



315 Northlake Drive Waterloo N2V 1W5 • 519-884-0730 • [www.lakeshorenursery.com](http://www.lakeshorenursery.com)

# Policy Manual

## Standard Operating Procedures

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## Nursery School Information

Lakeshore Co-Operative Nursery School is administered by Registered Early Childhood Educators\* who are responsible for the daily operations of the program and overseen by a Board of Directors. The Board of Directors is comprised of parent volunteer members, who in turn, organize and run the Nursery School operations. The Board of Directors employ the Registered Early Childhood Educators, equip the school, maintain the membership and create and uphold the budget. Tuition fees are based on the cost of operating the school. LCNS is non-profit and non-sectarian.

\***Early Childhood Educator:** As per the Early Childhood Educators Act, 2007, all Early Childhood Educators are registered annually with the College of Early Childhood Educators. This is monitored by the Board of Directors.

***Practice: 3. (1) No person shall engage in the practice of early childhood education or hold himself or herself out as able to do so unless the person holds a certificate of registration issued under this Act. 2007, c. 7, Sched. 8, s.3 (1)***

## Contact Information

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### **Ages Served:**

Lakeshore Co-Operative Nursery School offers licensed programs for children 18 months to 5 years of age. Please see the schedule for the exact times.

**Licensed capacity:** The Nursery School is licensed under the Child Care and Early Years Act, overseen by the Ministry of Education. The capacity of Lakeshore Co-Operative Nursery School reflects the ratios listed below.

### **Ratios:**

Lakeshore Co-Operative Nursery School complies with the Child Care and Early Years Act and is mandated to follow the ratios set forth by them.

- a) Toddlers, age 18 to 30 months, 1 staff to 5 children, maximum 10 children
- b) Preschool Children, ages 31 months to 5 years, 1 staff to 8 children, maximum 16 children

## Hours of Operation:

Preschool (2.5 to 5 years)

- Monday-Thursday from 9:00 to 11:30 a.m. (Duty parents are to arrive by 8:45 a.m.)

Toddler (18 to 30 months)

- Friday 9:00 to 11:00 a.m. (Duty parents are to arrive by 8:45 a.m.)

## Holiday Closures:

Lakeshore Co-Operative Nursery School operates from September to December, with a break for the Winter Holiday. It resumes in January, closing at the end of June. It will be closed the following statutory holidays: New Year's Day, Family Day, March Break, 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 Registered Early Childhood Educators and the President. The class representatives will be notified of the cancellation and will e-mail the parents via the Google groups. Should there be any doubts; parents are advised to call their class representative or the President. When school is closed because of bad weather, there is no "make-up" day. If the Waterloo Region District School Board schools close, LCNS will be closed as well.

## Drop Off and Pick Up:

Children of parents who are not scheduled for duty should not arrive before the class start-time. Duty parents and teachers are busy preparing for the class. Parents are to pick up children no more than 5 minutes prior to the end of class, unless otherwise arranged with the teachers.

## 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.

## Clothing and Belongings:

A bag will be provided to each child on their first day of school. This bag will be used to bring artwork home. Please ensure that the child is wearing washable, comfortable play clothes and outdoor clothes suitable for the weather conditions to allow for full participation in the program. Parents are asked to label all footwear and clothing that might be removed at school with their child's name. Duty Parents are asked to wear washable clothes that allow for participation in program activities indoors and outside.

## Financial Statements:

Financial statements for the school are prepared annually. Members may view these statements by contacting the Treasurer. The financial statement is also posted after the September Annual Meeting for review by the membership. The membership must sign off that they have seen the Financial Statement.

## **Participation and Scheduling:**

Participating parents are required to assist at the school approximately two to four times each month, depending on enrollment. Parents will be required to participate in each of the classes for which they are registered. Families participating in the 4 day per week class will be responsible for more duty days than parents in the 2 day classes. You will not be scheduled to participate on a day that your child does not attend school. It is up to each individual parent to make their own arrangements for carpools and reciprocal babysitting, using the membership list included in the newsletter. Parents may indicate duty day preference, but it is not always possible to complete the schedule according to preference.

It is essential that the required number of parents assist at each class. The duty schedule will be e-mailed to the membership by the class representatives, posted on the website and posted at the school. However, on occasion it may be necessary to contact the membership with new scheduled dates.

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 another parent in their class and then make the appropriate changes on the master calendar at school.

If the required number of duty parents is not present, school may be cancelled for that day. The decision to cancel school will be left to the discretion of the Supervising Teacher and/or the President.

## **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 and 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 still 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.

## **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.

## **Pregnancy**

If a mother cannot fulfill 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. She should notify the scheduling officer. It may be more convenient 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 fulfill 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 fulfill your duty. Please notify the teachers and the membership when you have found a replacement.

## Program Statement (To view our full Program Statement see the Parent Handbook)

### About our school:

The program at Lakeshore Co-Operative Nursery School has been developed over the past 30+ years to ensure that it offers each participant a meaningful, educational experience. Children are able to learn from one another – cooperation, sharing, self-worth, and problem solving - while they play in and explore the many areas of learning provided. Children participating in LCNS’ program are able to discover and enhance their social, emotional, physical, communication, language, literacy and cognitive development.

Lakeshore Co-Operative Nursery School operates with a Board of Directors comprised of parent volunteers that oversee the operations inside and outside of the classroom. Each parent is required to either sit on the Board of Directors or provide support in a variety of other ways (please see Board of Directors Procedure). Parents, Board of Directors and Registered Early Childhood Educators work hand-in-hand to provide an enriching preschool experience for the children. Children receive support and encouragement from the teachers and parents in their first experience in a school setting.

Messiah-Lakeshore Co-Operative Nursery School was founded in 1978. The motto is "***working and playing together***". It is governed by the Ontario Child Care and Early Years Act and is licensed by the Ministry of Education. The program is inspected annually, upon renewal of the license.

## Program Statement Implementation Policy

The Program Statement, which uses the framework provided by the Ministry of Education, will be reviewed annually with all members, staff and volunteers/students before they begin their work in the classroom. All members, staff and volunteers/students who work in the classroom are required to sign the Program Statement Sign-Off document (Appendix D) acknowledging this review, and that they understand and will comply with the Program Statement, policies and procedures.

All staff/volunteers/students working at LCNS shall read and follow the approaches linked to the four foundations set out in the Program Statement and *How Does Learning Happen?*. To ensure the Program Statement implementation expectations are being met all staff/volunteers/students will receive an orientation before beginning work in the classroom. Each Staff/volunteer/student will have a formal monitoring session within the program annually by the Supervisor to ensure compliance with the Program Statement policies and procedures (see form Appendix D). The classroom teachers will provide coaching and modelling to assist volunteers in their role in the classroom.

All staff/volunteers/students shall review the following prohibited practices as set out by the CCEYA, 2014

### ***Prohibited practices***

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

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

### **Responding to Discriminatory Incidents or allegations of misconduct**

Should any of the above-mentioned incidents transpire, the following will occur:

- a) Warning, either verbal or written, followed by possible suspension or permanent dismissal;
- b) Emergency Board of Directors Executive meeting to review the situation;
- c) If the incident involves a parent, volunteer or staff member, temporary or permanent removal from the duty schedule may occur with or without warning or explanation.
- d) Possible removal of parent's child from the preschool program (should the incident involve a duty parent).
- e) Suspected abuse or neglect will be reported to the local Children's Aid Society and possible professional misconduct to the College of Early Childhood Educators

### **Program Statement Implementation Procedure**

All staff/volunteers/students are required to implement the following goals and approaches while working within the program at LCNS;

#### **A) promote the health, safety, nutrition and well-being of the children**

All children are required to wash hands upon arrival.

We offer a nutritious snack each day for the children. Children are required to wash hands before and after snack using proper handwashing techniques.

The children bring their own water bottle to use and we transport those to the playground.

Water bottles must be labelled with the child's name. Children who forget their water bottles will be able to borrow one from the school for use during the program time.

Children go outside each day (weather permitting). They line up and hold a rope to cross the parking lot. Head counts are done frequently.

#### **B) support positive and responsive interactions among children, parents, child care providers and staff;**

The children and parents are greeted upon arrival to school.

Children are dismissed one at a time at the gate outside and staff have the opportunity to chat briefly with parents about their child's day.

Parents are encouraged to approach staff with any concerns they may have.

#### **C) encourage the children to interact and communicate in a positive way and support their ability to self-regulate;**

The staff encourage the children to talk out their problems/conflicts.

Children are supported by caring adults who help children identify feelings and offer language and suggestions to help facilitate resolutions.

When necessary, children will be re-directed to another activity.

**D) foster the children's exploration, play and inquiry;**

A free flow environment is offered. Centres are open for the children to explore and use. This allows for choice as to where to play.

A variety of open-ended toys and materials are offered to promote exploration.

**E) provide child-initiated and adult-supported experiences;**

We follow an emergent curriculum based on the children's interests.

Staff document what children are interested in then provide provocations based on those interests.

Staff provide both small and large group experiences based on these interests.

**F) plan for and create positive learning environments and experiences in which children's learning and development will be supported;**

Activities are planned to promote development of social, emotional, communication, cognitive and physical skills.

**G) incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and consider the individual needs of the children receiving care;**

Children have free play indoors and outdoors each day.

When the weather does not permit, gross motor activities will be provided in the classroom.

The book centre is intended to be a quiet area. It is for reading and other quiet activities.

**H) foster the engagement of and ongoing communication with parents about the program and their children;**

A monthly newsletter is provided to all families.

Communication with families occurs with use of google groups so everyone can stay up to date on happenings through email.

A calendar with current important dates is visible to all in the entryway of the school.

Teachers strive to have open communication with each family who attends LCNS.

Each child has their own portfolio where learning stories and artwork may be shared with family members.

**I) involve local community partners and allow those partners to support the children, and their families;**

The staff work with outside agencies such as KW Habilitation, SNAP and KidsAbility to help support children with special needs. The staff also work with the University of Waterloo Child Cognition lab to support current research projects they are conducting.

**J) support staff or others who interact with children at a child care centre in relation to continuous professional learning;**

All staff are required to participate in continuous professional learning as required by the College of Early Childhood Educators and the quality initiative set out by the Region of Waterloo. Staff may be

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reimbursed for workshops and memberships after approval from the Board of Directors.

**K) document children's learning and review the impact of the strategies set out in clauses (a) to (j) on the children and their families;**

The staff keep current documentation for each child and share the documentation with families. An annual survey is provided to the families as an opportunity to submit feedback on the school and the program.

## **Child Care Centre Policy for Monitoring Compliance and Contraventions**

### **Purpose**

This policy sets out the process that will be followed to monitor the implementation of our policies, procedures and individualized plans on an ongoing basis.

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

This document is intended to fulfill the obligations set out under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording and addressing compliance and non-compliance with policies, procedures and individualized plans for child care centres.

Policies and procedures required under the *Child Care and Early Years Act, 2014*:

- Playground Safety
- Anaphylactic policy
- Sleep Supervision (Not applicable)
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Safety and Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management

Individualized plans required under the *Child Care and Early Years Act, 2014*:

- Anaphylaxis

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- Special Needs
- Medical Needs

Other policies and procedures developed by the child care centre.

## **Policy and Procedures for Monitoring Compliance and Contraventions**

All Staff/volunteers are required to review and sign that they will comply with the Policies, Procedures and Program Statement prior to commencing work at LCNS.

- The following policies will be reviewed with each staff/volunteer at the Orientation Meeting: Playground Safety Policy and Procedure, Anaphylactic Policy and Procedure, Sleep Supervision Policy (not applicable), Serious Occurrence Policy and Procedure, Drug and Medication Policy and Procedure, Supervision of Volunteers and Students Policy and Procedure, Program Statement Implementation Policy and Procedure, Staff Training and Development Policy, Criminal Reference Check/Vulnerable Sector Check Policy and Procedure and Fire Safety and Evacuation Policy and Procedures, Policies and Procedure for Monitoring Compliance and Contraventions, Parent Issues and Concerns Policy and Procedure, Emergency Management Policy and Procedures and COVID 19 Pandemic Policies.
- The staff/volunteers in the program are required to complete an orientation which outlines their duties in the classroom prior to beginning work in the program.
- All individualized support plans will be reviewed with staff. Each staff will be required to sign that they have read the individualized plans that are in place.
- The Supervisor will communicate with new staff and volunteers to ensure they are comfortable and understand their duties.
- The Supervisor will review the playground check with new staff/volunteers to ensure that it is being conducted accurately.
- The Supervisor will advise staff/volunteers as to where to position themselves on the playground.
- The Supervisor will review proper food handling and snack preparation with new staff/volunteers to ensure compliance with sanitary practices.
- The food/medication allergy list will be reviewed with new staff/volunteers. Each person is to sign after they have read the list.
- The Supervisor is present in the classroom and will observe staff and volunteers formally annually, and informally on an on-going basis to ensure program statement goals and expectations are being met.
- The teachers will provide modelling and coaching for new staff and volunteers.

### Monitoring and Observations

- Lakeshore Cooperative Nursery School will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented, as follows:
  - The President or Vice President of the Board will observe and monitor the supervisor of the child care centre;

- The supervisor will observe and monitor the qualified staff (i.e. RECE or otherwise approved staff);
  - The supervisor will observe and monitor other program staff (i.e. assistants);
  - The supervisor will observe and monitor placement students; and
  - The supervisor will observe and monitor volunteers.
- Monitoring and observations will be conducted on an ongoing basis through various means including, but not limited to:
    - participating regularly and formally in the program;
    - collecting feedback provided from parents and families; and
    - reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).
  - Monitoring will be conducted at different times of the day (e.g. morning, afternoon, periods of arrival/departure, rest periods, snack times, outdoor play periods, transitions, etc.) to observe that policies, procedures and individualized plans are being implemented as required for different parts of the program and daily routines.

#### Documentation and Records

- Monitoring and observations will be recorded. Records of monitoring and observations may be documented using the template found in Appendix D.
- Documentation of observations will be completed at the time the observations are made or at least once a year and will include concrete examples of observed compliance and non-compliance.
- All records will be stored in the locked files at the nursery school for at least three years from the date they are created.

