



*Learning Through Play*

## PARENT HANDBOOK

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# INTRODUCTION

## **Philosophy**

Our philosophy is to provide a supportive and educational environment for children 18 months to 5 years of age; to foster their emotional, social, intellectual and physical development; to provide a supportive environment for the parents and caregivers of those children.

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

A co-operative preschool is a non-profit organization of parents who have joined together to set up and maintain a preschool for their children.

## **East Plains Co-operative Preschool Corporation**

The Preschool was incorporated On June 28, 1974. General Bylaws were drawn up at this time and are amended every 2-4 years. The preschool school is governed by these bylaws and run by the standing rules set up by our past executives. The school is licensed by the Ministry of Education.

## **Hamilton & District Co-operative Council**

Our school is a member of the Hamilton and District Council of Co-operative Preschools (HDCCP), a group formed in 1962 to act as an Advisory Board to co-op preschools in the areas of Burlington and Hamilton-Wentworth.

Since co-operative preschools and their executive have annual parent turnover, HDCCP attempts to provide a basis for continuity, assisting parents to form new co-op preschools and promotes desirable standards for programs. HDCCP holds regular meetings and workshops of interest to co-op executives and teachers. General meetings are held 3 times a year. All parents are welcome to attend (there is a \$5/year membership fee).

Council is run by an executive of volunteers with preschool experience who are committed to strengthening the cooperative preschool movement. Attendance to Co-op Council meetings are attended by the Teacher and rotating members of the school Executive.

# POLICIES & PROCEDURES

## 1. Responsibilities of a Co-op Parent

- There are 3 general meetings per year and attendance is mandatory. Only 1 parent need attend. Children may not attend.
- With the exception of the school Executive, each family will rotate throughout the year a weekly Toy Cleaning.
- Each Non-Executive family will perform an organizational job for the co-op. In the event that more than one child from a family is enrolled in the school, there will only be one organizational duty per family. Depending on enrollment numbers, a family may be asked to perform more than 1 organizational job. Jobs are first come, first serve.
- All parents must participate fully in Fundraising, regardless of their job; for more information about Fundraising please see the Fundraising booklet.
- If you are opting to be a duty parent, you are responsible to be present and punctual on scheduled duty days, assist the teacher as directed and perform classroom clean up & daily cleaning duties.
- Participate in one comprehensive “group clean” per term (Members who volunteer on the Executive are exempt from this requirement although past practice has the first summer cleaning completed by the Executive).
- Provide snack on the week assigned.

## 2. Standards of Conduct

- A standard of conduct is expected from the membership, that we are committed to openness, believing that it leads to mutual trust, understanding and a willingness to share responsibility. Members are compassionate, honest, fair and respect the confidentiality of the Executive. Members shall act only on the basis of accurate and first-hand information after thoughtful consideration. We are respectful of one another and perform our duties with consistency.
- Should the standard of conduct be breached, the following actions may be taken:
  - The President or other member of the Executive will communicate in person or via email and a letter of understanding will be signed
  - A \$40 cheque will be cashed
  - Withdrawal of child from the school
- As a co-operative, everyone understands it is only through diligence and consistency that we are able to facilitate this unique learning environment for our children. We all volunteer our time and talent to operate the school safely, efficiently and in compliance with several governing bodies.

## 3. What to Bring for School

- Each child should be dressed in comfortable play clothes to allow for participation in all activities. Please note, some paints may leave stains.

- For safety reasons, each child will have closed toe/heel shoes preferably with rubber soles for the classroom and gymnasium. Rubber boots, open toed shoes, winter boots, bare feet, crocs, etc. are prohibited. **A child will not be admitted to the classroom unless proper footwear is worn.**
- Each child should have a clearly labeled backpack large enough for their change of clothes, diapers and wipes (if needed) and artwork/correspondence to take home. For children who are still in training, please send extra wipes, socks and proper shoes.
- Any medications required to be taken during class will be administered by the Supervisor. The parent/caregiver is required to sign off by filling out the medical form. Please note that this includes ointments or creams for children in diapers.
- Please do not send food, toys or medication in your child's backpack.
- If your child eats any nut products for breakfast, please make sure to brush their teeth, wash their hands thoroughly with soap and clean their face. If necessary, change them into clean clothes.

#### 4. **Snack**

- Each family will provide snack for the whole week, on rotation. How often a family brings in snack will depend upon the number of families enrolled.
- All fruits, (including melons) and vegetables will be washed at home. This allows for the duty parents to stay in the classroom and maintain adult/child ratios as mandated by the Ministry of Education.
- A monthly snack schedule will be posted in the classroom and emailed to parents one week prior to the new month by Secretary. If a certain food is running low, the family may be asked to bring in more of that item by the teachers or duty person.
- Only nutritious nut-free snacks are to be supplied; rotation of fruit/vegetable, dairy/protein and whole grains (such as crackers, mini pita's, etc). No sugar or low sugar options are preferred (i.e. yoghurt).
- We accommodate food allergies, sensitivities, dietary preferences. A separate form will be filled out by the parent or caregiver outlining specifics.
- The snack will consist of two of the three food groups (eg fruit/vegetable, whole grain item OR dairy/protein).
- Sweet foods are for special occasions only.
- The Ministry of Education requires snack be "planned, approved and posted" at least one week in advance.
- The school will provide the children with filtered water to drink with their snack.
- Children who are not yet able to drink from a cup must bring their personal drinking containers (plastic/steel), labeled with their name.
- Parents will check the child's backpack daily, wash and return the cup.
- Due to Halton Health Department Regulations, all snack food must come from locations inspected by the health department or must be prepared at the school (example: whole grain store-bought muffins are fine, home-made muffins are not).
- Snacks such as crackers, must be whole grain, unopened, pre-packaged with a list of ingredients indicating they are nut-free.

