



PARENT HANDBOOK 2018-2019

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Lakeshore Co-operative Nursery School Program Statement

Using the LCNS Parent Handbook

This handbook is a quick reference guide of the policies and procedures for Lakeshore Co-operative Nursery School. The complete *Policy Manual* can be found by logging into the school's website. It is important that you review the policies and procedures at the beginning of the school year to familiarize yourself with your obligations as a member.

Nursery School Information

Phone: 519-884-0730

Address: 315 Northlake Drive
Waterloo, ON N2V 1W5

Web Address: www.lakeshorenursery.com

Email Address: lakeshorenursery@gmail.com

Program Statement

Please see the attached Program Statement. It is very important as members and duty parents that you read and understand the program statement. Upon reading the program statement you will be asked to sign off that you have read and agree to comply with it.

School Hours

Hours of Operation

Morning Preschool Class (Monday/Wednesday or Tuesday/Thursday)

- 9:15 a.m. to 11:30 a.m.
- Duty parents to arrive by 9:00am

Toddler Class (Fridays)

- 9:00 a.m. to 11:00 a.m.
- Duty parents to arrive by 8:45 a.m.

Countdown to Kindergarten Class (Monday/Wednesday)

- 1:00 p.m. to 3:15 p.m.

Drop Off and Pick Up

Children of non-duty parents should not arrive before the class start-time. Duty parents and teachers are busy preparing for the class. Once preparation is complete, they will be able to give the children their full attention.

Parents are asked to pick up no more than 5 minutes prior to the end of class, unless otherwise arranged with the classroom teacher.

Children may leave only with a parent or emergency contact. If someone else is to pick up the child, staff must be notified in advance.

Duty Parents must stay in the classroom until all children have been picked up.

Late pickup Policy

If you are going to be late picking up your child due to an emergency, we ask that you call to let the teachers know. If late pick up becomes consistent (2 times) you will then be charged a

late pickup penalty. The fee will be \$1 per minute after the first 5 minutes. After 15 minutes the fee will be \$5 per minute.

Tuition Fees 2018-2019

Program 2018-2019	Full Participation	Partial Participation	Non-Participation
Preschool (2 day)	\$130/month	\$185/month	\$225/month
Preschool (4 day)	\$260/month	\$370/month	\$410/month
Toddler (Fridays)	\$90/month	\$140/month	\$180/month
Countdown to Kindergarten (January - June 2019)	n/a	n/a	\$200/month

Holiday Closures

Lakeshore Co-operative Nursery School operates from September to December, with a break for the Winter Holiday. It resumes in January, with a break in March, closing at the end of June. The school is closed the following statutory holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

Winter Weather and School Cancellations

Cancellation of school will be at the discretion of the Teachers and the President. The Class Representative will be notified and an email will be sent through the Google Group notifying of the cancellation. Should there be any doubts the parents are advised to call the President or Class Representative.

Lakeshore Co-operative Nursery School follows the direction of the Waterloo Region District School Board (WRDSB). Therefore if schools are closed by the WRDSB, Lakeshore Co-operative Nursery School is closed as well.

There is no "make-up" day if the school is closed due to bad weather.

Duty and Scheduling

Scheduled Duty Days

Parents are required to assist at the school approximately two – four times each month per child depending on enrollment. It is up to each individual parent to make their own arrangements for carpools and reciprocal babysitting, using the membership list provided by the school. Parents can indicate duty day preference to the scheduling officer, but it is not always possible to complete the schedule totally according to preference. We will try our best to accommodate all requests.

It is essential that the required number of parents assist at each class. The duty schedule will be emailed to the membership by the scheduling officer, and attached to the monthly newsletter, as well as posted at the school. However on occasion it may be necessary to contact the membership with new scheduled dates.

If you know a specific date you are unavailable to do a duty day (i.e. on vacation), it is recommended you let the scheduling officer know in advance so they can accommodate the best they can.

Switching Duty Days

It is the parent's responsibility to be present at the correct time on the day when scheduled for duty. Should it be necessary to switch a duty day, it is the parent's responsibility to trade with, (or pay) another parent in the class and then make the appropriate changes on the schedule posted at the school.

If the required numbers of duty parents are not present, school will be cancelled for that session.

