

# Parent Policies and Procedures Manual



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## Program Statement and Overview

Niagara Nursery School has been a proud member of the NOTL Community for over 45 years and takes its role as Educator and Child Care Provider to heart. We have and will always offer the children and families in our care the highest quality of programming. We provide a safe and enriched atmosphere for all the children and families in our care. Niagara Nursery School recognizes that all children are competent, capable, curious and rich in potential.

Our teaching staff believe in the importance of self-reflective practice and on-going professional learning opportunities. We strive to provide a nurturing, responsive learning environment, which gives consideration to the individual needs of the children in our care.

The following outlines Niagara Nursery School's approaches which speak to the strategies that our educators use in implementing care, activities and curriculum to achieve the stated goals. The following approaches speak to what you might "see" in the program, as well as things we've put in place behind the scenes towards achieving each goal.

### **Promote the health, safety, nutrition and well-being of the children;**

Each child's wellbeing is of the utmost importance. Our staff are kind, respectful and caring at all times. We understand that each child is unique and that some days can be more challenging than others. We consider the needs of each child on each individual day to ensure we are meeting their needs.

We monitor daily for illnesses and notify caregivers in a timely matter. In case of anaphylactic allergies, individual plans and emergency procedures with the child's photograph will be completed and posted for staff and volunteers. To ensure the well-being of the child, an EpiPen must be available at school.

We promote proper hand washing before and after playing in sensory activities, washroom routines, outdoor play and at snack time. We encourage cleaning practices with the support of printed materials, regarding hand washing, and disinfecting classroom tables before and after snack time, as well as countertops for food preparation in the kitchen. We promote healthy eating providing variety of foods and range of textures and tastes, appropriate to the developmental stage of the children. We collaborate with families to ensure the specific needs of individual children are met, dietary requirements, food allergies, cultural background or medical conditions. We model positive behavior to promote healthy eating habits while providing a pleasant, and culturally inclusive atmosphere for children at snack time. Safe food handling by children, staff and volunteers will be implemented at all times. During our open snack times and lunch, children self-serve and our staff model and encourage social interaction while eating.

We embrace diversity by welcoming all families into our program and work with a variety of community supports to assist each child. We are an inclusive program; our staff are

knowledgeable and strategize to ensure we are always providing the best care with safety and well-being our main concern. We affirm children's strength and achievements promoting their sense of self and self-esteem.

We complete a daily inspection of indoor and outdoor play areas to ensure a safe learning environment.

**Support positive and responsive interactions among the children, parents, child care providers and staff;**

Our attentive, kind, caring and compassionate educators encourage children to interact and communicate with their peers in a positive way by modelling appropriate behavior, respect and language when resolving conflicts.

We believe when our educators are engaged with the children during their play, they can foster more effective ways to problem solve and develop self-regulation. Creating a positive learning environment is measurable and noticeable when observing the interactions between the children, their families and our educators. We're responsive and alert while interacting with the children, always being genuine when speaking with parents about concerns.

We understand that each day new challenges arise; we want to support and encourage our families. We show empathy and compassion while building the connection between our families, understanding that our parents are the experts of their children. We promote helping behaviors among peers and towards adults.

Our group activities are designed to provide a sense of belonging. We value children's ideas by creating an inclusive and respectful environment. We foster positive relationships by making children feel safe, secure, valued and that they are a contributing member of their world.

To support your child's care, growth and development, our educators communicate with parent's daily sharing observations, documentations and reflections through regular conversations and HiMama messages.

Niagara Nursery School maintains an open-door policy. Parents are regularly invited into the program to observe, to review documentation, to share their expertise or as a volunteer. Educators get to know children and their families respecting the parent's role as the first teacher, as well as their beliefs and values.

**Encourage the children to interact and communicate in a positive way and support their ability to self-regulate;**

We model inclusive, respectful and collaborative interactions with children and other adults. Redirecting and guiding children into acceptable options when engaged in an unacceptable activity or demonstrating behaviors. We work towards making children aware of the results of their own actions, and how to self-regulate.

