



Policies and Procedures

2018-2019

Village of Brooklin Cooperative Playschool

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WELCOME TO The Village of Brooklin Cooperative Playschool!

1. PROGRAM STATEMENT

Welcome to The Village of Brooklin Co-operative Playschool; a licensed non-profit preschool program. Our program statement is intended to describe how our program will support, foster and create a unique and positive early learning experience for our community, your child and our families at large. Its purpose is to share with you the V.B.C.P's view of the child, our philosophy, and the pedagogy used. We attempt to share with you the importance of playing to learn as well as the goals and approaches used to ensure that healthy child development will take place.

It will also outline how the beliefs shared within this document are evaluated and maintained, and how we support our educators and children while doing so.

The V.B.C.P's program statement will be reviewed, discussed and shared annually with all its members and educators to ensure it aligns with not only the V.B.C.P's beliefs but the Minister of Education's Policy Statement.

The Village of Brooklin Co-operative Playschool strives to deliver stimulating learning experiences in a safe and nurturing environment that works to enhance a child's social, intellectual, physical, and emotional development. This enhancement happens throughout a child's daily routine which encompasses a balance of purposeful play, inquiry based provocations, gross and fine motor activities, nutrition breaks, and both planned and spontaneous learning opportunities. Play is the cornerstone of our curriculum – understood to be essential to the healthy social and cognitive development of children. Our intention is to provide a stimulating environment that allows the best possible play for all children in our care. We endeavour to meet the play needs of all children and do whatever possible to support the natural urge to play. Play is a natural vehicle that propels learning and development. Our curriculum takes a child initiated, adult-supported approach that focuses on play-based learning.

V.B.C.P. educators and volunteers understand the importance of play. They foster, expand, and scaffold this natural talent that is play by being:

- Reflective partners
- Active participants
- Keen observers
- Planners
- Collaborators

- Providing an environment for inquiry, curiosity and self-lead and adult supported learning to take place
- Design a flexible daily schedule that meets the needs of all children and provides a balance of activities throughout the day

We see all children to be critical and competent learners, allowing the child to take the lead and focusing on his or her interests through intentional observation, interaction and engaged communication. When this approach to learning takes place along with staff's understanding of child development, each child's learning and individual development is supported. As a result the child's competence, capacity and potential are maximized. We know that children flourish in all areas of development when they are in supportive, caring and responsive relationships with adults whose focus is on the health, safety, nutrition, and well-being of all children. This is the foundation of our quality preschool program.

The Village of Brooklin Co-operative Playschool View of the Child

Children are seen as capable, competent and special in their own unique and individual way. Each child is special to those who love them, and we want you to know that they are special to us too.

As respected educators we understand that children have the potential to grow in their own way at their own pace. Each child comes to us with different abilities and life experiences. The V.B.C.P. appreciates each child's exceptional characteristics. Your child's growth will not be seen in a singular manner; rather we will look at the growth and development your child is making with a holistic approach. We will recognize and pay attention to your children's physical, personal, social, emotional and spiritual well being, as well as the cognitive aspects of learning. We recognize that the connections made in the early years to be one of the most important in early learning. We view a child's ability to learn and connect to be integrated and interconnected. The connections made in these key years between children, families and communities and the importance of relationships is paramount to our programs success. We view our children and their learning as a social activity and we place a high value on collaborative learning and community participation. This partnership is the foundation of what guides the V.B.C.P. and our preschool program.

Program Goals

The Village of Brooklin Co-operative Playschool promotes the health, safety, nutrition, and well being of all children in its care. Keeping our children healthy and safe is a priority at the V.B.C.P. In the unfortunate event of an accident, the parents of the child involved will be notified immediately and first aid will be administered as required or the child will be transported to a local hospital for care. All Centre staff must have a valid first aid certification including infant and child CPR. All Centre staff and volunteers are required to obtain a criminal reference check that includes a vulnerable sector screening. The vulnerable sector check must

be updated every year for volunteers and all staff must file a declaration each year. Some of the procedures put in place at the V.B.C.P. include:

- Safe supervision of children at all times
- Adhering at all times to Ministry approved ratios for the preschool setting
- Sanitization and disinfection policies approved by Durham Public Health Officer
- Menu planning following the Canada Food Guide
- Communicable disease prevention
- Emergency procedures and training

Nutrition

The Village of Brooklin Co-operative Playschool provides nutritious snacks and beverages to the children in our care. All food and drink provided by the Centre meet or exceed the recommendations set out in the latest version of Health Canada documents, 'Canada's Food Guide', 'Canada's Food Guide – First Nations, Inuit and Métis' or 'Nutrition for Healthy Term Infants', as the case may be. The VBCP is an allergy-aware classroom and as such, no outside food or drink can be brought into the classroom. This includes food-based treats for birthdays and holidays.

Supporting Relationships

At The Village of Brooklin Co-operative Playschool we foster relationships with educators and adults in our program. V.B.C.P educators and volunteers build a foundation of trust with children by being available, sensitive, responsive, and caring. We strive to create an inclusive and respectful environment to foster positive, equitable and collaborative relationships. It is proven that when children feel safe, secure, valued and as a contributing member of their world they are more confident to explore, try new things, inquire, discover, learn and grow.

Encouraging Children to Interact, Communicate & Self-Regulate

What is self-regulation? Self-regulation refers to several complicated processes that allow children to appropriately respond to their environment (Bronson 2000). Self-regulation does not happen overnight. It is a skill that is acquired and develops gradually over time when supported in a positive way by adults and the child's direct environment. Children largely learn to regulate thoughts, feelings, behaviour and emotions by watching and responding to adults' self-regulation. At The Village of Brooklin Co-operative Playschool we promise as mentors and educators to always support these developing skills in our ongoing interactions with the children. Some approaches implemented by the V.B.C.P. encourage positive interactions include:

- Modelling – Teachers will model appropriate responses by participating in conversations with children and facilitating peer- to – peer support when conflict arises.

- Set realistic expectations – by having appropriate and realistic expectations for our young children’s behaviour, adults help children develop self-regulation over time. Defining age- appropriate limits helps a child know what is expected of them.
- Scaffolding – The teacher must acknowledge where the child is performing and provide the necessary level of support to the child to be successful (Florez, 2011). Adults will ask open ended, how and why questions, give hints and prompts to facilitate critical thinking skills and provide opportunities for self-regulation.
- Support is gradually withdrawn based on individual needs of the child – each child will develop self-regulation at their own time.

Inclusion

The Village of Brooklin Co-operative Playschool is a centre of inclusion. We believe that every child deserves to be treated with dignity, respect and equality. It is the duty of the centre to ensure that any child with special abilities is given the opportunity to excel and flourish physically, socially, mentally, and emotionally by providing guidance and skills to both use and master self-regulation skills. The V.B.C.P. is flexible and responsive to all the needs of our children and families however possible.

Fostering Engagement and Communication with Parents

The Village of Brooklin Co-operative Playschool feels it is important to the success of our program to have positive and responsive interactions among the children, parents and our staff. We encourage engagement and communication with parents about our program and their children at daily drop-off and pick-up times, as well as portfolio submissions, monthly newsletter and calendars, parent/teacher meetings, mid-year progress reports and yearly surveys. Weekly program plans are also posted in the Centre. This plan offers more details about events and activities offered on a weekly basis. Parents can use this tool for involvement by bringing in resources, such as books, pictures, costumes or music, which are relevant to the programming in the class at that time. Getting to know family members is critical as an educator and including family members in our program helps a child to feel a greater sense of belonging.

Involving Community Partners

The Village of Brooklin Co-operative Playschool is open to all support services and aids in the community to train our staff, contribute to individual program plans or work in the program as additional support in the classroom. Our staff will work cooperatively in a professional partnership with all services in place for the well-being of the child. Service coordination meetings are required to successfully setup goals and discuss what the best interest of the child and their family is. The V.B.C.P. actively seeks out opportunities to share our knowledge and to learn from others in the community through networking opportunities, community planning and many conferences with a vast array of community partners and services.

The Village of Brooklin Co-operative Playschool often involves local community partners to help support our children, their families and our staff and volunteers to ensure that each child's specific care and needs are being met. Examples of outside resources include but are not limited to:

- Grandview Children's Centre
- Resource for Exceptional Children
- Durham Behaviour Management System
- Speech and Language Specialist
- Occupational Therapy

Supporting Educator's Continuous Professional Learning

The Village of Brooklin Co-operative Playschool supports our staff in continuous professional learning opportunities to develop their knowledge and to stay current in the profession through regular workshops, seminars/webinars and conferences. On a day-to-day basis the Centre supervisor is responsible for leadership, mentoring, coaching and development of all volunteers and teachers. Staff meetings are conducted regularly with our HR committee to reflect and plan for our program.

Documentation

The Village of Brooklin Co-operative Playschool participates in a continuous cycle of observation. We observe and document via art, photographs, descriptive learning stories, social media, individual portfolios and progress reports - all aspects of our program. We reflect on what worked and what did not. Links are made between theories, pedagogy, and our program statement to develop our programming based on our children's needs and interests. We continually assess our program and daily demonstrate reflective practice in our programming. Educators are constantly evaluating the effectiveness of the learning environment to continue to build on children's interests.

Guiding Pedagogy

The Village of Brooklin Co-operative Playschool encompasses the research and legislation in Ontario's three major early learning documents:

- How Does Learning Happen?
- Early Learning for Every Child Today (ELECT)
- Think, Feel, Act Lessons

Research about Young Children

How Does Learning Happen?

Ontario's Pedagogy for the Early Years is a professional learning resource guide about learning through relationships for those working with young children and families. It is intended to support pedagogy and curriculum/program development in early year's programs. Pedagogy is 'the understanding of how learning takes place and the philosophy and practice that support that understanding of learning'. Curriculum (the content of learning) and pedagogy (how learning happens) in early years settings are shaped by views about children, the role of educators and families, and relationships among them. The pedagogical document, How Does Learning Happen? helps educators focus on these interrelationships in the context of early years environments.

How Does Learning Happen?

(<https://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>) is organized around four foundational conditions that are important for children to grow and flourish: Belonging, Well-Being, Engagement, and Expression. These foundations are a vision for the future potential of all children and a view of what they should experience each and every day. These four foundations apply regardless of age, ability, culture, language, geography, or setting. They are aligned with the FDK program offered today in Ontario's elementary schools. They are conditions that children naturally seek for themselves.

Foundations	Goals for Children	Expectations for Programs
Belonging	Every child has a sense of belonging when he or she is connected to others and contributes to their world	Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them
Well-being	Every child is developing a sense of self, health, and well-being	Early childhood programs nurture a child's healthy development and support their growing sense of self, as well as self-regulation skills
Engagement	Every child is an active and engaged learner who explores the world with body, mind and senses	Early childhood programs provide environments and experiences to engage children in active, creative, and meaningful exploration and play to develop skills such as problem solving, creative thinking and innovating
Expression of Communication	Every child is a capable communicator who expresses himself or herself in many ways	Early childhood programs foster communication and expression in all forms including creativity, problem solving, mathematical behaviours and

		language development
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Early Learning for Every Child Today (ELECT)

The Early Learning for Every Child Today (ELECT) is a framework for Ontario Early Childhood Settings. This early learning framework, sets out six principles to guide practice in early years settings. It also provides a continuum of development for children from birth to age eight.

ELECT is recognized as a foundational document in the early years sector. It provides a shared language and common understanding of a child's learning and development for early years professionals as they work together in various early childhood settings. The principles of ELECT have informed provincial child care policy, such as the Ontario Early Years Policy Framework, as well as pan-Canadian early learning initiatives such as the Statement on Play of the Council of Ministers of Education, Canada. ELECT principles are also embedded in the program document used in Ontario's innovative Kindergarten program.

Think, Feel, Act Lessons

Think, Feel, Act, are six research briefs for educators working in early years settings which, highlight the latest research in early childhood development, strategies to put the key ideas into practice and reflective questions for educators. There is a common thread throughout the briefs: a view of the child as competent, capable of complex thinking, curious, and rich in potential. These briefs are intended to challenge the status quo and encourage critical reflection as we consider our work from different perspectives. As 'briefs', the documents are not intended to provide an in-depth analysis of each topic, but instead, to pique your interest and highlight key ideas that are useful and relevant to your work. Above all, these briefs are intended to get people talking about some of the big ideas that have such a significant impact on the experiences of children across the province.

The Village of Brooklin Co-operative Playschool Program Statement ensures that all new staff, students and volunteers review this program statement prior to interacting with the children; and, that all staff, students and volunteers review this program statement at any time that it is modified or at least annually.

2. EMPLOYEE TRAINING AND DEVELOPMENT

Employees of the VBCP comply with the College of Early Childhood Educator's Continuous Learning Plan. This is to ensure that every staff member meets her/his ethical and professional responsibilities to engage in ongoing learning. This helps provide a high standard of care and education to the children and families in the community.

HDLH implies that high quality programs provide ongoing opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice to support continuous professional learning and growth (p. 11). The supervisor and the H.R. Chairperson

are responsible for providing information for such training to the staff. Reimbursement for professional development is at the discretion of the Board of Directors.

