><i>An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. earthquake, gas leak, oil spill, chemical release, etc.</i></p>	<p>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><u>If remaining on site:</u></p> <ol style="list-style-type: none"> <li>1. Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</li> <li>2. Staff must immediately: <ul style="list-style-type: none"> <li>• remain calm and</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,</li> <li>• turn off air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> </li> </ol> <p>If emergency services personnel otherwise direct the childcare centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section above of this policy.</p>

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

1. Where emergency services personnel are not already aware of the situation, Supervisor or delegate 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. Where any staff and/or volunteers are not on site, Supervisor or delegate 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.
4. 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.
5. 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.
6. A Board Member (chair/membership) is assigned to contact all parents of children at school and advise them of the situation. The Board Member will liaise with the Supervisor at the school via email, phone or cell phone. In the event of an actual emergency leading to a Hold and Secure, there will be a 2-hour window to cancel the afternoon class if such event takes place during a morning session.

**Evacuation Centers:**

Primary site: Sir Ernest Macmillan Public School 1350 Headon Road

Secondary site: The Learning Tree (Educational Store) 1450 Headon Road



<b>6a) Procedures to Follow When “All-Clear” Notification is Given</b>	
Procedures	<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 Supervisor and Board of Directors will determine if operations will resume and communicate this decision to staff.</li> </ol>
Communication with parents/ guardians	<ol style="list-style-type: none"> <li>1. As soon as possible, the supervisor or delegate, must notify parents/guardians of the emergency situation and that the all-clear has been given. In the event of an actual emergency leading to a Lock-down, subsequent to the “all clear” being issued by the proper authorities, the supervisor may request parents of all children present at the school, to be picked up as soon as possible.</li> <li>2. Where disasters have occurred that did not require evacuation of the child care centre, Supervisor and Board of Directors must provide a notice of the incident to parents/guardians by written communication.</li> <li>3. If normal operations do not resume the same day that an emergency situation has taken place, Supervisor and 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>

**6b) Procedures to Follow When “Unsafe to Return” Notification is Given**

Procedures	<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. Supervisor or delegate will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, when 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>○ 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>
Communication with parents/guardians	<ol style="list-style-type: none"><li>1. Upon arrival at the emergency evacuation site, Supervisor or delegate and Board of Directors will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</li><li>2. Where possible, Supervisor or delegate will inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in their message.</li></ol>

## **14. Snack Policy**

- a) Pearson is an Allergy Aware Nut Free school.
- b) Snacks will be unopened and in the original packaging upon arrival at Pearson.
- c) Pearson accommodates dietary requests related to food sensitivities or religious practices.
- d) Parents must provide written instructions to the supervisor detailing any special dietary and/or feeding arrangements prior to the child starting school and at any time there are changes made to these written instructions.
- e) A list of children with known food allergies, as well as their respective allergies, is posted in the kitchen and play areas.
- f) Every effort is made by Pearson to raise the awareness of the membership about life threatening allergies. (e.g. Peanuts, tree nuts, eggs, sesame)
- g) Water will be available for the children to drink at all times during the program.
- h) The snack schedule will be recorded on a monthly calendar posted in the cubby area. Any changes to the snack schedule will be updated accordingly.
- i) Snacks must meet the recommendations set out in the Health Canada documents “Eating Well with Canada’s Food Guide”, “Eating Well with Canada’s Food Guide – First Nations, Inuit and Métis” or “Nutrition for Healthy Term Infants”.
- j) Snacks will be from at least 2 of the 4 food groups. (fruits/vegetables, milk and milk products, grains, meat and meat alternatives)
- k) Snacks will be prepared in the Nursery School kitchen.

## **15. Staff Training and Development Policy**

### **New Hires:**

All new staff who join Pearson Community Co-op must have a valid Criminal Reference Check in place with Vulnerable Sector Screening, as well as required immunizations as per Ministry of Health.