We ensure their learning environment is exciting, fun and interactive. We build on their interests and thoughts by understanding that children are competent, capable of complex thinking, curious, and rich in potential. Every child should feel that he or she belongs and is a valuable contributor to his or her surroundings. We ensure that their learning environment is flexible to respond in the moment and build on the children's interests. We give children the freedom to make choices, while setting expectations along the way. We encourage each child to engage as a play partner by promoting discussion, problem solving when conflict arises and understanding how their actions affect others. We support children through regulating their emotions and provide techniques when they feel are overwhelmed.

### **Foster the children's exploration, play and inquiry;**

We provide fun and interesting thought-provoking activities (provocations) for the children, asking specific questions that would promote inquiry and complex thinking to expand on their learning opportunity. This gives us a unique opportunity to cater specifically to the group of children we are working with, where their interest and thoughts take us to further extend on our original learning objective and topic of interest. Every child is an active and engaged learner who explores the world with body, mind, and senses. Every child is a capable communicator who expresses themselves in many ways by providing thought provoking activities (provocations) it allows the children utilize their communication skills.

We provide a variety of activities including; fine motor, science, sensory, dramatic play, group, language development, and gross motor. We have a variety of indoor and outdoor activities to engage the children in active, creative, meaningful exploration, play and inquiry. Allowing the children to be involved in their learning experiences creates a positive sense of self and gives them the ability to see themselves as capable to achieve what they put their minds to. We create opportunities that spark curiosity, invite investigation and provide challenges which help children push the boundaries of their learning.

We connect with our families and the community and invite their participation to ensure that we reflect and are relevant to the children's everyday lives. We provide a variety of interesting objects and open-ended materials for children to manipulate and investigate. Our flexible daily classroom schedule allows for as little as possible interruptions and providing large amounts of time for the children to engage in sustained, complex play and inquiry. We ensure that opportunities provided will help children discover and develop an increasing awareness and understanding of key concepts, including those associated with literacy and numeracy development.

At Niagara Nursery School, we provide topics of interest that allow us teachable moments. We encourage children to decide where, when, what and how they wish to play. Their decisions are based on their interests and curiosity. The educator responds by adapting the environment by adding new toys, materials, equipment, posing questions and being a play partner. We encourage and suggest when a child has been stationed at one play area for a significant amount of time that they may want to try something else, we re-direct them in a positive and encouraging way to spark their interest in another area of play. The educators' role is to support

play so that each child's learning and development flourishes during their time with us. Each child has different interests and some areas of play may be more appealing than others. Our educators are constantly reflecting on what is currently captivating the children's attention and will provide experiences that enhance and expand on the areas they are currently interested in. Our staff document and support children's learning and complex thinking. Our staff participate with the children as co-investigators, co-learners and co-planners.

### **Provide child-initiated and adult-supported experiences;**

Our focus at Niagara Nursery School is that learning is focused on supporting the development of strategies and skills for lifelong learning through play and inquiry. Educators engage with, observe and listen to the children. We value children as individuals and as active and competent contributors with their own interests and points of view. We hear the suggestions made by the children and respond by discussing with the children, their families and caregivers what the possibilities for the children's further exploration may be. Our educators reflect on how they can provide the children with a more complex way of thinking in relation to the topic by providing suggestions, ideas and materials to the children. Therefore, we are all co-learners, constructing knowledge together.

We provide a gathering time where the children can learn through songs, and alternative stories. We want the children to understand the key concepts, including those associated with literacy and numeracy development.

We provide adult supported experiences by setting out thought provoking activities (provocations) that trigger the children's complex thinking. Our provocations will sometimes be on a pre-determined topic of interest and body of knowledge but where the children take us from there is where we will go, sometimes this would mean that the classes may be talking about different concepts that originally orientated from the pre-determined topic of interest.