Pregnancy

If a mother cannot do her duty day duties due to pregnancy, she must ensure her duty days are filled by another parent in her program. She must find a replacement herself for the length of time of her absence. Please notify the scheduling officer.

From experience, we have found it is easier for the pregnant mother to do extra days before her baby is born, or a few months after depending on timing of the birth.

Reciprocal Babysitting

The membership list (which is periodically emailed to you), includes the names, phone numbers and addresses for our membership. The “Reciprocal Babysitting” column indicates which members you can call to help out with baby-sitting on your duty days. You may be asked to babysit their children for their duty days.

Emergency Duty

If you are unable to do your duty because of an unexpected emergency (child sick, sick yourself) send an email to the membership and then begin calling members with “yes” listed in the Emergency Duty column on the membership list. This means that the member is available for emergency duty on short notice. It is your responsibility to find another member to fulfil your duty.

Late for Duty Day Fee:

It is important that when you are on duty you arrive at the school on time. (8:45 a.m. toddler program, 9:00 a.m. preschool program) If you are going to be late for your scheduled duty day due to an emergency you **MUST** call the school if possible to inform the Supervising Teacher. If you are going to be late due to a non-emergency you are responsible for making sure another member is at the school to perform your opening duties. If you are not on time for your duty due to a non-emergency and fail to have another member cover your opening duties you will be charged a late duty fee. This fee will be deducted from your cleaning deposit. The first time you are late for duty you will receive a warning and a reminder of the Late for Duty Day Policy. The second time you are late \$5 will be deducted, third time \$10 and after that \$25 each time.

Participating Parent Responsibilities

On the schedule you receive, you will be assigned a duty parent number (#1, #2). Each parent is responsible for completing specific tasks throughout the school session. Duties may vary slightly from one class to the next depending on the number of children in the class.

NOTE: The descriptions given in this booklet are general. For a more detailed task list, refer to the Policy manual on the website or the laminated cards located in the classroom. It is recommended you use these cards throughout the school session when you are a duty parent.

Parent #1 Responsibilities: SNACK

- Clean bathroom before class.
- Arrive with scheduled snack. Snack must be unopened when you bring it to the school. Check labels, snack must also be completely NUT FREE.
- Help teachers with classroom setup. Prepare bleach bottles and sanitize work areas, snack station, snack tables.
- Participate in circle time.
- Prepare and serve snack. CHECK FOR ALLERGIES.
- Engage the children in conversation at the snack table
- Clean up after snack.

Parent #2 Responsibilities: Art

- Inspect the playground and fill out the inspection report before children go out to play. Take out toys as requested by teacher.
- Help the teacher with classroom setup and craft materials.
- Assist children as needed in the Art Studio
- Help children clean and/or wash up.
- Clean up craft area, top-up craft supplies and/or put craft supplies away.
- File artwork into children's craft bags.
- Participate in circle time and act as a play partner with the children.
- Help children dress for outdoor play. Clean bathroom at the end of class and put supplies away.

Clothing and Belongings

Each child is given a canvas tote bag on their first day of school. This bag is used to bring artwork home, so make sure you bring it to school and drop it off in the hamper by the door.

Please ensure that your child is wearing washable, comfortable play clothes and outdoor clothes suitable for the weather conditions. All clothing that might be removed at school must have the child's name labeled on it. Please label all footwear as well. We have a great fundraising opportunity with Mabel's Labels that allows you to order personal belonging labels.

Duty parents should wear comfortable, seasonal clothing that can get dirty.

Snacks

According to the Waterloo Regional Public Health Policy, all food must be brought to school in sealed packages by the snack parent and prepared at school to avoid food poisoning and cross contamination with allergies. **Parents/staff/volunteers may not make or prepare food in their homes.**

The school is a nut-free environment. Please carefully check the ingredient lists of all food purchased for snack.

At snack time, participating parent #1 provides a nutritious snack according to the snack schedule. **Each child must bring their own water bottle LABELLED WITH THEIR NAME.** You may bring it filled with **water only**. LCNS will re-fill the water bottles as necessary throughout the morning with filtered water. If it is your responsibility to provide

the snack, **DO NOT SUBSTITUTE** any other snack. Please serve what is listed on the snack schedule for that day.