The following is a list of required training to be completed when a new staff member is hired:

- Review, understand and sign-off on The Child Care and Early Years Act
- Review, understand and sign-off of the Parent Handbook which includes all policies and procedures
- First Aid and CPR-C Training
- Worker Health and Safety Awareness training (on-line)
- Classroom orientation and program overview reviewed.
- Inquiry led learning models posted on the Ministry of Education website.
- Food Safety Certification from the Halton Region (one staff member must have this certification at all times while in program).
- Quality First Training - to be coordinated with both the employee and the supervisor and maintained throughout employment.

### **On-going Training and Development:**

All staff must ensure their First Aid and CPR-C Training is kept up-to-date according to The Child Care and Early Years Act.

Employees must ensure their Quality First Training requirements are met on an on-going basis in order for the preschool to maintain their Quality First status.

Annual review and sign off on The Child Care and Early Years Act to ensure employee is kept apprised of any changes and additions to the regulations surrounding Child Care in Ontario. As well, staff will continually stay current with inquiry led learning models as posted on the Ministry of Education website.

RECEs need to complete the self-directed, self-regulated continuous learning on an on-going basis.

### **Professional Development**

At Pearson, we strive to encourage and support every staff member with pursuing on-going professional development to help each team member to acquire new knowledge, improve existing skills and facilitate personal growth. As per our staff employment contracts, training time and necessary budget is allocated to each employee to participate in professional development.

## **16. Supervision of Volunteers Policy**

Only RECE staff and assistant staff will be counted in our staffing ratios. Other volunteers, such as parents, placement students, resource teachers, etc., will not be left alone with a child nor included for the purposes of meeting staffing ratios. RECE staff and assistant staff members, with completed criminal reference checks with vulnerable sector screening, will be the only people allowed direct, unsupervised access to the children. Direct, unsupervised access refers to times when a staff member is alone with a child, for example, when escorting them from the playground to the washroom.

Volunteers and students will be supervised at all times and will help in the classroom as directed by the staff/supervisor.

All volunteers must be familiar with and follow the Supervision of Volunteers Policy when on duty in the classroom. Supervisor and staff will be responsible on a day-to-day basis for making sure the policy is followed.

## **17. Wait List Policy**

When a wait list is warranted, Pearson Co-op will add the family name to the wait list on a first come, first serve basis, as long as the child meets the enrolment criteria at the time.

To maintain privacy and confidentiality, families put on a wait list will be recorded with the child's initials and parent's initial. The Membership Secretary will maintain separate wait lists for each of the preschool programs offered.

When a spot opens up, the wait list family who is next in line would be offered admission via phone and email and given 48 hours to respond to accept the available spot, otherwise, the next person on the wait list will be contacted and offered admission.

## **Policy Compliance Concerns**

It is expected all staff, students and volunteers respect and adhere to all school policies and procedures as set out in the Pearson Handbook, as well as all individualized plans in the classroom. If a group of members feel the Board of Directors or the staff are not following the policies of the school as set by the parents, they may follow the procedures as outlined in Section C: Resolutions.

Furthermore, any contraventions to these policies, procedures and individualized plans will be addressed as follows:

- Supervisor will conduct an interview with those involved to discuss what occurred.
- Prepare a written description of what occurred, sign/date and file in a locked cabinet.
- Supervisor to contact MoE within 24 hours, if necessary, to report the incident and inform them as to the final outcome of the incident.
- Supervisor will inform the Chairperson as soon as possible. The Chairperson will hold an Executive meeting to evaluate the best course of action.
- The parent/student/volunteer/staff member in question will not assist at the school until the Chairperson, with consent from the Board of Directors, states in writing they may do so.
- A record of each review will be kept for at least three (3) years.

# **Section C: RESOLUTIONS**

## **Interpretation:**

In the following resolutions, the singular shall include the plural, the plural the singular; the masculine shall include the feminine and the feminine the masculine. The term "the School" shall mean Pearson Community Co-operative Nursery School Inc. The term "the Board" shall mean the Board of Directors and the term "the Chairperson" shall mean the Chairperson of the Board. The term "the Executive" shall mean the Executive Officers collectively.

## **Articles**

### **a) Name**

The name of this association shall be PEARSON COMMUNITY CO-OPERATIVE NURSERY SCHOOL INC. This School is a parent participation, non-sectarian, non-profit school for pre-school children. It is fully licensed by the Ontario Ministry of Education.