### **Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;**

Niagara Nursery School understands that the parent is the child's first teacher, the educators are second and that the third teacher is the environment. We follow the "How Does Learning Happen" document which is organized around four foundations that are important for children to grow and flourish. These are belonging, well-being, engagement and expression. We provide learning experiences intentionally placed where materials are provided to respond to children's interests or to trigger new ones. We provide topics of interest on a weekly basis that are pre-determined and set out in a form of a thought provoking centers (provocations) or talked about throughout our morning but where the children take us from there is where we will go, sometimes this would mean that the classes may be talking about different concepts that originally orientated from the pre-determined topic of interest. As each child grows and develops in our environment, we will look to support their developmental domains. (Domain— a broad area or dimension of development for example, social interest, language, or emotional domains.) We will provide activities that are specific to certain domains so that the children all have an equal opportunity to accomplish those skills. We use the ELECT document which

stands for Early Learning for Every Child Today to support our planning and implementation of our program. This document uses established research to understand what effects the experience and interaction children have with world around them have on them.

Our learning environment also provides soft furnishings, quiet areas and accessories that are intended to make the children feel comfortable and safe. We see the child as a whole child with all of the developmental domains interacting. The educators understand that each activity involves certain skills but when they play together and interact in more complex thinking other skills including communication and social skills will be visible. Therefore, you may find books, as well as pencils and paper in the kitchen area, because the children might be using these items to write orders for a restaurant or be reading a recipe to make cookies. If the children wish to move materials within the room it is expected that they return those materials to their original home, this is not saying that we allow the children to freely roam the room with toys for no purpose but if the child has a reason as to why they want to bring the pencil to the kitchen then we support them in that decision and provide them with the appropriate expectation when they are finished exploring. We strive to provide the children with a learning environment that is fun, interactive and respectful. We build on their interests and thoughts and understand that children are competent, capable of complex thinking, curious, and rich in potential. Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed.

**Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;**

We provide a daily opportunity for gross motor physical activity indoor and outdoor play including, balance beam, riders, tricycles, jumping mats, sandbox, large outdoor toys and nature walks. We utilize our outdoor area for exploration of rocks, bird's nests and trees that trigger the children's complex thinking and inquiry.

At Niagara Nursery School, we like to go outside in all kinds of weather, the children love to bundle up in warm clothes and head out to jump in puddles or explore in the snow. However, in very poor or cold weather active play takes place in other community centre rooms so that the children get the physical activity their bodies require. Based on weather, a daily decision will be made on which active space will be used.

We take into consideration the individual needs of all children receiving care and provide a cozy area where they can have a quiet time and rest if they choose. We also provide a gathering time which is structured and calm, giving children the opportunity to learn in their own way. Periods of active and quiet play are interwoven throughout our day both indoors and outdoors. Transitions from one activity to another is kept to a minimum so children get to play more. However, young children thrive on regular schedules and feel secure when they can predict what will occur throughout the morning. Therefore, the general sequence of our day is kept the same.

**Foster the engagement of and ongoing communication with parents about the program and their children;**

We understand that a parent is the most important person in a child's life. Educators and parents communicate daily about the child's activities and health. We inform and include families in what and how their children are learning and developing. We communicate daily highlights which include observations of children's interests and activities introduced by the educator, pictures sent through HiMama. Documenting the connections to learning and listing the developmental skill they have achieved. We will complete a DISC Preschool Screen (DPS) after 6 weeks of enrolment (if permission is granted), and referrals to services would be made depending on the outcome.

We display the children's artwork and creations; we encourage the parents to come into our classroom to see what we have been doing. We also have documentation boards; some have a picture and explanation of what the child was doing or a story of a series of photos and an explanation the complex thinking the educator observed. Communication is important to us and we want each family to feel valued and appreciated, we send out ongoing communications about upcoming events, tips, requests or anything else we feel may be beneficial for the parents through our monthly Newsletter. We want our families to feel welcomed and confident in all our teachers that they may ask any teacher information and an answer will be provided or they will be directed to the Executive Director if the answer is unknown.

At Niagara Nursery School, we have our families involved through volunteering and on our Board of Directors and committees to assist with tasks and responsibilities, by keeping our parents engaged they are more involved in our program. We recognize families are composed of individuals who are competent and capable, curious, and rich in experience. Families love their children and want the best for them. Families are experts on their children. We acknowledge that they are the first and most powerful influence on children's learning, development, health, and well-being. Our families bring diverse social, cultural, and linguistic perspectives. It is important for us that our families feel that they belong, are valuable contributors to their children's learning, and deserve to be engaged in a meaningful way.