#### Follow-up

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the supervisor or designate.
- The president and vice president of the board and the staff will address their observations through a review and discussion with the individuals observed every year and will seek to or provide them with appropriate supports to achieve and maintain compliance (e.g. additional training).

#### Dealing with Contraventions of Policies, Procedures or Individualized Plans:

- Lakeshore Cooperative Nursery School will make every effort to clarify expectations and encourages staff, students and volunteers to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis to support clarity, learning, development and ongoing compliance.

- Progressive discipline may be used to address observed non-compliances with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.
- Where a staff, student or volunteer is observed to be non-compliant, the licensee, supervisor or designate will take one or more of the following actions:
  - Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance;
  - Re-review the relevant policies, procedures, and/or individualized plans with the individual;
  - Issue a verbal warning;
  - Issue a written warning;
  - Temporarily suspend the individual from their position at the child care centre
  - Terminate the individual from their position;
  - Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.); and/or
  - Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
- Where appropriate, the supervisor or designate will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

## Registration Policy

The non-refundable registration fee for each child and/or family enrolled at LCNS is due at the time of registration, regardless of the date the child begins classes. The fee covers administration costs and ensures a spot in the class. If the child is placed on a waiting list, the registration fee need not be paid until a spot becomes vacant. The amount of the fee is determined by the Nursery School Executive, on a yearly basis. Registration will be open first to existing families who wish to enroll for the next school year for a period of one week. It will then be open to alumni families for one week and then to new families from the public.

## Registration Procedure

Parents are required to register for the programs at LCNS using the OneList Waterloo Region website ([www.OneListWaterlooRegion.ca](http://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 shall contain the following:

- 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
- Media Release
- Authorization for Skin Care Products
- Participation at Preschool Forms
- Participating Parent Forms (Complete one for each volunteer):
  - Region of Waterloo Public Health Pre-employment Health Form
  - Collection of Personal Information Form
  - Completed Police Vulnerable Sector Check
  - Printed certificate for completed online Anaphylaxis Training

## **Program Timetable**

The program timetable is flexible to account for different activities, weather conditions, & special events/parties.

Children arrive	
Outdoor Play	45 minutes
Transition to Indoors	15 minutes
Morning Meeting	10 minutes
Free play (includes creative and snack)	60 minutes
Tidy up	5 minutes
Story time and songs	15 minutes
Dismissal	

Outside play time may be moved to the end of class or replaced with indoor gross motor activities depending

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on weather.

## Admission Policy

- a) LCNS offers several classes. Any applications received beyond the licensed capacity will be placed on a waiting list. Please see Waitlist Policy below. LCNS will accept up to 20% non-participating members in the class. 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.
- b) Fees are decided by the LCNS Board of Directors.

As a member of Lakeshore Co-Operative Nursery School parents are required to participate on their assigned duty days. Parents' presence on their assigned duty day is essential to the success of the program.

## Admission Procedure

Parents will be given a registration package. Once it is completed and handed in to LCNS, they will be contacted to confirm their child's program. An electronic version of the Parent Handbook and Policy Manual will be available at the September General Meeting and posted on the website. A hard copy of the Parent Handbook and Policy Manual will be available in the classroom and a member may request to see it at any time. The Manual outlines Programs, Policies, Procedures, and Parent Requirements.

## 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. The waitlist will be managed through OneList Waterloo Region. There is no fee to have your name on the waitlist. 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 to inquire about the status of position on the list.

## Waitlist Procedure

Should parents wish to register a child for a program and no spots are available the child will be placed on a waitlist. Once a spot becomes available, parents will be notified in the order indicated above. Should you be offered a spot you will have forty-eight (48) hours to respond. If you choose not to accept the spot or do not respond you will then be removed from the waitlist or your name will be placed at the bottom and the spot will be offered to the next family on the list.

## Tuition Fees Policy

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 set by the LCNS Board of Directors, based on the operation costs of the school.

Fees must be paid prior to a child starting school. If a child starts part way through the month, a payment covering the full installment for the month or one half of the installment for the month (depending on the start date) is required. Paperwork to initiate preauthorized debit payments is to be received by or before the start of participation by the child.

**Notice to Families:** The first NSF/Missed payment is subject to a penalty equal to the bank fees charged; the second will be double the bank fees. At the third occurrence the withdrawal policy shall be implemented.

There is a 5% discount to members registering multiple siblings in classes.

## Tuition Fees Procedure

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 by e-transfer or by preauthorized debit for the first of each month with the exception of June. Registration fees will be accepted by e-transfer. Cleaning Deposits will be debited from accounts in July of the following year if co-operative duties are not fulfilled.

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 paperwork to initiate preauthorized debit payments. Payment must be submitted on or before the first day of attendance for the child.

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

- |                                      |   |
|--------------------------------------|---|
| <b><u>First Missed Payment:</u></b>  | Full payment of the missed fees will be required within 7 days; penalty equal to the bank fees;               |
| <b><u>Second Missed Payment:</u></b> | Full payment of the missed fees will be required within 7 days; penalty will be double the bank fees;         |
| <b><u>Third Missed Payment:</u></b>  | Full payment of the missed fees within 7 days, and you will be asked to withdraw your child from the program. |

## Membership Obligations Policy

- a) Members are the parents or guardians of each child currently enrolled. There is one vote per family by the parent that signs the registration form.
- b) Participating parents must work as duty parents in the classroom. This duty time is scheduled and generally amounts to two to four (2-4) classes per month per child enrolled, depending on enrollment. Families enrolled for more days will be responsible for more duty days.
- c) Families enrolled in the participating program options must also participate in the operation of the school and/or school's program. This can be accomplished by:
  - a. Serving on the Board of Directors or participating on a committee AND
  - b. Attending two or more cleaning nights (enrolment dependent)
- d) Parents must attend the Annual General Meeting (September), and the Spring Members Meeting (June), which are mandatory. It is at these meetings that the Board of Directors is elected and that policies are decided by membership vote.
- e) Parents must meet financial obligations of registration fees, tuition fees and cleaning deposit.
- f) There will be a general orientation session held prior to school starting in September. This is for volunteers, participating parents, and executive.
- g) Return Registration Package completed in full.
  - a. The Criminal Reference Check for the Vulnerable Sector must be completed in order for parents to participate on their duty day. A Declaration must be completed for returning parents.
  - b. Health Forms must be completed in full in order for children and for duty parents to participate in the program.

## Withdrawal Policy

The Preschool Withdrawal Policy has been created in order to minimize the effect of an early withdrawal on the school finances. In the event of withdrawal 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.

Should a notice be received by the Board later than the first, you will be responsible for all fees and classroom obligations for the following month. 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 fees and duties. [Please see Appendix F for a sample withdrawal letter]. 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, refer to Membership Obligations
- b) If cheques are returned from the bank as N.S.F. a third time
- c) If the teachers feel the program does not meet the needs of the child [if this is the case, all payments shall be cancelled 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.

## Withdrawal Procedure

At times, circumstances may exist that children will need to be withdrawn from the program. If a parent wishes to withdraw a child, they should:

- a) Submit a completed Withdrawal Form [Appendix F], at least one month prior to the child's anticipated last day.
- b) Hand in the form to the President or Registrar of the Board of Directors or the Supervisor.
- c) If the withdrawal notice is given part way into a month, the following month's fee installment will be processed. All further payments will be cancelled.
- d) Families will be contacted to obtain permission to destroy cheques on file or arrange for their return.
- e) Families will be notified of any belongings remaining at school. They will be held for pick-up until the end of the school year.

## 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 children 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 five (5) business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

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

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:
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<p><b>Program Room-Related</b></p> <p>Eg: 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"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Arrange for a meeting with the parent/guardian within 5 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>General, Centre- or Operations-Related</b></p> <p>Eg: 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"> <li>- the supervisor or licensee.</li> </ul>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> <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>Ensure the investigation of the issue/concern is initiated by the appropriate party within 5 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>

<b>Student- / Volunteer-Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"><li>- the staff responsible for supervising the volunteer or student</li></ul> <p>or</p> <ul style="list-style-type: none"><li>- the supervisor and/or licensee.</li><li>-</li></ul> <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>
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## **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/childrensaid/reportingabuse/index.aspx>

## Health and Safety Policy

- a) Each child must have a Health and Medical Information Form submitted prior to starting school which includes a copy of their immunization record. The exception to this formality involves another form, an Exemption Form, based on medical grounds or religious grounds or conscientious objection grounds.
- b) A Pre-employment Health Form, which provides information regarding immunizations, tuberculosis screening history, infectious disease history and general health, must be completed by adults who are participating in the classroom. Volunteers, staff, and students must have current immunizations. The exception to this formality involves another form, an Exemption Form, based on medical grounds or religious grounds or conscientious objection grounds. Adults should visit their family doctor or call Public Health if they need to receive vaccinations.
- c) Health Assessment information for all teachers, students, and volunteers must be provided as directed by the Medical Officer of Health.
- d) Infectious illness by a staff member requires that they stay home. When a teacher is ill, every effort will be made to ensure a qualified supply teacher is called. In the event no one is available, class will be cancelled, and participants shall be notified via the class representatives (who have been contacted by the Board President).
- e) Infectious illness by a duty parent requires that they stay home. When a duty parent is ill, they are responsible to find an approved replacement. (Someone who has completed all duty parent requirements).

## Use of Universal Precautions

Universal precautions, as outlined by the Waterloo Regional Health Unit, are posted in the snack area. They are to be used at all times, by all staff, volunteers, duty parents, and visitors (e.g. consultants) within the program.

## Indoor Inspection

Revised August 2021

A clean, safe environment is imperative for the health and safety of all involved in Lakeshore Co-Operative Nursery School. Cleaning shall occur on a regularly scheduled basis, set by the Board of Directors in conjunction with the classroom teachers. The classroom teacher shall be responsible for inspecting doorways, pathways and so forth to ensure they are clear of hazards and take the necessary steps to rectify issues as needed. Weekly (as well as during daily use), the teachers and duty parents within the program shall inspect toys, shelves, furniture and accessories for wear and tear. They shall remove any broken item immediately and either discard it or remove it from the classroom for repair at a later time, whichever is appropriate.

## **Infectious Illness by a Staff Member Policy**

Infectious illness by a staff member requires that they stay home.

The following are reasons for exclusion:

- a) Fever and/or a combination of other symptoms (nausea, vomiting, etc.) within the 24 hours preceding class
- b) Fever and/or body rash
- c) Diarrhea – two or more liquid stools or a change in the normal pattern of bowel movements (e.g. runny, watery or bloody stools within 24 hours)
- d) Vomiting 2 or more times in the last 24 hours
- e) Eye discharge – yellow or white
- f) Severe cough
- g) Heavy nasal discharge
- h) Severe sore throat
- i) Yellowish skin or eyes, or “jaundice”
- j) Pinkeye without discharge from eye
- k) Fifth disease (Parvovirus B19, Erythema Infectiosum, slapped face syndrome)
- l) Colds with fever

A staff member must procure a doctor's note after three days absence.

## **Infectious Illness by a Staff Member Procedure**

When a teacher is ill, every effort will be made to ensure a qualified supply teacher is called. In the event no one is available, class will be cancelled, and participants shall be notified via the class representatives (who have been contacted by the Board President).

## **Exclusion of Ill Child Policy**

When a child is ill, they are to be kept at home until they are able to fully participate in all aspects of the regular routine.

## Exclusion of Ill Child Procedure

### **Attendance and Health**

- a) Ill children must be separated from the other children and supervised until they can be picked up by the parent/guardian.
- b) A parent is to be contacted to take the child home. By doing this, a child is being excluded from the nursery school program in order to prevent the spread of communicable/infectious disease to well children, teachers or duty parents.
- c) A child may be sent home from school at the teachers' discretion if any illness is apparent.
- d) Teachers must record any illnesses in the attendance and daily journal records for staff and children.
- e) Public Health is to be notified if more than 10% of the children have contracted the same illness.

### **Reasons for exclusion:**

- a) Fever and/or a combination of other symptoms (nausea, vomiting, etc.) within the 24 hours preceding class
- b) Fever and/or body rash
- c) Diarrhea – two or more liquid stools or a change in the normal pattern of bowel movements (e.g. runny, watery or bloody stools within 24 hours)
- d) Vomiting 2 or more times in the last 24 hours
- e) Eye discharge – yellow or white
- f) Severe cough
- g) Heavy nasal discharge
- h) Severe sore throat
- i) Irritability, continuous crying, or requires more attention than can be provided
- j) Yellowish skin or eyes, or “jaundice”
- k) Pinkeye without discharge from eye
- l) Fifth disease (Parvovirus B19, Erythema Infectiosum, slapped face syndrome)
- m) Colds with fever

### **The following illnesses do NOT require that a child be excluded:**

- a) Chickenpox; unless child cannot participate in activities, No longer required to wait until blisters scab (as per Public Health)
- b) Cold sores (unless severe)
- c) Colds
- d) Cytomegalovirus infections (CMV)
- e) Ear infections (otitis media)
- f) Fever only (unless an infant of 6 months or less)
- g) Giardia, only if child/staff does not have diarrhea
- h) Hepatitis B
- i) HIV
- j) Roseola
- k) Thrush and Candida diaper rash
- l) Shingles

## Drug and Administration of Medication Policy

### Purpose

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), with the exception of the following items which do not constitute drugs or medication for the purposes of this section, except where the item is a drug, as defined in the Drug and Pharmacies Regulation Act, prescribed for a child by a health professional: sunscreen, moisturizing skin lotion, lip balm, insect repellent, hand sanitizer and diaper cream.

In respect of an item described in above paragraph that does not constitute a drug or medication for the purposes of this section, a licensee shall ensure that,

- (a) the item is administered to a child only if a parent of the child has given written authorization for the administration of the item;
- (b) the item is stored in accordance with the instructions for storage on the label and the container or package is clearly labelled with the child's name and the name of the item; and
- (c) the item is administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.