## 5. Field Trips

- You will be notified of upcoming field trips by way of a note sent home in your child's backpack and notices posted outside the classroom door.
- The school does not provide transportation, but rather, parents or caregivers transport their children to and from field trips.
- The school is closed on field trip days.

## 6. School Term, Hours, Parking

- The Preschool follows the Halton Public School Board schedule. Please see the Important Dates list in the Welcome Package for scheduled school closures.
- The Preschool is open from 9:00 am - 11:30 am, Monday to Friday.
- Classes are 2 ½ hours in length from 9:00 am - 11:30 am.
- Parking for the school is located on the East side of the Church, off of Dovercourt Road.
- Please do not leave your engine running or leave children unattended in your car.

## 7. Absences / Attendance

- The Teacher keeps regular attendance records for all children. If your child is going to be absent please notify school by calling 905-681-0233 and state the reason. This includes any vacation notifications.

## 8. Child Drop-Off and Pick-Up Guidelines

### Arrivals:

- Accompany your child to the cloakroom to remove outer clothes and change footwear and place all items, including backpacks in their own cubby. When coming into the school, please be mindful of the stairs leading down and descend alongside your child at all times; the stairs can be hazardous for children to use alone. Also be very mindful of the main doors to the church - they are extremely heavy and close quickly.
- Your child must remain with the parent or caregiver until the classroom is opened at 9:00 am by the Teacher/Duty Parent who will admit them to class.
- Shortly after 9:00 am, the Church doors are locked. If you arrive late for class, you will be buzzed in by the Teacher/Duty Parent.

### Departures:

- The classroom remains closed until 11:30 am after which the Teacher will dismiss each child in a staggered dismissal.
- Children must be picked up by 11:30 am from the school by their parent, caregiver or other person listed in the registration paperwork. If you assign someone else to pick up your child, a written note must be given to the teacher prior to your child being sent home. The person must be at least 16 years of age. If the person is not known to the Teacher, photo identification will be required and parent could be called for verification.
- If impairment is suspected by anyone picking up a child, the child will not be released.

- Please encourage your child to remain with you at all times to avoid accidents. School departure is a busy time and parents can be easily distracted. Children are not to go past the glass doors without an adult.
- **It is strictly prohibited to have children unattended in the parking lot, stairwells or adult washrooms AT ANY TIME, regardless of consent by parent or caregiver.**

Late or Early Pick-up:

- If you fail to pick up your child within fifteen minutes of official closing time you will be called and asked to pick up your child/children. If there is no answer, your emergency contact person will be called to pick your child/children up.
- Please inform the Teacher if you are running late or if you plan to pick up your child late.
- If you need to pick up your child earlier than usual, please inform the Teacher.
- If you need to pick up your child from the school for any reason, please do so.

## 9. **Helmet Policy**

- During gross motor play, all children old enough to ride scooters and tricycles are required to wear their own helmets. This ensures safety but also promotes a culture of helmet wearing from an early age.
- All helmets will be kept in the school's gym storage cupboard. Please ensure your child's helmet has his or her name on it. Children do not wear one another's helmets.

## 10. **Emergency Closing**

- When Halton Public School Board announces school closings due to weather conditions, the Preschool will be closed. Please call the school to confirm, a voicemail will be available.
- If it is determined is too hot or cold, the Supervisor and President reserve the discretion to close the school. You will receive an email or phone message to inform you of closure within one half hour of school starting time.
- In case of inclement weather, please use your discretion as to your child's attendance or early pick-up; you do not need to wait for a phone call from the school.
- The school could be closed if it is unsafe for the Supervisor/teachers to get to the school due to severe weather conditions. You will be notified via email or phone message.
- If the school needs to be evacuated, the Emergency Shelter is \_\_\_\_\_ located at \_\_\_\_\_. Staff will supervise the children until all have been picked up by parents or caregivers.
- If the teacher has not arrived within one half-hour of school's opening time, you may assume that school has had to be cancelled due to emergency circumstances (accident, traffic tie-ups, etc.).

## 11. **Health Regulations**

- Young children are vulnerable to communicable diseases. Parents are asked to keep any child showing signs ill health at home such as a developing cough, sneezing, fatigue or fever.
- If your child's nose is running clear, he or she may attend class; if mucous is yellow or green, please do not bring your child to class.