### **b) Aims**

- The aims of the School shall be:
- To provide an opportunity for children to develop socially, physically and intellectually, to begin the development of their individual talents and abilities, and to equip themselves to proceed with more formal education.
- To provide sound parent education through the parent's participation in the School program and other activities of the association, e.g. parent meetings, etc.
- To provide an environment within the School for high school students to become more aware of their personal growth and provide insight into a future career in Early Childhood Education.

### **c) Membership**

The membership shall consist of all parents (mothers and/or fathers) or legal guardians of the children registered in the School.

#### **Membership may be reviewed by the Board Of Directors for the following reasons:**

- Non-payment of fees
- Failure to participate in designated committee functions
- Extreme behavioural challenges causing an unsafe classroom setting
- Failure to arrive on time for pick up/dismissal on multiple days
- Failure to arrive on time for multiple duty days

#### **Results of membership review could involve any or all of the following;**

- Consultation with the member
- Reprimand to be added to the file

- Fine to be levied prior to return to full participation
- Suspension (with conditions to be met prior re-instatement)
- Termination (with or without reimbursement of monies paid)

d) **Executive Officers**

The Executive of the association shall consist of the following: Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Treasurer, Membership Secretary, Recording Secretary, Assistant Secretary, Fundraiser and one Member at Large.

e) **Committees**

There shall be sufficient committees to carry out the program of the School.

f) **Election**

- The election of the Executive Officers shall take place at the May General Meeting. The list of proposed Executive Officers is read by the current Chairperson; nominations may be made from the floor. Nominations from the floor must be proposed and seconded. Should there be no further nominations after three calls and there is only one nominee for the position, the nominee is declared elected. Should there be two or more nominees for a position, voting commences by ballot or show of hands (with nominees absent). The results are tabulated and handed to the presiding officer to announce. No Member may hold the same office for more than two years consecutively unless it's in the best interest of the preschool and approved by the supervisor and board members.
- The new and old Board of Directors work together from the time of formal installation until the end of the current school year. The new Board shall vote on matters pertaining to the new school year and the old Board on matters pertaining to the old school year, with the new Board assuming full responsibility at the joint Board of Directors meeting taking place in June.
- Formal installation of the Board shall be held at the Annual General Meeting.

g) **Meetings**

- In a co-operative preschool, families equally share in the privileges and the responsibilities.
- All families are required to have at least one representative in attendance at each of the three general meetings.
- General meetings are traditionally September, November and May. There is an Early Registration time held in February.
- A missed meeting fee of \$50 will be electronically deducted from the member's account on file the day following the missed meeting.

h) **Staff**

The management of staff will be by the Board (i.e. hiring and termination of staff). The staff shall consist of a Supervisor, plus necessary registered Early Childhood Educators and assistant teachers. The supervisor must be a Registered Early Childhood Educator (RECE) and have Director's approval from the Ministry Program Advisor. In turn, it is the supervisor's responsibility to ensure staff are qualified for their roles.



- i) **Emergency Decisions**  
Emergency decisions will be made collectively by the chairperson, first vice, treasurer, and supervisor. Such decisions are to be ratified by the Board of Directors at the next meeting.
- j) **Audit**  
There shall be an annual audit of the books by someone familiar with accounting procedures (and not a relative of any member of the school) at the end of the fiscal year. The fiscal year is July 1st to June 30th.
- k) **Quorum**  
A quorum of the Board of Directors shall be one-half of the board members. A quorum of the general membership is 35%.
- l) **Contracts**
  - a. All contracts entered into the name of the School shall be approved by the Board of Directors and then signed by the chairperson and another signing officer (treasurer or first vice chairperson) and the party under contract.
- m) **Resolutions: Amendments**
  - The Resolutions shall be reviewed each year.
  - Proposed amendments must have the approval of the Board.
  - The Board may change the Resolutions at any time and ratify the same at the next General Meeting.
  - Amendments to the Resolutions shall be approved and adopted by the majority of the Membership present at the meeting.