For the purpose of this policy, drugs and medications fall into the following two categories, unless otherwise specified:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;

- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a child care centre.

## Policy

### Parental Authorization to Administer Medication:

- The Nursery School teachers and the duty parents will not administer drugs or medication to any child while in our care except in extreme cases and then only with the approval of the Board of Directors. This does not include asthma or emergency medication for an allergic reaction. Epi-pens® or asthma inhalers shall be administered as needed. [Appendix K]
- Emergency medication will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration. The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
- Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:
  - 'when the child has a persistent cough and/or difficulty breathing'; and
  - 'when red hives appear on the skin', etc.
- Authorization for Medical Administration Forms will be reviewed with parents bi-annually to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).

## Drug and Medication Requirements

All drugs and medications to be administered to children must meet the following requirements:

- All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.
- All drug or medication containers must be clearly labelled with:
  - The child's full name;
  - The name of the drug or medication;
  - The dosage of the drug or medication;
  - Instructions for storage;
  - Instructions for administration;
  - The date of purchase of the medication for prescription medications; and
  - The expiry date of the medication, if applicable.
- The information provided on the written parental authorization must match with all the requirements listed above.
- Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.
- Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.
- Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer).

**Drug and Medication Handling and Storage:**

- All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:
  - Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.
  - Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).
- In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.
- Emergency medications will be brought on all field trips, evacuations and off-site activities.
- Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.
- All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.
- Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication may be returned to a pharmacist for proper disposal.

**Drug and Medication Administration:**

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.
- Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration

of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).

- A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.
- A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).
- To support the prompt administration of emergency medication:
  - Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre; and
  - Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.
- Drugs or medications that are expired (including epinephrine) will not be administered at any time.

#### **Record-Keeping:**

- Records of medication administration will be completed using the Records of Medication Administration (the form in Appendix K may be used) every time drugs or medications are administered. Completed records will be kept in the child's file. Medical files will be filed annually in June and stored in a secure location in the nursery school for three (3) years.
- Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).
- If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.
- Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.

- Where items listed that do not qualify as drugs or medication are used (over the counter products), documentation of administration is not required.

## Confidentiality

- Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (LCNS may release information regarding a child or his/her family, without parental consent, to: 1. Coroner's Office 2. Courts in response to a warrant or court order 3. Ombudsman 4. Authorities vested in provincial or federal statutes 5. The Minister of Education and officials to whom he/she has delegated the authority (e.g., program advisors)).
- Should a child with anaphylactic allergies arrive at the nursery school without his/her emergency allergy medication he/she will not be admitted. Parents will be asked to remove the child until the medication can be brought to school.

## Drug and Medication Administration Procedures

Scenarios	Roles and Responsibilities
A) A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug or medication.	<ol style="list-style-type: none"><li>Staff will not administer medication with the exception of emergency medication.</li></ol>
B) A child is authorized to carry their own emergency allergy medication.	<ol style="list-style-type: none"><li>Staff must:<ol style="list-style-type: none"><li>ensure that written parental authorization is obtained to allow the child to carry their own emergency medication;</li><li>ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the child care centre (e.g. in the child's cubby or backpack);</li><li>ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and</li></ol></li><li>Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre</li></ol>

Revised August 2021

Scenarios	Roles and Responsibilities
	<p>supervisor/designate and the child's parent of these concerns and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).</p>
C) An emergency medication must be administered to a child.	<p>3. <b>Where an emergency allergy medication must be administered due to a severe allergic reaction</b>, the staff who becomes aware of the emergency situation must immediately:</p> <ul style="list-style-type: none"> <li>i. administer the emergency medication to the child in accordance with the emergency procedures on the child's individualized plan;</li> <li>ii. administer first aid to the child, where appropriate;</li> <li>iii. contact, or have another person contact emergency services, where appropriate; and</li> <li>iv. contact, or have the supervisor/designate contact a parent of the child.</li> </ul> <p><b>After the emergency situation has ended:</b></p> <ul style="list-style-type: none"> <li>i. document the administration of the drug or medication on the medication administration record (see Appendix B);</li> <li>ii. document the incident in the appropriate staff communication book (e.g. daily written record).; and</li> <li>iii. document any symptoms of ill health in the child's records, where applicable.</li> </ul>
D) A child has a reaction to an administered drug or medication.	<p>4. Where adverse symptoms appear upon medication administration, the person in charge must immediately:</p> <ul style="list-style-type: none"> <li>i. administer first aid to the child, where appropriate;</li> <li>ii. contact emergency services, where appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention;</li> <li>iii. notify a parent of the child;</li> <li>iv. notify the supervisor/designate;</li> <li>v. document the incident in the appropriate staff communication book (e.g. daily written record); and</li> <li>vi. document any symptoms of ill health in the child's records, where applicable.</li> </ul> <p><b>Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</b></p>
E) A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given).	<p>5. The person in charge must immediately:</p> <ul style="list-style-type: none"> <li>i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and</li> <li>ii. contact the parent of the child to report the error;</li> <li>iii. report the error to the supervisor/designate;</li> <li>iv. document the actual administration of the drug or medication on the medication administration record (see Appendix B); and</li> <li>v. document the incident in the appropriate staff communication book (e.g. daily written record).</li> </ul>

Scenarios	Roles and Responsibilities
	<p><b>Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</b></p>
<p>F) A drug or medication is administered to the wrong child.</p>	<p>6. The person in charge must immediately:</p> <ul style="list-style-type: none"> <li>i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and</li> <li>ii. contact the parents of the children affected to report the error;</li> <li>iii. report the error to the supervisor/designate;</li> <li>iv. document the incident in the appropriate staff communication book (e.g. daily written record); and</li> <li>v. administer the medication to the correct child per Scenario B (a drug or medication must be administered to a child).</li> </ul> <p><b>Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</b></p>
<p>G) Surplus or expired medication is on site.</p>	<p>7. Where possible, the surplus or expired medication must be returned to a parent of the child.</p> <p>8. Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal.</p> <p><b>Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.</b></p>

## Anaphylaxis Policy

### Purpose

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

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

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

## Policy

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

- Before attending the child care centre, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation (the form in Appendix L may be used for this purpose).
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.
- All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre and will be posted on the bulletin board in the snack area of the classroom as well as in the front of the attendance binder.
- All individualized plans and emergency procedures will be reviewed with a parent of the child bi-annually to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes. The classroom teacher will be responsible for keeping the auto-injector on their person at all times.

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

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

- The nursery school is a nut free environment.
- Participating parents who provide snack shall only provide snacks that are listed on the snack duty schedule. Snacks must be brought to school in the original, sealed packages.
- The playground will be inspected daily by a Duty Parent for stinging insects/nests before children have outdoor playtime.

- If necessary, cleaning products will be adjusted, and latex gloves and bandages will not be used.
- Do not serve foods where its ingredients are not known.
- Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- The known ingredients shall be provided for all food served. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- Ensure that parents label food brought to the child care centre with the child's full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- All staff, duty parents, volunteers and students will review this policy and procedure before beginning work and then annually thereafter and are required to review all individual Anaphylaxis Emergency Plans at the beginning of the school year and as they are updated through the year.
- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- Update families when changes to allergies occur while maintaining the confidentiality of children.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

## Communication Plan

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

- Parents will be requested not to bring foods that contain ingredients to which children may be allergic.
- Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre through email.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

## Drug and Medication Requirements

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

## Training

- All staff, volunteers and duty parents are required to complete Anaphylaxis training annually. All staff/volunteers are required to complete the Anaphylaxis online training course with certificate of completion submitted to the Health Officer.

- A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked, and follow-up is completed where an individual has missed or not received training.

### Confidentiality

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons. LCNS may release information regarding a child or his/her family, without parental consent, to: 1. Coroner's Office 2. Courts in response to a warrant or court order 3. Ombudsman 4. Authorities vested in provincial or federal statutes 5. The Minister of Education and officials to whom he/she has delegated the authority (e.g., program advisors).

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

Circumstance	Roles and Responsibilities
H) A child exhibits an anaphylactic reaction to an allergen	<p>9. When the teacher becomes aware of the child's anaphylactic reaction she must immediately:</p> <ul style="list-style-type: none"> <li>i. implement the child's individualized plan and emergency procedures;</li> <li>ii. contact emergency services and a parent/guardian of the child, or have another person do so where possible; and</li> <li>iii. ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy).</li> <li>iv. A duty parent will only implement the child's individualized plan and emergency procedures if the teacher is unable to do so</li> </ul> <p>10. Once the child's condition has stabilized or the child has been taken to hospital, staff must:</p> <ul style="list-style-type: none"> <li>i. follow the child care centre's serious occurrence policies and procedures;</li> <li>ii. document the incident in the daily written record; and</li> <li>iii. document the child's symptoms of ill health in the child's records.</li> </ul>
I) A child is authorized to carry his/her own emergency allergy medication.	<p>11. Staff must:</p> <ul style="list-style-type: none"> <li>i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication;</li> <li>ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack);</li> <li>iii. ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and</li> <li>iv. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.</li> </ul>
J) A teacher is authorized to carry a child's emergency allergy medication	<p>1. The designated teacher shall carry the emergency allergy medication on his/her person at all times.</p>

## Accessible Service Policy

LCNS is committed to providing our preschool programs to all participating families, including families with children and/or family members with disabilities. We will communicate with people with disabilities in ways that respect their disabilities. Staff will become familiar with different assistive devices that may be used by people with disabilities and their families within our organization. We welcome support people and service animals into our facility. Staff and Board Members will familiarize themselves with the Accessibility for

Ontarians with Disabilities Act, 2005, and ways in which to interact and communicate effectively with people with various disabilities.

If a child or parent is having difficulty accessing LCNS, plans will be made in consultation with the Teacher, Board of Directors, and the Church (our Leaseholder) and every effort will be made to accommodate the person with disabilities.

Any policy of LCNS that does not respect and promote the dignity and independence of any person with disabilities will be modified or removed.

## **Inclusion Policy**

Lakeshore Co-Operative Nursery School welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

## **Inclusion Procedures**

### **Admissions/Waiting List**

Children of all abilities are accepted into LCNS and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis.

### **Inclusive Environment**

Early childhood educators at LCNS use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

### **Confidentiality**

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the Registration officer and the child's teachers. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Child and Family Services Act.

## **Family Centered Practices**

LCNS acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. LCNS communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

## **Professional Development and Support for Staff**

Training and support are provided to ensure that all staff is comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receives an orientation on inclusion policies and attends training focused on effective inclusion and/or other disability topics whenever possible. The Board of Directors provides additional support and resources as appropriate.

## **Collaboration with Other Professionals**

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. LCNS welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. LCNS supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

## **Individual Support Plan Policy**

Lakeshore Co-Operative Nursery School will ensure that an updated individualized support plan (ISP) is in place for each child with special needs enrolled and will ensure that the program of the child care centre is structured so that it will accommodate the individualized support plan of each child with special needs while ensuring that the program is inclusive of all children.

## **Individual Support Plan Procedure**

1. A child with special needs is defined by the Child Care and Early Years Act Reg. 137/15, Part 1;1(1) as "a child whose cognitive, physical, social, emotional, or communicative needs, or whose needs relating to overall development are of such a nature that additional supports are required for the child".
2. If a special need is identified during the course of enrollment or during the child's tenure with the centre, the parent/guardian will be informed about the Individualized Support Plan (ISP) policy of the centre.
3. With the parent/guardian's verbal agreement, the ISP process will be initiated.
4. If the parent/guardian does not consent to have an ISP in place, the parent/guardian will sign the "Consent for the Refusal to the Development of an Individualized Support Plan". This will be housed in the child's record and the parents' rights will be respected.

5. In preparation for the ISP Meeting, the designated RECE and Supervisor will review available records, program observations and documentations to identify the child's strengths and needs. This information will be shared with the ISP team at the meeting.

6. A meeting will be scheduled with the parent/guardian. An invitation to attend the meeting, with parental consent, will be provided to any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan (Reg 52(2)).

7. The parent/guardian, in conjunction with centre staff, will complete the initial ISP form. A sample form is available in Appendix N.

## **Violence and Harassment in the Workplace Policy**

LCNS is committed to the prevention of workplace violence and harassment. Acts of violence and harassment, including physical, emotional, or verbal abuse, will not be tolerated. If a violent act or harassment happens, it should be immediately reported to the Supervisor or President.

## **Violence and Harassment Procedure**

The school will investigate and deal with all incidents and complaints of workplace violence or harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible. Once the incident is reported to the supervisor or board member, an emergency executive meeting will be called to review the situation.

Once the executive board has reviewed the situation, the following repercussions may happen:

- A warning, either verbal or written, followed by possible suspension or permanent dismissal
- If the incident involves a parent, volunteer, or staff member, temporary or permanent removal from duty may occur with or without warning or explanation.
- Possible removal of parent's child from the preschool program

## **Injury Reporting Policy**

Reporting of an injury is the responsibility of the teacher or duty parent. The adult that handles the first aid (e.g. cleaning scrape and applying Band-Aid), shall be the one to complete the Accident Form. [Appendix G]

## **Injury Reporting Procedure**

In the event of an injury, the Accident Form [Appendix G] is completed by the teacher or duty parent responding to the incident. The injury is then reported to the parent(s) of the child in question. The form is submitted for record and the parent(s) will also receive a copy.

# Child Care Centre Serious Occurrence Policy and Procedures

## Purpose

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are reported, tracked and followed up on.

This policy requires that an annual review be conducted of serious occurrences that took place over the last calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for child care centres.

## Policy

### Identifying a Serious Occurrence

- Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:
  1. the death of a child who received child care at a child care centre,
  12. abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,
  13. a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,
  14. an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or
  15. an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre.
- Note: CCLS provides examples and scenarios of reportable and non-reportable incidents.