**Involve local community partners and allow those partners to support the children, their families and staff;**

Niagara Nursery School views the community as a valuable resource and plans learning opportunities involving the community into its program (visitors and field trips). We also work closely with community agencies and partners to support the children and their families. (Community Living, Pathstone, ECCDC, Quality Childcare Niagara, Niagara Region etc.) We support the Niagara College Early Childhood Education department by hosting placement students throughout the school year, during this time the students will provide activities and interact directly with the children and staff. We are always willing and looking to be involved in the community in anyway. We advise families of any local activities and experiences that are developmentally appropriate for the children in our care.

**Support staff, home child care providers or others who interact with the children at a child care Centre or home child care premises in relation to continuous professional learning;**

Niagara Nursery School is committed to the ongoing professional development of its educators. What the educator learns guides best practices which is then passed onto the children. We provide opportunities for the educators to attend learning workshops and conferences throughout the year. Each educator also provides legislated training requirements such as Standard First Aid.

All educators are monitored three times a year and will be mentored, coached and professional development may be suggested individually or for all the staff. Our Registered Early Childhood Educators must maintain their membership with the College of Early Childhood Educators by complying with the requirements in the Continuous Professional Learning Program.

### **Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families.**

Our educators reflect continuously by documenting play and its significance. We reflect on the learning environment including, the toys, materials and equipment provided in our classroom. We reflect on the creative work and activities that the children are engaging in. Our Educators document the children's daily inquiries and learning in photos and written descriptions of activities and in our monthly newsletters.

Each educator understands that reflective practice is crucial in providing the absolute best learning environment. Daily, the educator is observing and engaging with the children, evaluating the effectiveness of the learning environment to build on the children's interests. Weekly the educator is reviewing planning and ensuring they are supporting children's learning and development.

We value reflective practice and therefore it engages in regular reviews with consideration given to the input of the members of the school through parent surveys. There is an ongoing dialogue with families about their child's experience and an invitation for parents to add their own documentation about their children's learning.

## Admission Requirements

### **Purpose**

NNS will accept new children when there are vacancies, provided all registration requirements are met.

### **Procedure**

NNS will accept the following:

- Twenty-four (24) total preschool aged children in either our full day or half day programs
- Fifteen (15) children in the before school program
- Fifteen (15) children in the after-school program

Applications for admission will be completed and send to the Registrar once registration is confirmed.

### Age

Children are eligible for enrollment at a minimum age of 30 months (2.5 years). The Registrar will consider a limited number of children at the age of twenty-four (24) months for admission to programs.

### Part Time Care

Part time care is available on a limited basis and is vulnerable as the centre reaches capacity. Niagara Nursery School depends on fees for financial viability; therefore, the Executive Director will register each component of care to the full operating capacity with priority given to full time registration.

Parents who are accepted for occasional care or care with a varied schedule must place a request for each of their chosen day(s) with the Executive Director and must receive approval. Occasional or varied care is not guaranteed.

### Changes to Your Child's Registration

Changes to your child's registration arrangement must be requested in writing to the Executive Director with at least two weeks' notice. Your centre may not be able to accommodate different or additional days. Please ask the Executive Director for the form.

### Withdrawal from Program

Two (2) weeks written notice will be required to withdraw a child permanently from the program. Where two weeks' notice is not provided, the two weeks advanced payment will not be returned. Space will not be guaranteed for a child in the program should he/she be withdrawn on a temporary basis. Services will be terminated if policies are not followed or if fees are not paid.

## Waitlist and Enrollment

### **Purpose**

Niagara Nursery School is committed to providing fair and equal opportunity enrollment, in order to do so the schools registrar will keep accurate and up to date waitlist through the Niagara Region's online waitlist those persons will be placed by seniority date on the waiting list. However, it is at the discretion of the Registrar to fill spots that are open to best meet the immediate enrollment needs of the school.