If your child has allergies and you wish to provide a snack from home for your child, please **speak with the supervising teacher to make arrangements. You will be required to LABEL** the snack with your child's name and ensure that the teachers know where it is. Please try to supply a snack similar to what is scheduled for the rest of the class if possible.

Snack time has many opportunities for learning. We encourage independence. We ask participating parents to engage with the children and to facilitate conversations during snack time.

Cleaning Duty

Members are required to clean at least two to three (possibly more) times throughout the school year. Cleaning duty is usually scheduled on Friday evenings.

If a parent is unable to make their cleaning day, it is their responsibility to find someone to replace them. We suggest you find another parent to trade days with or pay another parent \$50 to do the extra cleaning, if a trade is not possible.

If you fail to do your cleaning duty or find a replacement, you will forfeit your cleaning deposit.

Cleaning schedules are printed in the newsletter and on the website. The first person on the list is responsible for obtaining the key to the school and phoning all the members scheduled to clean to remind them.

Registration

Parents are required to register for the programs at LCNS using the OneList Waterloo Region website (www.OneListWaterlooRegion.ca). The Registrar Officer will contact prospective families and they will then complete a registration package; returning it to the LCNS upon its completion with the appropriate fee arrangements. The registration package must be returned completed prior to the child starting class.

A registration package contains the following:

- Registration Package Checklist
- Registration Form
- Oath of Confidentiality

- Membership Agreement
- Payment Schedule for Fees and Tuition plus associated payments
- Region of Waterloo Public Health Form A
- Child's Immunization Record (2 copies)
- Acknowledgement of Support Services
- LCNS Social Networking Policy
- Participation at Preschool Forms
- Participating Parent Forms (Complete one for each volunteer):
- Region of Waterloo Public Health PreEmployment Health Form
- Collection of Personal Information Form
- Completed Police Vulnerable Sector Check
- Printed certificate for completed online Anaphylaxis Training

Meetings

Annual General and Annual Spring Meetings

There are two meetings which parents must attend throughout the year. These meetings include:

- Annual General Meeting in September
- Annual Spring Meeting in June

These membership meetings are compulsory, since it is at these meetings that the Board of Directors is elected and policies are decided by vote.

Parent Orientation

The Parent Orientation is mandatory and held for parents before their first duty day, so they can familiarize themselves with the school and their responsibilities as participating parents.

Admission and Withdrawal

Admission

Parents are required to register for the programs at LCNS using the OneList Waterloo Region website (www.OneListWaterlooRegion.ca). An LCNS registration package must be completed and returned prior to the child starting class.

Any application received beyond the licensed capacity will be placed on a waiting list (See waitlist policy below).

For families who are unable to assist in the classroom during program hours, we are able to offer a limited number of Partial Participation spots. These members will not be scheduled for

“duty days”, however they are still responsible for monthly cleaning nights and one Board or Committee role. Partial Participating spots are limited to 2-3 per class. These spots will be filled on a first come, first serve basis.

Our fully Non-Participating option allows families to still be a part of the LCNS community while removing all volunteer duties. Non-Participation spots are limited to 4 per school year. These spots will be filled on a first come, first served basis.

Withdrawal

To withdraw your child from school, a written, dated, notice must be given to the Treasurer and the Membership Secretary no later than the first day of the month you plan to withdraw. For planning purposes, we cannot accommodate withdrawals of partial months. For instance, if you submit a withdrawal form on February 8th, you will be responsible for February and March tuition. Notice periods allow staff and the Board to advertise and fill vacancies arising from early withdrawal. There will be no refund of fees if the child is withdrawn for the last two months of the school year (i.e. May and June).

A member will be asked to withdraw from the school for any of the following reasons:

- a) If they repeatedly miss duty days and Membership Obligations as outlined in the *Policy Manual* (online).
- b) If cheques are returned from the bank as N.S.F. a third time
- c) If the teacher feels the program does not meet the needs of the child [if this is the case, all cheques shall be returned for periods after the withdrawal date]
- d) If the Health and Medical Information Form is not returned fully completed prior to the start of classes.

Waitlist Policy

If you wish to register your child for a program and there are no spots available, your child will be placed on a waitlist for that program. Priority will be given in the following order: staff member’s children, siblings of children currently enrolled, alumni families and families new to the school. If you are placed on a waitlist you may contact our Registrar Officer at any time regarding the status of your spot. The waitlist will be managed through OneList Waterloo Region. There is no fee to have your name on our waiting list.