- Should a child develop symptoms of illness, the child will be separated from the other children. The parent or emergency contact person will be notified so the child can be taken home.
- A child who has been away from class may return to class if the child has been fever free for 24 hours.

#### Common Signs of Illness:

The Supervisor and Teacher will watch the children for symptoms of illness including the following:

- **Fever:** Temperature  $>38^{\circ}\text{C}$  (although children can be ill with a temperature of  $37.5^{\circ}\text{C}$ )
- **Respiratory problems:** Difficult or rapid breathing, stuffy or runny nose, coughing
- **Vomiting:** Throwing up two or more times in the last 24 hours
- **Diarrhea:** More loose bowel movements than normal in the last 24 hours
- **Eye/nose Drainage:** Thick mucus or pus draining from an eye or nose
- **Sore throat:** Difficulty swallowing, not wanting to eat or drink, raspy voice
- **Appearance/behaviour:** Unusually tired, pale, poor appetite, cranky, no interest in normal activities
- **Colour of skin, stool, urine:** Yellow eyes or skin, grey or white bowel movements, urine that is dark, brownish in colour

#### Communicable Diseases:

- If you suspect your child has a communicable disease that may spread to others keep your child at home and away from others
- Contact your family doctor for a diagnosis
- Your doctor will advise you about care and treatment when a communicable disease is diagnosed.

The following are periods of exclusion by the Halton Health Department which the school will observe:

**Chickenpox (Varicella):** Until well enough to participate in all activities regardless of the state of the rash.

**Diarrhea:** Until diarrhea stops\*

\*Depending on the cause, the Health Department may require a longer period of exclusion.

**Fifth's Disease (Parvovirus):** No exclusion. Children well enough to participate in all activities can attend school.

**Impetigo:** Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.

**Measles (Rubella):** For at least 4 days after the rash begins.

**Mumps:** For at least 5 days after the swollen glands first appear.



**Pink-eye, bacterial (conjunctivitis):** Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.

**Ringworm:** Until treatment has started.

**Rubella (German Measles):** Until at least 7 days after the rash first appears.

**Scarlet Fever:** Until antibiotic treatment prescribed by a doctor has been taken for 1 full day.

**Strep Throat:** Until antibiotic treatment prescribed by a doctor has been taken for 1 full day.

**Whooping Cough (Pertussis):** Until antibiotic treatment has been taken for at least 5 full days. If no treatment is given, exclusion for 3 weeks from when the cough began.

### **Head Lice Protocol**

- If a child has head lice, they will not be allowed at school.
- The parent or caregiver, if needed, can be instructed by the Teacher on how to perform a head lice check including how to remove nits, eggs and lice. A shampoo will destroy the eggs and lice but all eggs must be removed by hand after the treatment.
- Before the child is permitted is back to class, he or she must be free of nits and lice.
- After the child has been treated, the parent or caregiver must arrive 15 minutes early to school so the Supervisor can perform a head lice check. If nothing is found, the child may return to class. If evidence of lice persists, the child may not return to class.

## **12. Anaphylaxis Policy & Procedure**

Anaphylaxis (anna - fill -axis) is a serious and potentially life threatening allergic reaction. Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, or exercise can also cause a reaction. The most common food allergens are peanuts, tree nuts, seafood, egg and milk products. Anaphylaxis affects multiple body systems: skin, upper and lower respiratory, gastro-intestinal and cardiovascular. Anaphylactic shock is an explosive overreaction of the body's immune system to a triggering agent (allergen). It can be characterized by swelling, difficulty breathing, abdominal cramps, vomiting, diarrhea, circulatory collapse, coma and death.

Symptoms of anaphylactic shock tend to develop rapidly although the initial presentation can be delayed and/or deceptively mild. The victim may become uneasy, upset and red in the face. They may also develop a rapid heartbeat, prickling and itchiness in the skin, throbbing in the ears, sneezing, coughing and difficulty breathing. Shock may then follow, in which blood vessels become leaky, blood pressure falls and the person becomes cold, clammy and faint.

Although anaphylaxis is the most dangerous type of allergic reaction, it's also the least common. Fortunately, we can be prepared to respond quickly and effectively to an allergy emergency by knowing the signs and symptoms of a severe allergic reaction, following all Preschool policies and procedures, and by ensuring emergency medication is easily accessible.

### Signs and symptoms:

An anaphylactic reaction is most likely to occur in susceptible people who have been stung by a bee, eaten food containing food allergens, or taken a medication that they are sensitive to. Development of the following signs and symptoms within minutes of exposure to an allergen is a strong indication of anaphylaxis:

- Constriction of the airways, including wheezing and a swollen tongue or throat, resulting in difficulty breathing
- Shock associated with a severe decrease in blood pressure
- Weak and rapid pulse
- Dizziness or fainting
- Hives and itching
- Flushed or pale skin
- Nausea, vomiting or diarrhea

### Treatment:

Because anaphylaxis can be life-threatening, it should be treated as an emergency. Most people with moderate to severe anaphylaxis are hospitalized for observation, even when emergency treatment brings the symptoms under control. This hospitalization enables prompt treatment if the symptoms reappear several hours later.