### **Procedure**

Registration Process and Waitlist parents may place themselves on the Niagara Region's online waitlist for Niagara Nursery School. Visit [www.niagara.onehsn.com](http://www.niagara.onehsn.com) to access the online waitlist.

Families that would like to be on the wait list will need to submit an online application to the Niagara Child Care Registry. For help with the registry, contact OneHSN Support at 1-888-722-1540 or [support@onehsn.com](mailto:support@onehsn.com).

Advanced registration is available to all current NNS members, this will allow for priority registration. All other applications will be considered on a first-come, first-served basis according to Niagara Region's online waitlist, oneHSN.

Parents may also call or email the school should they not have internet access but will be prioritized by date of contact with those on the Region's waitlist. Parents will be contacted only as space becomes available.

Parents will receive an admission package and further information about the program when contacted by Niagara Nursery School. All forms must be returned before your child's first day. It is essential that all information be completed, including payment authorization, immunization record, and an emergency contact person to ensure the safety and security of your child. All Policy and Procedure forms must be signed and submitted at time of registration for registration and admission to be complete.

If a child's care is being paid for by more than one payer/account, both payers must sign a Shared Payment Agreement.

- There is no specified length of time that you need to be on the list to be offered a space.
- Spaces are created when a family or child leaves the centre. There is no specific time however the months of July, August and September have the most movement, Spaces can be available at any time of the year and at any point in the month.
- Only once a withdrawal is confirmed in writing can we begin to find a family for the space.
- With all spaces available the centre, the Executive Director will call all families that are eligible to start in the age group. All parents who are waiting for a month are contacted when spaces are available. Even if the month you specified has already passed if your child is still within the age group of the room, they will be offered a space.
- Once a family is called from the waiting list, they are given a specified time frame to return the call and express continued interest in the space available.
- From the families that return our call within the specified time, the family with the highest seniority date will have first official refusal of the available space.
- Once your child is officially offered a space, if you would like to accept it, you will be required to provide a 2-week deposit of your child's fee for their registered schedule. This deposit will be applied to your child's first two weeks of care.
- If there are any changes to your contact information, please contact the centre to update your file.
- If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.
- You will remain on the centers list until you have asked us to take you off.
- A parent may request their position on the waitlist at any time.
- Those wanting to see their position on the waitlist may be given a print out of the list, other children on the list name and information will be blacked out to maintain privacy and confidentiality of the children on the list.

- This policy will be reviewed with all staff, volunteers and students before working with the children in our care.

## Attendance

### Purpose

NNS is willing to accommodate family needs and requests for arrivals, departures, and overall attendance at the preschool if it is not disruptive to the programs.

### Procedure

Niagara Nursery School runs all year long with the exception of the Christmas holiday week and the last week of August.

#### Programs:

##### Full Day Child Care

Monday - Friday

7:00 am - 6:00 pm

Ages 27 months - 5 years

##### Nursery School

Monday - Friday

9:00 am - 11:30 am

Ages 27 months to 5 years

Both our Nursery School and Full Day programs provide your child with a positive start to their academic journey. They will learn, share and grow in our warm, inviting home like atmosphere. In which your child will start to develop both social and life skills while participating in thoughtful curriculum that is child led.

##### Before Care

7:00 am - 8:30 am

Ages 4 - 10 years

##### After Care

3:40 pm - 6:00 pm

Ages 4- 10 years

Our before school program, children participate in social activities with peers and are escorted to their bus. In our after-school program, our school aged children are greeted by their Program Staff each day off their bus, allowing for a sense of stability and familiarity to develop. Staff provide a variety of enriching activities and materials that encourage child led learning that is based on the child's needs and interests. In addition to active play, the children have the opportunity to socialize with their friends while participating in engaging activities. This program includes a snack.