Tuition Fees

Tuition fees are due at the time of registration, and must be in good standing for children to continue in the program. Parents are required to pay for all regularly scheduled days including statutory holidays, snow days and the child's sick/vacation days.

Tuition fees are determined by the Board of Directors on the basis of operating costs. Fees must be paid prior to starting school, either in a lump sum or by post-dated cheques. Cheques are to be dated on the 1st or 15th of each school month (Aug.1, October 1 etc.), except for June, cheques are to be dated June 1st only.

Each of the monthly cheques is an installment on the full fee, and not a payment for the upcoming classes. If the child starts school part way through a month, a cheque covering the full installment for the month, or one half of the installment for the month (depending on the start date) is required as well as post-dated cheques for each month until June. These cheques must be submitted on or before the first day of attendance for the child.

If a payment is returned by the bank (NSF, "bounces"), the repercussions are as follows:

First Missed Payment: Full payment of the missed fees will be required within 7 days; penalty equal to the bank fees;

Second Missed Payment: Full payment of the missed fees will be required within 7 days; penalty will be double the bank fees;

Third Missed Payment: Full payment of the missed fees within 7 days, and you will be asked to withdraw your child from the program.

Attendance and Health

If your child will be absent, please phone to notify the teacher before school starts. There is an answering machine so you can leave a message.

If your child has a severe cold, a fever, a productive cough or a sore throat, that child may not attend school until the period of infection is over. The child must be free of fever, vomiting and diarrhea for 24 hours before attending school. Parents are asked to please use discretion in protecting not only their own child, but all of the other children attending school. At the teacher's discretion, a child may be sent home if that child is showing symptoms of an illness.

While at school, if a child appears to be ill, that child will be isolated in a designated space, separate from the other children, and will be supervised by an adult until the parent(s) can be

reached to come and take the child home. The teacher will note the symptoms of the illness in the child's daily record.

Refer to the Policy Manual located on the school website, for a list of illnesses that require a child to remain at home. If you are unsure, please contact the supervising teacher for clarification.

Administration of Medication/Allergies

LCNS teachers and the duty parents will not administer drugs or medication to any child while in their care with the exception of an Epi-Pen for severe allergic reactions and Asthma Inhalers. Written consent from a parent must be on file (form can be found in the *Policy Manual*). Medication must be in a container labeled with the child's name.

Any allergies and dietary restrictions the children have are posted in the kitchen and the snack area and are checked prior to serving snack.

Supporting Positive Behaviour

In supporting children to solve problems we acknowledge feelings, give words, model behaviours, and suggest positive solutions. Children may be guided to take a break and play, eat, or rest in another area of the classroom.

If additional support is needed, the teachers will approach the parent for permission to involve a community agency for consultation at school or at home.

Prohibited Practices

(CCEYA sec. 48)

(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.

Communication Between Families and Teachers

We communicate daily with families when we see them at the drop off and pick up times; however, these opportunities are often busy and brief and do not provide for confidentiality. We invite you to share information with us through emails or to request a meeting time before or after class when we will be able to give you our undivided attention.

We use documentation to help make learning visible to children and families. In our classroom, we put up photos, write stories together as a class and display these in the room, and post teacher reflections in the cubby area. We also have an individual binder for each child where we write stories about their learning for you to read. These binders are displayed in the cubby area for you to read and borrow overnight if you wish.

Parent Issues and Concerns Policy and Procedures

Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are

available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Lakeshore Co-Operative Nursery School 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.

Procedure

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

An initial response to an issue or concern will be provided to parents/guardians within 5 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

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

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - Arrange for a meeting with the parent/guardian within 5 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern;
<p>General, Centre-or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

<p>Staff-, Duty parent-, Supervisor-, and/ or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/ guardians become aware of the situation.</p>	<p>-----</p> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/ concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/ concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. - <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/ guardians become aware of the situation.</p>	

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

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

Concerns about the Suspected Abuse or Neglect of a child

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

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

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

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

Fundraising

Our school has several on going fundraisers and some monthly fundraisers that we invite you to participate in. Many of these fundraisers support purchases for the classroom. Please remember that when fundraising you are responsible for any NSF fees from third-party cheques.