Copies of workshop certificates will be kept in each employee's file as proof of attendance, with a minimum attendance of 2 workshops, seminars, or online training per school year (September to June); however, taking more workshops is strongly encouraged.

By participating in on-going professional development, it communicates to employers, families and the public that the V.B.C.P. educators are current in their knowledge, skills, and practice and that they are members of a distinct profession that values ongoing professional learning.

As well as professional development, all employees, including supply teachers, must have a valid certificate in Standard First and CPR (Level C). The certificate must be issued by a training course approved by WSIB. A copy of the certificate will be kept in each staff's file. Reimbursement is at the discretion of the Board of Directors.

3. CENTRE MANAGEMENT

VBCP is a community-based, Cooperative childcare program run by an elected volunteer Board of Directors. The Board of Directors consists of parent-volunteers and meets once each month during the school year. The Supervisor attends these meetings and presents a monthly report. This process allows the Board members and the Supervisor to monitor whether the objectives of the program are being achieved, resolve any matters of concern and make changes to the program, where appropriate. All families are encouraged and welcome to participate in Board activities.

Board members serve a one-year term. Parents and community members are eligible to stand for positions on the Board. Only parents in good standing with the childcare centre will be active on the Board. Board members are elected at an Annual General Meeting. Current Board members, childcare staff and parents MUST attend.

4. FAMILY ETIQUETTE

Parents/ guardians are requested to:

- return any forms by the date requested
- treat the staff with respect
- discuss any concerns privately with the Supervisor or staff, or if necessary, the Board of Directors
- make appointments at a mutually convenient time for themselves and the Centre
- actively participate on the Board of Directors or as a Committee member

- sign a contract acknowledging they understand their responsibilities to the Centre staff

5. PARENT/GUARDIAN INVOLVEMENT

The Village of Brooklin Co-operative Playschool encourages parents/guardians to:

- actively communicate with the staff, at any time, about their child to build a positive relationship
- take a few minutes at the beginning of the day to let the staff know about any event that could affect their child's day
- bring in supplies (yarn, paper rolls, egg cartons) for creative activities
- share their talents or interests with the centre
- participate in field trips
- read the newsletter which outlines important information and upcoming events
- read the information displayed on bulletin boards for weekly themes, program activities, and menus

6. DUTY DAY PARTICIPATION

Your 'Duty Day Participation' is your child's special day at school. The participant does not have to be a mother; we welcome fathers, grandparents, caregivers and others as long as a criminal reference check has been completed for them. However, siblings and other children are not permitted to stay at school on these days because of licensing restrictions.

Duty Days are fun, but busy helping all of the children in the program. Regularly participating in the classroom is a valuable experience for everyone and offers a special opportunity to observe your child play, learn, grow, explore, engage in new activities and interact with other children and teachers. It also provides valuable support for the staff and helps them gain better insight into your child so that their instruction is more focused on individual needs.

Some parents are unable, or choose not to participate in Duty Days, and therefore, a non-participating family pays a higher fee to compensate for hiring assistants to maintain the classroom ratio.

Of course, all parents, whether participating or non-participating are welcome in the classroom to observe their child and teacher.

All adults participating in Duty Days must attend a mandatory Duty Day Workshop to familiarize themselves with the routines and responsibilities. In addition, you will be asked to sign a form to confirm that you have reviewed and agree with the behaviour management

policy and have submitted the appropriate forms (see the Duty Day Participant Waiver form, included in this package).

It is important for all participants, including returning families, to attend the Duty Day Workshops as policies and procedures can change from year to year and it ensures that all participants are ready to provide informed assistance on their first day; knowing where items are located and what is expected of them. This enables the teachers to focus on the children, which is critical at the start of the school year, rather than being distracted to instruct Duty Day participants.

Where a Duty Day is missed or there is failure to provide a replacement (which may include, but is not limited to, any other VBCP. parent/guardian) classes will be cancelled and there will be a penalty of \$40.00 for that day. In the occurrence of a second missed Duty Day and failure to provide a replacement, there will be a penalty of \$80.00. Where a volunteer arrives late or has to leave early (without providing coverage) there will be a penalty of \$10.00. Payment of penalties is due the same day of school the following week. If not received within one week, a written notice will be provided and the school will not be available to respective child until payment is received.

Scheduling Duty Days

Families identify the participant(s) and their availability to help and the volunteer Committees Chair, makes every effort to accommodate all requests. The Duty Day schedule is prepared and posted on the classroom bulletin board approximately two weeks prior to the start of each month, as well as emailed to all participating members at the same time.

Parents are responsible for switching days with other families, hiring an assistant, or advising the Committees Chairperson of any changes to their availability, both long and short term (e.g., family vacations) in a timely fashion.

If you need to switch your Duty Day once the schedule is posted, you must do your best to find your own replacement - either a parent/caregiver or an assistant (list to be provided) before contacting the Committees Chairperson. Be sure to update the Duty Day schedule and notify your child's teacher of the change.

The number of Duty Days per month that each family will be responsible for are dependent on the enrolment in each program. If families have any special requests for Duty Days, they will be accommodated as much as possible. Families are expected to participate in a minimum of one duty day per month per child registered in the AM programs. If more than one child in a family is enrolled in a program, families will be responsible for Duty Days for each child.

7. HOW TO PLAY AND SPEAK WITH CHILDREN

It can be challenging to interact with a group of young children. However, with a little practice, and some helpful tips, it can be a lot of fun for everyone.

- Give Directions: make sure you have the child's attention; get down to their level and have them look into your eyes; directions should be concise and specific, to avoid confusing the child
- Guide Behaviour: use a positive approach, e.g., commend desirable behaviour and disregard minor unacceptable behaviour; make positive statements and avoid saying, 'no' and 'don't', instead try, 'Chairs are for sitting on' or 'The playdough belongs on the table'; be alert to the children's activities to avoid problems, e.g., redirect the child who is obviously going to knock down the blocks of another
- Encourage Independence: encourage the child to do as much as possible for themselves; however, do not insist on complete self-help if they are clearly tired at the end of the morning or afternoon or becoming increasingly frustrated; let children develop their own problem-solving skills; offer suggestions when they cannot do it alone; allow the child to choose their own activities; avoid interrupting any activity in which the child is absorbed; offer suggestions only if they seem to be wandering aimlessly
- Encourage Creativity: help the child discover their own sense of creativity rather than conforming to adult standards; refrain from participating in the arts and crafts program - a child cannot attain the level of skill of an adult and seeing a sample of an adult's work may cause a child to feel inadequate (if a child asks you to draw something, try saying, 'If I show you my way, it will be my horse, not yours', or 'You can think of so many things I can't'; ask questions to clarify the child's own ideas - 'What are the important parts of a horse?' 'What colour do you want to make it?' - if a child asks you what to make, direct their thinking in a general way - e.g., avoid 'Paint a tree with apples' and try, 'Did you see anything interesting to you?' or 'Let's see how many different things the brush can do'
- Stimulate Curiosity and Learning: when possible, ask leading questions to help the children discover answers for themselves - e.g., 'What will happen if...'; encourage the children to become aware of their surroundings and explore the senses - touch, smell, hearing and sight; draw attention to the little details
- Accept Each Child as an Individual: accept each child for what they are and what they can do rather than what you think they should be or should be able to do; avoid making comparisons between one child and another; help each child feel they have something to contribute to others; take the time to get to know and understand each child; show genuine interest in what they do
- Speaking with the Children: shaming behaviour such as labelling a child as selfish or naughty should not be used; it does not add to the child's self-respect; children should be directed towards areas that interest them and should never be forced to participate in an activity that has little or no interest for them

8. Supervision of Volunteers

Reference: *Child Care and Early Years Act, O. Reg. 137/15, ss.48-51*

Volunteers are the parent/guardians, grandparents, caregivers of children enrolled at The Village of Brooklin Cooperative Playschool. Such volunteers are referred to as “Duty Parents” and provide enriching opportunities for the children under the direction of the teachers.

In order to support the well-being and safety of all children at the school, the following criteria applies:

Responsibilities of Volunteers:

- Duty Parents must be at least 18 years of age.
- No Duty Parent shall be left unsupervised with the children (except in the instance where two participating parents take the place of an unqualified staff member for the purposes of staff/child ratios, based on Ministry Director approval).
- Duty Parents must provide a completed vulnerable person Criminal Reference Check prior to volunteering in the classroom.
- Duty Parents must attend a Duty Training night in September of each school year to review the Policies and Procedures, namely the Behaviour Management and Allergy and Anaphylaxis Policies. In the event that a Duty Parent’s child is enrolled in the school subsequent to this date, such Duty Parent must meet with the teachers in advance of his/her volunteering in the classroom to ensure a complete review of the Policies and Procedures.
- Duty Parents must submit an executed Allergy and Anaphylaxis Acknowledgement, an executed and witnessed Behaviour Management Acknowledgement, an executed Confidentiality Agreement and an executed VBCP. Medical Certification.

Responsibilities of Staff:

- The staff must be at least 18 years of age.
- Only the staff shall have direct unsupervised access to the children.
- The staff of the Village of Brooklin Cooperative Playschool shall monitor the Duty Parents.
- The staff shall conduct the Duty Training nights, and any other training following enrolments subsequent to September.
- During training, the staff shall review the Policies and Procedures with the Duty Parents and show them all fire and safety exits, emergency phone lists and allergy lists.

- The staff shall count the number of children in their care before and after the movement of children from within the school, and at any time that the school takes the children off the premises.

9. BEHAVIOUR MANAGEMENT GUIDELINES

VBCP believes that the behaviour management strategies selected must always respect children's rights and enhance their self-esteem.

All of our interventions are guided by the following principles:

- respect for each other - children and adults
- the need to maintain an atmosphere of trust and acceptance
- prevention through appropriate programming, and
- age appropriate expectations

We strive to support each child and manage their behaviour in the best manner possible, while ensuring that health and safety considerations are met. The Centre provides care to all children who come to us with varying needs. Incidents, however rare, may occur as a result of these different needs. Physical restraint is only used in situations where a child is in imminent danger of compromising safety to themselves or other children in the program.

If any staff member/*Duty Day participant* at VBCP uses any physical guidance, the following steps will be taken:

- there will always be two staff members present in the same room as the child, one staff using the physical guidance and the second staff as an observer and relief
- the Supervisor will meet with the child's parent(s)/guardian and staff members and discuss the incident and determine strategies which will be utilized should the child encounter a similar situation; parent(s)/guardian will sign off on both the incident report and the strategies
- the Supervisor will contact the Children's Services Serious Occurrence line to report the incident
- the Supervisor and staff will keep the parent up-to-date on the child's progress
- if the child continues to experience challenging behaviour, then the childcare centre should call in a specialized consultation service and with the consultant, family and staff devise specific strategies and interventions, including a regular communication plan with the parents to review the child's progress, which will assist in making the child's placement a successful one

10. PROHIBITED PRACTICES

It is every staff and volunteer's legal responsibility to report suspected child abuse forthwith to the Children's Aid Society. VBCP will comply with the prohibited practices as outlined in the Child Care and Early Years Act, O. Reg 137/15, ss.45(c)

VBCP will follow all relevant legislation with respect to reporting suspected child abuse.

Any practice based on a negative control technique goes against VBCPs Behaviour Management Policy.

Prohibited practices include:

- corporal punishment
- 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
- depriving basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- inflicting any bodily harm on children including making children eat or drink against their will
- confinement which includes
 - locking the exits of the child care centre for the purposes of confining a child
 - using a locked or lockable room or structure to confine the child if he or she has been separated from other children
 - physical restraint of the child, such as confining the child to any device (stroller or highchair) 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

Educators, students and volunteers must read, sign and follow the prohibited practices policy within the policies and procedures document.

The performance of a prohibited practice, as specified above, will justify immediate for-cause termination of employment in the case of a teacher, or immediate cessation of Duty Day volunteer privileges in the case of a Duty Day participant. Any participating family asked to switch to non-participating due to the contravention of Prohibited Practice would be subject to fees related to a non-participating status.

The supervisor will ensure that a written record of the monitoring of all employees, volunteers and placement student's child guidance practices is completed immediately following an observed or reported prohibited practice. All written records of monitoring will be kept on file for three years.

11. ADMISSION REQUIREMENTS

VBCP is licensed to enroll children from the ages of 2 to 5, up to a maximum of 16 students per class. Admission is open to the community at large and is on a first-come basis. The Village of Brooklin Cooperative Playschool offers three programs:

The morning programs for students aged 2 – 5 years and operate on Tuesday and Thursday mornings from 9:00 a.m. to 11:30 a.m. OR Monday, Wednesday and Friday mornings from 9:00 a.m. to 11:30 a.m.

The afternoon *Kindergarten Readiness* program for students aged 3 (by December 31 of the current year) – 5 years and operates Monday, Tuesday, Wednesday and Thursday from 1:00 p.m. to 3:30 p.m. (earlier pickup is permitted). This program is ideally suited for students entering kindergarten the following year.

Medical forms and all other documents, as well as payment of tuition fees according to the fees schedule must be submitted upon registration.