#### We provide:

- A safe, clean, healthy environment,
- Positive and nurturing relationships between children and staff,
- Thoughtful curriculum based on the children's interest,
- Ongoing communication between parents and staff verbally, through email and our HiMama app,
- Catered nutritious snacks and lunch,
- Age appropriate learning resources & activities

- Individual, small group and whole group instruction throughout the day,
- Opportunities for children to interact with each other to encourage social development,
- Children enjoy many wonderful outdoor play spaces from our spacious playground, local library and garden, our Fairy Forest with gathering tree and the Community Centre Labyrinth.

### Arrival

Families must help their child with any outdoor clothing and backpacks. Families are asked to bring their children to their appropriate room and contact a program staff member before departing.

Children may not be dropped off at NNS any earlier than the session start time and should be picked up promptly.

### Pick Up

A late fee charge of \$10.00 for every 10 minutes, or part thereof, will be charged after 6:00 pm. If there is an emergency and you are going to be late, we ask that you call the Centre to notify us.

Numerous or persistent incidences of late pick up may result in termination of care. It is important for parents to have an alternate person who can pick up your child when you will be late.

In the case of a child(ren) who is not picked up, and no emergency contact or approved person for pick up has been reached, the staff member will contact police services for assistance.

If someone other than a family member is to pick up a child, this must be noted on the child's pick-up consent form or a note must be provided to the teacher in advance. Those listed to pick up a child needs to be able to provide photo ID or the child will not be released into their care

### School Closure

NNS will be closed on the following days:

- Labour Day
- Thanksgiving Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day

Families do pay for these holidays in their fees.

If there is inclement weather, the Executive Director will monitor local stations for information regarding school closings.

If local school buses are not running, it is the responsibility of the families to arrange transportation of their children to NNS. NNS will not offer a taxi service. The Executive Director will decide about whether NNS will be closed by 7:00 am that morning. An email communication will be sent to all members confirming the school closure. This will also be broadcasted on the local radio station 610CKTB. Full fees for any weather closure will apply.

If weather becomes inclement while children are at NNS, the Executive Director will make the decision to end a program. The Executive Director is responsible for all phone calls to families for children to be picked up. They will remain at NNS until all children have been picked up.

#### Professional Activity Days (P.A. Days)

On P.A. Day held by the school boards NNS remains open. School age friends will be able to sign up for full day care during the Public and Catholic elementary school P.A. Days/Early Release Days.

#### Out - Trips

Families are given specific notices of out-trips, indicating date, time, and location. Each family is required to provide or arrange transportation for their child(ren) to and from the location.

If a school bus will be rented, permission slips will be sent home with children for signature.

## Parental Responsibilities

### **Purpose**

NNS is a not-for-profit corporation that strives to provide quality early childhood education. As parents, you are required to attend membership meetings, and are encouraged to serve on committees that will help the school grow and flourish.

### **Procedure**

General responsibilities include:

- Attend Annual General Meeting (AGM)
- Responsible for completing and returning all forms in a timely manner
- Responsible for keeping home any child who shows signs of ill health, and reporting to the Executive Director in the event their child contracts a communicable disease
- Encouraged to serve on the Board of Directors or as a committee member
- Encouraged to participate in fundraising for NNS as directed by the Board of Directors
- Abide by all NNS policies and parental responsibilities
- Any additional assigned duties

### **Volunteers**

If interested in volunteering in the operation of NNS, please contact the Executive Director for further information, we welcome volunteers.

## Parent Committees

### **Purpose**

A family representative of every child is encouraged to serve on either the Board of Directors on the fundraising committee.

### **Procedure**

Standing committees will be created on an as needed basis. Any family entering NNS throughout the year are encouraged to join the fundraising committee.

### Fundraising Committee

The Fundraising Committee organizes and executes fundraising events. The committee may also choose to organize and run fundraising campaigns and/or events as needed throughout the school year.

## Family Communication

### **Purpose**

NNS encourages regular opportunities to communicate with families about their children's activities and development, the organization of the school, and current operations decisions.

### **Procedure**

Staff members will post in classroom and on HiMama app to inform parents of what their child is doing each day.

### File Box

File boxes are created for each student. The folders are located in the locker area in the classroom. Each is labeled with the name of the child. It is important that the family check their child's file box each day at drop off and pick up times, as important information including announcements will be placed there.