Patients with allergies or who have a history of anaphylaxis should always carry two epinephrine auto-injectors.

### Purpose:

This policy provides direction to East Plains Co-operative Preschool Supervisor, teachers, duty personnel and parents about the appropriate response on both the Preschool and individual person level to minimize the inherent risks to children and others who are identified as being susceptible to anaphylactic reactions due to individual allergy conditions. The intent of this Anaphylaxis Protocol is to create a safe learning and working environment for all persons with severe allergy conditions.

### Principles:

East Plains Co-operative Preschool recognizes that each student's medical condition is unique and must be dealt with individually. The safety of anaphylactic children at the Preschool setting depends on the cooperation of the entire centre community.

This policy and the Preschool's Anaphylaxis Protocol address legislation requirements in the "Anaphylactic Student Protection Act" (2005) also known as "Sabrina's Law" and any legal requirements related to the Criminal Code and civil law.

### Requirements:

The Supervisor has the responsibility to coordinate communication of information to staff (including duty parents) and to ensure that appropriate staff is familiar with all requirements and expectations of the Preschool's "Anaphylaxis Protocol".

All staff are required by law to attend to anaphylactic children should an anaphylactic situation arise. The Preschool shall maintain adequate and sufficient insurance coverage for

all staff when administering epinephrine with an EpiPen® or Twinject “within the scope of their duties”.

Recognize an Anaphylactic Reaction:

An anaphylactic reaction may not be immediately recognizable. During an anaphylactic reaction, and of these symptoms may appear. A good way to remember the symptoms is to think of the acronym F.A.S.T.

- Face: itchiness, redness, swelling of face and tongue
- Airway: coughing, trouble, breathing, swallowing or speaking
- Stomach: stomach pain, vomiting, diarrhea
- Total body: hives, rash, itchiness, swelling, weakness, paleness, sense of doom, loss of consciousness

If your child has a potentially life-threatening allergy please make sure you fill out and sign our:

- Anaphylaxis Emergency Plan
- Anaphylaxis Emergency Response Training Session Form

If your child has a potentially life-threatening allergy please make sure you contact the Supervisor to book a time to train the staff about your child in the case of an anaphylactic reaction.

<b>13. Sanitary Practices</b>
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- Upon entering the classroom in the mornings, all children, duty parents & Teachers must wash their hands with soap and warm water.
- Tables are disinfected before and after snack.
- The classroom washroom is disinfected daily and when necessary.
- The changing pad is disinfected before and after use.
- Children’s hands are washed with soap and running water and dried with paper towels after toileting, before and after snack, sneezing, coughing or whenever necessary for cleanliness.
- The Teachers and duty parents wash their hands before handling food, before and after diapering, after assisting children with toileting or whenever necessary for cleanliness.
- A daily schedule of required cleaning by duty parents and/or Teacher is posted in the classroom, dated and signed off on. This includes equipment, furniture and toys.
- All toys in the classroom are cleaned, disinfected weekly by the Toy Cleaning Committee.

<b>14. Behaviour Management</b>
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- Diversion is used to re-direct unfavourable behaviour by a child toward more constructive channels. For example, if a child is throwing books, they are reminded that books are for reading and will be encouraged to sit and look through the book or have the Teacher or Duty Parent read to them.
- At times, a child may be very disturbing to the other children. In this case, the Teacher may remove the child to another part of the classroom and encourage them to calm their body

until they can cope being with the group again. If the child is removed, the following is considered:

- i. Length of time (as short as possible with age taken into account)
  - ii. The child's understanding of why they were removed
  - iii. Safety of child is paramount so are closely supervised
- At no time will the following be permitted:
    - I. Corporal punishment of the child
    - II. Use of deliberate, harsh, degrading measures on a child leading to their humiliation or undermine their self-respect
    - III. Deprive a child of their basic needs including food, shelter, clothing, use of the toilet
    - IV. No physical confinement of the child or allowing the child to be left alone
  - Any staff (teachers, student teachers, parents) striking a child on school premises will be dismissed.
  - A parent striking his/her own child on school premises will be advised of the above policy once. If it happens again, the parent will be asked to withdraw from the school.
  - Children must be supervised at all times (including all school activities and field trips).
  - If a serious behaviour problem occurs with your child, the Supervisor will inform you as soon as possible of the circumstance and consult with you in an attempt to solve the problem.

Behaviour Management Monitoring Procedure:

The Behaviour Management Policy of the Preschool is reviewed annually with staff, including volunteers prior to the commencement of their duties and a record of the review is kept on file for 2 years. Staff and volunteers sign the record.

The practices of staff and volunteers who provide care and guidance to the children are monitored annually by the Supervisor who documents in writing whether guidelines are being adhered to. A signed and dated record will be kept by the person performing the review. The staff and volunteers or students will also sign the record, which will also be kept for two years.

**15. Inclusion Policy**

- The school is currently working on a comprehensive Inclusion Policy in concert with its professional involvement with Quality First. When the Policy is finalized, it will be included in this Handbook.