We do maintain a Waiting List should the school be filled to capacity. There is often some turnover in registrations during the school year, and should this occur, the families on the waiting list will be contacted in sequential order.

12. ADMISSION INFORMATION FORMS

A current registration package is available on our website. All forms must be completed prior to acceptance at the school. The following forms are required:

- Background and Health Information
- Emergency Information
- Consent and Waivers
- Scheduling and Duty Day Information
- Police Reference Check with Vulnerable Sector Screening
- Child Immunization Information
- Parent/Caregiver Immunizations and Tuberculosis Screening Information

According to our license, a child cannot start school until all forms have been received and processed. Families will be contacted if there are forms outstanding prior to the start of school.

13. FEES

VBCP is a *Cooperative* Centre so childcare fees are based on the actual cost of operation. These costs are reviewed annually and fees are set accordingly.

The fee schedule, provided by the Registrar, outlines the fees for full and partial-year programs, as well as for participating and non-participating families. Fees for non-participating families are higher to cover the additional costs of providing an assistant to maintain the adult to child ratio.

A non-refundable registration fee is to be paid with each application form submitted. This application fee applies to the school year for which the application is made. The registration fee does not change over the course of the year, and must be paid every school year. The Registrar will notify the families in writing of their acceptance.

There is a \$30.00 administration charge for any returned N.S.F. cheques, and this charge is due upon notification. After two (2) NSF cheques VBCP will require full payment for the remaining months, in cash. Those with delinquent accounts of sixty days may be asked to remove their child from the program.

VBCP will collect childcare fees in a consistent, equitable manner to ensure the financial viability of the Centre. Parent Fees are due on the first day of each month for that month, and there are no deductions for absences or statutory holidays. Fees are to be paid by post-dated cheque, or pre-authorized debit. If pre-authorized debit is chosen, the family must fill out a PAD form before the first payment is deducted.

The monthly fee is set by the Board of Directors and is renewed annually. Parents and/or guardians are responsible for paying the full monthly fee unless a childcare fee subsidy is obtained from the municipality.

If a fee subsidy is obtained from the municipality, the monthly fee paid by the family is based on the assessed daily fee contribution. Parents and/or guardians are responsible for fulfilling the entire requirement of the municipality necessary to maintain the subsidy. If parents and/or guardians become ineligible for the childcare subsidy, they are responsible for paying the full monthly fee or for withdrawing the child(ren).

Annual tax receipts will be issued to parents and/or guardians on or before the last day of February following the calendar year to which the information applies.

14. LATE FEE

Village of Brooklin Cooperative Playschool is open daily until 11:30 and 3:30pm. If a family picks up their child(ren) after hours, a late fee will be charged.

A written record will be kept of the late pick up and must be signed by both the family and the staff member. A late fee of \$1.00 per minute will be charged. The late fee must be paid within 24 hours. The childcare clock will be considered to be the correct time.

15. WAIT LIST POLICY

In accordance with O.Reg.137/15, s.75 the VBCP maintains a no-charge wait list should the school be filled to capacity.

To be placed on the list, please call or e-mail us to add your name to the waiting list. The day that you call and leave a message or send your email will be your seniority date on the waiting list.

There is often turnover in registrations during the school year. Once there is a confirmed withdrawal, the registrar will contact the parents/guardians with children on the waiting list in sequential order. This means the family with the highest seniority date will have first official offer of the available space, depending on age of child.

Once your child is officially offered a space, if you would like to accept it, you will be given a period of 7 business days to enroll your child. For all children that are accepted into the VBCP program they are required to pay the registration fee.

Once contacted a reply must be received within 7 days, or the open spot will be offered to the next family on the list. You will still remain on the centre's list for the current school year until/unless you request to be removed.

The wait list status will only be available by phoning and speaking to the registrar. In order to maintain privacy of all potential families, we will only disclose to the parent/guardian their child's position on the Waiting List.

Please provide the following information to secure a place on the waiting list:

- Parents first and last names
- Best contact telephone number(s) and email addresses
- Your expected start month
- Your earliest start month you will consider (you are willing to start in March, but you really need the space for May)
- Your child's name
- Date of Birth
- If there are any changes to your contact information please contact the centre to update your file.

Phone: 905-655-7494

Email: vbcpr.registrar@gmail.com

16. WITHDRAWAL POLICY

Written notice must be given should you wish to withdraw your child from the Centre. The centre must receive this notice by the 15th of the month in order to process the return of the following months' cheques. If notice is not given before the 15th of the month, the fee for the following month will be kept and the remaining cheques will be returned.

The Board of Directors reserves the right to suspend or withdraw services if the rules of VBCP are not followed or if the behaviour of the child or the family interferes with the Centre's programs and hours.

When problems are observed, the following steps will ensue:

- minor infractions of the rules or behavioural problems will result in a verbal warning from the Supervisor and/or the staff and clarification of the Centre's policies; all verbal warnings will be documented and placed in the child's file
- If a written warning is required, a confidential report of the behaviour or serious incident will be sent to the family and to the Board of Directors
- the family and/or the Board of Directors may request a meeting to follow up on the written warning
- in the case of a serious incident, a plan that is mutually agreeable to the Centre and the family may be required before the child is re-admitted to the Centre
- three written warnings within a 12-month period will result in withdrawal of services by the Centre
- in the case of serious incidents, the Board of Directors reserves the right to withdraw services; if there are further violations of the Centre's policies during this period, the child will be withdrawn immediately
- the Supervisor or the Board of Directors will follow up with the Children's Services consultant, as required

17. Financial Policies

Spending and Investment

Management of spending and investment rests with the Board of Directors. This policy describes how the Board of Directors delegates authority for various aspects of spending and investments.

The Board of Directors approves an annual operating budget recommended to it by the Treasurer. The Board of Directors, staff and committees may incur expenses according to the provisions as detailed below.

Contracts

Normal contracts are those entered into to secure goods and services that are 1) required for the functioning of the school and for the delivery of regular events and services, and 2) are of such a generic nature that many suppliers are available, and the time spent in acquiring three quotes is likely to garner significant cost savings. Examples include office cleaning contracts, photocopier contracts, large run print jobs, space rental and signage.

Approvals

- The board of directors approves all expenses outside of the Classroom Supply and Snack budget.

Disbursements, Electronic Funds Transfers and Cheques

- Regular purchases that are payable to external vendors must have proper documentation attached.
 - All cheques require two signatories or electronic signing authorizations.
 - The signing officers are to verify the documentation for the correct name, amount, and date and account allocation.
- Cheque and Electronic signing officers are board members
 - All signing officers must complete the bank's required paperwork before being authorized to sign cheques or authorize electronic payments.
- Electronic payment to external vendors is authorized up to \$3000.00 per transaction for routine invoices and contractual obligations including postage, courier, utilities, lease payments, phone, fax and Internet, security and cleaning services.
- Electronic payment to the governments of Ontario and Canada is authorized up to \$10,000.00 per transaction for payroll remittances and taxes.
- Electronic transactions include online banking and direct debiting of VBCP's credit union/bank account by external vendors once proper authorizations have been obtained.
- Payroll may be made by direct deposit into employees' bank accounts.
- The Treasurer will review the bank reconciliation, including a record of all electronic transfers, monthly.
- The Vice-President and the Treasurer will review the payee list quarterly.

Cash Handling Procedures

All cash transactions require numbered receipts.

Investments

Funds in excess of those needed for operations shall be invested as approved by the Board of Directors. All investments will be of at least an AA risk rating.

18. CLASS SIZE

Preschool Class Size: The *Ontario Child Care and Early Years Act* regulates the acceptable ratio of adults to preschool children. This allows the Centre an 8:1 ratio of children to teacher, to a maximum of 16 children per class.

The following should also be noted that according the Ministry of Education:

In keeping with the Ministry Guidelines, it is essential that classes be fully staffed each day with a Ministry approved teacher/R.E.C.E. and one assistant. In addition, we require one volunteer (parent/guardian/other such person) to assist with each of our classes in the Morning Programs. The Afternoon Kindergarten Readiness Program does not require a duty parent, but at least one parent/guardian per enrolled child MUST have a Criminal Reference Check Completed and submitted by June 17th as you may be asked to fill in from time to time for a teacher due to an illness, absence, etc. We also encourage you to volunteer if you so choose.

19. HOURS OF OPERATION

The centre is open Monday through Friday from 9-11:30 and 1-3:30 (excluding Fridays), except on the following holidays:

New Year's Day	Victoria Day	Christmas Day
Family Day	Canada Day	Boxing Day
March Break	Civic Holiday	
Good Friday	Labour Day	
Easter Monday	Thanksgiving Day	

Should it be necessary to close on any other day (for example: due to a loss of power, loss of water, flood, fire or any other unforeseen circumstance), families will be notified as soon as possible. If you are uncertain whether or not the school will be operating, please contact the Supervisor. Fees will not be refunded for school closing due inclement weather or other Acts of Nature.

20. STORM POLICY

While we realize that the closing of the Centre at any time other than the normal closing time will cause some inconvenience to families, there may be times when such an action is necessary because of bad weather conditions.

The Supervisor in conference with the board of directors has both the authority and responsibility to act in the interests of the Centre and the children in their care. If weather conditions warrant an early closing time, the Centre will contact all families and ask for their co-operation in picking up their children.

If the weather conditions are bad and you are concerned, please do not hesitate to call the Centre to inquire about any emergency plans. If the weather conditions result in the landlord closing the school, the Centre will be closed. School closing announcements are made on major radio stations.

21. DAILY ARRIVAL

The Centre opens at 8:30am each morning, and AM classes begin at 9:00am. The Afternoon Program begins at 1:00pm. Children must arrive with an adult and may not be left at the school before the Centre opens.

22. DAILY DEPARTURE

The Morning classes end promptly at 11:30am, and the Afternoon class ends promptly at 3:30pm. The Centre closes at 4:00pm daily. Family members are required to come into the Centre to pick up their child(ren). It is our expectation that children will be picked up on time. Please make back-up plans for picking up your child(ren) if you are going to be late for pick up.

Many families have arrangements with other family members, neighbours or other parents whose children attend *Village of Brooklin Cooperative Playschool* in the case that they are unavoidably delayed. The Centre cannot release your child(ren) to an unauthorized person. Please notify the Centre in advance when someone else is picking up your child(ren), and this person will be required to provide identification.

Note: Please check your child(ren)'s folder before leaving the Centre to ensure you receive permission forms, artwork, etc.

23. ABSENCES

If your child will be late or absent, you must contact *Village of Brooklin Cooperative Playschool* no later than your child's usual arrival time. This will facilitate planning for the program. If your child is not coming in because of illness, it is important when you contact the

Centre to notify the Supervisor about the sort of illness that your child has contracted. This will help the staff/*Duty Day Participants* to identify symptoms in other children with whom your child has come into contact. Refunds are not given for days on which your child is absent whether due to sickness or vacation, nor does the Centre provide make-up days.

24. CHANGE OF ADDRESS / PHONE NUMBER / EMPLOYMENT

It is imperative that *Village of Brooklin Cooperative Playschool* be notified immediately of any change in the family home address, the parent's place of employment, or the telephone numbers at home and/or work.

It is also necessary to maintain the *Village of Brooklin Cooperative Playschool* emergency telephone numbers for each parent or family member.

25. PARENT/ TEACHER INTERVIEWS

If you should wish to discuss your child's progress or development you may arrange an interview with a member of our teaching staff at any time throughout the school year. Please initiate this by speaking to the Supervisor or to your child's teacher, and a mutually convenient time will be arranged.

26. COMMUNICATIONS

Always check for important notices, updates and events for the Centre on the bulletin board located in the lobby, or by email, website, or our Facebook page.

27. SECURITY

In keeping with the Ministry of Education guidelines, all teaching staff and volunteers, including *Duty Day Participants* and Board members, must undergo a *Police Record Check*.

This policy is designed to protect the children. All parents, *and/or the designate performing the Duty Days*, will be asked at the time of registration to fill out and sign consent forms, which will be forwarded to the Police for the completion of the Police Record Check. A photocopy of two pieces of identification are also required, both of which must show the person's birthdate. If you have had a police record check performed with negative results for another agency within the past two months, the Centre will accept your official police document as proof and you will not have to undergo another check. See the Centre's Police Reference Check Policy for further details.

All children are supervised at all times. Anytime they need to leave their classroom, including washroom visits, an adult accompanies them. We have in place a system to alert the staff of unauthorized access to the premises.

28. CLOTHING

For your child's comfort, please provide an extra set of clothing that includes a shirt and pants, underwear and socks in their backpack every day. Slip-on or Velcro shoes are also required for indoor play. These encourage independence and self-help skills. Children still in diapers must also have diapers, wet wipes and a change pad in their bag. Please remember to label each item with your child's name.

Please remember that children participate in a number of activities that may soil or mark clothing (artwork, baking etc). Staff members provide protective smocks whenever possible, but they cannot be held responsible for damaged clothing.

29. DIAPERING

The diaper changing area and anything else that comes in contact with a child's feces or urine will always be cleaned and disinfected with a bleach sanitizing solution after every diaper change. The diapering area is also located near a source of warm running water, and has a deep sink, within arm's reach for convenient hand washing with soap. The changing area is separate from the food storage and preparation area.