### Newsletter and Calendar

The classroom newsletter and calendar are published monthly and distributed by email. This is a forum for general information for the members. The monthly calendar highlights upcoming school events and weekly events.

### E-Mail and Website

Regular e-mails will be sent out to parents pertaining to classroom activities and events. It is important that families provide the correct and most current email. Information regarding the school and resources available to parents are provided through the school's website.

### Annual Membership Meetings (AGM)

NNS is a non-profit corporation run by the Board of Directors, the Executive Director, and the members. Participation from members is essential. Attendance at the AGM is mandatory.

If a member cannot attend due to previous commitment, another family member may attend in their place. Written attendance is taken at each AGM. For the purposes of conducting business at the AGM, a quorum must be present. A quorum consists of a minimum of fifty-one (51) percent of the total membership for the year. All motions must be approved by a simple majority to pass. A non-participation fee will be charged to your account only if you or a family representative do not attend the Annual Membership Meeting.

## Family Orientation

### **Purpose**

NNS will ensure that all new families are welcomed to the school and provided an overview of all school policies and procedures.

### **Procedure**

The Executive Director will meet with all new families prior to their child starting school and an Orientation evening will be offered at the beginning of every school year to review the program, enrollment, health and safety policies and procedures, and answer all questions.

The Executive Director will ask families to complete enrollment and all reference forms. NNS also requests two (2) copies of the child's immunization records. All forms are reviewed together upon completion. Opportunities for the family to be involved in school activities will also be outlined.

The President of the Board of Directors will describe the board's role, the responsibility of general members, and highlight the date of the upcoming Annual Membership Meeting (AGM).

Each family will receive an electronic copy of the family orientation documents and the Parent Handbook, unless paper form is requested.

## Field Trips and Community Walks

Field trips and community walks provide valuable experiences for children and allow staff the opportunity to extend program activities outside of the classroom. When these opportunities arise, parents/guardians will be required to complete a permission form giving consent for their child to participate in the activity. Community walks may be part of the regular program and as such do not require a permission form.

## Fee Collection and Refunds

### Purpose

NNS will collect student fee in a consistent and equitable manner to ensure the financial viability and stability of the preschool.

### Procedure

All fees will be paid in two weeks in advance, and are withdrawn bi-weekly, beginning in August/ or upon time of enrollment. Payment must be received two weeks in advance bi-weekly. If payment is not received, the Board of Directors may ask the family to withdraw the child.

The bi-weekly fees are set each year by the Board of Directors. Families are responsible for paying their bi-weekly fees unless a childcare fee subsidy is obtained from the Niagara Region Child Services Department. If a fee subsidy is obtained, the monthly fee will be based off the daily fee contribution, and the family will be required to pay the difference via pre-authorized payment (PAP).

### Vulnerable Sector Checks

Each family is required to pay for and provide a vulnerable sector check for any person wishing to volunteer in the classroom. Vulnerable Sector checks are valid up to 5 years if an annual declaration is signed. The Executive Director will need verify the original document and make a copy that will be kept on file.

### Annual General Meeting

It is mandatory that members attend the Annual General Meeting. All NNS families are to sign off on the Membership Volunteer Agreement form at time of registration.

If members attend or submit a proxy prior to the meeting the absentee fee will not be charged. If a member does not attend or submits a proxy prior to the meeting, then the absentee fee will apply.

### Fundraising Non-Participation Fee

Families may opt out of participating in annual Bunny Trail event and choose to pay a \$50 non-participation fee in lieu of volunteering. Those that do volunteer will not be charged a \$50 fee.

### Non-Sufficient Funds

If a cheque or payment is returned as non-sufficient funds, a notice is placed on a student's file and the family is informed. A replacement cheque is required within one (1) week.

There is a thirty-five (35) dollar fee for cheques that are non-sufficient. If payment is behind by more than one (1) month, the student will not be able to attend school until all payments are up to date and current.

### Holiday Fees

Full fees will be charged for weeks that include statutory holidays. No fees will be charged for the Christmas holiday week.