**16. Serious Occurrences**

The following Serious Occurrences will be reported to the Ministry:

1. Any death of a child which occurs while participating in a service.
2. Any serious injury to a child which occurs while participating in a service (e.g. requires treatment by a medical practitioner, including a nurse or dentist).

This includes:

- An injury caused by the Service Provider.
  - A serious accidental injury received while in attendance at a Service Provider setting, and/or receiving service from the Service Provider.
  - An injury to a child which is non-accidental, including self-inflicted, or unexplained.
3. Any alleged abuse\* or mistreatment of a child which occurs while participating in a service. This includes all allegations of the abuse or mistreatment of a child.
  4. Any situation where a child is missing.
  5. Any disaster on the premises where a service is provided that interferes with daily routines, that is considered by the Service Provider to be of a serious nature (e.g. fire, flood, power outage, gas leak, closure due to weather, infectious disease where the public health unit is involved, lockdown etc.).
  6. Any complaint concerning the operational, physical or safety standards of the service that is considered by the Service Provider to be of a serious nature, including any report of adverse water quality or a lead report deemed excessive for a “flushed” water sample.
  7. Any complaint made by or about a child, or any other serious occurrence concerning a child, that is considered by the Service Provider to be of a serious nature.

East Plains Preschool delivers services that are funded or licensed by the Ministry of Education and are responsible for delivering services which promote the health, safety and welfare of the children at the school. This responsibility in turn requires us to be accountable to the Ministry, specifically demonstrating that service delivery is consistent with relevant legislation, regulations and/or Ministry policy.

#### Immediate Response for Serious Occurrences:

1. The child will be provided with immediate medical attention. In the event of an accident deemed by the Supervisor require a trip to the hospital, the following procedure will be followed:
  - a. Take the child to the nearest hospital by ambulance.
  - b. Supervisor or designate will contact parent(s) to meet the child and staff at the hospital.
  - c. Supervisor or designate will meet staff at the hospital with child's file.
2. Parents or caregivers are notified.
3. Appropriate steps will be taken to address any continuing risks to the child's and/or other children's health or safety.
4. If there is reason to suspect that a child has been abused and/or is in need of protection, the Supervisor/Director or designated person will ensure immediate contact with the Children's Aid Society (CAS), and/or police. It is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS.
5. In all cases involving death, regardless of the location or circumstances, the local Coroner is notified immediately.

6. The staff or any other person witnessing or having knowledge of the occurrence shall report the matter to the Supervisor/Director or the person designated by the Supervisor/Director to conduct a serious occurrence inquiry.
7. The Supervisor/Director or designated person shall immediately begin a serious occurrence inquiry, in accordance with the following steps. The purpose of the inquiry is to gather information regarding actual or alleged occurrence(s) and all people having knowledge of the occurrence must remain on the premises until the Supervisor has interviewed them.
8. The inquiry information gathered by the designated person will form the basis of the *Child Care Serious Occurrence Report*, and therefore should include as many of the following details as possible at this time:
  - Description of the occurrence
  - Person's allegation (if applicable )
  - Date, time, place where it occurred
  - Time occurrence was reported
  - Reason for the occurrence (if known)
  - People involved
  - Action taken
  - Current status
  - Parties notified (Parents/Caregivers, Co-op President, police, CAS, Coroner, others as appropriate)
  - Further action recommended specific to the immediate situation; and/or related to potential underlying factor (e.g. review of particular internal policy/procedure, review of program, modification of environment, staff training, etc.)

In the event of a fire or other disaster, the supervisor and teachers will ensure the instructions in our emergency plan are followed.

#### Reporting Process:

All serious occurrences must be reported online using the Childcare Licensing System (CCLS) available on the Ontario Ministry of Education website. A Serious Occurrence Notification Form will be generated. The report is made **within 24 hours of becoming aware of an occurrence or when the operator deems the occurrence to be serious**. The operator will print the Serious Occurrence Notification Form and post for 10 days in a visible location at the school to communicate information to parents about Serious Occurrences that have occurred at the school. In the case of abuse or unverified complaints, the form is posted at the completion of follow up or investigation.

For more information Serious Occurrence Reports, a short video is available [here](#).

#### Staff and Volunteer Instruction:

The Serious Occurrence Policy is reviewed at the start of the school year. The policy is included in the staff binder along with necessary information for reporting serious occurrences which is submitted by the Supervisor.

## 17. Child Abuse

- A child in need of protection is a child who has suffered or is at risk of physical, sexual, or emotional harm or neglect.
- The Preschool recognizes that all children have the right to be protected. Under the Children's Aid Society Child Protection Standards, the duty to report applies to a person who performs professional or official duties with respect to children (this includes duty parents). All school personnel have the duty to report when there are reasonable grounds to suspect that a child has suffered, or there is a risk that a child is likely to suffer abuse or neglect.
- The duty to report is an ongoing obligation. If a person has made a previous report about a child and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to the Children's Aid Society.
- The person who has the reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to the Children's Aid Society. The person must not rely on anyone else to report on their behalf.
- The *Child and Family Services Act* Section 72 (7) provides that anyone who acts in good faith in reporting child abuse is protected from civil suit unless the giving of the information is done maliciously or without reasonable grounds to suspect that the information is true.
- The Supervisor must also be informed that a report will be or has been made.