With the use of disposable diapers the basic steps in reducing the spread of illness are as follows:

- proper hand washing after diaper changing (written instructions regarding proper hand washing are posted at the diaper changing area, as this is the single most important method of preventing spread of illness)
- sanitizing of diaper changing surface; after each use, a squirt bottle of sanitizing solution is used
- proper diaper disposal
- minimizing the handling of diaper wastes

Any diarrhea discovered when changing a diaper is evaluated to determine if the child should be isolated from the other children and/or sent home. Soiled clothing that is to be sent home with a parent is individually bagged.

30. TOILET TRAINING

Parents are encouraged to discuss their child's toilet training with the staff so that a Cooperative and consistent effort can be achieved. Children receive positive reinforcement for their successes in using the toilet; similarly, we are accepting when accidents occur. Learning to use the toilet takes time and it is also usual for a child to regress.

Please send in ample changes of clothing throughout this time.

In order to permit programming to start on time, parents must check and change their child's diaper if necessary upon arrival at the Centre. Children in training should be taken to the washroom by their parent or caregiver before the start of the program.

31. COMPLIANCE WITH POLICIES AND PROCEDURES

The staff, volunteers and Board of Directors are bound to follow and uphold the policies and procedures of VBCP outlined in this handbook. These have been designed to ensure a safe and productive environment that satisfies our licensing requirements and exemplifies the integrity of the school.

The Licensing Specialist from the Ministry reviews the Centre's policies and procedures annually. In addition, policies like the Behaviour Management Policy are an integral part of the fabric of the Centre, its philosophy and the program. Accordingly, the Supervisor and Vice-President reassess all policies and procedures annually and present any proposed changes to the Board of Directors for discussion and approval. The Supervisor also reviews the Centre's policies and procedures with new staff and volunteers to ensure they are understood and followed. Each year, the staff, volunteers and Board must read and formally sign-off on the policy and procedures, to acknowledge their full understanding and commitment to implement them. Also, adherence to these policies is part of the staff's annual review.

Finally, the Centre is governed by a set of by-laws. The Board of Directors also reviews these annually. The membership votes on any proposed changes at the Annual General Meeting.

Compliance with the Policies and Procedures

The Supervisor and President monitor staff and volunteers' compliance with the policies and procedures.

In the event of non-compliance with any of the policies and procedures, the Supervisor and President notify the contravening person. The procedures for responding to non-compliance are as follows:

Non-compliance by a Duty Day Participant/Adult Volunteer:

- the Supervisor and/or President provides a written or verbal warning advising the individual either to comply with policies and procedures, or temporarily cease participation at the school; a replacement would have to be used at the possible expense of the participating family
- if compliance is still not possible, the Supervisor and President discuss the case with the Board of Directors
- the Board votes on whether the violating volunteer must permanently cease participation at the Centre until compliance with policies and procedures is possible

For serious allegations, the participating individual may be asked to leave the premises immediately.

Non-compliance by a Staff Member:

The Centre will take the following steps for staff that have difficulty or refuse to practice the Centre's policies and procedures:

- the Supervisor discusses the non-compliance issue with the staff member to identify the difficulty and reasons for it; discussing the implications with respect to the child; specifying ways to employ positive methods of behaviour management; and putting the results of the discussions in a written report that is signed by both parties
- impose a two-week trial period, which takes place under the close observation of the supervisor, to comply with the policies and procedures and improve their methods
- review the performance after the two-week trial period; if there is no notable improvement and the staff member fails to comply or clearly disagrees with the philosophy, the supervisor and Vice-President advise the Board of Directors and initiate termination procedures

GENERAL POLICIES AND PROCEDURES

32. ANTI-RACISM AND DIVERSITY

As a community-based, *Cooperative* childcare centre, we are committed to the principles of racial and cultural equality. *VBCP* firmly believes that ethnic diversity strengthens and enriches our Centre socially, culturally, and economically and that racism creates barriers for children and their families and contravenes the fundamental principles of the Centre.

To ensure a steadfast commitment to these principles, *VBCP* believes that constant and continuing efforts must be made to develop and enforce anti-racism policies.

Specifically, the Centre is committed to:

- developing an environment and creating programs that promote and respect the beliefs, values, and practices of all, encourage diversity, knowledge, and understanding, and actively promote anti-racism
- encouraging open discussion with staff and volunteers about issues as they arise
- reviewing the philosophy with all staff and participating individuals to ensure they understand and adhere to it

33. CHILD ABUSE AND NEGLECT POLICY

VBCP recognizes that each of us has a responsibility for the welfare of children. The *Ontario's Child and Family Services Act (CFSA)* states clearly that members of the public, including professionals, such as Early Childhood Educators and those working with children, have an obligation to report suspected abuse promptly. If they suspect a child is or may be in need of protection from physical, sexual and emotional abuse and/or neglect by the person in charge of the child by failure to adequately care for, provide for, supervise or protect the child, they should report to:

- Durham Children's Services, Serious Occurrence line at: 905-433-1551

Staff members of *Village of Brooklin Cooperative Playschool* who, in the course of their duties, have reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse are required report the suspicion to the appropriate Children's Aid Society.

A child is "in need of protection" where:

- a child has suffered physical harm or is at risk of suffering physical harm
- the child has been or is at risk of being sexually molested or sexually exploited
- the child requires medical treatment or suffers from a mental, emotional or developmental condition and the child's family does not provide or refuses to consent to the treatment
- the child has been abandoned or not provided basic necessities (e.g. food, shelter, clothing etc.)
- the child has suffered emotional harm demonstrated by serious anxiety, depression, withdrawal, self-destructive or aggressive behaviour and the child's family does not provide or refuse to consent to treatment to remedy the harm

The duty to report is an ongoing obligation. If a person has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to a Children's Aid Society.

34. EMERGENCY and DISASTER POLICY

Purpose

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

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

Definitions

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

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

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

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

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

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

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

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

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

Policy

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

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

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

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: The Green Garage doors on the West side of the parking lot.

If it is deemed 'unsafe to return' to the child care centre, the evacuation site to proceed to is located at: Winchester Public School - 70 Watford Street, Brooklin, ON L1M1E8

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

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

If any emergency situations happen that are not described in this document, the centre 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 and the supervisor will file a serious occurrence in the CCLS

All emergency situations will be documented in detail by the centre's supervisor in the daily written record.

Additional Policy Statements

E.g. regular drills with staff for training/practice, emergency bag preparation, etc.

Regular drills will be done in each program on a monthly basis. Also, emergency bag will be examined monthly to ensure all information is accurate and first aid equipment is readily available.

Procedures Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<p>Lockdown 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"> 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location. 3) Staff inside the child care centre must: <ul style="list-style-type: none"> • remain calm; • gather all children and move them away from doors and windows; • take children’s attendance to confirm all children are accounted for; • take shelter in the kitchen with locked door or under furniture with the children, if appropriate; • keep children calm; • ensure children remain in the sheltered space; • turn off/mute all cellular phones; and • wait for further instructions. 4) If possible, staff inside the program room(s) should also: <ul style="list-style-type: none"> • close all window coverings and doors; • barricade the room door; • gather emergency medication; and • join the rest of the group for shelter. 5) The supervisor will immediately: <ul style="list-style-type: none"> • close and lock all child care centre entrance/exit doors, if possible • take shelter. <p style="margin-top: 10px;">Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>

<p>Hold & Secure 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"> 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. 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. 3) Staff in the program room must immediately: <ul style="list-style-type: none"> • remain calm • take children’s attendance to confirm all children are accounted for • close all window coverings and windows in the program room • continue normal operations of the program • wait for further instructions 4) The supervisor must immediately: <ul style="list-style-type: none"> • close and lock all entrances/exits of the child care centre; • close all blinds and windows outside of the program rooms; and • place a note on the external doors with instructions that no one may enter or exit the child care centre. <p>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</p>
<p>Bomb Threat 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>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat must: <ul style="list-style-type: none"> • remain calm; • call 911 if emergency services is not yet aware of the situation; • follow the directions of emergency services personnel; and • take children’s attendance to confirm all children are accounted for. 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. 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>Disaster Requiring Evacuation A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.</p>	<p>The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre’s fire evacuation procedures.</p> <p>Staff must immediately:</p> <ul style="list-style-type: none"> • remain calm; • gather all children, the attendance record, children’s emergency contact information any emergency medication; • exit the building with the children using the nearest safe exit, bringing children’s outdoor clothing (if possible) according to weather conditions; • escort children to the meeting place; and • take children’s attendance to confirm all children are accounted for; • keep children calm; and • wait for further instructions. <p>Staff will also:</p> <ul style="list-style-type: none"> • take a first aid kit; and • gather all non-emergency medications. <p>Designated staff will:</p> <ul style="list-style-type: none"> • 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 • in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. • If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a smoke and safe environment and ensure their required medication is accessible, if applicable; and • wait for further instructions. <p>If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</p>
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<p>Disaster – External Environmental Threat</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>If remaining on site:</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"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all program room windows and all doors that lead outside (where applicable); • seal off external air entryways located in the program rooms (where applicable); • continue with normal operations of the program; and • wait for further instructions. <p>3) The supervisor or Town of Whitby Working Foreman must:</p> <ul style="list-style-type: none"> • seal off external air entryways not located in program rooms (where applicable); • place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and • turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). <p>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
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<p>Natural Disaster: Tornado / Tornado Warning</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible. 2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately. 3) Staff must immediately: <ul style="list-style-type: none"> • remain calm; • gather all children; • go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways; • take children’s attendance to confirm all children are accounted for; • remain and keep children away from windows, doors and exterior walls; • keep children calm; • conduct ongoing visual checks of the children; and • wait for further instructions.
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<p>Natural Disaster: Major Earthquake</p>	<p>1) Staff in the program room must immediately:</p> <ul style="list-style-type: none"> • remain calm; • instruct children to find shelter under a sturdy desk or table and away from unstable structures; • ensure that everyone is away from windows and outer walls; • help children who require assistance to find shelter; • 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; • find safe shelter for themselves; • visually assess the safety of all children.; and • wait for the shaking to stop. <p>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. Individuals who have exited the building must gather at the meeting place and wait for further instructions.</p> <p>3) Once the shaking stops, staff must:</p> <ul style="list-style-type: none"> • gather the children, their emergency cards and emergency medication; and • exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building. <p>4) If possible, prior to exiting the building, staff should also</p> <ul style="list-style-type: none"> • take a first aid kit; and • gather all non-emergency medications. <p>Designated staff will:</p> <ul style="list-style-type: none"> • 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) • in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. • If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe area within the class and ensure their required medication is accessible, if applicable; and • wait for further instructions.
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	<p>The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</p>
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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 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: (905) 579-1520

Ambulance: 9-1-1

Local Fire Services (905) 668-5803

Site Supervisor: (647) 248-9535

Licensee Contact(s): Program Advisor – Karen Goodwin (905) 440-1030 x1078

Quality Assurance – Millie Forbes (905) 668-4113 x 3630

Child Care Centre Site Designate: Gillian Potts- Hemingway

Town of Whitby Working Foreman – (289) 314- 6529 After Hours – (905) 706-2140

Board of Directors:

President: Sarah Walker – (416) 903-4685

Vice President: Erin Taylor – (289) 200- 6718

- 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 president 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"> 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. 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. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) The President will determine if operations will resume and communicate this decision to staff.

<p>Communication with parents/guardians</p>	<ol style="list-style-type: none"> 1) As soon as possible, Supervisor and Vice President must notify parents/guardians of the emergency situation and that the all-clear has been given. 2) Where disasters have occurred that did not require evacuation of the child care centre the President must provide a notice of the incident to parents/guardians by Email. 3) If normal operations do not resume the same day that an emergency situation has taken place, President must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.
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<p>8b) Procedures to Follow When “Unsafe to Return” Notification is Given</p>	
<p>Procedures</p>	<ol style="list-style-type: none"> 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. 2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site. 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. 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. 5) Upon arrival at the evacuation site, staff must: <ul style="list-style-type: none"> • remain calm; • take attendance to ensure all children are accounted for; • help keep children calm; • engage children in activities, where possible; • conduct ongoing visual checks and head counts of children; • maintain constant supervision of the children; • keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and • remain at the evacuation site until all children have been picked up.

<p>Communication with parents/guardians</p>	<p>Upon arrival at the emergency evacuation site, the President and Onsite Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</p> <p>Where possible, Vice President will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.</p>
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35. Additional Procedures for Next Steps During an Emergency

The event will be documented in the log book and any incident and accidents forms will be filled out in full and documented. Water will be available at Winchester Public School and arrowroot crackers will be available.