### Reporting a Serious Occurrence

- Staff will notify the licensee, supervisor or designate of a serious occurrence as soon as they become aware of the incident.
- All serious occurrences will be reported to the Ministry of Education in the Child Care Licensing System (CCLS) within 24 hours of the licensee, supervisor or designate becoming aware of the occurrence.
- Identifying information such as children or staff names will not be included in the serious occurrence reports.
- If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the licensee, supervisor or designate will notify the program advisor (PA) assigned to the licence by email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.
- Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.
- All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.
- Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible though update reports.
- Serious occurrences reported to the Ministry of Education will be documented in the daily written record.

### Posting a Serious Occurrence Summary (Notification Form)

- Within 24 hours of becoming aware of a serious occurrence, the Supervisor will complete a Serious Occurrence Notification Form in either CCLS or using the form available in Appendix I.
- The form will provide a summary of the serious occurrence and of any action taken by the child care centre.
- The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.
- The summary will be posted at the child care centre in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation.
- All updates to the serious occurrence will be added to the posted summary, and the summary will remain posted for an additional 10 business days each time any updates are added.
- All serious occurrence summaries will be retained for 3 years from the date they are created or last updated (whichever date is most recent).

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

- If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).
- Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.
- Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

## Procedures to Respond to a Serious Occurrence

### Steps to Follow for All Serious Occurrences

Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
<p><b>1.</b> Immediately:</p> <ul style="list-style-type: none"> <li>• Ask for assistance from other staff, students, or volunteers.</li> <li>• Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training, where applicable.</li> <li>• Call emergency services and follow direction from emergency services personnel, where applicable,</li> <li>• Ensure that other children are removed from the scene and do not have access to the area, where applicable.</li> <li>• Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm.</li> <li>• Notify the supervisor/designate.</li> </ul> <p><b>2.</b> Ongoing and after the incident:</p> <ul style="list-style-type: none"> <li>• Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)</li> <li>• Ensure that children are supervised at all times.</li> </ul> <p><b>3.</b> Within 24 hours:</p> <ul style="list-style-type: none"> <li>• Document the incident in:           <ul style="list-style-type: none"> <li>a. the daily written record;</li> <li>b. the child's record of symptoms of illness, if applicable; and/or</li> <li>c. in an accident report, if applicable.</li> </ul> </li> <li>• Where an accident report is created, provide a signed copy to a parent of the child.</li> </ul>	<p><b>1.</b> Immediately:</p> <ul style="list-style-type: none"> <li>• Provide assistance to children, staff, students, volunteers and families.</li> <li>• Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training.</li> <li>• Call emergency services and follow direction from emergency services personnel, where applicable.</li> </ul> <p><b>2.</b> Within 24 hours of becoming aware of the incident:</p> <ul style="list-style-type: none"> <li>• Collect all pertinent information to report the incident to the Ministry of Education as a serious occurrence, including:           <ul style="list-style-type: none"> <li>• A description of the incident;</li> <li>• The date, time, place where it occurred, actions taken and outcome;</li> <li>• The current status of the incident and child/parties involved; and</li> <li>• All other parties notified (e.g., emergency services, CAS, parents).</li> </ul> </li> </ul> <p><b>3.</b> Report the serious occurrence in CCLS or notify the Ministry of Education program advisor by telephone or email where CCLS is not available. Note: Where CCLS is not available, a serious occurrence report will be submitted in CCLS as soon as it becomes available.</p> <p><b>4.</b> Post a summary of the serious occurrence and of any action taken by the child care centre in a place that is visible and accessible to parents.</p> <p><b>5.</b> Ongoing and after the incident:</p> <ul style="list-style-type: none"> <li>• Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)</li> <li>• Maintain confidentiality at all times.</li> <li>• Update the serious occurrence report in CCLS, as required.</li> <li>• Conduct an internal review of the serious occurrence with staff, students and volunteers to establish next steps and reduce probability of repeat occurrences.</li> </ul>

Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
	<ul style="list-style-type: none"> <li>• Provide children, parents, staff, students and/or volunteers with supports, if needed.</li> <li>• Review with staff, students and volunteers the child care centre's program statement policies and procedures that set out prohibited practices and expectations of promoting the health, safety, nutrition and well-being of all children.</li> </ul>

## Steps to Follow According to Specific Serious Occurrence Categories

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
Death of a Child	<p><b>Death occurs while a child is receiving child care:</b></p> <p>See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.</p>	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p><b>a)</b> Death occurs while a child is receiving child care:</p> <ol style="list-style-type: none"> <li>1. Immediately, upon becoming aware of the incident:</li> <li>• Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact.</li> </ol> <p><b>b)</b> Death occurs while a child is not receiving child care:</p> <p><b>Within 24 hours of becoming aware of the incident:</b></p> <ul style="list-style-type: none"> <li>• Contact local Children's Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation after CAS or police services have completed their investigation, if applicable.</li> </ul>
Allegation of Abuse and/or Neglect	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <p><b>Where there is a concern about the abuse or neglect of a child by any person:</b></p> <ol style="list-style-type: none"> <li>1. Immediately:</li> <li>• Report concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the <i>Child and</i></li> </ol>	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p><b>Where there is a concern about the abuse or neglect of a child by a staff, student or volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the supervisor/designate:</b></p> <ol style="list-style-type: none"> <li>1. Immediately:</li> <li>• Notify the person who reported concerns</li> </ol>

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
	<p><i>Family Services Act (CFSA).</i></p> <ul style="list-style-type: none"> <li>• Document the conversation with CAS and follow their recommendations.</li> <li>• Notify the supervisor/designate of the incident and the report made to CAS, where appropriate.</li> <li>• Refrain from discussing the allegation with others.</li> <li>• Maintain confidentiality at all times.</li> </ul>	<p>about their duty to report obligations under the <i>Child and Family Services Act (CFSA)</i>.</p> <ul style="list-style-type: none"> <li>• Report the concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the CFSA, unless it is confirmed that a report has already been made to CAS.</li> <li>• Document the concerns.</li> <li>• Contact and notify a parent of the child, where appropriate.</li> <li>• Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care.</li> <li>• Determine whether the individual alleged to have abused/neglected a child is registered with a professional regulatory body (e.g. College of Early Childhood Educators, Ontario College of Teachers, etc.). If so: <ul style="list-style-type: none"> <li>• Report the allegation of abuse to the appropriate regulatory body;</li> <li>• Report to the College of Early Childhood Educators when the employment of a registered early childhood educator (RECE) is suspended or terminated or if the RECE resigns.</li> </ul> </li> <li>• Refrain from discussing the allegation with others.</li> <li>• Maintain confidentiality at all times.</li> </ul> <p><b>2.</b> Once all external investigations are complete (e.g. by police and/or CAS), if applicable:</p> <ul style="list-style-type: none"> <li>• Update the serious occurrence report in CCLS, as required.</li> <li>• Update all other authorities to whom the allegation was reported (e.g. College of Early Childhood Educators, Ontario College of Teachers, CAS, etc.).</li> </ul>

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
<b>Life-threatening Injury or Illness</b> <b>a. Injury</b> <b>b. Illness</b>	See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.	See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate.
<b>Missing or Unsupervised Child(ren)</b> <b>a. Child was found</b> <b>b. Child is still missing</b>	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <ol style="list-style-type: none"> <li>1. Immediately, upon becoming aware that a child or children are missing: <ul style="list-style-type: none"> <li>• Alert the supervisor/designate, and all staff, students and volunteers;</li> <li>• Search the child care premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.);</li> <li>• Ensure that remaining children are supervised at all times.</li> </ul> </li>   <b>a)</b> Where the child or children are <u>not found</u> after being deemed missing: <ul style="list-style-type: none"> <li>• Continue to search the premises.</li> <li>• Update the supervisor/designate.</li> </ul>   <b>b)</b> Where the child or children <u>are found</u> after being deemed missing: <ul style="list-style-type: none"> <li>• Update the supervisor/designate.</li> </ul>   <li>2. After the child or children have been found, after being deemed missing: <ul style="list-style-type: none"> <li>• Document the incident in the daily written record.</li> </ul> </li> </ol>	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <ol style="list-style-type: none"> <li>1. Immediately, upon becoming aware that a child is missing: <ul style="list-style-type: none"> <li>• Assist with searching for the missing child(ren).</li> </ul> </li>   <b>a)</b> Where the child or children are <u>not found</u> after being deemed missing: <ul style="list-style-type: none"> <li>• Call emergency services and follow direction from emergency services personnel.</li> <li>• Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact.</li> </ul>   <b>b)</b> Where the child or children <u>are found</u> after being deemed missing: <ul style="list-style-type: none"> <li>• Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).</li> </ul> </ol>
<b>Unplanned Disruption of Normal Operations</b> <b>a. Fire</b> <b>b. Flood</b> <b>c. Gas Leak</b> <b>d. Detection of Carbon Monoxide</b> <b>e. Outbreak</b> <b>f. Lockdown</b> <b>g. Other Emergency Relocation or</b>	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <p><b>a)</b> Where the incident is suspected to be an <u>outbreak</u>:</p> <ol style="list-style-type: none"> <li>1. Immediately: <ul style="list-style-type: none"> <li>• Notify the supervisor/designate on site of concerns.</li> <li>• Separate children who are showing symptoms of illness from other children.</li> </ul> </li> </ol>	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p><b>a)</b> Where the incident is suspected to be an <u>outbreak</u>:</p> <ol style="list-style-type: none"> <li>1. Immediately: <ul style="list-style-type: none"> <li>• Contact the local public health department.</li> </ul> </li> </ol> <p><b>b)</b> Where the incident is deemed an outbreak by public health:</p>

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
<b>Temporary Closure</b>	<ul style="list-style-type: none"> <li>• Follow the public health recommendations for sanitary practices.</li>   <li><b>2.</b> Within 24 hours:           <ul style="list-style-type: none"> <li>• Record symptoms of ill health in the affected child(ren)'s records,</li> <li>• Document the incident in the daily written record.</li> </ul> </li>   <li><b>a)</b> Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):           <ul style="list-style-type: none"> <li><b>1.</b> Immediately:               <ul style="list-style-type: none"> <li>• Follow the child care centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.</li> </ul> </li>   <li><b>2.</b> Within 24 hours:               <ul style="list-style-type: none"> <li>• Document the incident in the daily written record.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>1.</b> Immediately:           <ul style="list-style-type: none"> <li>• Follow instructions from the local public health department.</li> <li>• Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital.</li> <li>• Obtain an outbreak posting from the local Medical Officer of Health and post in an area easily accessible for parents.</li> </ul> </li> </ul> <p>Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.</p> <ul style="list-style-type: none"> <li><b>2.</b> Within 24 hours:           <ul style="list-style-type: none"> <li>• Notify all parents of children enrolled at the child care centre of the outbreak.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li><b>a)</b> Where the incident is <u>not deemed an outbreak</u>, follow public health recommendations for sanitary practices.</li> <li><b>b)</b> Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):           <ul style="list-style-type: none"> <li><b>1.</b> Immediately:               <ul style="list-style-type: none"> <li>• Follow the child care centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.</li> </ul> </li> </ul> </li> </ul> <p><b>Note:</b> a hold and secure (an external threat in the area) is not a reportable serious occurrence.</p>

## Supporting Positive Behaviour Policy

At Lakeshore Co-Operative Nursery School, we support children's development of positive behaviours. Adults support children to make safe and caring choices. Adult intervention occurs when a child is exhibiting behaviour which:

- a) Is unsafe to himself/herself or others
- b) Interferes with the learning of the individual, another child or the whole group

Redirection will be provided by teachers and by parents with the teachers' support.

## Supporting Positive Behaviour Procedure

The teachers and other adults respond to unwanted behaviour by:

- a) Approaching calmly and stopping any hurtful actions.
- b) Acknowledging children's feelings and letting children know that an adult will hold any objects in question.
- c) Gathering information about the problem.
- d) Asking children for solutions or suggesting ideas.
- e) Assisting children to choose a solution or providing a solution when appropriate.
- f) Providing follow up support as needed.

If unwanted behaviour is being exhibited consistently, the teachers will consult with the family to help guide strategies. Teachers can provide families with connections to preschool agencies for further support at school or at home.

## Playground Safety Policy

LCNS provides children with a safe play experience in our fenced playground which complies with Ministry of Education and Canadian Standards Association (CSA) requirements. The school playground must be checked daily (by the duty parent), using the Playground Checklist [Appendix H]. As well, the Supervisor is required to do a more thorough check of the playground once a month. Any repairs are noted in the Repair Log [Appendix L] found in the Playground Binder and addressed in a timely manner. Repairs are completed by the members of the Playground Committee if possible and are contracted to a third party if more extensive. The equipment must be CSA approved. A yearly playground check, completed by a certified company, is conducted in August of each year. Reports are kept on file and any safety concerns are remedied prior to the start of the programs.

## Playground Safety Procedure

- Before the children use the playground, duty parent #2 performs a daily playground inspection and records findings on the Daily Playground Inspection Checklist. The duty parent records the time of the inspection and initials the Checklist.
- The children exit the building in two groups according to ratios for supervision. Each teacher brings an attendance clipboard (with child photo cards attached) with them to the playground. This clipboard indicates which children are directly supervised by that teacher. One of the teachers brings the attendance binder to the playground.

- When the children exit the building, they line up along the wall of the school. The children hold onto the walking rope. The teacher holds the walking rope at one end while the duty parent holds the walking rope at the other end. Adults ensure that the children hold onto the walking rope and move safely across the parking lot in single file to the playground. At the playground entrance, children are asked to release the rope when their names are called and enter the playground. The gate is secured once the children are in the playground.
- Teachers and duty parents position themselves throughout the playground to ensure that all children are supervised. It is the responsibility of duty parent #1 to monitor children's use of the play structures, watching for possible string entanglements, pinch points, climbing hazards and so forth.
- Children are released from the playground into the care of their families or designated caregivers only by the teachers. Teachers record a child's exit by moving his/her picture card into the "absent" section of the attendance clipboard and then making a record in the attendance binder.
- Should the program begin in the playground the procedure for entry and exit from the playground are reversed.
- Any adult who notices some hazard within our playground is asked to report it immediately to the teachers or the board.