## 18. Information for Duty Parents / Orientation

Duty parents will receive an orientation session. The basic rules for duty are as follows:

- Duty person must arrive 15 minutes prior to 9:00 am start time.
- Duty person will assist the teacher as directed.
- Duty person must stay until the Program is finished to maintain staff/child ratio (the children of duty person will be the last dismissed).
- Duty person must complete designated classroom cleaning duties as posted in the classroom for the specific day.
- Duty person will complete the Food Handler's Course.
- Duty person will prepare the snack in accordance with Halton Health Department Regulation in the gymnasium kitchen.
- Duty person is responsible for finding an alternate duty parent should they be unable to attend on their duty day.

Snack:

- Snack is served using tongs with plates/bowls/cutlery provided by the school and is washed afterwards using the triple sink method (hot soapy water, bleach/hot water bath, hot water rinse) and is left to air dry in the classroom.
- All sharp knives used for snack must be kept in the school's cupboard in the gymnasium kitchen.
- Duty person must wash their hands prior to serving snack.

How to Properly Wash Fresh Fruits and Vegetables (from Halton Region Health Department):

- Before handling any foods, wash your hands with soap and water. Dry with a paper towel.

- After removing and discarding the outer leaves of vegetables such as lettuce or cabbage, wash your hands again.
- Wash all fruits and vegetables thoroughly in running water that is safe to drink. Use a clean colander or clean sink. Do not use soap or detergent, as they may be absorbed into the food. Use running water to rinse the fruits and vegetables. Do not soak lettuce or cabbage leaves in a sink of water.
- Use a clean brush to scrub the outside of melons, potatoes, carrots and any other vegetables or fruit that have hard surfaces.
- Cut away any damaged or bruised areas as harmful bacteria can live in these areas.
- Wash, rinse and sanitize the knife, cutting boards and surfaces after slicing produce.
- Always place washed produce in a clean container.
- Store fresh fruits and vegetables in the refrigerator at 4°C (40°F) within two hours of peeling or cutting. Discard the food if it is left at room temperature for two hours or more.

For more information on safe food handling, please call the Halton Region Health Department at 905-825-6000, toll free 1-866-442-5866, or visit [www.halton.ca/health](http://www.halton.ca/health).

#### Guidelines for Working with Children:

Parents should use a positive approach when working with children. Remember young children respond to humour, warmth and encouragement. Always listen to a child when he/she is talking and be friendly, interested and approachable. Keep suggestions positive using "we do" or "it's time to" rather than "don't" or "you have to".

Duty parents should try to:

- Learn the children's names
- Actively participate during duty times and avoid congregating with other duty parents
- Scan the room frequently
- Get down to the children's level; sit on the floor or small chair
- Observe staff for hints
- Get involved without interfering in play
- Follow through on daily responsibilities
- Feel free to ask questions and discuss concerns with the teacher
- Be alert and ready to step in quickly if a child is in danger
- During field trips, be responsible for those children assigned to you, if applicable
- **NO** hot beverages are to be brought into areas where children are playing during session times
- Observe children at times without interacting as it is not always necessary to become involved if children are playing
- Do not check emails or take personal phone calls

#### Guidelines to Follow in Different Areas of the School:

Cloakroom:

- Child may solicit adult help but try to promote as much independence as the child is developmentally capable of
- Children are not to be left alone in the cubby room



- Cubby room door remains open at all times during class

#### Washroom:

- The light remains on during class
- Be alert for the child who needs to use the toilet
- Child may need assistance with buttons, hooks, etc., encourage independence by asking if they need help
- If a child has an accident, check their back-pack for dry clothes. If there aren't any, dry clothes are available in the cubby room. Wet clothes should be placed in a bag and placed in the child's cubby.
- A child may need to be reminded to flush and wash with soap and dry hands.

#### Toddler and Preschool Diapering Procedure:

Children will be changed according to the Halton Region Health Department procedure, as outlined below. As a general rule, the Teachers will change all diapers.

1. Wash your hands with soap and water before each diaper change
2. Put supplies within easy reach
3. Hold the child safely and away from your clothes as he or she is placed on a clean change pad. If cloth diapers with "snappi" or safety pins are used, close each pin immediately and place them out of the child's reach. **Wear disposable gloves if there is a risk of coming in contact with stool while changing the diaper.** Remove the soiled diaper.
4. Put soiled diapers in a covered, plastic lined, hands-free covered receptacle.
5. Clean the child's skin with a moist, disposable cloth, or moist tissue wiping from front to back. Remove all soil, and clean the skin creases. Discard soiled cloth or tissue. **Remove gloves if worn.**
6. Thoroughly clean your hands with a clean, moist disposable cloth, or moist tissue and place it in the waste container. Diaper and dress the child.
7. Wash your hands and the child's hands and return him/her to the play or sleep area.
8. Clean and disinfect the diaper-changing surfaces. Never rinse soiled diapers, whether disposable or cloth. The additional handling of the diaper may result in more hand and environmental contamination. Wear disposable gloves if there is a risk of coming in contact with fecal material.
9. Place all soiled material: the diaper change pad (if disposable), wash-cloth or tissue in a waste container lined with a plastic bag.
10. Clean the change surface with soapy warm water. Rinse and wipe dry. Apply approved disinfectant as per manufacturer recommendations. Put away the disinfectant.
11. Wash your hands thoroughly for at least 15 seconds with soap and warm water. Dry hands with paper towel. Turn the tap off with the paper towel to avoid re-contaminating your hands.