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

<p>Procedures for Resuming Normal Operations E.g. where applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, temporarily relocating, etc.</p>	<p>The Town of Whitby Working Foreman along with the Onsite Supervisor will do a thorough walk through of the centre deeming it safe to return. The Onsite Supervisor will file a serious occurrence in the CCLS and contact the Quality Assurance liaison through Durham Region. The President will inform all the families via email and Facebook regarding resuming normal operations.</p> <p>The President will contact the Village of Brooklin Cooperative Playschool's insurance provider and work alongside the staff will create a list of damages, repairs needed and items lost. If the Village of Brooklin Cooperative Playschool needs to relocate the Onsite Supervisor will contact the MoE and program advisor as well as the QA through the Region of Durham.</p>
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<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>VBCP understands that disaster situations can be distressing. The Board of Directors will reach out to staff, parents, and students to assess needed support on an individual basis.</p>
<p>Procedures for Debriefing Staff, Children and Parents/Guardians Include, where, applicable, details about when and how the debrief(s) will take place, etc.</p>	<p>The Onsite Supervisor along with an executive board member must debrief staff, children and parents/guardians after the emergency.</p> <p>Debriefing will happen within 24hours of the event. If safe to do so, the debriefing will take place in the upper hall of the school, located at 45 Cassels Rd. East. The Board of Directors, Staff and Supervisor will be present.</p>

36. FIELD TRIP POLICY

Throughout the year, field trips are made to places of special interest. Each class may have different field trips at different times, depending on the interests of the class. A notice will be sent home in advance of the excursion informing parents of the destination, time and date. Impromptu excursions to the library, tobogganing, etc. will be discussed prior to arranging and a confidential survey sent out before deciding a ‘last minute excursion’ would take place.

Excursions will be “pay as you go.” The cost per child will be determined based on the activity that they are participating in. Parent/guardians are responsible for transportation of their own child or arranging transportation with another parent/guardian, and parents are required to stay and supervise their children during all excursions.

The school’s insurance policy covers the children while they are participating in a school activity outside the school

37. GRIEVANCES, COMPLAINTS AND CONCERNS

As a Centre with an elected Board of Directors that administers and manages the Centre, and is comprised of parents with children currently attending *VBCP* both the complainant and the Centre should address any issues immediately. In resolving complaints, the President and Supervisor are encouraged to use available resources such as the Parent Cooperative Preschool Corporation (PCPC) and the Ministry of Education.

The following outlines the procedure to address complaints from families about operations, curriculum, philosophy, verbal harassment, or any other matter related to *VBCP*:

- the complainant is required to write a letter outlining the complaint in detail to the President so that the facts are clearly recorded
- ask the complainant to discuss their concern with the Supervisor or President including specifics such as date, place, issues, and parties involved, using the letter as a source of information and agree on a plan of action and trial period
- record the outcome of the discussion in detail
- implement plan of action

If the complainant is unsatisfied with plan of action after a trial period, the complaint will be discussed at a Board meeting and the Board will vote on a second plan of action.

Issues relating to the Duty Day participants, teachers, programs, or methods of teaching should be directed to the Supervisor. The teachers and Duty Day participants report to the Supervisor. The Supervisor will notify the Vice-President of any concerns accordingly as he/she is responsible for Human Resources issues.

Issues related to the running of the Centre or concerns about the Supervisor should be directed to the President who will in turn work with the Vice-President and possibly the Board to resolve the concern. The Supervisor reports to the Board of Directors, which is overseen by the President.

Any staff concerns, complaints or grievances will be reported to the Supervisor or Vice-President, who will take action accordingly.

38. INSURANCE COVERAGE

VBCP has insurance coverage indemnifying the Centre for accidents or natural disaster. The policy also provides Directors' liability.

The school is not responsible for loss of property or clothing of its students.

39. PRIVACY POLICY

Privacy of personal information is an important principle to *VBCP*. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services we provide. We also try to be open and transparent as to how we handle personal information. Information is never sold to a third party.

40. STUDENTS IN THE CLASSROOM

VBCP participates in a number of programs involving students. Under the supervision of our staff, the students gain practical experience while bringing new ideas to the Centre. Notice of E.C.E. and high school student placements will be posted. Please make an effort to get to know these people. They contribute a lot to the program.

41. INDIVIDUALIZED SUPPORT PLAN POLICY & PROCEDURE

Policy

The V.B.C.P. 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.

Procedure

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”.

1. If a special need is identified during the course of enrolment 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.
2. On receipt of parent/guardian’s verbal agreement, the ISP process will be initiated.
 - a. 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. (see Forms)

3. In preparation for the ISP Meeting, the designated RECE and Supervisor and 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.
4. 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)).
5. The parent/guardian, in conjunction with centre staff, will complete the initial ISP form.
6. The plan will include (as per Reg. 52(1)):
 - a. A description of how the childcare centre will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the centre or provider.
 - b. This may include a descriptive statement of what meaningful and purposeful participation will be for the child that confirms the child care's commitment to this goal. For Example: Maddie will have the opportunity to display her strengths and interests while engaging in all aspects of the learning environment supported by the staff of the child care centre utilizing the support, aids, adaptations and modifications outlined in her ISP to facilitate belonging, well-being, engagement and expression.
 - c. A description of any support or aids, or adaptations or other modifications to the physical, social, and learning environment that are necessary to achieve clause (a); and
 - d. This may include but is not limited to environmental supports (physical space, programming activities, and transitions), staffing supports (training, attitudes and perceptions) and skill building (supervision, mentoring, modelling).
 - e. Instructions relating to the child's use of the supports or aids referred to in clause (b) or, if necessary, the child's use of or interaction with the adapted or modified environment.
7. The plan will be signed by the parent/guardian of the child to indicate their participation in the plan.
8. The plan will be housed in the child's file as per the centre's record keeping policy.

9. The strategies identified on the plan will be imbedded into the room programming. Information from the plan may be utilized in documentation posted in the room without identifying information.
10. If requested, a copy of the plan may be provided to a service provider with parent/guardian written consent.
11. The plan will be reviewed at one (1) month and six (6) months from the date of the ISP Planning meeting for every child that is 2.0– 4.0 years in age.
12. The childcare centre staff will implement the individualized support plan of each child with special needs.

42. VALUING DIVERSITY POLICY

VBCP is committed to the principle of equal opportunity for all its children, families, employees, and applicants for either program admission or employment. For that reason we intend to create an environment which offers families equitable access to sensitive and appropriate services that do not discriminate on the basis of visible or perceived differences such as race, gender, colour, religion, sex, age, family status, socioeconomic status, sexual orientation, national origin or disability.

VBCP recognizes and values the diverse backgrounds of the children we care for. We as a Centre will, through our programming, provide the children with a non-discriminatory, racially sensitive and culturally appropriate childcare program. We will ensure that the rights of the children in our care are not compromised and that each child is treated with respect, dignity, acceptance and understanding.

43. VULNERABLE SECTOR SCREENING PROGRAM — POLICE REFERENCE CHECK

In the interest of hiring staff and recruiting volunteers with the personal and professional qualifications essential to ensuring quality child care, VBCP will include criminal record checking as part of the hiring/recruiting process for all positions within the Centre. This information will be acquired only for candidates to whom a conditional offer of employment/volunteering has been made — this includes Duty Day staff, who will be required to submit to a Criminal Reference Check when registering their child.

At the commencement of each school year, all returning staff whose criminal reference check is less than 5 years old will be required to execute a Volunteer Offence Declaration certifying the absence or presence of convictions under the Criminal Code since their last Criminal Reference

Check was conducted. A new criminal reference check must be completed by every employee and applicable volunteer every 5 years.

Current employees and volunteers (Duty Day parents) of the Centre will be required to submit to a new Criminal Reference Check yearly (for example, an Early Childhood Education (ECE) teacher who is offered a position as a Supervisor), unless a Criminal Reference Check was completed within the preceding twelve (12) months. Duty Day staff will be required to submit to a new Criminal Reference Check when registering a new child (such as a sibling) with the Centre. If an employee or volunteer has terminated their relationship with VBCP for longer than 6 months, a new criminal reference check is required. If the termination of the relationship with VBCP has been for less than 6 months, the pre-existing criminal reference check would be valid. If a new CRC or declaration came due during the time of separation, that information must be updated upon the return of the employee or volunteer. For employees who return after 6 months, a new criminal reference check is required. For students/ volunteers returning after the 6 month mark, an Offence Declaration must be completed addressing the period since the Criminal Reference Check was completed.

44. PURPOSE

The Ministry of Education's guidelines state:

'...criminal reference checking is a precautionary measure designed to ascertain whether certain groups of employees...have a record of criminal convictions which would make them unsuitable for positions of trust (i.e. sexual assault, drug trafficking). Such checks assist the Ministry in attempting to ensure the safety and well-being of those for whom it has the responsibility to provide or ensure proper care.'

A Criminal Reference Check must be a condition for all new employees and volunteers, prior to their appointment.

45. POSITIONS AFFECTED

- all full-time and part-time staff;
- volunteers, if any, who might be left alone with the children at any time

Employees' criminal reference checks older than 5 years must apply to obtain a new one prior to it expiring. Written evidence needs to be on file indicating that confirms the request was made.

- volunteers, staff and/or students under 18 years of age will not be left alone with children at any time, and cannot accompany children to the washroom without a staff member in attendance

Criminal reference checks for members of the Board of Directors:

Members of the Board of Directors are required to provide evidence of a clear police check following the Annual General Meeting they were elected onto the Board. The purpose of police checks for Board members is to report on any criminal convictions under the Criminal Code, however, for Board members the police check does not need to include records of voluntary and involuntary apprehensions and transfers to a mental facility, incident reports, charges, or having been a victim, suspect or witness to an occurrence. Police Reference Checks are necessary to ensure that the children under our care remain safe. They also ensure that staff, volunteers and/or Board of Directors have not engaged in harmful behaviour in the past that could put our children, staff and/or the business at risk.

Human Rights Code training:

Amendments to the Memorandum of Understanding between VBCP and the local Police Services, effective April 2009, require that our agency must certify that at least one Agency member whose responsibilities include the review and assessment of the suitability of Applicants for positions within the Agency has received training on the Human Rights Code and the Agency's obligations there under with respect to offering employment or volunteer opportunities, has read the current Ontario Human Rights Commission policy or policies applicable to this issue. This training requirement may be met through training delivered by a consultant, the OHRC or through a self-study program undertaken by the responsible Agency member using resources available on the Commission's website (ohrc.on.ca).

46. PROCEDURES

All candidates will be advised of the requirement of the Criminal Reference Check during the interview. If a conditional offer is made, the successful candidate will sign a form consenting to the Criminal Reference Check ('Consent to Disclosure Form'). VBCP will supply the necessary forms to submit to the Durham Regional Police Service.

The successful candidate is responsible for the cost of securing the Criminal Reference Check.

Any information obtained from the candidate or the police shall be restricted to the Hiring Committee.

The Durham Regional Police Service usually completes the Criminal Reference Check on the spot, and will give the information concerning the results of the search directly to the applicant.

The Criminal Reference Check will consist of a check through the Canadian Police Information Computer System (CPIC) (which includes Investigative, Intelligence and Identifications data banks and Service data banks) for the following information:

- Criminal convictions
- Outstanding criminal and provincial statute warrants
- Outstanding charges before the courts (including charged entries, including conditional release information)
- Missing person and/or elopee information
- Probation information (including peace bonds, restraining orders and reporting conditions)
- Any prohibitions (including firearms, driving, hunting and boat)
- Federal and provincial parolee information, and information relating to whether the candidate is suspected of committing a criminal offence or are involved in a serious criminal investigation
- Refused information (including firearm acquisition certificates)
- Special interest police information (including persons who have attempted to commit suicide whether in or out of police custody; persons who are known to be violent towards the police, themselves or other persons; and persons who are foreign fugitives where no warrant is available or the fugitive is not arrest-able in Canada)
- Persons of interest (including persons who are suspected of committing criminal offences; persons involved in a serious criminal investigation; and persons who feel they are in danger of family violence)
- Criminal record information
- Special address information (information pertaining to addresses involved in criminal activity or domestic situations)
- Non-indictable information
- Note: if, in the future there is any position where children will be passengers in a vehicle driven by the employee/volunteer, a driving record check will also be required

In addition to the above categories of records, Service databases also document contacts that the candidate has had, if any, with the Service under the Mental Health Act; specifically there are provisions under the Mental Health Act according to which police officers may apprehend a person and take them to the hospital for assessment by a medical professional. When police apprehend someone under the Mental Health Act, this is noted in the police database.

The Durham Regional Police Service does not, however, disclose contact, if any, that the candidate has had with the Service pursuant to the Mental Health Act as part of the Criminal Reference Check, unless VBCP specifically requests such information and certifies to the Service on the Consent to Disclosure Form that the information is required by the Centre to properly complete its evaluation of the candidate's suitability for the position.

VBCP will request this information when filling positions which require the candidate:

- To exercise a supervisory function in the program (i.e. bear overall responsibility for a group of children, which includes responsibility for planning and directing the group's activities, and monitoring and reviewing the children's experiences in the program); or
- To be routinely alone with children without the presence of another adult for a significant segment of the program.

Positions at VBCP that require these functions include:

- Supervisors
- Early Childhood Education (ECE) teachers and supply teachers
- Duty day parents and classroom volunteers
- Co-op students or student teachers

Note: candidates for these positions will be asked to sign a Consent to Disclosure Form that requests information with respect to whether the applicant has been apprehended under any provision of the under the Mental Health Act.