## Field Trip Policy

- a) Attendance at all field trips is optional and therefore the school and teachers do not provide alternative care for children whose parents do not wish them to participate in the field trip.
- b) For walking field trips supervision will consist of an adult to child ratio of no more than 3 to 1. In a class enrolment of 16, this would include the two (2) teachers, the two (2) duty parents and 2 additional volunteers.
- c) For non-walking field trips each parent is responsible for the transportation and supervision of their own child(ren). *NOTE: Parents may choose to make arrangements with another member of LCNS to transport and supervise their child for them. The school and staff are not responsible for making these arrangements.*
- d) Parents may not bring unregistered children on field trips. They are not covered by the LCNS insurance policy.

## Field Trip Procedure

- a) 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.
- b) The decision to cancel a field trip due to bad weather will be the responsibility of the Teacher and the

President.

- c) 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.
- d) 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.
- e) 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.
- f) Unregistered siblings may not go on field trips. Trips are planned to meet the age of the children enrolled in the program.

## Fire Drill Policy

A fire drill will be held once each month. The Fire Drill/Emergency Evacuation Procedure is posted on the bulletin board beside the door at school. . Our designated fire/emergency shelter location listed below and is posted at the school and on the website.

**In an emergency situation: CALL 911**

## Fire Drill/Emergency Evacuation Procedure

### Teacher(s)

1. Remind Participating Parents of their roles
2. Bring Attendance Book
3. Get walking-rope, gather children, and instruct them to make a straight line and to hold on the rope.
4. Hold one end of the rope, take a head count.
5. Lead the children to the playground area, or if required, to the designated emergency shelter.
6. Count children again and take attendance.
7. Call 911, if not already done
8. Contact parents

### Participating Parent #1

1. Collect first aid kit and charged telephone.
2. Assist the children to hold the rope.
3. Help the children get safely up the stairs.
4. With Teacher, lead the children to the playground area or to the designated emergency shelter.

### Participating Parent # 2

1. Check kitchen and bathroom to ensure no one is left in the building.
2. Close all the doors.
3. Exit the building.

4. Assist children to walk to the playground or designated emergency shelter.

### **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 telephone and email if it becomes necessary to take the children to the emergency location. The location is posted both at the school and on the website.

#### **Evacuation Shelter Location :**

Sobeys (Northfield)

640 Parkside Dr. Waterloo, ON

## **Emergency Management Policy and Procedures**

### **Purpose**

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

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

### **Definitions**

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

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

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

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

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

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

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

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

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

## Policy

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

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

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

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be our Playground.

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: Sobeys Northfield, 640 Parkside Drive, Waterloo, ON

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

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

If any emergency situations happen that are not described in this document, President of the Board or Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

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

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

## Procedures

### Phase 1: Immediate Emergency Response

Revised August 2021

Emergency Situation	Roles and Responsibilities
<p><b>Lockdown</b></p> <p>When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.</p>	<ol style="list-style-type: none"><li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li><li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li><li>3) Staff inside the child care centre must:<ul style="list-style-type: none"><li>• remain calm;</li><li>• gather all children and move them away from doors and windows;</li><li>• take children's attendance to confirm all children are accounted for;</li><li>• take shelter in closets and/or under furniture with the children, if appropriate;</li><li>• keep children calm;</li><li>• ensure children remain in the sheltered space;</li><li>• turn off/mute all cellular phones; and</li><li>• wait for further instructions.</li></ul></li><li>4) If possible, staff inside the program room(s) should also:<ul style="list-style-type: none"><li>• close all window coverings and doors;</li><li>• barricade the room door;</li><li>• gather emergency medication; and</li><li>• join the rest of the group for shelter.</li></ul></li><li>5) The Supervisor will immediately:<ul style="list-style-type: none"><li>• close and lock all child care centre entrance/exit doors, if possible; and</li><li>• take shelter.</li></ul></li></ol> <p><b>Note:</b> only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>

<p><b>Hold &amp; Secure</b></p> <p>When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none"><li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li><li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li><li>3) Staff in the program room must immediately:<ul style="list-style-type: none"><li>• remain calm;</li><li>• take children's attendance to confirm all children are accounted for;</li><li>• close all window coverings and windows in the program room;</li><li>• continue normal operations of the program; and</li><li>• wait for further instructions.</li></ul></li><li>4) Duty parent #1 must immediately:<ul style="list-style-type: none"><li>• close and lock all entrances/exits of the child care centre;</li><li>• close all blinds and windows outside of the program rooms; and</li><li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li></ul></li></ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
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<p><b>Bomb Threat</b></p> <p>A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<p>1) The staff member who becomes aware of the threat must:</p> <ul style="list-style-type: none"><li>• remain calm;</li><li>• call 911 if emergency services is not yet aware of the situation;</li><li>• follow the directions of emergency services personnel; and</li><li>• take children's attendance to confirm all children are accounted for.</li></ul> <p>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>
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<p><b>Disaster Requiring Evacuation</b></p> <p>A serious incident that affects the physical building and requires everyone to leave the premises.</p> <p>E.g. fire, flood, power failure.</p>	<ol style="list-style-type: none"><li>1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.</li><li>2) Staff must immediately:<ul style="list-style-type: none"><li>• remain calm;</li><li>• gather all children, the attendance record, children's emergency contact information, any emergency medication;</li><li>• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;</li><li>• escort children to the meeting place; and</li><li>• take children's attendance to confirm all children are accounted for;</li><li>• keep children calm; and</li><li>• wait for further instructions.</li></ul></li><li>3) If possible, staff should also:<ul style="list-style-type: none"><li>• take a first aid kit; and</li><li>• gather all non-emergency medications.</li></ul></li><li>4) Designated staff will:<ul style="list-style-type: none"><li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child);</li><li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li><li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe location in the building and ensure their required medication is accessible, if applicable; and</li><li>• wait for further instructions.</li></ul></li><li>5) If possible, duty parent #2 must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</li></ol>
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<p><b>Disaster – External Environmental Threat</b></p> <p>An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p><b>If remaining on site:</b></p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"><li>• remain calm;</li><li>• take children's attendance to confirm all children are accounted for;<ul style="list-style-type: none"><li>• close all program room windows and all doors that lead outside (where applicable);</li><li>• seal off external air entryways located in the program rooms (where applicable);</li></ul></li><li>• continue with normal operations of the program; and</li><li>• wait for further instructions.</li></ul> <p>3) The Supervisor must:</p> <ul style="list-style-type: none"><li>• seal off external air entryways not located in program rooms (where applicable);</li><li>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and<ul style="list-style-type: none"><li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li></ul></li></ul> <p><b>If emergency services personnel otherwise direct the child care centre to evacuate,</b> follow the procedures outlined in the "Disaster Requiring Evacuation" section of this policy.</p>
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Natural Disaster: Tornado / Tornado Warning	<ol style="list-style-type: none"><li>1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</li><li>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</li><li>3) Staff must immediately:<ul style="list-style-type: none"><li>• remain calm;</li><li>• gather all children;</li><li>• go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</li><li>• take children's attendance to confirm all children are accounted for;</li><li>• remain and keep children away from windows, doors and exterior walls;</li><li>• keep children calm;</li><li>• conduct ongoing visual checks of the children; and</li><li>• wait for further instructions.</li></ul></li></ol>
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Natural Disaster: Major Earthquake	<ol style="list-style-type: none"><li>1) Staff in the program room must immediately:<ul style="list-style-type: none"><li>• remain calm;</li><li>• instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li><li>• ensure that everyone is away from windows and outer walls;</li><li>• help children who require assistance to find shelter;</li><li>• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;</li><li>• find safe shelter for themselves;</li><li>• visually assess the safety of all children.; and</li><li>• wait for the shaking to stop.</li></ul></li><li>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</li><li>3) Once the shaking stops, staff must:<ul style="list-style-type: none"><li>• gather the children, their emergency cards and emergency medication; and</li><li>• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.</li></ul></li><li>4) If possible, prior to exiting the building, staff should also:<ul style="list-style-type: none"><li>• take a first aid kit; and</li><li>• gather all non-emergency medications.</li></ul></li><li>5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.</li><li>6) Designated staff will:<ul style="list-style-type: none"><li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li><li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li><li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe location within the building and ensure their required medication is accessible, if applicable; and</li><li>• wait for further instructions.</li></ul></li><li>7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</li></ol>
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**Immediate Emergency Response Procedures for Other Emergencies**

<b>Fire</b>	<b>Please see our Fire Drill Procedure</b>
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**Phase 2: Next Steps During the Emergency**

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

**List of Emergency Contact Persons:**

Local Police Department: 519 650 8500

Ambulance: 519 650 8295

Local Fire Services: 519 746 2413

Site Supervisor: Kelly Anne Velle, RECE: 519-501-1500

Licensee Contact(s): Mae Lynn MacIsaac, RECE, Program Advisor, Ministry of Education: 519-630-8614

President of the Board: Katerina Garcea: 226-218-2060

VP of the Board: Julie Tribou: 519-635-7679

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

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

8a) Procedures to Follow When “All-Clear” Notification is Given

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

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

All injuries of any staff, volunteers or children will be documented. The Board of Directors and staff will work to keep all staff, volunteers and children with a supply of food and/or water where possible.

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

Procedures for Resuming Normal Operations	<p>LCNS will re-open and continue operations when it has been established that it is safe to do so.</p> <p>Parents will be notified as soon as possible of the re-opening date.</p> <p>The Supervisor will contact the Ministry of Education Program Advisor and inform them of the emergency situation in the event of a serious occurrence.</p> <p>The Treasurer will contact the Insurance company and keep the Board of Directors informed of the status of the claim.</p>
Procedures for Providing Support to Children and Staff who Experience Distress	<p>Support will be offered to children and staff who experience distress due to an emergency situation that has taken place by:</p> <ul style="list-style-type: none"><li>-Providing resources to counselling services and other supports available within the community.</li><li>-Providing staff with additional time off until they are feeling healthy and mentally well to return to work.</li></ul>
Procedures for Debriefing Staff, Children and Parents/Guardians.	<p>The Board of Directors must debrief staff, children and parents/guardians after the emergency.</p> <p>The Board of Directors will email all staff, volunteers and families to provide necessary details regarding the emergency situation. If the Board deems it necessary, an emergency meeting may be called.</p>

## **Safe Water Policy**

Lakeshore Co-Operative Nursery School adheres to the Safe Drinking Water Act, 2006 (O. Reg. 243/07). This includes weekly flushing of the taps and water sampling every year and testing by a Ministry approved laboratory.

## **Safe Water Procedure**

Lakeshore Co-Operative Nursery School will ensure safe drinking water for the students, staff and volunteers, as well as comply with the O. Reg. 243/07. All flushing must be completed in the morning prior to the school opening for the day.

- a) Flush cold water for at least five minutes from a tap at the end of each run or branch of pipe in plumbing that serves taps used to provide water for consumption.
- b) Follow this branch flushing with a ten second flush of all taps that are likely to be used to provide water for consumption.
- c) Record the date and time as required by the 2002 Safe Drinking Water Act.

As per O. Reg. 243/07, all schools, private schools and day nurseries are required to carry out annual sampling and testing for lead. Sampling is to take place between May 1 and October 31, testing is to be completed by a Ministry approved laboratory. LCNS currently utilizes the services of ALS Environmental for these tests. Prior to sending samples, complete and fax the Laboratory Services Notification Form (LSN). Fill out the Facilities Information Form and fax to the laboratory. Upon receiving sample containers, follow instructions provided and submit to ALS Laboratory with payment. When analysis is completed, ALS will send results as directed on the Chain of Custody (submitted with samples).

As per O. Reg. 243/07, Lakeshore Co-Operative Nursery School will keep records on flushing and testing for six years.

## **Standing and Recreational Bodies of Water Policy**

Lakeshore Co-Operative Nursery School will adhere to the Standing Bodies of Water Policy; prohibiting the use of and access to all standing bodies of water (e.g., ponds) and recreational in-ground / above-ground swimming, portable / "kiddie" / inflatable and wading-type pools.

## **No Smoking Policy**

Smoking of tobacco or cannabis is not allowed in the building or on the playground under the Smoke-Free Ontario Act. Smoking and vaping (e-cigarettes) are prohibited in all licensed child care centres.

## Toileting/Personal Care Routine Policy

At LCNS, the staff shall be responsible for assisting children during the toileting routine.

Staff/duty parents will ensure the toilets are cleaned/sanitized daily and ensure toilet paper, soap and paper towels are always available within easy reach of all users. Any adult involved in the toileting routine must wash hands prior to assisting, wear gloves during the procedure, wash the change table with a “spray, wipe, spray” method, and end with washing the children’s and their hands. The toilets will be visibly clean and separate from children’s activity area. Staff/duty parents will ensure that all children wash their hands thoroughly after toileting. Staff/duty parents will use proper hand washing procedures after helping children in the bathroom.

As well, disposable gloves are readily available for any staff or volunteer having to clean up any bodily fluid accidents. There is tissue and hand sanitizer available within the classroom at all times, and children are encouraged to use them when needed.

## Cleaning Duties Policy

- a) Public Health Regulations require that the school and its contents be cleaned monthly.
- b) If a parent is scheduled to clean and is otherwise committed, it is that parent’s responsibility to find someone to replace them. It is suggested that these parents trade with another parent. **IF YOU DO NOT DO YOUR CLEANING DAY, YOU WILL FORFEIT YOUR DEPOSIT.** Failure to complete co-operative duties will result in a debit from your account of \$150 in July.
- c) Cleaning schedules are printed in the newsletter. The equipment and supplies officer will be present to ensure procedures are followed and to answer any questions that may arise.
- d) Follow the checklist in Appendix J.

## Food Handling Policy

### Snacks

As per the Waterloo Regional Public Health Policy, to avoid food poisoning and concerns regarding allergies, all food must be brought to school in whole or bulk (un-opened) and prepared at school.

Parents/staff/volunteers may not make or prepare food in their homes. The school is a nut-free environment. Carefully check the ingredient lists of all food purchased for snack.

## Food Handling Procedure

### **Snacks**

Those that are responsible for the preparation and serving of snack shall thoroughly wash their hands, with soap, prior to beginning, according to the Waterloo Regional Health Unit guidelines posted.