## **Duties**

- a) **Members**
  - Volunteer members are the enrolled child's parent/grandparent, legal guardian or caregiver. Exceptions shall be made at the discretion of the Board of Directors.
  - Non-volunteer members are not required to take an active role in the daily School program, but will be required to take an active role in all other responsibilities of volunteer members.
  - Volunteer parents must sign up for 2 dates in each month of the school year. There should be a maximum of 2 volunteer parents on any given day. In the exception that all spots have been allocated, and only then, a third name may be added to the schedule. Dates for the months of September, October, November and December must be assigned in the first week of school. Dates for the months of January, February and March must be assigned before the end of December. Dates for the months of April, May and June must be assigned before the end of March. It is the volunteer's responsibility to sign up for their volunteer days within a timely fashion. The calendar will be printed and displayed outside the classroom in the cubby area where parents will be able to add their names.
  - Volunteer members must arrive at the School at 8:45 a.m. or 12:45 p.m. to help set up activities and must stay until at least 11:30 a.m. or 3:30 p.m. until all responsibilities are completed.

- Volunteer members **must ensure** their duty days are covered. If a parent is unable to attend on a scheduled volunteer day, the parent must:
  - Contact the school as soon as possible to inform the teachers of their absence.
  - Contact the Member at Large on the Executive Board via email ([pearsonmember@gmail.com](mailto:pearsonmember@gmail.com)) to arrange a make-up volunteer day.
  - The make-up volunteer day must be taken within 4 weeks of the missed day, or a fine of \$35 will be enforced.
- Absence due to pregnancy, illness, vacations, etc., shall be made up. After a prolonged absence (approximately six weeks), if a member finds she cannot participate, at the discretion of the Board and if space is available, the member may transfer to become a non-volunteer member
- Members who pay the volunteer fee for more than one child will be required to work volunteer days for each child.
- Attendance at General Meetings is REQUIRED by at least one parent. A record of attendance will be kept. Members shall be fined \$50 for missed meetings.
- All members must actively participate on at least one committee and must also attend committee meetings as required.
- When on field trips, the accompanying members shall be responsible for the supervision of children allotted to them and/or general supervision of the children.
- Failure to comply with these duties in the co-operative spirit, may result in the review of your membership by the Board of Directors.

**b) Executive Officers**

- Chairperson
- First Vice-Chairperson
- Second Vice-Chairperson
- Membership Secretary
- Recording Secretary
- Assistant Secretary
- Treasurer
- Fundraiser
- Member-at-Large

NOTE: All Executive members must attend 75% of Executive meetings.

**c) Committees**

The Board of Directors has the authority to change the size of committees to meet the needs of the school, the size of the enrolment and the ever-changing external environment.

<b>Committee Liaisons</b>	
<b>Committee</b>	<b>Liaison</b>
Classroom Projects	First Vice Chairperson
Dramatic Play Area	Second Vice Chairperson
Equipment, Repairs and Playground	First Vice Chairperson

Fundraising	Fundraiser
Marketing	Assistant Secretary
Picnic	Fundraiser
Play dough and Supplies	Member at Large
Publicity	Assistant Secretary
Santa Store	Treasurer
Scholastic	Recording Secretary
Special Events	Second Vice Chairperson
Toy Clean	Member At Large

**I. CLASSROOM PROJECTS**

Assist teachers with special projects throughout the school either in the classroom or with at-home projects for the classroom.

**II. DRAMATIC PLAY AREA**

Coordinator:

- Organize and schedule via email.
- Assist the Supervisor in arranging the School for various interests.
- Be available for making changes to the School between 3:30 pm and 6:00 pm due to restrictions on access to the School made by the City of Burlington.

Members:

- Be available for making changes to the School between 3:30 pm and 6:00 pm due to restrictions on access to the School made by the City of Burlington.
- Assist in developing innovative and stimulating dramatic play centers reflecting current interests.
- Assist in the completion of all the projects.

**III. EQUIPMENT, REPAIRS AND PLAYGROUND**

Coordinator:

- Establish and monitor playground schedule and send to members via email.
- Responsible for ordering and the completion of all projects.
- Complete a regular check of all equipment.
- Maintain records of equipment repaired, including date and description of repair.
- Organize a parent workday if needed to help repair or build equipment.
- Draw on general membership for assistance.
- Establish and monitor playground schedule.