The candidate may start to work before a Criminal Reference Check response is received but it will be made clear on the contract that their position is conditional on a negative Criminal Reference Check. Candidates will not be left alone with the children until there has been a satisfactory outcome of the Criminal Reference Check process.

47. PROCEDURE FOR A NEGATIVE CRIMINAL REFERENCE CHECK

When a Criminal Reference Check results in no findings of a police record, the Durham Regional Police Service send a copy of the original Consent to Disclosure Form with a stamp identifying 'No Findings' to the candidate directly. The candidate must retain a copy of the form and immediately submit the original to VBCP. The form must be forwarded to the Centre as soon as it is received.

The form is to be received before the staff member, volunteer, or duty day parent begins their first shift. The candidate may be relieved of their responsibilities until it arrives.

48. PROCEDURE FOR A POSITIVE CRIMINAL REFERENCE CHECK

In the event of a positive Criminal Reference Check, the candidate will be provided with the police response and may be asked for written particulars surrounding the charges/convictions listed.

The candidate must retain a copy of the findings, and immediately submit the original to VBCP

The candidate may be requested to authorize the Durham Regional Police Service (Records Management Services) to speak with a member of the Hiring Committee to confirm the general nature of the information included in the summary of findings.

Upon receipt of the findings, the candidate will be given an opportunity to meet with the Hiring Committee to discuss the results of the check.

In the case of a positive Criminal Reference Check, the position may be withdrawn (and the employee or volunteer may be required to cease work, if applicable) until a final decision of the Hiring Committee has been made.

The Hiring Committee will review the offence(s), taking into consideration:

- The nature of the offence(s)
- Sentencing received
- The length of time since the offences were committed
- The candidate's employment record, qualifications and references
- Any rehabilitative efforts made
- Whether a pardon has been requested
- If the finding concerns an apprehension under the Mental Health Act, the circumstances surrounding and following the apprehension, and the length of time since the apprehension
- The specific duties and responsibilities associated with the position applied for and the relevance of the particular conviction to the position
- The risk posed to the Centre and the children if the candidate were hired

A decision will be made based on the Committee's assessment.

The Committee will document its discussion and the reasons for its decision.

The candidate will be advised verbally and in writing of the Committee's decision.

49. DOCUMENTATION

All information obtained through a Criminal Reference Check is confidential. Only the Hiring Committee will have access to this information.

The Supervisor will note in the employee's or volunteer's file the date of the Criminal Reference Check and the date the check was accepted by the Hiring Committee. Any other documentation,

including that of the Criminal Reference Checks, summaries of findings, and records of the Committee's discussion, will be kept in a secured file.

50. PROVINCIAL LICENSE AND OTHER INSPECTIONS:

Ministry of Education:

VBCP is licensed under *Ministry of Education*. Every year, a licensing specialist from the Ministry performs a full inspection of the Centre for the license renewal.

The inspection includes spending all day at the Centre to review the program, policies and procedures, health and safety practices and all the requirements of the *Ontario Child Care and Early Years Act*.

After the inspection, a detailed report signed by the licensing specialist is presented to the Supervisor. A copy is reviewed with the Board of Directors.

Durham Regional Children's Services:

Each Centre has a consultant who performs surprise visits to the Centre at least twice a year for a complete and full inspection.

The consultant spends a full day in the Centre to review the program curriculum and all of the requirements of the Durham Regional Children's Services.

This is achieved with the Durham Region *Operating Criteria* guidelines.

After the inspection, a detailed report is signed by the consultant and by the Supervisor. A copy is reviewed with the Board of Directors.

Public Health Inspector 'Food Safety Inspector'

The Public Health Inspector performs surprise visits to the Centre twice a year. The main objective of the visit is to check all food related safety guidelines such as menu, food temperature, employee hygiene, storage, health hazard and general food handling.

After the inspection, a detailed report is signed by the inspector and by the Supervisor. A copy is reviewed with the Board of Directors.

HEALTH AND SAFETY POLICIES AND PROCEDURES

51. ALLERGY AND ANAPHYLACTIC POLICY

Policy Statement

The Village of Brooklin Cooperative Playschool recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances.

Common triggers of an anaphylactic reaction include certain foods such as nuts and peanut butter, insect stings, medicine, latex etc. An anaphylactic reaction can have very serious effects, including circulatory collapse, shock, or even death.

The VBCP does not purport to be, nor can it be deemed to be free of foods and non-food items that may lead to a severe allergic or anaphylactic reaction. The VBCP will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

We live in a world that is contaminated with potential allergens, and anaphylactic children must learn to avoid certain triggers. While the key responsibility lies with the anaphylactic individual and his or her family, in the case of a young anaphylactic child, the child care community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the co-operation and understanding of all members of the VBCP, including staff, students, volunteers and parents/guardians.

Parents/guardians are informed that we endeavor to provide a nut/peanut free environment. Students, volunteers and parent/guardians are instructed not to bring any *unauthorized* food into the school. A letter informing parents of this is included in the registration package and will be followed up with a letter in September along with an information/training seminar on anaphylaxis and emergency procedures. This letter must be signed by the parent/guardian and returned to the Supervisor to ensure every family is aware of the policy.

As with all other policies of the VBCP, staff, students, volunteers and parent/guardians are expected to comply.

Communication Plan

- It is the responsibility of the parent/guardian to inform VBCP that his or her child has allergies or is anaphylactic or potentially anaphylactic. Parent/guardians are to inform the playschool in writing if there are changes to the child's allergy or medication.
- All staff and volunteers shall be made aware of the children with anaphylactic allergies. A list of all children with allergies is posted in the preschool area and attached to the fridge.

- An individual emergency plan for each child with anaphylaxis must be completed by the parent/guardian, have the child's photograph attached and be posted in the child's classroom. This form will be updated annually.
- At the time of the child's admission to VBCP, the Supervisor and the relevant teaching staff, will discuss the child's allergies with the parent/guardian.

Availability and Location of EpiPens

The EpiPen is an auto-injector containing epinephrine (adrenaline). This medication is an alpha and beta-receptor stimulant used to treat severe allergic reactions. It may also be used to treat severe conditions that affect breathing.

Parent/guardians of the anaphylactic child must provide a minimum of one (1) EpiPen to be left at the VBCP. The parent/guardian must replace the EpiPen when the expiry date is reached.

The EpiPen will be stored in a known location in the classroom. Should the class go upstairs to play in the gymnasium; the EpiPen will be carried along with the teaching staff. If a staff member is carrying an EpiPen on their person, they should ensure this is transferred to another staff member should they leave. The location of the EpiPen is clearly labelled and accessible. All staff and volunteers are made aware of its location, and the location is recorded on the allergy alert form.

- Staff and volunteers are provided training by a parent/guardian or physician on each child's emergency plan. The training will be signed by each individual.
- Posters describing the signs and symptoms of anaphylaxis and the use of the EpiPen are posted in the preschool.
- Parents/guardians are to advise the operator if their child develops an allergy or is no longer allergic, or no longer require an EpiPen. These changes must be made in writing.
- The EpiPens will be checked monthly to ensure they have not reached their expiry date.
- The expiration of the EpiPen will be noted in the form and the parents/guardian will provide the preschool with new EpiPens as necessary.
- The parents/ guardian must sign a "*Consent for Emergency Administration of an EpiPen by Preschool Personnel*" form for the administration of the EpiPen. The Supervisor and the relevant teaching staff will receive a demonstration of EpiPen administration by the parents/ guardian and both the parents/ guardian and Supervisor/ teaching staff must sign the consent form indicating this has been done.

Treatment Protocol

An individual treatment protocol needs to be established by the child's allergist and outlined on the allergy alert form by the parent. The VBCP cannot assume responsibility for treatment in

the absence of such a protocol. The parent signs a consent form for the administration of the EpiPen.

All staff are trained, as follows, in the management of an anaphylactic emergency:

1. The EpiPen is administered at the first sign of a reaction, however slight (e.g. itching or swelling of the lips/mouth in food allergic children). There are no contraindications to the use of epinephrine for a potentially life-threatening allergic reaction. Time of administration is noted. Adults must be encouraged to listen to the concerns of the anaphylactic child, as the older child usually knows when they are having a reaction, even before signs are manifested,
2. One person stays with the affected child.
3. One person goes for help and 911 is called.
4. The parents/ guardian are contacted.
5. Action will be based on parent direction.
6. Regardless of the degree of reaction or response to epinephrine, the child is taken to an emergency room by ambulance. Symptoms may recur up to eight hours after exposure to allergen. One person will stay with the child until the parents/ guardian arrives.
7. The incident is recorded and treated as a serious occurrence.

Training

- The policy and procedures will be reviewed annually by staff and volunteers, and each person will receive a demonstration on the use of the EpiPen initially, and annually thereafter.
- Each individual emergency plan will be reviewed initially, and annually thereafter.

Reducing the Risk of Exposure to Anaphylactic Causative Agents

- All snacks will be provided by the VBCP. The Supervisor and teaching staff will coordinate a 'safe' snack/menu plan and will be responsible for the shopping of the food items. All food items must be checked for content and must not contain a nut/peanut warning.

- If a parent/guardian wishes to celebrate their child's birthday by providing a special snack they may do so by providing a Peanut/Nut free snack which must be brought unopened and in their original packaging for Teacher approval.
- Materials/foods that may be used for craft and sensory programming, depending on the threatening allergies of the children at the VBCP, will also be monitored.
- The list of causative agents will be reviewed as necessary depending on the threatening allergies of the children enrolled.

52. CLEANLINESS AND SANITATION

VBCP maintains the highest standards of cleanliness and sanitation.

Classrooms are kept clean by:

- staying free of smoke (VBCP is a smoke-free facility)
- washing and disinfecting toys biweekly (if a toy is put into a mouth, it is set aside and cleaned thoroughly)
- mopping floors and vacuuming daily
- sterilizing sinks daily
- washing towels and dishcloths daily
- emptying, sanitizing the water table and water toys after use (the water table is not used during an outbreak of a contagious disease)

Hand washing is the most effective way to prevent the spread of viruses. *Village of Brooklin Cooperative Playschool* enforces strict hand washing for adults and children. Therefore, staff and adults should wash hands:

- Before: reporting for work (especially important to remove traces of peanuts or other allergenic foods), feeding a child, applying first aid, preparing food, changing diapers, applying ointment
- After: changing diapers, caring for an ill child, removing all gloves, wiping a child's nose, taking children to the toilet and cleaning blood or faeces, removing soiled clothes, touching or scratching the body

53. HANDWASHING TECHNIQUES

Proper hand hygiene is the single most effective way to prevent the spread of germs and reduce your chances of becoming ill. Hands spread an estimated 80% of common infectious diseases like the common flu and cold.

Hand hygiene refers to removing or killing germs on the hands. There are two ways to do this:

- wash your hands with soap and water; or
- use an alcohol-based hand sanitizer

VBCP enforces the following hand hygiene procedures:

- wet hands with water
- use soap
- lather for 15 seconds
- rinse with water
- towel dry hands
- turn taps off with towel

When to wash your hands:

- after blowing your nose or coughing and sneezing into your hands
- after going to the washroom
- before and after visiting someone who is sick
- after playing outside
- after playing with animals
- before eating and drinking
- before and after handling food
- if hands look or feel dirty
- after handling garbage

54. HEALTH AND IMMUNIZATION

If staff, volunteers or visitors along with enrolled children exhibit the following symptoms:

- severe runny nose or cough, wheezing or difficulty breathing, excessive lethargy
- an oral fever of 38°C (100.4°F); contact your physician immediately if the fever is at or above 39°C (102°F)
- undetermined rash; your child must be seen by a physician to determine the nature of the rash before returning to the Centre
- vomiting, diarrhea or fever within the last 12 hours

It would be in the best interest of your child and the other children at *VBCP* if he/she were kept home, or the staff, volunteer, or visitor stays home. Children must be symptom free for 24 hours, before returning to the Centre.

If a child, staff member, or volunteer appears to be ill upon arrival to the Centre, the staff reserves the right to send that person home. We strongly recommend that parents prepare and arrange for emergency back-up childcare in anticipation of these situations. If your child is not

well enough to participate fully in the program, he/she is probably not well enough to be at school.

If a child becomes ill during the day, the family or alternate adult will be contacted to pick up the child. We ask parents to keep staff informed of all communicable diseases and any other signs and symptoms of illness their children experience. This information may need to be reported to the Durham Region Health Department. If a staff member or volunteer becomes sick during the day the centre supervisor will assess the illness and decide whether to send that person home. This information may need to be reported to the Durham Region Health Department.

If children, visitors, volunteers or staff become ill with the following;

- 2 or more diarrhea bowel movements
- Vomiting
- Unexplained rash

The child's guardian will be contacted to pick up their child and will be excluded from program to await their guardians arrival with staff member in school lobby.

In order for medication or drugs to be administrated to a child a *Medication Permission Form* must be filled out. This will allow the staff to administer medications such as an EPI-pen, Benadryl, asthma puffer, etc.

Children must be immunized according to the Health Department's Immunization Schedule (contained in the Registration Package). Tuberculosis testing will be required for participants who have spent three months (90 days) or more during the past 5 years in countries specified by the Health Department.