At snack time, Parent #1 provides a nutritious snack according to the snack schedule. The children bring their own water bottle from home filled with water each day. If forgotten, The Nursery School will provide a bottle of water or a drink of filtered water in a cup.

Snacks are NOT TO BE SUBSTITUTED. Please serve what is listed on the snack schedule for that day.

If a child is on a restricted diet and they have provided a snack from home, please ensure it is LABELLED with the child's name and ensure that the teachers know where it is. Parents are to try to supply a snack similar to what is scheduled for the rest of the class if possible. LCNS views snack as a learning time, where independence will be encouraged. Duty parents and staff are present for assistance when required.

## Election of Board of Directors Policy

- a) A new Board of Directors is elected in the spring of each year at a Spring Members Meeting of all current and new (next year's) members. It is the Membership Officer's duty, with the help of the Class Reps, to find a slate of members willing to stand for positions on the Board of Directors. This slate is presented at the spring members meeting where a vote takes place. The new Board of Directors starts effective July 1<sup>st</sup>. This same election is then ratified at the Annual General Meeting in September.
- b) The new Board of Directors takes office as of July 1<sup>st</sup>. The current Treasurer continues on with duties until July 31<sup>st</sup> when the school year's books are closed.

## Board of Directors Procedure

- a) The Board of Directors meets monthly. Notice of meetings and copies of the minutes are at the school. The secretary also keeps a printed copy.
- b) Members are notified by newsletter or personal email of all membership meetings: Spring members meeting (June where all current and new members for the fall attend); Annual General Meeting (September where the school year's budget is presented). These membership meetings are compulsory. Attendance is recorded.

## Insurance Policy

Our Insurance Policy is currently held by the Co-Operators. As this can change yearly, please refer questions to the current Treasurer or President.

## Child Abuse Policy

### Section 72. (1) of the Child and Family Services Act

*Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society:*

1. *The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,*
  - i. *failure to adequately care for, provide for, supervise or protect the child, or*
  - ii. *pattern of neglect in caring for, providing for, supervising or protecting the child.*
2. *There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,*
  - i. *failure to adequately care for, provide for, supervise or protect the child, or*
  - ii. *pattern of neglect in caring for, providing for, supervising or protecting the child.*
3. *The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.*
4. *There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.*
5. *The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.*
6. *The child has suffered emotional harm, demonstrated by serious*
  - i. *anxiety,*
  - ii. *depression,*
  - iii. *withdrawal,*
  - iv. *self-destructive or aggressive behaviour, or*
  - v. *delayed development,*  
*and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.*
7. *The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.*

8. *There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.*
9. *There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.*
10. *The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.*
11. *The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.*
12. *The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide or refuses or is unavailable or unable to consent to, those services or treatment.*
13. *The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.*

*If someone has reasonable grounds to suspect that a child is or may be in need of protection, they must make a report directly to a Children's Aid Society.*

## Child Abuse Procedure

In the event that any adult or any student involved in the nursery school suspects a case of child abuse, the following steps are taken:

- a) The teacher/duty parent shall document, in as much detail as possible, the reasons surrounding the suspected abuse.
- b) The teacher/duty parent, as soon as possible, shall contact the Family and Children's Services of Waterloo Region. This shall be done within 24 hours of the suspicion of abuse. Staff shall be paid for any time that this takes outside of their regular hours of employment.

If the teacher is suspected of committing the abuse, then all reporting is done directly to the Board President. The President will inform the teacher of action taken and the President will also inform the Ministry of Education, Family and Children's Services, and the College of Early Childhood Educators of the suspected abuse, within 24 hours. Criminal action (e.g. notifying the Waterloo Regional Police) may also be required.

## Collection of Personal Information and Confidentiality Policy

Information collected on registration packages is the minimum needed to provide care for each child. Information that is disclosed to the Centre regarding children and families is considered confidential. We recognize the right of every child and family to privacy and protect information to the greatest extent possible. Parents have access to their child's records by requesting the file from the supervisor. Informed written consent of a parent is a requirement prior to the release of personally identifiable information to third parties (for example, to a consultant). This includes the release of any information through social media (e.g., posting pictures to Facebook). The written consent of a parent must be obtained before a child's personally identifiable information is released to an outside researcher and/or a child participates in any research project conducted at the child care centre. Any requests for such information are to be referred to the Supervisor or President. LCNS may release information regarding a child or his/her family, without parental consent, to: 1. Coroner's Office 2. Courts in response to a warrant or court order 3. Ombudsman 4. Authorities vested in provincial or federal statutes 5. The Minister of Education and officials to whom he/she has delegated the authority (e.g., program advisors). All staff, members of the Board of Directors, and volunteers (including duty parents) are required to adhere to this policy.

## Collection of Personal Information and Confidentiality Procedure

When working with the Lakeshore Co-Operative Nursery School, all staff, volunteers, consultants, duty parents as well as any person working within the classroom setting (e.g. consultants from outside agencies) in contact with the children must complete an Oath of Confidentiality [Appendix C] on an annual basis. This form will be kept on file for one year with the records of the children. This form is to be read and signed prior to starting to work within the preschool.

At LCNS, children's files are maintained in a locked filing cabinet. During class time, emergency contact and attendance information is kept in a binder on the counter. Teachers take this binder outside with them during outdoor play. In an emergency, duty parents may need to access this binder for parental contact information. When class is not in session, the binder is stored in a locked cupboard. Teachers, the health officer and the registrar (membership officer) have access to the records for the purposes of maintaining adequate records such as emergency contact information and collecting information about immunizations and allergies.

Parents are asked for written permission to take photos of their child as part of the registration package. Photos or videos that are taken during class time for the purposes of documentation are stored on a memory card or flash drive. Teachers, members of the tech committee and members of the yearbook committee have access to these files. With parental permission, photos will be shared with the membership at the end of the year on a private and secure drive to be shared with the membership.

## Criminal Reference Check/Vulnerable Sector Check Policy

### **Policy**

Lakeshore Co-Operative Nursery School of the Region of Waterloo requires that all persons who may have contact with the children, including but not limited to Early Childhood Educators, participating parents, cook/housekeepers, custodians, board members, students (over 18) and volunteers, must undergo a criminal reference check (CRC). If a person is already in possession of a CRC it must be presented within 6 months of the date of issue. A new CRC is required every 5 years. Parents are not required to obtain a new CRC each year as long as they have continuous service. However, parents are required to sign an Offense Declaration each year. If a child is withdrawn and/or a parent returns after a leave of absence, they will be required to obtain a new CRC. **If a completed, up to date CRC has not been viewed, parents may not be present for their duty day.**

### **Criminal Reference Check/Vulnerable Sector Check Procedure**

Up to 90 days before the onset of the applicant's nursery school duties, the applicant shall contact the Waterloo Regional Police to obtain a Criminal Reference Check for the Vulnerable Sector. Applicants may apply in person or online.

The police will conduct a record search through the Canadian Police Information Computer system based on the information provided on the consent form.

- a) The applicant will be contacted by the Region of Waterloo Police Services (approx. 2 to 4 weeks later) when Criminal Reference Check for the Vulnerable Sector is completed. The applicant then goes to pick up the form. Two pieces of government issued ID, as well as proof of residency within the Waterloo Region are required upon pick up of record checks.
- b) The applicant will show the completed form to the Supervisor, President or Vice President of the Board. The applicant's name and acceptance will be documented on a master list. A copy of the form will be made, a true copy statement will be recorded on the copy by the person who received and reviewed the Police Record Check. The copy will be kept on file in a locked filing cabinet at the school.
- c) If the Police investigation indicates information relevant to the applicant, the President and Vice-President may discuss this matter further with the applicant.
- d) If the President and Vice President make the decision to approve an applicant with an offence record, written documentation will be prepared noting the rationale and the decision to proceed and kept in the President's files and will be accessible only to the President and Vice President.
- e) Parents are able to participate in their first assigned duty day, as long as the receipt has been received. However, parents must have the completed CRC by their second assigned duty day, or they will not be able to attend and will be required to find another parent to fulfil their duty.
- f) Parents required to undergo fingerprinting in order to obtain a CRC are able to participate in their subsequent duty days, as long as
  - a. A receipt for fingerprinting has been obtained
  - b. The receipt is presented to the Supervisor, President or Vice President.

### **Conditional Offers**

Lakeshore Co-Operative Nursery School may make a conditional job offer to a candidate, or the Nursery School may consider it necessary to have an individual begin work during the time period that the criminal reference check is being processed. If employment, including student placement and volunteer activities, commences before the results of the criminal reference check are obtained, the relationship will be terminated if the Nursery School considers it appropriate once the results are received.

## **Staff Training and Development Policy**

All Registered Early Childhood Education staff members employed by Lakeshore Co-Operative Nursery School are required to participate in the Quality Assurance program as mandated by the Region of Waterloo. All staff are required to possess current First Aid and CPR training; and attend workshops and conferences to enhance their understanding of early childhood education and care. The numbers of hours of training and development required are reviewed annually. The Registered Early Childhood Education staff are responsible for recertification and professional development during their own time. The Registered Early Childhood Educator staff are responsible for registering, attending and paying for any professional development activities. These may be reimbursed by Lakeshore Co-Operative Nursery School upon approval by the Board of Directors.

## **Quality Assurance Policy**

In order to ensure that Lakeshore Co-Operative Nursery School continues to deliver a high-quality program, specific policies have been put in place. They include, but are not limited to:

- a) The policies and procedure within this handbook are adhered to
- b) A parent survey is conducted annually
- c) Plans and actions are developed from the findings of the parents' survey and operational needs
- d) An annual report summarizes action taken and action needed for the upcoming year
- e) LCNS participates in the Quality Assurance program mandated by the Region of Waterloo

## **Supervision of Duty Parents, Volunteers and Students Policy**

### **Purpose**

Lakeshore Cooperative Nursery School welcomes both placement students and volunteers into the various programs offered in our child care program. We believe it is a valuable part in gaining experience in a child care environment. Volunteers, students and duty parents in particular, play an important role in supporting staff in the daily operation of our child care programs.

This policy will provide supervising staff, students, volunteers and duty parents with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

## Policy

### General

- Duty parents, students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
- Duty parents, students and volunteers will not be counted in staff to child ratios.

### Duty Parent, Student and Volunteer Supervision Procedures: Roles and Responsibilities

#### The licensee/designate must:

- Ensure that all applicable policies, procedures and individual plans are reviewed with duty parents, students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation. All duty parents, volunteers and students participating in LCNS programs must be provided with an orientation of the classroom including a review of duty parent/ volunteer responsibilities. This will be completed at the Fall Orientation Meeting for duty parents and on an individual basis thereafter. The Teachers and/or Class Rep will be responsible for this orientation.
- Ensure that all duty parents, students and/or volunteers have been trained on each child's individualized plan.
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all duty parents, students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with duty parents, students and/or volunteers including, but not limited to
  - how to report their absence;
  - how to report concerns about the program;
- Inform duty parents, students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.

- Appoint supervising staff to the duty parents, students and/or volunteers, and inform them of their supervisory responsibilities.
- Inform duty parents, students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

**The supervising staff must:**

- Ensure that duty parents/students/volunteers are never included in staff to child ratios.
- Ensure that duty parents/students/volunteers are supervised at all times and never left alone with children.
- Introduce duty parents/students and/or volunteers to parents/guardians.
- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide duty parents, students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy. This is done at the Fall Orientation Meeting for duty parents and on an individual basis thereafter. The teachers and or class representatives will be responsible for this orientation.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

**Duty Parents, Students and/or volunteers must:**

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the supervisor or executive board if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC

- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required. Electronic versions of the Parent Handbook and Program Statement and the Policy Manual are available online. A hard copy of these documents is available in the classroom.
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the “Duty to Report” under the *Child and Family Services Act*
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre’s criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.
- Have access to an electronic version of the Parent Handbook and Program Statement, and the Policy and Procedure manual. Hard copies of these documents are available for review in the classroom at any time.
- Understand our Program Statement, which includes supporting positive behaviour management and conflict resolution, prohibited practices and Serious Occurrence procedures
- Assist Teachers in the classroom by providing duties as outlined by the Duty Parent schedule, or as identified by the teachers
- Participate in the on-line Anaphylaxis training course. ([www.allergyaware.ca](http://www.allergyaware.ca))

## **Student Placement/Volunteer Hours – Program Expectations:**

- All students/volunteers will be actively involved in interactions with the children and staff
- Student course requirements will be completed at the convenience of the programs and will respect the value of the children’s play and not interfere with the quality of programming provided by LCNS.
- Assessment and evaluation of the placement will be done on a weekly basis and careful consideration will be given to the observations documented to determine the continuance of a placement or interaction with the programs. A brief overview will be noted in the daily journal regarding the placement progress.
- The teachers will have overall supervision responsibility for the duration of the volunteer/student placement.

## **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.

Revised August 2021

- 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

## **Sleep Supervision Policy (Not applicable)**

## Appendix A: Membership Agreement

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

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.

## Appendix B: Duty Parent Responsibilities

### PARTICIPATING PARENT #1 RESPONSIBILITIES (SNACK)

#### Before Class

- Sanitize bathroom and set out supplies
- Prepare bleach bottles
- Sanitize surfaces in kitchen and classroom (spray with bleach solution, let sit 1 minute)
- Empty the dish rack
- Check labels for allergens (list posted in kitchen and classroom)  
ALL SNACKS MUST BE NUT FREE! All snacks must be free of known allergens!
- Prepare snack

#### During Class

- Attend group times and support children to participate
- Serve snack: Remind children to wash hands; Offer choices; Ask children to tidy up
- Sit with the children at the snack table and engage them in conversation
- Refill the water bottles
- Put away snack and wash dishes using the three-sink method; Leave dishes to air dry
- Wipe snack tables and chairs
- Assist with dressing for outdoor play
- Outdoors: Supervise the play structure

#### After Class/Before you Leave

- Sweep floors (especially under snack table and around sensory bins/sand table)
- Put dish rack away in cupboard and ensure kitchen is tidy
- Take garbage/green bin home as needed (Wednesday)

**In an emergency situation: Call 911**

**Participating Parent # 1**

#### **Toddler and Preschool Fire Drill Procedure:**

1. Collect first aid kit and charged telephone.
2. Assist with gathering the children and instruct them to hold the rope.
3. Help the children get safely up the stairs.
4. With teacher, lead children to the playground or designated shelter.