Members:

- Responsible for helping in repairing and maintaining school equipment, installation of new small objects (shelves, coat hooks and bulletin boards, etc.) and painting.
- Contribute in your area of expertise.

- Responsible for maintenance of the playground each Saturday or Sunday (on rotation) e.g. raking, equipment check, collecting garbage etc.

#### **IV. FUNDRAISING**

- Attend committee meetings and assist in organizing fundraising events (i.e. Silent Auction).
- Help locate and obtain promotional sponsors and donations for annual fundraising event.
- Receive specific responsibilities for an event or fundraising initiative and will be required to carry them through to completion.

#### **V. MARKETING**

##### Coordinator:

- Communicate with the Assistant Secretary in order to remain abreast of marketing goals, plans and achievements, and establish marketing plan for the year
- Contact the committee to communicate responsibilities
- Ensure timely, thorough and professional completion of tasks as assigned to committee
- Receive feedback and communicate learnings to the Assistant Secretary
- Identify opportunities for new marketing strategies

##### Members & Coordinator:

- Maintain budget as assigned by the Assistant Secretary (paid ads, event costs, print materials as needed, etc)
- Maintain a supply of print materials for contra swaps; plan and execute these exchanges with local businesses and maintain database of participants
- Book and execute all print ads and paid flyer distribution (Live & Play Guide, The Post, etc) as well as all media partnerships (such as former relationship with Momstown Burlington) on a quarterly basis
- Manage all other advertisements/marketing efforts organized by the committee (banners, signs, flyers, etc)
- Manage any/all current team sponsorships or equivalent
- Identify new marketing opportunities for the school, present to the board liaison and plan/execute upon approval
- Work in conjunction with the Publicity Committee and Supervisor to plan and execute an Open House/Community Playdate in the Fall and/or Spring
- Support Publicity Committee as needed on major projects

#### **VI. PICNIC**

##### Coordinator:

- Plan and organize the annual end-of-year picnic for the entire school, which will take place at a local community park (i.e. Hidden Valley Park).
- Organize and run committee meetings.
- Maintain a budget.
- Meet with Board liaison, supervisor and chairperson to decide on picnic theme and a list of ideas to be presented back to the committee to be decided upon before Christmas.
- Ensure all supplies are purchased and vendors/suppliers booked for the occasion.

Members:

- Attend committee meetings.
- Assist in sourcing donations as requested.
- Assist with the overall project plan to ensure deadlines are met.
- Assist in the purchasing of supplies as requested.

**VII. PLAY DOUGH & SUPPLIES**

Coordinator:

- Organize and run committee meetings.
- Purchase supplies in conjunction with the Supervisor.
- Maintain a budget.
- Create a play dough schedule ensuring that a new batch is brought into the school every week.

Members:

- Provide play dough as per schedule.
- Assist in the purchasing of supplies as requested.

**VIII. PUBLICITY:**

Coordinator:

- Communicate with Assistant Secretary to keep abreast of current publicity goals, achievements, plans and actions
- Contact all committee members to communicate responsibilities and advise as needed
- Ensure that tasks are being completed by committee members in a timely and professional manner
- Communicate regularly with committee members and receive feedback/suggestions
- Inform the Assistant Secretary of all feedback/achievements/notes of concern that occur throughout school year

Members & Coordinator:

- Maintain Facebook page as per guidelines with support of the Assistant Secretary and Supervisor
- Maintain Instagram and Twitter feeds as per guidelines provided
- Update blog with 2x weekly posts (activity-based, book of the week, special posts)
- Identify and manage additional publicity opportunities throughout the school year, with board approval
- Maintain a list of publicity contacts in Halton (newspapers, bloggers, etc)
- Work in conjunction with the Marketing Committee and Supervisor to plan and execute an Open House/Community Playdate in the Fall and/or Spring
- Provide further support to the Marketing Committee as needed on major projects

**IX. SANTA STORE**

Coordinator

- Organize and run committee meetings.
- Maintain a budget for the Santa Store.
- Co-ordinate the purchasing of gifts for the Santa Store and arrange the organization of the gifts.