You must fill out an immunization form from the District Health Office BEFORE your first visit to the Centre takes place, indicating the date that each vaccination was given. Children who have not had the necessary vaccinations can be withdrawn from the Centre until the vaccinations are up-to-date. This is a regulation of the *Ontario Child Care and Early Years Act* and the City Health Department. Refer to the Ontario Regulations of the Child Care and Early Years Act and your Health Department for more information on these regulations.

We follow the recommendations of the Health Department for childcare facilities regarding the prevention of Hepatitis B and HIV infection.

Parents will be asked to read, sign and comply with our *Sick Children Procedure*.

Centre staff evaluates children upon entering the program and any signs of illness are noted along with the attendance log. Centre staff track illnesses to determine if an outbreak occurs. All reportable diseases and outbreaks are posted on the centre bulletin board, as well as parents in specific classes are notified about any communicable illnesses found in their class. If an outbreak does occur, these steps are followed:

- Parents, Board of Directors, and the Durham Region Health Department are notified
- All absorbent, plush, group sensory play, and natural items are removed from the classroom and sanitized or disposed of
- Enhanced sanitizing procedures are started in the classroom area

The decision to close the centre due to an outbreak will be jointly made by the Centre Supervisor, staff, and the Board of Directors, at the direction of the Durham Region Health Department and the Ministry of Education.

55. HEALTH CARE PRECAUTIONS

Precautions in Handling Blood and Body Fluid:

The following precautions must be followed to minimize the risk of transmitting blood-borne diseases when handling bodily fluids:

- wash hands and put on rubber gloves
- wipe up or absorb the spill while minimizing contact with the spill
- wash contaminated area with detergent and hot water, rinse and dry
- disinfect the area with bleach solution (one part bleach to nine parts water)
- dispose of the contaminated articles in a sealed plastic bag, which is placed in a second sealed plastic bag
- wash hands thoroughly
- soiled clothes are removed and the child changed into fresh clothes from their bag; soiled clothes should be cleaned at home

Treating Bites:

A bite from a child can be harmful. Fatal diseases can be transmitted through mucus and blood resulting from a bite. After biting occurs the following procedures must take place:

- wash the wound thoroughly with soap and water
- if skin has been punctured report the wound to the Public Health Communicable Disease Department
- contact the family of the bitten child; parents should consult with their physician
- contact the family of the child who did the biting
- the teacher and the family will decide the appropriate response; *VBCP* may suspend the child after three incidences; staff will work closely with families to assess the cause of the behaviour and address the problem; the biting incident is noted in the logbook

56. MEDICATION POLICY

Precise regulations exist pertaining to the dispensation of medication in a childcare program. These regulations are written to protect your child and the staff and must be adhered to without exception. These regulations require that:

- all medication must be prescribed by a physician and must be brought to the Centre as dispensed by a pharmacist (that is, in the original package with the pharmacist's label)
- the medication must have been prescribed for the child and not for any other family member; if you have two children enrolled at the Centre who are taking the same medication, you must have two separate prescriptions
- the prescription must be current
- a medication form must be filled out for each day the medicine is to be given; the form must be filled out completely; ditto marks are not acceptable

Over the counter drugs (e.g. cough medication, aspirin, decongestants, etc.) will not be administered at *VBCP*. Should your physician recommend these medications, ask him/ her to write a prescription for use in the Centre.

57. FIRST AID POLICY

- Every licensee shall ensure that every employee working at a child care centre has a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a director.
- 2-Day Standard First Aid & CPR-C (adult/child/infant CPR)
- Time Required:16 Hours
- Standard First Aid qualifications are valid for three years. Recertification is then required.

VBCP posts emergency telephone number lists near all telephones that includes the numbers of local fire and police departments, the nearest hospital and ambulance service, and the nearest Poison Control Centre.

VBCP has ensured that the address of the Centre can be seen from the street, day or night to help in the event of an emergency at the Centre.

Staff and volunteers are trained and up-to-date with their first aid and CPR for the appropriate age groups of the children enrolled in the Centre.

How VBCP is prepared before injuries occur...

- Signed parental consent forms are kept on file to enable the staff and volunteers to provide emergency treatment or transportation is necessary; complete and up-to-date emergency contact information is also available for each child in their file
- A list of each child's medical history is available in each child's file, which includes immunizations, allergies, medications and serious illnesses; family's update the forms once per year or whenever a change in information occurs; when away from the Centre, each child's emergency contact information and medical consent forms are brought with the caregiver
- A back-up caregiver is available if medical transportation of a child is necessary
- Stocked first aid kits are available in convenient locations, and these locations are known to all staff and volunteers; the first aid kit is out of reach of children, but is easily accessible to staff; staff and volunteers are familiar with and know how to use the contents of the kit; first aid kits are regularly checked and restocked as necessary
- A portable first aid kit is available for field trips
- Any special procedures individual children require are considered and supplies made available by the family (i.e. EPI-pen, insulin, anti-seizure medication, etc.)

58. FIRST AID KIT SUPPLIES

(Please refer to the First Aid Regulation 1101 for First Aid Requirements)

- Adhesive tape and non-allergic tape
- Band-Aids (assorted sizes)
- Tensor bandage
- Stretchy gauze
- Butterfly bandages (assorted sizes)
- Thick dressings
- Gauze pads for cleaning wounds
- Triangular bandages with safety pins
- Sterile Telfa-pads
- Flashlight with batteries
- Tweezers with points
- Scissors
- Fever strips or thermometer
- Reusable ice packs
- Breathing mask
- Sunscreen 15 SPF or higher
- Plastic bag to collect soiled gloves and used supplies
- Disposable gloves
- First aid book

59. FIRST AID KIT SUPPLIES FOR FIELD TRIPS:

- Safety pins
- Scissors
- Alcohol swabs or wet-wipes for cleansing
- Triangular bandages
- Gauze pads and stretchy gauze roll
- Adhesive tape and non-allergic tape
- Tensor bandage
- Thick dressing
- Band-Aids (assorted sizes)
- Fever strips
- Sunscreen 15 SPF or higher
- Instant ice pack
- Breathing mask
- Disposable gloves
- Plastic bag to collect soiled gloves and used supplies
- 'Throw up' bag
- List of children's allergies
- Emergency cards

General Principles of First Aid...

60. IF AN INJURY OCCURS:

- Stay calm and call for another adult
- Check for life-threatening situations or conditions
- Unconsciousness
- Not breathing or having trouble breathing
- No pulse
- Severe bleeding
- Call 911 if needed; if possible, stay with the child and send another person to call
- Give CPR or first aid if necessary
- Treat the child for shock if indicated
- Do no further harm; do not move the child, unless the child is in danger of more injury
- Comfort the child
- Notify the parent or guardian, or other emergency contact
- After the incident is over, complete the injury report form
- Review and determine ways to prevent a reoccurrence

61. SAFE DRINKING WATER POLICY

VBCP, in co-operation with the Ministry of Education, is committed and responsible to deliver services which promote health, safety, and welfare of the clients being served. The Centre is responsible to be accountable to the Ministry, and specifically to demonstrate that service delivery is consistent with relevant legislation, regulations and Ministry policy.

The Ministry requires that providers of services for children under the *Child Care and Early Years Act (CCEYA)* ensure that plumbing (every tap) is flushed:

- daily in premises built prior to 1990, and
- weekly (on the first day of each week) in premises built on or after 1990*

*if any part of the construction of the building was completed before 1990, then daily flushing would be required.

Flushing Method:

- flushing must be completed before the premise opens for the day
- cold water must be turned on for 5 minutes at the last tap on each branch/run of pipe (do not remove aerator if present)
- filters or other treatment devices installed on or near the tap must be bypassed during the flushing if it is practical to do so
- after the 5 minute flushing is complete, all drinking fountains and other taps used for drinking purposes must be flushed for 10 seconds (do not remove aerator is present)

Flushing is recorded (includes date, time, and signature of person flushing the system) and the record is kept for 6 years.

All Centres must carry out annual sampling and testing for lead; the laboratory that is conducting the sample analysis is required to report test reports that exceed the drinking water lead standard to the operator of the Centre, the Medical Officer of Health, the Ontario Ministry of the Environment Spills Action Centre and Interested Authorities. If a sample indicates elevated lead levels, the operator of the Centre hall undertake corrective action as per the direction of the local Medical Officer of Health.

62. SMOKE FREE POLICY

Under the Smoke Free Ontario Act, 'No Smoking' signs are required to be posted at the entrance of the Centre, including the washrooms. The purpose of the Act is to protect people's health by prohibiting smoking at all times whether or not children are present.

VBCP is a smoke free environment. Parents, visitors and students are required not to smoke or hold lighted tobacco in the building, playground, on field trips, whether there are children

present or not. For the Village of Brooklin Cooperative Playschool, this means that no one is permitted to smoke at the school's entrance, in the parking lot or in the School itself.

63. PETS AND ANIMALS ON PREMISES POLICY

Pets and other animals are not allowed in areas occupied by children during our program, with the exception of service animals. When a service animal is on the premises, the children are not permitted to touch, tease, or chase the animal. The animal is not permitted in the playroom, kitchen or storage areas. The owner is responsible for providing a copy of the Veterinary Care Statement for Animals Visiting Child Care Centres as proof of the animal's health. The animal must have up to date vaccinations and proof will be kept on file for one year and made available to Public Health Officers, MOE, The Region of Durham or parents/guardians who may request to see the vaccination form.

RABIES: Any bite, scratch, or attack by an animal must be reported immediately to Durham Region Health Department. In order to protect children and staff from infection, The Village of Brooklin Cooperative Playschool, must report all animal bites or scratches to the Health Department immediately. This includes scratches or bites that may have come from the family's pet(s).

64. EMERGENCIES

It is very important that the Centre is able to get in touch with a family member or an alternate in case of emergency. To ensure that families are immediately accessible in the case of an emergency, it is essential that the Centre be notified of any change in home address, employment address, phone numbers, etc. If for any reason parents are not at their regular place of employment (e.g., at a meeting, conference, etc.), they are required to ensure that they can be contacted should the need arise. We ask that each family arrange an alternate adult who we can phone in the case of emergency, if the parent is not available.

A child needing emergency medical care will be taken to the nearest available hospital as required. Families will be notified immediately. If families have special requirements regarding hospital treatment of their child, they must communicate these requirements to the Centre in writing.

In an emergency, the safety and care of the children is the prime concern of *VBCP*. Emergency and fire procedures are posted in the Centre. Parents should read these procedures and be familiar with them. It should be noted that if the Centre requires temporary emergency shelter, staff and children will be housed at Brooklin United Church.

If travel to this location is not possible, or if the entire school is relocated, the Centre will follow directions given by the landlord. The Centre will contact the families from this location.

65. SERIOUS OCCURRENCE POLICY

It is the policy of The Village of Brooklin Cooperative Playschool to ensure the safety of the children and staff. In the event of a serious occurrence, during the Organization's hours of operation, the following will provide information on how to identify, respond to and report as serious occurrence, as outlined by the CCEYA.

A serious occurrence is defined as:

1. The death of a child while receiving child care whether it occurs on or off premises
2. a life-threatening injury to or a life threatening illness of a child who received child care at a centre
3. abuse, neglect or an allegation of abuse or neglect of a child while receiving childcare at a child care centre
4. an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised
5. 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 a child care centre

REPORTING REQUIREMENTS

Licensees are required to notify their program advisor through CCLS. If licensees cannot access the CCLS, they must still notify their program advisor via telephone or email within 24 hours of the incident and complete a Serious Occurrence report in the CCLS as soon as the system becomes available.

- Ministry Contact Information:
Program Advisor: Karen Goodwin
Telephone: [905-440-1030](tel:905-440-1030) ext 1078
Email Address: karen.goodwin@ontario.ca

REPORTING A SERIOUS OCCURRENCE

1. The Director or Acting Designate will inform the Ministry of Education through the CCLS within 24 hours of becoming aware of the occurrence. Identify clients only by their first name and the first initial of their last name. Refer to others involved in non-identifying terms (first and last initials only). The name of the organization should be consistent with the license issued or the legal name of the service provider.
2. The Region of Durham, Children's Services Division is notified by the Ministry of Education of any serious occurrences reported in the CCLS. Quality Assurance Program managers or a Children's Service Division Manager may follow up as necessary.
3. Serious Occurrence Notification form will be posted within 24 hours for families to view when a serious occurrence has happened. The Serious Occurrence Notification Form will be posted near the child care license and Licensing Summary Chart located in the playroom. The Serious Occurrence Notification Form will be posted for a minimum of 10 business days. If the form is updated with additional information such as additional actions taken by the operator, the form remains posted for 10 days from the date of the update. Serious notification forms are kept for at least three years.
4. Within 7 business days of reporting the SO, you must follow up through CCLS.
5. The ministry may request additional information from the service provider. The ministry may also initiate its own review, depending on the circumstances.
6. The Director will complete an annual summary report as a method of identifying issues, trends, actions taken, and retain the report on file in the office. Licensing staff will review the annual reports during licensing inspections

SERIOUS OCCURRENCE REPORTING
SUMMARY OF RESPONSIBILITY

<u>TIMEFRAME</u>	<u>RESPONSIBILITY</u>
Immediately	<p>Address health and safety of client</p> <p>Parent/guardian is immediately informed that their child was involved in a serious occurrence</p> <p>Notify all applicable parties as required</p>

Within 24 hours

determine if the incident is a serious occurrence to be reported to the Ministry of Education through the Child Care Licensing System

Report SO to Ministry of Education through the CCLS.