**REMAIN CALM**

Revised August 2021

## PARTICIPATING PARENT #2 DUTIES

### Before Class

- Take LCNS sign outside and set up (Monday only)
- Complete the playground safety check and select some toys to get out
- Assist with snow shoveling as needed
- Take completed artwork off of the drying rack
- Assist teachers with classroom set up

### During Class

- Attend group times and support children to participate
- Assist the children as needed in the art studio
- Ask the children if you can label their artwork with their name
- Participate as a play partner if the classroom
- File completed projects into children's art bags
- Wash paint brushes and put away craft and sensory materials
- Assist with dressing for outdoor play
- Outdoors: Supervise the play structure
- Return toys to the shed at the end of outdoor play

### After Class/Before you Leave

- Sanitize table surfaces in the play areas using the bleach solution
- Sanitize bathroom and put away LCNS supplies
- Bring LCNS sign inside (Fridays only)

**In an emergency situation: Call 911**

**Participating Parent # 2**

### Toddler and Preschool Fire Drill Procedure:

1. Check kitchen and bathroom to ensure no one is left in the building
2. Close all the doors
3. Exit the building
4. Assist the children to walk to the playground area or designated shelter

**REMAIN CALM**

## Appendix C: Oath of Confidentiality

I, \_\_\_\_\_, hereby undertake as part of the condition of my employment or volunteer role, to keep in strict confidence any information regarding Lakeshore Co-Operative Nursery School, or any information concerning the participants of the organization's programs or any other agency, of which I may have knowledge.

I will not engage in discussion of cases within or outside the centre except on a need to know basis as required for the appropriate conduct of the Co-operative's business.

I also undertake that I will never remove any confidential written material, of any kind, from the premises of the organization, unless under express orders to do so.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Print Name

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Signature

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Witnessed By

## Appendix D: Program Statement, Policies and Procedures Review and Sign-off, Record of Observations and Monitoring

### Appendix D: Part a) **Policies and Procedures Sign Off**

The following policies and procedures have been reviewed with me. I am aware that the full policy manual, which includes these policies and procedures, is available for me to review anytime, either in an electronic version online or by obtaining a hardcopy in the classroom.

1. Playground Safety
2. Anaphylaxis Policy
3. Serious Occurrence
4. Sleep Supervision Policy (not applicable)
5. Drug and Medication Administration
6. Supervision of Volunteers and Students
7. Program Statement Implementation
8. Staff Training and Development
9. Criminal Reference Check/Vulnerable Sector Check
10. Fire Safety and Evacuation
11. Waiting List
12. Policies and procedures for monitoring compliance and contraventions
13. Parent Issues and Concerns
14. Emergency Management

I acknowledge this review and understand that I must comply with these policies and procedures at all times.

Name (please print): \_\_\_\_\_

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

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

Appendix D: Part b)

**Program Statement Sign-Off**

The Program Statement has been reviewed with me. I am aware that the Program Statement is available for me to review anytime, either in an electronic version online or by obtaining a hardcopy in the classroom.

I acknowledge this review and understand that I must comply with Program Statement at all times.

I will strive to implement the goals and strategies outlined in the Program Statement. Should I have questions, I can ask the Supervisor, President or Vice President to review the Program Statement with me at any time.

Name (please print): \_\_\_\_\_

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

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

## Appendix D: Part c) Record of Observations and Monitoring

Name of Individual Observed: \_\_\_\_\_

Position: \_\_\_\_\_

Date of observation: \_\_\_\_\_

Time of observation: \_\_\_\_\_

Every staff and Volunteer of the Lakeshore Co-operative Nursery School will work towards implementing all goals and approaches outlined in the program statement and following policies as set out in the policy manual and parent handbook.

- Keeping children healthy and safe
- Building authentic, caring relationships with the children
- Supporting children as they learn to self-regulate
- Engaging children in active, creative, and meaningful exploration, play and inquiry
- Challenge children according to their strengths and needs
- Assisting children to select a variety of activities to meet their needs
- Maintaining open communication between all parents and staff members.

Details of Observation:

---

---

---

- Compliance was observed
- The following non compliance was observed: \_\_\_\_\_

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

### Acknowledgement

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

Name of the individual: \_\_\_\_\_ Signature: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Name of Observer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

## Appendix E: Image Release

**Date of Birth:**

**Name:**

**Telephone:**

**Address:**

**Province**

**Postal Code**

**City:**

This release is for the use of all participants of Lakeshore Co-Operative Nursery School. It will remain in effect from the time of signing until the participant reaches the age of majority or for adult participants it will remain in effect indefinitely.

In the course of activities, representatives of Lakeshore Co-Operative Nursery School, Teachers, Members, non-member participants and staff may take photographs or otherwise record events. These photographs and recordings are sometimes used to promote LCNS. Please advise us if you are willing to have your own image and voice and/or your child or ward's image and voice used for promotional purposes by LCNS, as indicated below:

I, on my own behalf and/or on behalf of my child/ward, give permission to the Lakeshore Co-Operative Nursery School to photograph and record me and/or my child/ward's image and voice on still photographs, motion picture film, audio tape, video tape or digital media and to use this material, and/or similar material provided to LCNS by me or third parties involved in events, in whole or in part, now and in the future, through the media of television, film, internet, multi-media presentation, radio, audiotape, videotape, in printed form and display form for the promotion of LCNS. I, on my own behalf and/or on behalf of my child/ward assign and transfer to Lakeshore Co-Operative Nursery School any and all proprietary rights, including copyright, and waive all personality rights, which I may have, or my child/ward may have in this material.

Lakeshore Co-Operative Nursery School is only responsible for official uses of photographs and recordings. Any personal uses by other participants, Members and non-members outside of the promotional uses outlined above are not monitored by or the responsibility of LCNS.

**I, on my own behalf and/or on behalf of my child/ward:**

- |   |           |  |
|---|-----------|--|
| <input type="checkbox"/> <b>Give my permission as set out above for use in public domains</b>                 | <b>OR</b> | <input type="checkbox"/> <b>DO NOT give my permission as set out above for use in public domains</b>                 |
| <input type="checkbox"/> <b>Give my permission as set out above for use in private, secure access domains</b> | <b>OR</b> | <input type="checkbox"/> <b>DO NOT give my permission as set out above for use in private, secure access domains</b> |

Name of applicant/Member or parent/guardian signing form:

Signature of applicant or parent/guardian:

---

Relationship to child/ward

---

Date

## Appendix F: Withdrawal Letter (Sample)

<b>Name:</b>	<b>Child's Name:</b>
--------------	----------------------

I, \_\_\_\_\_, am hereby withdrawing my child, \_\_\_\_\_ from (please check applicable program):

- The Preschool Program (M/W Mornings)
- The Preschool Program (T/Th Mornings)
- The Toddler Program (Friday Mornings)
- The Countdown to Kindergarten Program (M/W Afternoons)

at Lakeshore Co-Operative Nursery School effective as of \_\_\_\_\_.

I understand that written, dated notice must be given to the Treasurer and the Membership Secretary no later than the first day of the month in which I plan to withdraw. Should notice be received by the Board later than the first, I will be responsible for all fees and classroom obligations for the following month. I understand that there will be no refund of fees if my child is withdrawn for the last two months of the school year (i.e. May and June). It is my responsibility to ensure that I have all of my child's belongings that may be at LCNS. Should any items be found, effort will be made to return them; however, at the end of the school year, any remaining items will be donated to a charitable organization. I understand that I will be contacted by LCNS to receive instructions on the return or destruction of any remaining cheques.

---

Name (please print)

---

Signature of Parent/Guardian

---

Date

**Staff/Board Member Initial:**

**Date received :**

## Appendix G: Accident Form -Accident/Injury Report

### Accident Information

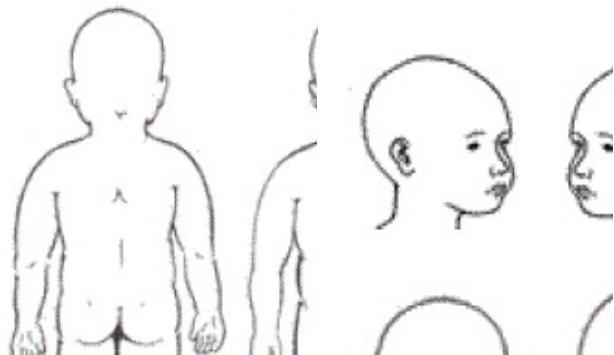
Child's Full Name: \_\_\_\_\_

Date of Accident \_\_\_\_\_

Time of Accident (hh:mm AM/PM): \_\_\_\_\_

Location where the accident occurred (e.g., preschool room, playground etc.):  
\_\_\_\_\_

Name(s) of individual(s) who observed the accident:  
\_\_\_\_\_



Please circle the area(s) of the child's body where the injury occurred:

### Nature of the Injury:

Bruise       Cut       Scrape       Bump

Other: \_\_\_\_\_

### Description of what Caused the Accident/Injury:

\_\_\_\_\_  
\_\_\_\_\_

### Child's Reaction to the Accident/Injury:

Crying       Other: \_\_\_\_\_

**First Aid Administered and by Whom:**

---

---

---

**How and when the parent was notified:**

Phone       Voicemail was left       Email       In-person at pick-up

Time notified: \_\_\_\_\_ By Whom: \_\_\_\_\_

**Administrative Information**

A copy of this report has been provided to a parent of the child by \_\_\_\_\_ (name).

**Parent Name :** \_\_\_\_\_

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

**Supervisor/Designate Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Note to Parents: Please consider providing us with a status update the next day that your child participates in the child care program, so that any additional health or safety needs can be met.

Name and position of the individual completing this form:  same as above (supervisor/designate), or \_\_\_\_\_

Signature (if other individual completing this form): \_\_\_\_\_

## Appendix H: Playground Checklist



7215 Wellington Road 86  
 Wallenstein, ON N0B 2S0  
 Ph: 519.669.2972 Fx: 519.669.5085  
[www.earthscapeplay.ca](http://www.earthscapeplay.ca)

### Daily / Weekly Playground Inspection Checklist

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>GENERAL AREA</b>							
Area is free from all trash, broken glass, weeds, and storm remnants							
Plants are not showing stress from over/under watering							
All walkways are free from ice and trip hazards							
No hazards have been created by vandalism or user modification							
Drains are working properly							
There are no overhead hazards that could fall on users							
<b>PLAYGROUND EQUIPMENT</b>							
There are no damaged, loose, vandalized, or missing parts							
Equipment is not bent and is stable							
There are no user modifications, i.e. ropes tied to parts							
All moving parts, i.e. swing seats and chains, are in good repair							
There are no hazards from glass or other litter on the equipment							
<i>*empty blue sink of water</i>							
<b>PROTECTIVE SURFACES</b>							
Surfaces are free from all debris and foreign material							
Loose-fill surfaces are level, particularly under swings & slide exits							
Loose-fill surfaces are raked to proper depths and not compacted							
All unitary surfaces are intact and free from trip hazards							
There are no exposed footings or loose borders/curbs							
Surface drainage is functional with no standing water							
Protective surfaces are not frozen							

Legend: ✓ Satisfactory ✗ Requires Attention Note: If warranty work appears to be necessary, report in detail with photo to Earthscape.  
 For further clarification please contact Earthscape. Retain all inspection reports to assist in future annual report.

*\*Please initial and add time of inspection*

	Inspection Comments (use back for additional comments)	Repair Date
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

© 2013 earthscape insp



Ph

## Monthly Playground Inspect Checklist

	Ec
<b>GENERAL SAFETY</b>	
Warning labels and signage present and legible	
Equipment free of crush and shear hazards	
Equipment free of entanglement hazards, protrusions	
Equipment free of sharp points, edges	
Bolts ends less than two threads, rounded, smooth	
No change in openings causing head entrapment	
No insect, bird or animal infestation	
<b>FINISHES &amp; MATERIAL CONDITIONS</b>	
Metal surfaces are free of rust and loose paint chips	
Surfaces are clean, free of graffiti and vandalism	
Wood is free of rot, splinters, warping, checking	
Free of bent, broken, missing parts, excessive wear	
Plastics components are free of cracks	
Welds are intact and crack free	
PVC coatings are not peeling and in good condition	
<b>FASTENERS</b>	
Hardware is present, tight and fully engaged	
Pipe caps are present on ends of posts	
Fittings/bearings are functional, greased, squeak free	
Turnbuckles are engaged and properly adjusted	
Cables/ropes are anchored and not unraveled	
<b>STRUCTURAL MEMBERS</b>	
Footings/anchoring devices are secure and stable	
Structural members are sound and securely fastened	

## Appendix I: Serious Occurrence Reporting Procedures

### Appendix I Part a): Serious Occurrence Notification Form

<b>Program name/Nom du programme:</b> Click here to enter text.
<b>Date:</b> (yyyy/mm/dd)/(aaaa/mm/jj) Click here to enter text.
<b>Date of occurrence:</b> (yyyy/mm/dd) <b>Date de l'incident :</b> (aaaa/mm/jj) Click here to enter text.
<b>Type of serious occurrence:</b> Click here to enter text.
<b>Description:</b> Click here to enter text.
<b>Action taken by Licensee/Outcome:(add update if applicable)/</b> <b>Mesure prise par le titulaire de permis/Résultat:</b> (ajouter une mise à jour le cas échéant) : Click here to enter text.
<b>Name/Nom:</b> Click here to enter text. <b>Date:</b> (yyyy/mm/dd)/(aaaa/mm/jj) Click here to enter text.