- Guide members in the Santa Store set-up for their sessions.

Members

- Assist in the purchasing and organizing of gifts for the Santa Store.
- Co-ordinate the Santa Store for your own session.

**X. SCHOLASTIC**

Coordinator:

- Organize and assist with the distribution of Scholastic book order forms and books to committee members
- Collect all money/orders for all classes and place order on-line.

Coordinator & Members:

- Prepare Scholastic book order form packages each month.
- Assist with the distribution of Scholastic order forms and receipt of book orders.

**XI. SPECIAL EVENTS COMMITTEE**

Coordinator:

- Organize committee projects
- Schedule and attend mandatory “Assembly Nights”
- Take direction from the Supervisor for different projects;
- Consult with Supervisor regarding the Christmas “Santa gift” for the children; children’s medallions; gingerbread houses; diplomas for June.

Members:

- Attend mandatory ‘Assembly Nights’ - approximately 3 assembly nights/year
- Assist in completion of all projects including Christmas “Santa Gift” for the children, gingerbread houses, etc.
- Assist in making name tags preparing art shelves, cubbies and all other name cards (“pickle” and “cheese”) as requested by Supervisor.

**XII. TOY CLEAN**

Coordinator:

- Orient cleaning committee to locations of supplies and procedure for cleaning prior to/or following the Sept. general meeting.
- Organize schedule and send to members via email.
- Schedule members for cleaning days.
- Schedule Dec/June major classroom clean with members. Dates to be given by Supervisor.

Coordinator & Members:

- Attend toy clean as per schedule
- Must take turns coming into the School to do toy clean and taking home laundry as specified.
- Shall participate in Dec/June big clean as scheduled by the Supervisor.

NOTE:

Committee coordinators are to communicate all Committee Handbook updates to their committee Board Liaison for updating prior to year-end.

## Finances

- Cheques will be signed by any two of the following: the Chairperson, the First Vice-Chairperson or the Treasurer.
- Expenditures above \$50.00 are to be approved by the Board.
- Any fundraising event must be approved by the Board.
- A petty cash float will be given to the Supervisor and the committee coordinators as deemed necessary and approved by the Executive.
- Personal money may not be spent on behalf of the School.
- Upon request, receipts will be issued by the Treasurer for all cash received.

## Entry Requirements

### a) **General**

- Children aged 30 months at the time of attendance shall be eligible for enrolment in the school for the 2am, 3am and 5am and RTE programs. Children must be age 3 by December 31st of the current school year for the RTL program. Proof of date of birth may be requested at the discretion of the Membership Secretary. Children enrolling in the RTL program must NOT have attended RTL in a previous year.
- Maximum enrolment per session shall not exceed the number in the license of the School.
- Application forms will be accepted from Active members of the Nursery School at the Early Registration in February. Applications forms will only be accepted from the community-at-large commencing at our annual Open House held in March.
- Applications shall be considered in the order received.
- As programs are filled, applications will be placed on a waiting list in the order received. Please see Wait List Policy.
- No child shall be allowed to start school until all appropriate forms and fees have been received.
- Children should be toilet-trained before the start of the school year. Note: Special circumstances can be discussed with the supervisor.

### b) **Health**

- A new medical background form shall be required from each child before admission.
- All staff and volunteers must provide documentation of a negative tuberculin skin test upon employment/uninterrupted enrolment. They should also provide evidence of an original series of vaccinations against Polio, Measles, Mumps and Rubella or evidence of immunity. Booster shots for Diphtheria and Tetanus must have occurred within the last ten years and should be documented as well. Alternately an appropriate waiver form must be completed and kept on file.
- Communicable diseases or prolonged illness shall be reported to the Supervisor.
- Members will be asked to keep any child showing signs of fatigue or ill health at home.
- At the discretion of the staff, any child who shows signs of illness may be sent home.

- In case of prolonged illness, the child's place will be held in the School as long as regular fees are paid.
- Prior to admission to the school, each child must have on file, a completed medical background, immunization form, and emergency information form and have either commenced such immunizations as required by the Medical Officer of Health or have an appropriate waiver form on file.