**Note:** Skin care products related to diapering may only be applied if a medical form has been filled out by parents or caregiver. Skin rash or stool conditions such as unusual consistency, colour, odour, or frequency should be reported to parents or caregivers.

#### Classroom/Free-play:

- Running, throwing, pushing and loud noises are discouraged

- Remember walking feet
- Children should finish and/or tidy their activity before moving on to another
- Encourage and assist children to tidy up; it is the duty of each parent to see that each specific area is tidied, puzzles correctly assembled, toys put into the correct bins, etc.
- Sit or stoop when talking to children

#### Creative:

- Allow children to express their individual ideas and interpret the activity and materials for themselves
- The value of the experience lies in the process rather than in the finished product

#### Dramatic Centre:

- Discourage inappropriate or rough play
- Drama centre items remain in drama centre

#### Library Corner:

- Encourages quiet time and is a good spot for a child to go if they need to calm their body
- If you are reading a story, sit so that you can see the rest of the room

#### Snack:

- Snack is a "social" time for the children and an opportunity to learn good nutrition and manners.
- IMPORTANT - if there are allergic students, duty parents must check ingredient list of snack prior to serving.
- East Plains Coop Preschool is a nut free environment.
- Children must wash hands before and after snack.
- Encourage tidy up, please and thank you and other table manners.
- One snack portion per child – seconds are at the Teacher or duty parent's discretion.
- Children are discouraged from walking around during snack. If they are done, they may ask to be excused.
- Children are encouraged to scrape their uneaten food into the compost bin and place their dishes in the bin for washing.
- Snack menu plan should be posted daily by the duty parent on the chalk board outside the classroom.
- Any last minute changes to the snack menu plan should be in writing on the menu plan in the classroom.
- Please refrain from using disposable cutlery, plates, cups, etc unless compostable. Please use the kitchenware provided. Reduce, reuse, recycle wherever possible.

## 19. School Contact, Executive Committee, Who to Call

For the 2015/2016 school year:

### Staff

**Supervising Teacher** (Sarah Stubbs) / **Assistant Teacher** (Donna Smith)

For any questions, comments, concerns regarding your child or how your child is integrating in the classroom, health issues to be aware of, information on additional resources, children's daily programs, parent education, please feel free to discuss with the Supervising Teacher.

Contact email: [teacher@eastplainspreschool.com](mailto:teacher@eastplainspreschool.com) or 905-681-0233

### Executive Committee

The Executive is comprised of a core group of 6 volunteer parents who meet monthly to oversee each aspect of the schools' operations. Please direct any questions or comments to the individuals listed below.

**President** (Teresa Constant)

For issues regarding general administration of the school, communicating messages to all families, interpersonal problems or conflicts, Teacher concerns, sensitive or delicate matters.

Contact email: [president@eastplainspreschool.com](mailto:president@eastplainspreschool.com) or [info@eastplainspreschool.com](mailto:info@eastplainspreschool.com)

Home phone: 905-631-8947

**Treasurer** (Jenna & George Shamoun)

Regarding payment of tuition fees, reimbursements (for supplies, special occasions) or general queries regarding the school's financial status.

Contact email: [treasurer@eastplainspreschool.com](mailto:treasurer@eastplainspreschool.com)

**Secretary** (Alana Kelcey)

All emails to membership come from the Secretary. For scheduling concerns regarding snack, duty days, cleaning weekends and toy cleaning committee rotation, general membership meetings, meeting minutes, general governance issues, please contact.

Contact email: [secretary@eastplainspreschool.com](mailto:secretary@eastplainspreschool.com)

Home phone: 289-337-1495

**Vice-President Fundraising** (Martha Pitre)

For issues, comments, suggestions, questions about the Live & Silent Auction in November, the Garage Sale in May or other fundraising initiatives, please contact.

Contact email: [fundraiser@eastplainspreschool.com](mailto:fundraiser@eastplainspreschool.com)

**Vice-President Advertising** (Amanda Morrow)

For questions, comments, suggestions regarding the school's social media, website, advertising programs, signage, please contact.

Contact email: [advertising@eastplainspreschool.com](mailto:advertising@eastplainspreschool.com)

**Registrar** (Sarah Patenaude)

For changes to personal information, altering your child's attendance, referring a friend to the school, requiring a leave of absence or wishing to terminate membership, please contact.