School Trips

A variety of field trips and special events are planned for the children throughout the school year by the teachers. They will be detailed in the monthly newsletter and noted on the classroom calendar.

- The decision to cancel a field trip due to bad weather will be the responsibility of the Teacher and the President.
- Parents are responsible for bringing their child to the destination at the designated meeting time and picking him or her up when the field trip is over.
- Parents will be asked to sign a consent form for every field trip. Your child will not be able to go on the trip if the consent form is not returned.
- Non-duty parents may go along on field trips, but must pay their own way. It does not count as a duty day if you were not scheduled for duty.
- Unregistered siblings may not go on field trips. Trips are planned to meet the age of the children enrolled in the program.

Special Events

The school hosts various special events throughout the year. These events are planned in advance and details are usually provided in the school newsletter and on the website.

Fire Drill

A fire drill will be held once each month. The Fire Drill Procedure is posted on the bulletin board at school and in the *Policy Manual*.

Our designated fire/emergency shelter is location listed below and is posted at the school and on the website.

In an emergency situation, call 911.

Emergency Evacuation

In case of an emergency situation that makes the premises unsafe, the children will be evacuated from the building. Parents will be notified by email and phone if it becomes necessary to take the children to our emergency location.

Evacuation Shelter Location :

Sobeys(Northfield)

640 Parkside Dr. Waterloo, ON

***For Further details please see our Emergency Management Policy in the Policy manual either at the school or online.**

LCNS Duty Parents, Volunteer and Student Policy

All Duty Parents, Volunteers and Students participating in LCNS programs must be provided with an orientation of the classroom including a review of Participating Parent/ Volunteer responsibilities. This will be completed at the Fall Orientation Meeting for Participating Parents and on an individual basis thereafter. The Teacher and or Class Representative will be responsible for this orientation.

Child Care Supervision Policy

- Every child in attendance shall be under the supervision of an adult at all times.
- No child is supervised by a person less than 18 years of age.
- Direct unsupervised access to children is only permitted for staff of the Lakeshore Co-operative Nursery School
- Volunteers and students will not be left alone with a child.
- Volunteers and students may not be counted in the staffing ratios.

Membership Agreement

(This is a copy of the agreement you signed and returned to us with your registration package.)

I/we understand that **Lakeshore Cooperative Nursery School** is an organization whose successful operation depends on the participation and sharing of responsibilities by **all members**. I/we understand that I/we are responsible for:

Full/Classroom Participating	Partial Participating (limit 2-3 per class)	Non-Participating (limit 4 per year) OR Countdown to Kindergarten
<ul style="list-style-type: none"> - The Registration fee, post-dated cheques for tuition, and a cleaning deposit - Ensuring my/our child's medical records are in accordance with the guidelines set out by the Public Health Unit - To become familiar with school policies and the content of the Parent Handbook - Attending both mandatory Spring and Fall General meetings - Participating in (2-3) monthly cleaning nights per calendar year - One Board or Committee Role - Completing the LCNS duty parent orientation, online Anaphylaxis Training, and Vulnerable Sector Check prior to my first scheduled duty day - Volunteering in my/our child's classroom for the required number of duty days - Providing snack for the classroom when scheduled as the SNACK PARENT 	<ul style="list-style-type: none"> - The Registration fee, post-dated cheques for tuition, and a cleaning deposit - Ensuring my/our child's medical records are in accordance with the guidelines set out by the Public Health Unit - To become familiar with school policies and the content of the Parent Handbook - Attending both mandatory Spring and Fall General meetings - Participating in (2-3) monthly cleaning nights per calendar year - One Board or Committee Role 	<ul style="list-style-type: none"> - The Registration fee, and post-dated cheques for tuition - Ensuring my/our child's medical records are in accordance with the guidelines set out by the Public Health Unit - To become familiar with school policies and the content of the Parent Handbook - Attending both mandatory Spring and Fall General meetings

I/we hereby give consent for the following:

- For our child to be taken on supervised field trips, provided that I/we are informed of each trip in advance;
- If at any time an accident or sudden illness occurs and medical treatment is necessary, this may be given. That any expense incurred for such treatment is my/our responsibility

I/we hereby release **Lakeshore Cooperative Nursery School**, its employees and agents, members and classroom participating parents from any legal actions arising from an accident, contraction of illness or loss of personal property.