**c) Withdrawal**

- A member may be asked to withdraw his child due to the child's failure to adjust to nursery school procedures or the member's failure to comply with the responsibilities of an Active Member.
- Where a member desires to withdraw his/her child, a written notice of withdrawal, giving 30 days' notice, must be sent to the Membership Secretary. Member is required to either cover remaining duty days or pay \$35 per duty missed to the end of the 30-day notice period. No rebate shall be given if a member desires to withdraw his/her child after April 30 of the school year (written notice must be given by March 30). Monthly fees are still required to be paid for May and June.

## **Fees & Refunds**

- a. The fees for the following school year (volunteer and non-volunteer) are proposed to the current membership by the current Board for their approval. After the Board has set the proposed budget, the membership shall be notified of the proposed fee structure if applicable. Members will be required to vote for or against the proposed fee structure either at the next general meeting, or via email. For 2017-2018, the fee structure is as follows:

Session	Volunteer	Non-Volunteer
2AM	\$155/month	\$185/month
3AM	\$195/month	\$250/month
RTE	N/A	\$205/month
RTL	N/A	\$290/month

- b. Upon registration, a registration fee made payable to Pearson Community Co-op Nursery School Inc. is collected. Annual registration fees shall not be refunded after a child has been accepted into the program. At the time of registration a blank cheque will also be collected to commence direct debit of the monthly fees, with the September fees to be debited on August 1st of that year and the remaining monthly fees to be debited on the first of each month from October to June.
- c. Fees (monthly) may be paid in full at the beginning of the year or may be paid monthly via direct debit. A void cheque must be provided to the school along with a signed Payor Pre-Approved Debit form (PAD Agreement) prior to the child beginning his/her session.
- d. In the case of an N.S.F. payment or cheque, the Treasurer will contact the member and a \$25.00 fine will be charged. All NSF payments or cheques must be replaced in full, along with the NSF charge, within 5 business days of



- receiving notice from the Treasurer. After the second NSF payment or cheque, the member will be asked to provide cash or certified cheque(s).
- e. Volunteer members are responsible for ensuring they fulfill their volunteer days as per the monthly schedule.
  - f. A member who misses a volunteer day and cannot fulfill it within the next 4 weeks will be charged \$35, which will automatically be withdrawn from the pre-authorized account we have on file.
  - g. Refunds will not be made when the School is closed due to emergency conditions. Reimbursements may be issued if the school is forced to be closed for a period of longer than five consecutive business days and no alternative arrangements for operation are possible. Fees eligible for reimbursement would not commence until the sixth business day.
  - h. Refunds will not be made for absence of a child due to illness or vacation.
  - i. If a member does not wish a child to go on a particular field trip, it is the member's responsibility to notify the School. No regular classes will be held.
  - j. For any child currently registered in the preschool, there is a \$20 drop-in fee to attend another class, space permitting. Please notify a staff member if you wish to attend.
  - k. Failure to abide by the Fees and Refunds resolutions, will result in a membership review by the Board of Directors.

## **Insurance & Liability**

- a. All consent forms must be signed by parents or guardians upon registration.
- b. With notification of each trip, a consent and waiver of liability form must be signed by both parents, wherever possible.
- c. Transportation for official trips will be parent drop-off and pick-up with the necessary adult supervision.
- d. The School shall have an insurance policy to indemnify the members against any injury to a child due to an accident during School attendance.
- e. The school shall have Directors and Officers Liability Coverage to safeguard the Board of Directors.
- f. The school shall name the Regional Municipality of Halton, The City of Burlington and the Halton District School Board as additional insured parties.