A Serious Occurrence Notification Form will be posted by the License and License Summary Chart in the lunchroom for 10 business days for families to view

Within 7 business day

Ministry of Education and Regional office will review all information and action taken by the service provider

Determine if further ministry follow up is required. If so the program adviser will work with the service provider

RESPONDING TO A SERIOUS OCCURRENCE

The following steps must be adhered to when staff members are dealing with a Serious Occurrence:

1. Provide the child with immediate medical attention as needed. As well, address any continuing risks to the health or safety of the child, others present.
2. The Director/Designate will inform the parent or guardian the parent/guardian. A detailed explanation of the incident must be given to the parent. Allow the parent to take time to take in the information and understand what has occurred. Inquire if there any questions. If the parent cannot be reached, call the emergency contact listed on the child's enrolment form. Follow up with parents
3. Report the incident to the Director or acting designate explaining who was affected, what, when and where it happened.
4. If there is reason to suspect that a client has been abused and or in need of protection contact the Children's Aid Society and or police as per the duty to report requirements under the CFSA. The person who has the reasonable grounds to suspect that a child is or may be in

need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.

5. Ensure that the local coroner is notified immediately in all cases involving death, regardless of location (hospital)

6. If a child is missing:

- alert all staff
- immediately search the premises, including outdoor areas
- have a staff member who is not searching the premises immediately alert the child's parents
- call the police
- report serious occurrence

INSTRUCTIONS FOR COMPLETING THE SERIOUS OCCURENCE NOTIFICATION FORM

Protection of Personal Information and Privacy

- Operators must ensure the information posted in the Serious Occurrence Notification Form protects personal information and privacy
- To help support the protection of privacy and personal information, no child or staff names, initials, and age or birth date of child are to be used on the Serious Occurrence Notification Form
- No age group identifiers are to be used, eg: Preschool, Toddler,

Allegations of Abuse

Serious Occurrence Notification Forms pertaining to allegations of abuse are posted immediately! They may be updated as reviewed. If updated the posting will remain posted for 10 consecutive days after the revised date.

“Some serious occurrences, most notably an allegation of abuse or neglect, will give rise to a duty of report that a child may be in need of protection. If a licensee or staff member suspects that a child is, or may be, in need of protection, they must report this to the local children’s aid society in accordance with section 72 of the Child and Family Services Act. The person who has the reasonable grounds to suspect that a child is, or may be, in need of protection must make the report directly to a children’s aid society. The person must not rely on anyone else to report on his or her behalf. A report to a children's aid society must be made for all situations where a child is, or may be, in need of protection, no matter where the alleged abuse or neglect took place. However, licensees are only required to notify the program advisor of a serious occurrence if the alleged abuse or neglect occurred while the child was receiving care at the child care

centre. It is also important to note that registered early childhood educators (RECEs) are expected to be accountable for their actions as early childhood educators and to abide by the College of Early Childhood Educators' Code of Ethics and Standards of Practice as well as all applicable legislation, regulations, by-laws and policies that are relevant to their professional practice." - Child Care Licensing Manual

ORGANIZATION

66. DECISION MAKING

Although many decisions regarding the children's day are made by the Centre's staff, general policy decisions are made by the Board of Directors. There are up to 10 positions on the Board of Directors.

General meetings may be called as needed. Board of Directors' meetings will take place once a month or as need dictates. Any parent may make a written submission on any matter pertaining to the Centre at any time for consideration by and reply from the Board. Any parent wishing to meet with the Board is to make arrangements for a meeting through the Secretary.

The following are, in general, the areas of responsibility of the Board of Directors.

- Decisions concerning the philosophy of the Centre
- Periodic evaluations of the program
- Decisions concerning the hiring, disciplining and dismissal of staff
- Decisions concerning staff salaries and terms and conditions of employment
- Decisions concerning registration and fee structure
- Establishment and monitoring of the budget
- Management of revenue
- Decisions concerning operating procedures
- Policy development (all Centre policies are available upon request)
- Resolution of conflict with staff or families which have not been resolved by the Supervisor

The Supervisor works closely with the Board of Directors with respect to all aspects of the Centre's management and attends most Board meetings. Should parents have any questions or concerns about their child, please do not hesitate to speak to the Supervisor.

May we respectfully remind you that positions held on the Board of Directors are voluntary and, at times, very time-consuming. We would appreciate compliance with the regulations in order to make their jobs easier and more pleasant!

67. ANNUAL GENERAL MEETING

Families with children currently registered at *VBCP* are voting members (one vote per child registered) of the Centre and, therefore, have a say in the direction of the Centre.

All members are asked to attend the Annual General Meeting (through Conference Call), which is held in May. During the meeting, we review our accomplishments, approve the next school year's budget, assign school positions, elect the new Board of Directors, and address any other issues that require a vote of the membership i.e. by-law changes (According to Article V of the by-laws, 25% of the membership constitutes quorum and a majority vote prevails).

68. BOARD OF DIRECTORS

The legally constituted Board of Directors administers the Centre on behalf of the families. Without it, the Centre would not be able to operate. Board meetings are held once a month during the school year. The following list outlines positions of the Board of Directors:

- President
- Past President
- Vice-President
- Treasurer
- Secretary
- Registrar
- Marketing/Admin Chair
- Fundraising Chair
- Events Committee Chair
- Committees Chair

69. COMMITTEES

In addition to the Board of Directors, the Centre needs the work of committees in order to function. These committees include:

- Fundraising and Events committee – members contribute to planning and running all fundraising endeavours and events throughout the school year
- Toy Cleaning committee - members are responsible for cleaning the toys in the classroom to adhere to Ministry of Education standards of cleanliness.
- Laundry committee – members are responsible for laundering the school's towels, cloths, and other laundry as necessary.
- Marketing/Admin committee – members are responsible for marketing, snack shopping, social media, and other duties as necessary.

DESCRIPTION OF VOLUNTEER POSITIONS

President

president@vbcplayschool.ca

- Coordinates activities of school
- Chairs all board and general meetings
- All board members report to the President
- Addresses all parental concerns
- Chairs staff meetings to discuss grants/ child concerns/ program schedules, etc.
- Liaison between the school and PCPC, insurance and legal contacts
- Is responsible for ensuring compliance with ministry standards
- Edits all Documentation for Membership
- Works with Vice-President and Marketing Chair to implement marketing initiatives

Vice-President

vicepresident@vbcplayschool.ca

- Assists President in all capacities
- Fills in for President as necessary
- Oversees employees and maintains minutes of all staff meetings
- Implements marketing initiatives
- Oversees duty schedule coverage, and repair and maintenance
- Addresses all parental concerns
- Approves payroll and electronic banking transactions
- Completes Behaviors Management Forms
- Assists with all events
- Chairs the HR Committee

Treasurer

treasurer@vbcplayschool.ca

- Responsible for all monies belonging to the School
- Disperses monies on approval of the board
- Obtain receipts and prepares monthly statement for monthly board meetings
- Reports financial position at meetings
- Prepares a yearly financial statement for members
- Completes bank deposits
- Handles payroll and remittances to Revenue Canada
- Maintains ledger accounts
- Completes bank reconciliation monthly

- Liaison with Durham Region re: wage grant subsidies and completes requisite paperwork

Registrar

registrar@vbcplayschool.ca

- Responsible for maintaining an accurate and up to date registration list and providing new families with information and initial sign up paperwork
- Acts as a liaison with Health Department re: immunization records of all students and any new students that register during the year, and if and when any illness occur in the classroom
- Makes changes in registration packages/handout when needed
- Keeps registration packages on file at the school, and makes sure they are ready for upcoming year

Secretary

secretary@vbcplayschool.ca

- Responsible for the clerical tasks of the school, including taking minutes, sending official correspondence, and giving notice of Board initiatives or decisions via special notices
- Gives notice of General Meetings to the membership, and takes minutes for each
- Responsible for the editing and publishing of the VBCP Newsletter
- Responsible for maintaining the VBCP Parent Board, the minutes binder, and the communication binder
- Responsible for any additional general correspondence for the school
- Maintains a good working relationship with the Town of Whitby, and handles any rental issues, special events bookings, and/or permit bookings as required

Committee Chair

committees@vbcplayschool.ca

- Assigns all members to committees
- Responsible for making sure that everyone is participating within the committees they are assigned to
- Completes the duty parent and committee schedules on a monthly basis
- When there is a blank day for the duty schedule, recruits parents to fill those spots
- Responsible for the editing of any Committee related correspondence that will be emailed to the Membership
- Maintains all correspondence to the Membership
- Provides weekly update emails
- Conduct a toy cleaning training in September and throughout the year as needed

Events Chair

events@vbcplayschool.ca

- Sets up events calendar for the year
- Sources out new ideas to improve community visibility, if required
- Works closely with the Fundraising Chair as it relates to fundraising aspects of school events
- Manages and oversees the Events Committee

Fundraising Chair

fundraising@vbcplayschool.ca

- Sources out new opportunities for fundraising and donations for each event and throughout the year
- Assists with the Events committee and guides them in the right direction to achieve the fundraising goals
- Assists Events Chair in all capacities related to fundraising events

Marketing and Admin Chair

marketing@vbcplayschool.ca

- Works with the President and Vice-President on marketing related initiatives
- Oversees website and Facebook updates
- Brainstorms and implements marketing initiatives throughout the school year, including fundraisers and registration nights
- Assigns administrative tasks from Supervisor to committee meetings

FORMS

70. DUTY DAY PARTICIPANT WAIVER

I, _____ (please print) have read the Parent Handbook for VBCP that specifies the school policies and procedures, and I agree to comply with these policies and procedures as outlined.

In addition, I understand my responsibilities and what is expected of me as a Duty Day Participant while in the classroom.

I have also completed and returned my forms for the following:

- Adult Medical Form and Immunization
- Police Criminal Reference Check

Signature: _____

Date: _____

Child's Name: _____

71. PARENT CONTRACT

This agreement provides protection for our families, as well as our program. In order to assure that we can provide the services that your child(ren) are entitled to, it is essential that the financial status of our program is stable. The program's salaries and overhead expenses cannot be reduced because of absentee loses. In essence, this agreement is a parental guarantee that you will financially support the enrolment space guaranteed for your child(ren). The agreement also includes other policies that ensure the smooth running of the centre.

AGREEMENT

I agree to:

- All of the policies, procedures, and conditions outlined in the Parent Handbook.
- I have read, understand, and agree to follow the Code of Conduct.
- I will ensure that I review the Code of Conduct with my child(ren) and that he/she understands and agrees to follow all conditions in the Code of Conduct.
- I understand that if my child(ren) remains at the Centre past the closing time, I will be charged a late fee of \$1.00 per minute. If the Centre is unable to reach me, the listed Emergency Contact will be contacted.
- I agree to carry out the parent's responsibilities under the policies and procedures of the program and *VBCP*.

Parent/Guardian Signature: _____ Date: _____

Child's Name: _____ Program: _____

72. RELEASE AND INDEMNITY AGREEMENT FORM

Please read the following very carefully to ensure that you fully understand the legalities before you sign.

I, the legal parent/guardian of _____ (child's name) give my permission for _____ (child's name) to participate in all Centre activities of *VBCP*.

The undersigned hereby waives and releases *VBCP*, its Directors, Officers, Agents and employees from any and all claims, demands, actions or causes of action which may arise out of accident, injury or damage which may occur to _____ (child's name) while participating in the Centre's activities, on and off site excursions, for the school year of _____.

I also assume and accept all risk, danger and hazards in connection with *VBCP*.

I have read and understand this release and indemnity agreement prior to signing it and am aware that by signing this document I am affecting the legal rights and liabilities of myself and my child(ren).

Dated this _____ day of _____, 20____.

Signature of Parent/Guardian

Print Name of Parent/Guardian

Signature of Witness

Print Name of Witness

This form will be kept on file at *VBCP* for the school year of 2018-2019.

73. Consent For the Refusal to the Development of an Individualized Support Plan
The V.B.C.P. 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.

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. The plan will include (Child Care and Early Years Act, Reg. 52(1)):
 - a. A description of how the childcare centre will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the centre or provider.
 - b. A description of any support or aids, or adaptations or other modifications to the physical, social, and learning environment that are necessary to achieve clause (a); and
 - c. Instructions relating to the child’s use of the supports or aids referred to in clause (b) or, if necessary, the child’s use of or interaction with the adapted or modified environment.

I/We (print name)_____ have read the above information and decline the development of an Individualized Support Plan for my child

(Name of child)

(Signature of parent or guardian/individual) Date

(Signature of parent or guardian/individual) Date

(Signature of Supervisor) Date

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Adapted and Amended by the VBCP Board of Directors, March 2017.