I/we will not hold any person(s) in attendance at **Lakeshore Cooperative Nursery School** responsible in case of accident, contraction of illness or loss of property.

Lakeshore Co-Operative Nursery School Program Statement

At Lakeshore Co-operative Nursery School our programs reflect our belief that children learn best through play.

A co-operative nursery school is a non-profit organization of families who come together for the purpose of setting up and maintaining an Early Years program for their children. Everyone is given a voice and is valued for their unique contributions to the program. Families and teachers share responsibilities and decision making. Interactions between children, between children and adults, and among adults are based on a philosophy of respect. Children and families of all backgrounds and abilities are welcomed to our programs. A co-operative school is a valuable project that contributes to the wider community.

"How Does Learning Happen? Ontario's Pedagogy for the Early Years", (2014) is a professional resource about learning through relationships for those working with young children and families. It is intended to support pedagogy and curriculum/program development in early years programs."

(HDLH, 2014, p.5)

At LCNS we use the four foundations: Belonging, Well-Being, Engagement and Expression outlined in the *How Does Learning Happen?* document to create a curriculum and environment which promotes learning and growth of children and their families.

Belonging- Goals for Children

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
(HDLH, 2014, p.23)

Building positive relationships with children and their families creates a sense of belonging. At LCNS, we build connections with children and their families based on caring and respect for individuality. By greeting the children and families warmly each morning, we let them know that we value them as members of our community. Interactions with siblings and extended family help children see the connection between their own families and their school relationships. Through quiet observations, listening and responding, and sharing experiences we are able to discover each child's unique gifts, capabilities, and interests.

We help children see that they belong by displaying photographs of the children and their families, as well as their artwork and creations. Providing books and materials that reflect the diversity of our community promotes respect, acceptance and inclusion of all children and families.

At LCNS we believe children should be active participants in creating their environment. Children are given opportunities to make meaningful contributions to the classroom setting; such as choosing projects to save in their portfolio, making playdough together, baking muffins to serve at special events, and requesting favourite stories or songs during group time. The children at LCNS are responsible for returning materials they use, cleaning up after themselves at snack and caring for living things.

We honour children's voices by providing opportunities for them to make choices. At LCNS, children choose where to sit, where and with whom to play, and when to eat snack. We support children to participate in social interactions, play, and learning in ways that are most comfortable to them.

Respect for children's rituals and traditions creates a sense belonging. This includes recognizing and celebrating holidays that are important to the children and their families. Children may bring special toys or comfort items into the classroom if needed to help them feel secure. At school, we co-create rituals and routines with the children which may include a greeting song with the children's names, sharing stories from home, and planning for our time together.

Well-Being- Goals for Children

- Every child is developing a sense of self, health and well-being. (HDLH, 2014, p.23)

At LCNS we take a holistic approach to well-being by ensuring that we support both physical and emotional health for children and families.

We support children in developing a sense of self by following their interests, offering choices, and valuing who they are. Many invitations to learning are provided indoors and outside. Providing large blocks of time for play allows children to pursue their own interests and to explore multiple opportunities.

We respect children's ability to know when and how much they need to eat. The free flow snack offered at LCNS includes healthy choices from at least two of the four food groups. The children are encouraged to wash their hands independently and are supported by adults who coach and model proper hand washing techniques before and after snack. Independence is fostered through opportunities to find their own water bottle, to tidy up their own snack dishes and dispose of their leftover food and napkin.

We believe children thrive when they are given opportunities to engage in physical play in a natural outdoor space. Our outdoor environment provides children a safe place to explore, manageable levels of challenge, and opportunities for risk taking. We believe outdoor play strengthens creative problem solving skills and complex thinking. We recognize the connection between positive mental health and a relationship with nature. Children are encouraged to dress themselves for outdoor play.

Our program focuses on supporting the development of self regulation and positive social interactions. Through recognizing and valuing differences, expressing feelings, and recognizing and responding to the feelings of others, our goal is to create a caring learning community. In supporting children to solve problems we acknowledge feelings, give them words, model behaviours, and suggest positive solutions.