---

**Signature**

### Appendix J: Cleaning Checklist

Revised August 2021

Helpful reminders for all to know:

- Pails located under small sink in classroom
- Use cleaning solution of 1/4 cup bleach to one pail of warm water
- Leave cleaning pails out, unstacked, to dry when finished
- Bleach spray bottle located under sink in kitchen, bleach/fill amount on bottle (this is for cleaning wooden block set)
- Mop, vacuum, brooms are in the furnace room
- Mop for floor: use hot water ONLY (no bleach or soap products) on classroom floor
- Place mop head standing UP in bucket when finished to dry
- Do not lock furnace room door
- Bleach, windex, gloves are in the bath/kitchen cupboards
- Cleaning cloths/towels are in the far-left bottom counter cupboard
- Avoid wet/ bleached carpets – roll up carpets or lay toys on towels on floor area for cleaning
- Initial checklist tasks as completed and sign in on last checklist page
- During winter months (December-March) use Oxivir cleaner (spray toys and let air dry)

### **Toys**

- While cleaning watch for broken or worn out toys, set aside for teachers with a note
- Leave lids off containers for drying
- Towel dry toys eg duplo (roll in towel) before putting back in bins
- WOODEN toys (block set, kitchen centre, wooden puzzles and toys as well as small cars) - DO NOT dip in pail or use wet cloths. Please spray a DRY cloth with bleach spray bottle and wipe blocks down to avoid ruining the finish

- \_\_\_\_\_ Disinfect all low shelf toys
- \_\_\_\_\_ Disinfect all high shelf toys
- \_\_\_\_\_ Disinfect all dramatic play center toys
- \_\_\_\_\_ Disinfect all sand toys and clean bottom shelf
- \_\_\_\_\_ Clean water table and toys underneath
- \_\_\_\_\_ Disinfect walking ropes in cubby area

### **Do Not Submerge in Bleach Water the Following Items:**

- \_\_\_\_\_ Wipe off all puzzles, wooden, metal, cardboard toys

Revised August 2021

- \_\_\_ Wipe off all large toys (dolls, trucks, stove, fridge, dryer, crib,etc.)
- \_\_\_ Wipe off all wooden and foam blocks
- \_\_\_ Wipe out all toy bins

### **ROOM**

- \_\_\_ Wipe cubbies and top surface
- \_\_\_ Clean boot trays
- \_\_\_ Wipe exterior and class entry door handles, railing, and wall (stairwell)
- \_\_\_ Dust high ledge in landing area including toys (be careful!!!)
- \_\_\_ Wipe swing door handles
- \_\_\_ Move shelves with castors to sweep/ mop underneath
- \_\_\_ Sweep out toe kick space under counter cupboards
- \_\_\_ Vacuum all carpets, hall, stairs, and landing
- \_\_\_ Empty vacuum canister and clean filter
- \_\_\_ Wipe down all table and chairs
- \_\_\_ Wipe down all window ledges
- \_\_\_ Clean mirrors with Windex, windows as needed
- \_\_\_ Sweep and mop whole floor with damp mop (not too wet), particularly paint spots
- \_\_\_ Wipe off containers on CD shelf
- \_\_\_ Wipe down musical instruments and table
- \_\_\_ Wipe down stage and side shelves
- \_\_\_ PLEASE REMEMBER to clean all toys on stage shelf closest to the kitchen centre  
(this is where all dirty toys get stacked throughout the month)
- \_\_\_ Wipe down all light switches and door handles

**READING CENTER**

- \_\_\_\_ Wipe down table, benches, shelves, book shelf and blue science table and science items

**CRAFT AREA**

- \_\_\_\_ Wipe down easel and floor mat
- \_\_\_\_ Wipe down drying rack
- \_\_\_\_ Wipe down wall behind drying rack if needed (paint smudges)
- \_\_\_\_ Wipe off paint aprons
- \_\_\_\_ Wipe down counter surfaces

**SNACK AREA**

- \_\_\_\_ Disinfect faucet, sink, counter tops, cupboard handles
- \_\_\_\_ Organize snack cupboard

**KITCHEN**

- \_\_\_\_ Disinfect faucet, sink, counter top, cupboard handles, fridge handle
- \_\_\_\_ Clean the 2 kitchen cupboards labelled Nursery School

**SHED**

- \_\_\_\_ Wipe down hula hoops, ribbon handles
- \_\_\_\_ Wipe off dump trucks, etc.
- \_\_\_\_ Blue bins with shovels etc.
- \_\_\_\_ Wipe off trikes and large cars

**TAKE HOME**

- Launder all towels, cloths used today and return Monday (or first day at school)
- Garbage from classroom
- Recycling
- Return key Monday

## NOTES:

Please print your name clearly to acknowledge your attendance. THANKS FOR CLEANING!

## Appendix K:

# AUTHORIZATION FOR DRUG/MEDICATION ADMINISTRATION

**Name of Child Care Centre: Lakeshore Cooperative Nursery School**

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

**Child's Full Name:** Click here to enter text.

**Child's Date of Birth (dd/mm/yyyy):** Click here to enter text.

**Date Authorization Form Completed (dd/mm/yyyy):** Click here to enter text.

**Date Authorization Form Updated (dd/mm/yyyy):** Click here to enter text.

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

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

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

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

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

### ***Medication Administration Schedule***

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

<b>Day(s) of the Week</b>	<b>Time(s) of the Day / Intervals</b>	<b>Amount/Dosage</b>	<b>Additional Information (where applicable)</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

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

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

Click here to enter text.

Amount/Dosage:

**Parent/Guardian Authorization Statement:**

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

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

I understand that staff at Lakeshore Cooperative Nursery School are not medically trained to administer drugs and medications.

<b>Print name:</b>	<b>Relationship to Child:</b> Click here to enter text.
<b>Signature:</b>	<b>Date Signed:</b> (dd/mm/yyyy) Click here to enter text.

**Received By:**

<b>Print name:</b>	<b>Role at Child Care Centre:</b> Click here to enter text.
--------------------	--

<b>Signature:</b>	<b>Date Signed:</b> (dd/mm/yyyy)  Click here to enter text.
-------------------	---

**For Child Care Centre Use Only****Location medication will be stored:****For Office Use Only****Date Drugs/Medication Returned to Parent / Pharmacy (dd/mm/yyyy):**

## RECORD OF DRUG/MEDICATION ADMINISTRATION

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

Child's Full Name:

Name of Drug or Medication:

Required Dosage:

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

## Appendix L: Individual Plan – Medical Needs

### INDIVIDUALIZED PLAN FOR A CHILD WITH MEDICAL NEEDS

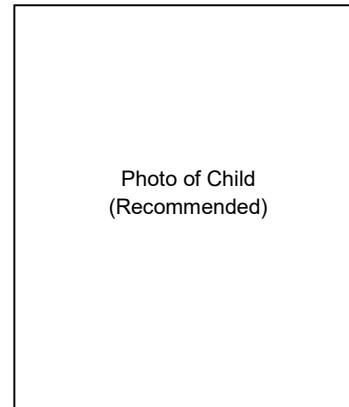
This form must be completed for a child who has one or more acute\* or chronic\*\* medical conditions such that he or she requires additional supports, accommodation or assistance.

**Child's Full Name:** Click here to enter text.

**Child's Date of Birth:** Click here to enter text.

(dd/mm/yyyy)

**Date Individualized Plan Completed:** Click here to enter text.



#### Medical Condition(s):

- Diabetes       Asthma  
 Seizure       Other: Click here to enter text.

#### Prevention and Supports

**STEPS TO REDUCE THE RISK OF CAUSING OR WORSENING THE MEDICAL CONDITION(S):** [Include how to prevent an allergic reaction/other medical emergency; how not to aggravate the medical condition (e.g. Pureeing food to minimize choking)]  
Click here to enter text.

**LIST OF MEDICAL DEVICES AND HOW TO USE THEM** (if applicable): (e.g. feeding tube, stoma, glucose monitor, etc.; or not applicable (N/A))  
Click here to enter text.

**LOCATION OF MEDICATION AND/OR MEDICAL DEVICE(S)** (if applicable): (e.g. glucose monitor is stored on the second shelf in the program room storage closet; or not applicable (N/A))  
Click here to enter text.

**SUPPORTS AVAILABLE TO THE CHILD** (if applicable): (e.g. nurse or trained staff to assist with feeding and/or disposing and changing of stoma bag; or not applicable (N/A))  
Click here to enter text.

#### Symptoms and Emergency Procedures

**SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY:** [Include observable physical reactions that indicate the child may need support or assistance (e.g. hives, shortness of breath, bleeding, foaming at the mouth)]  
Click here to enter text.

**PROCEDURE TO FOLLOW IF CHILD HAS AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY:** [Include steps (e.g. Administer 2 puffs of corticosteroids; wait and observe the child's condition; contact emergency services/parent or guardian, parent/guardian/emergency contact information; etc.)]  
Click here to enter text.

**PROCEDURES TO FOLLOW DURING AN EVACUATION:** (e.g. ice packs for medication and items that require refrigeration; how to assist the child to evacuate)  
Click here to enter text.

**PROCEDURES TO FOLLOW DURING FIELD TRIPS:** (e.g. how to plan for off-site excursion; how to assist and care for the child during a field trip)  
Click here to enter text.

#### **Additional Information Related to the Medical Condition (if applicable):**

Click here to enter text.

- This plan has been created in consultation with the child's parent / guardian.

#### **Parent/Guardian Signature:**

<b>Print name:</b> Click here to enter text.	<b>Relationship to child:</b> Click here to enter text.
<b>Signature:</b>	<b>Date:</b> (dd/mm/yyyy) Click here to enter text.

The following individuals participated in the development of this individual plan (optional):

<b>First and Last Name</b>	<b>Position/Role</b>	<b>Signature</b>
Click here to enter text.	Click here to enter text.	

Frequency at which this individualized plan will be reviewed with the child's parent/guardian:

Click here to enter text.

## Appendix M: Playground Repair Log

DATE ISSUE OBSERVED	ITEM TO BE REPAIRED/ REMOVED  ACTION PLAN	COMPLETED BY	DATE COMPLETED

## Appendix N: Committee Structure

### The Board of Directors:

#### Executive Committee

*(5 voting members, meet monthly)*

President

Vice-President

Treasurer

Secretary

Membership Officer

### Additional Board Positions

*(5 non-voting members, attend 2 to 3 Board meetings as needed)*

Health Officer

Communications Officer

Equipment and Supplies Officer

Fundraising Officer

Scheduling Officer

Preschool Class Representative

Toddler Class Representative

## Lakeshore Nursery School Committees

### Playground Committee:

**(5 positions)**

This committee is responsible for the maintenance and care of our outdoor playground.

Responsibilities include:

- Organize and participate in a Fall and Spring clean-up of the playground
- Ongoing weeding and maintenance of flower beds
- Summer tree and plant watering
- Any other upkeep that may be needed such as painting, raking the sand box, installing sail over sand box etc.

### Creative Committee:

**(3 positions)**

This committee is responsible for all the creative needs of the classroom. This committee will work closely with the teachers and will be assigned jobs by them as needed.

Responsibilities include:

- Prepare paint pots and glue pots
- Make play dough
- Gift wrapping for special events like Christmas and Easter
- Take home and wash laundry that is used in the classroom.
- Assist with scholastic orders
- Assist with classroom projects

### Fundraising Committee:

**(3-4 positions)**

This committee is responsible for helping the Fundraising officer with fundraising initiatives as needed.

Responsibilities include:

- Assist with the distribution of fundraising materials to the membership
- Provide administrative assistance to the Fundraising Officer as needed.
- Assist on delivery days of Fundraising products. Examples include MacMillan's Food Order, Waterloo Flowers and Elmira Poultry
- Other duties as needed by the Fundraising Officer

**Special Events and Advertising Committee:****(3-4 positions)**

This committee is responsible for assisting with any special event, promotion and advertising for the school.

Responsibilities include:

- Provide support to the Secretary and Communications Officer as needed
- Help with any distribution of flyers that promote the school and its events
- Attend Open Houses to help promote the school to new families and those interested in learning more about the school.
- Other duties as needed by the Board

**Tech Committee:****(2 positions)**

This committee will provide support and maintain content on our website. This committee will work closely with the Communications Officer

Responsibilities include:

- Weekly uploads of photos to website (membership section)
- Website maintenance
- Contribute to weekly blog postings
- Do timely Facebook updates to Lakeshore Facebook page
- Other website and technology items as needed.

# Appendix O: Early Learning Individual Support Plan

"Fostering the four foundational conditions that are important for children to grow and flourish: Belonging, Well-Being, Engagement & Expression".

How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)

<b>Child's Name</b>		<b>Date of Birth</b>	
<b>Parent/Guardian Name(s)</b>			
<b>RECEs Name(s)</b>			
<b>Date of Plan/Revisions</b>			
<b>Supports available (Staff and Agency Name)</b>			

## Child's Profile:

<b>Child's Interests and Strengths</b>	<b>Areas of Need / Goals</b>
<b>Description of Supports, Aids, Adaptations, and/or Modifications</b>	

**Confirmation:**

- This plan has been created in consultation with the parent of the child, as defined in section 2(1) of the *Child Care and Early Years Act, 2014*.
- This plan has been created in consultation with a regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan (where applicable).
- This plan has been created in consultation with the child (where appropriate for the child's age)

**Parent Signature (optional):**

Print full legal name:	Relationship to child:
Signature:	Date:

The following individuals participated in the development of this individual plan (optional):

First and Last Name	Position/Role	Signature
	Click here to enter text.	

**Notes:**

- It is recommended that information be included in the ISP about the procedure to follow in case of evacuation and/or for the child's participation in activities off the premises (where applicable).
- Supplemental documents may be included with this form (e.g. additional individualized plan developed by a resource consultant).
- Sensitive or confidential medical information should not be included in the plan, unless consent, in writing, has been given by the parent.
- Licensees are required to maintain the confidentiality of a child's medical history including diagnosis. Sensitive or confidential medical information and detailed reports from medical professionals should not be included in the plan unless consent, in writing, has been given by the parent.