## **Conflict Of Interest**

- a. A conflict of interest exists where the personal or business interests of an officer or director of Pearson Community Co-operative Nursery School Inc. conflict with the best interests of the Nursery School, and includes any circumstances where an officer, director or family member of an officer or director receives a direct or indirect benefit, advantage or privilege as a result of business conducted by or with the Nursery School.
- b. No officer or director or family member of an officer or director shall enter into a relationship, arrangement, contract or agreement with the Nursery School that gives rise to a conflict of interest.
- c. The Nursery School shall not employ or retain the services of an officer, director or family member of an officer or director.
- d. No officer or director shall directly or indirectly receive any remuneration from his or her position. Officers and directors may be entitled to compensation for reasonable expenses incurred in the performance of their duties for the Nursery School.
- e. No former officer or director may pursue a relationship, arrangement contract or agreement or apply for employment with the Nursery School for a period of 1 year from the date that he or she ceases to be an officer or director of the Nursery School unless it's deemed in the best interest of the preschool.
- f. Relationship, arrangement, contract or agreement as used in this by-law shall not refer to the obligations that arise in the regular course of the duties of an officer or director.
- g. Where an officer or director believes that a conflict of interest may exist, that officer or director shall disclose his or her interest and the general nature of that interest to the Board and leave the meeting where the matter is discussed and the Board shall decide whether there is a conflict of interest.
- h. The minutes of all meetings of the Board of Directors and their committees, if any, shall record all conflicts of interest and potential conflicts of interest.
- i. All officers and directors of the Nursery School shall monitor potential and actual conflicts of interest.
- j. Staff who wish to enroll their own dependents in a session that they are teaching will be required to do so on a trial basis. The child will attend for a six-week trial period after which their continued attendance will be decided at the discretion of the supervisor and/or the Board. A staff member with an enrolled child will not be permitted to be a volunteer, serve on the Board of Directors, or hold a coordinator position.
- k. Any exception to the above requires a majority approval by the full Board of Directors.

# **Staff**

## **a) Employment**

- The terms of staff employment shall be contained in a contract to be executed annually.
- One month's notice, in writing, shall be required for termination by either party.
- Any problems in staff relationships, which cannot be resolved by the Chairperson, may be referred to the Board.
- When a staff member is absent, they shall notify the Supervisor.
- If a replacement is necessary, the staff member will be paid, by the School, an amount to be determined by the Board.
- Payment for statutory and public holidays shall satisfy the legal requirements for holiday pay.
- The staff will review ALL policies and procedures and sign off on them annually.

## **b) Duties**

- The staff shall handle any problems with children or programs in the School.
- The Supervisor shall be responsible for setting up and carrying out the School programs, interviewing applicants, consulting with members regarding their children, instructing members in the School program, notifying the appropriate scheduler of any delinquent members and keeping records on each child along with the membership secretary.
- The staff shall be responsible for the safekeeping, nutrition and health of the children.
- The staff is responsible for good public relations with the community.
- The Supervisor shall be responsible for requisitioning program supplies and equipment approved by the Executive and within the budget.
- The Supervisor shall keep attendance records and be responsible for fire drill procedures.
- The staff will arrange all field trips and special events.
- The Supervisor and high school teachers shall jointly be responsible for high school student fieldwork and reports. (Family Studies and High School Co-op Program and Dual Credit ECE Program).
- The Supervisor shall schedule and assign duties of high school students.
- The Supervisor shall attend any meetings to which they are called.
- The Staff shall be responsible for maintaining the incident book.
- Staff are to attend the Pearson General Meetings.
- Staff are to be in attendance at the Family Open house, Spring Registration and the annual Family picnic.
- Staff are to work co-operatively as a team.
- Staff work closely with the resource teacher regarding implementation and set-up of programs for children with special needs.

## **School Terms & Hours**

- a. The School year shall begin the first week of September, after Labour Day, and continue until the end of June, at the discretion of the Board and Supervisor.
- b. The School terms are September to December, January to March, and April to June.
- c. All statutory and public school holidays shall be observed.
- d. School hours shall be from 9:00 a.m. to 11:25 a.m. for the morning sessions and 1:00 p.m. to 3:25 p.m. for the afternoon sessions on Monday, Tuesday, Wednesday, Thursday and Friday of each week unless notified otherwise.
- e. The days on which the School will operate for the following year, shall be determined by the Board prior to registration.

## **Past Members**

A list of Past Chairpersons and committee coordinators shall be maintained and handed from Chairperson to Chairperson, and from coordinator to coordinator, to provide a vehicle for tracing past history of the School.

# Classroom Map