Our program offers quiet areas, opportunities for independent, small, and large group activities, minimal transitions and predictable routines in order to minimize stress.

We partner with agencies in the community and invite them to offer information and support to children and families. Our teachers help families to access these supports.

Engagement- Goals for Children

- Every child is an active and engaged learner who explores the world with mind body and senses. (HDLH, 2014, p.23)

At LCNS we see that children are engaged when they are involved and interested. We work to provide an environment that promotes curiosity, creativity, exploration, inquiry and wonder. We get a better understanding of children and their learning when we slow down, observe and reflect on their play. We document our observations through picture displays, teacher reflections, and learning stories. We use documentation to capture children's learning and growth throughout the year and share it with their families. We also share documentation with children to revisit experiences and extend learning. We use our observations and reflections to plan a responsive program that includes child-initiated and adult-supported experiences.

We provide open-ended materials that allow children to make their own meaning. Providing such materials, and the freedom to use them in unique ways, allows children to be creative. Uninterrupted periods of play time allow children to deepen and extend play. With a wide variety of choices, children are encouraged to explore and expand their interests both in the classroom and outdoors. Choices include a home centre, large and small blocks, sand, water, playdough, puzzles, books, painting, writing/drawing, cutting and gluing, and investigating science and math concepts as well as the natural world. Materials are added and changed as we follow the children's interests.

At LCNS we believe that the environment has an impact on learning. We provide a warm and inviting setting. Our use of lamps, plants, framed photographs, and natural light softens the atmosphere, making it more home like. We believe providing an organized and predictable environment is respectful of materials and space and allows the children to find materials independently. Our outdoor environment mirrors our indoor environment with its thoughtful arrangement. Children are challenged to participate in big body play and are given opportunities to explore and appreciate the natural world.

As a co-operative school, engagement with families is an essential part of our community. The parents are directly involved by participating in the classroom and helping to make decisions for the school as members of the Board of Directors. We promote engagement with families by asking them to contribute in meaningful ways such as fundraising, providing snacks and program materials, sharing interests and talents with the children, and maintaining our equipment and space.

At LCNS our teachers are co-learners alongside children and families. We see learning as a life-long process and we support participation in professional development opportunities to promote growth. We encourage our teachers to remain connected to the Early Learning community.

At LCNS we believe engagement with our surrounding community helps families to connect with outside resources and with each other. We invite guests working within our community to visit our classroom and share interesting information. We recognize that learning extends beyond the classroom. As such, we plan a variety of field trips throughout the school year.

Expression- Goals for Children

- Every child is a capable communicator who expresses himself or herself in many ways (HDLH, 2014, pg. 23)

At LCNS we acknowledge that communication is more than spoken words. We can help children feel safe to express themselves by being attuned to and responding to their cues. Our use of basic sign language and picture symbols acknowledges the many different ways people use to communicate. We respect the different languages of the families in our program. We learn words from these languages and make them part of our environment.

At LCNS, we know that language is used for a variety of purposes. Our print rich environment, daily experiences with reading and telling stories, and play with words and sounds promote beginning literacy knowledge. Throughout the day we encourage children to engage in authentic conversation with peers and adults by telling stories about what is happening in their world and by sharing their interests. Adults sit with children at the snack table and in the art studio to facilitate conversations.

Children express themselves through art, drama, music and movement. At LCNS, art experiences are open ended and children may choose the materials they wish to use. Experiences with different materials and mediums invite children to explore using all their senses. Opportunities for dramatic play allow children to act out familiar scenarios from their own experiences. Our home centre is set up with real and realistic props that reflect the diversity of our community. Music and movement offer children a way to express themselves. We provide a daily group time in which to sing songs, listen to music, dance or use instruments. Children have access to a variety of instruments to use during free play.

At LCNS we feel it's vital to be constantly evaluating our program. We reflect and share ideas with each other about children's engagement and growth. We respond by making changes to better serve the children and families in our school.

One of our core beliefs as a co-operative nursery school is that everyone has something important to contribute. We all work, learn and play together!

This program statement will be reviewed with any new staff, student, volunteer or other person working within our program upon starting at LCNS and annually thereafter. It will also be reviewed if any modifications are made to the program statement.

Annually all staff and volunteers will be monitored within the classroom to ensure compliance with the program statement.

Revised September 2018