Contact email: [registrar@eastplainspreschool.com](mailto:registrar@eastplainspreschool.com)

## **20. Vulnerable Sector Screenings**

- All staff and volunteers at the Preschool are required to provide a Vulnerable Sector Screening Police Check.

## **21. Standard First Aid, Child & Infant CPR**

- The Child Care & Early Years Act requires all Teachers to be up to date with their Standard First Aid, including Child and Infant CPR.
- As at September 2016, this level of First Aid will also be required of all duty parents.

## **22. Termination of Membership**

- At the discretion of the Supervisor and Executive, parents may be asked to withdraw their child for the following reasons:
  - a) due to the child's failure to participate, or
  - b) due to the parent's failure to participate, or
  - c) if the parent's attitudes and philosophies are so at odds with those of the majority, that co-operation is impossible.
- A rebate will be made from the child's last day at school.
- A family may withdraw their child from the Preschool at any time, for any reason. The Registrar should be consulted if this becomes necessary.

## **23. Miscellaneous**

- a) Lost and found: A box will be kept in the cubby room where said items are kept.
- b) Extra clothes: There will be an extra set of clothes kept in the cubby room in case a child does not have an extra set of clothes. Parents are asked to launder and return these clothes.
- c) Birthdays: Parents or caregivers may bring a treat for the class to celebrate their child's birthday but must inform the Teacher and ensure it is peanut free. Consent from other parents may also be necessary.
- d) Smoking: The Smoke Free Ontario Act 2005 prohibits smoking in enclosed workplaces and enclosed public places. Parents or caregivers are not permitted to smoke in the school, hallways, washrooms, stairwells or near the school's exterior front doors.

## 24. Staff Fire & Emergency Procedures

Fire drills are performed by the Teacher with the children and duty parents at least once a month.

This safety plan has been approved by the Burlington Fire Department. In addition to the following procedures, the Preschool is required to follow the East Plains United Church's approved fire safety plan.

**WHEN THE ALARM SOUNDS IMMEDIATELY LEAVE THE CLASSROOM OR GYM IN THE FOLLOWING MANNER:**

### **From Classroom:**

#### **Duty Persons/ECE:**

- Go to school level door, line up children quietly and proceed out into the hall, up the stairs and out the main floor doors
- Before opening any door, check door for heat (use back of hand) and smoke on other side of door
- Watch line to make sure everyone comes out
- Do not assemble children in their outwear, leave school immediately
- If you encounter smoke during evacuation, proceed to alternative exit.

#### **Teacher:**

- Check room to make sure everyone has left
- Close windows (if safe to do so and if you have time)
- Take class list and keys
- Close classroom door and join others in hall
- Take a head count TWICE
- Confirm number of children with attendance book
- Close cubby room and office doors, close glass doors on lower level
- PROCEED OUTSIDE WITH CLASS
- Form line(s) on pathway outside
- Do another head count
- Proceed to emergency shelter
- When fire department arrives, have duty person notify immediately the fire department that everyone in Preschool has left the building and the conditions inside the building.

### **From Gymnasium**

#### **Duty Persons /ECE:**

- Line up children calmly at the stairs to the left of the stage, proceed calmly up the stairs, through the doors then up the second set of stairs and out through the metal doors to the pathway (this will be the northeast side, the Dovercourt Avenue side of the school)
- Before opening any door, check door for heat (use back of hand) and smoke on other side of door
- Watch line to make sure everyone comes out
- Do not assemble children in their outwear, leave school immediately
- If you encounter smoke during evacuation, proceed to alternative exit

**Teacher:**

- Check gymnasium to make sure everyone has left
- Take class list and keys
- Close gymnasium doors
- Take a head count TWICE
- PROCEED OUTSIDE WITH CLASS
- Form line(s) on pathway outside, confirm number of children with attendance book
- Do another head count
- Proceed to emergency shelter
- When fire department arrives, have duty person notify immediately the fire department that everyone in Preschool has left the building and the conditions inside the building.

**Additional Adults:**

- Assist on stairs as children are leaving or assist them on pathway

An emergency phone call to **911** will be done from the emergency shelter if not already done. In the winter or in poor weather the group is to be taken immediately to the emergency shelter without coats. The final head count will be taken there.

**Actual Fire Procedure:**

In the event of a real fire, it is possible the exits described herein may be impassable with smoke or fire. In this case, remain in the classroom, call 911 immediately.

If smoke starts to enter room(s), defend in place by placing blankets or towels around door to prevent smoke from entering room. Proceed to the further room/area in the space.

Open windows if possible for refresh air and to notify fire department of your location.

Attempt to exit through windows if possible (DO NOT BREAK WINDOW – HAZARD).

Duty person/ECE goes out first, teacher will lift each child through to them. The teacher will leave last.

**Emergency Evacuation Procedure:**

In a case of extreme weather events like a tornado, Supervisor/teacher and duty parents will evacuate the children to the gymnasium in the basement. For other emergency events such as train derailment, hazardous spills, gas leak, earthquake, flooding, etc. the school will follow the directions of emergency personnel and if safe to do so, parents will be notified immediately to pick up their children.

\*END\*