### Refunds

Refunds will not be given if:

- There is an absence due to illness, travelling, or any other reason
- NNS is closed temporarily due to emergency conditions, such as snowstorms, loss of heat, water, or a serious occurrence

Refunds will be considered for approval by the Board of Directors if there is written notice stating the reason, and this notice is given within 14 days. The absence period must exceed 30 days.

## Regional Subsidy and Absent Days

All parents who receive Regional Subsidy will be given a copy of Niagara Nursery School's policy in regard to subsidy, absent days, and fees for additional absent days used, which is in alignment with the Region's policy.

## Tax Receipts

### Purpose

Tax Receipts Child Care fees are tax deductible. A final statement will be available to each family by the end of February for income tax purposes.

## Parent Issues and Concerns

### Purpose

Niagara Nursery School is committed to making the best experience for each one of our families. We value our families' thoughts and concerns, we want to hear them first hand and will strive to ensure everyone is happy with the environment we are providing.

### Policy

This policy sets out how parents' issues and concerns will be addressed and the steps for parents to follow when they have an issue or concern to bring forward, the steps taken by Niagara Nursery School Staff in responding to an issue or concern brought forward by a parent and when an initial; response to the issue or concern will be provided.

### Procedure

Any families with concerns are encouraged to reach out to the Executive Director in person or via phone and/or email to arrange a meeting time to discuss their concerns.

Steps for parents to follow when they have an issue or concern to bring forward:

1. Speak to the individual classroom teacher(s) at the end of the day
2. Speak to the Executive Director at the end of the day
3. Sending an e-mail asking for either the classroom Teacher(s) or Executive Director to contact

Steps to be followed in responding to an issue or concern brought forward by a parent:

1. Individual teacher(s) will give the best response possible following the employee handbook guidelines.
2. Executive Director will set up a time to discuss the concern with the parent while not in the classroom via telephone call, or meeting. If a resolution is not met during this time the supervisor will contact Executive Board of Directors for assistance with coming to a suitable resolution.

Initial response to the issue or concern will be provided:

Once a complaint is received the complaint will be responded to within 24 hours upon receiving the response.

## Behaviour Management

### Purpose

A positive approach is used to guide children; each situation and child is dealt with individually. The methods we use include:

- Redirection: Guiding a child into acceptable options when engaged in an unacceptable activity.
- Logical and Natural Consequences: Endeavour to make children aware of results of their actions.
- Limit Setting: Boundaries are developed by the teacher for the children as a group and for individual children according to each situation.
- Modelling: Demonstration of appropriate ways of interacting. Providing Choices: Appropriate choices are outlined, and children are encouraged to make decisions for themselves.
- Anticipating Trouble: Planning and preparing the environment.
- Ignoring: Some inappropriate behaviour may be ignored with more emphasis given to appropriate behaviour.

Positive Reinforcement: Use of encouragement.

## Prohibited Practices

As per the Child Care and Early Years Act, 2014 (CCEYA), the following are prohibited practices at Niagara Nursery School:

- (a) corporal punishment of the child;

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

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

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

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

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

## Monitoring Prohibited Practices

### Policy

Niagara Nursery School is committed to providing high quality care to all the children and families in its care, this includes ensuring that all policy and procedures laid out in our Manual as well as the standards, goals and approaches stated in our Program Statement are adhered to at all times. If any ongoing prohibited practices of an employee, volunteer or student is observed, the appropriate action will be taken.

## Toys from Home

Our centre has a variety of age-appropriate toys and activities for your child to enjoy, and children are encouraged to share as part of their learning experience. We ask that children keep their own toys at home. If there are designated Show and Share days in preschool, these allow your child to bring in a special toy from home on that day to talk about at group time.

## Nutrition

### Purpose

NNS knows that children learn best when they are fed nutritious meals that promote growth and development.

### Procedure

All Nursery School and full day children will be provided two (2) snacks. Full day program children will be given a hot catered lunch daily. The after-school program also receives an afternoon snack. The snack and lunch menus are posted in the program room above the kitchen sink and in all serving areas.

Kindergarten and School Age children who attend on Professional Activity (P.A. Days) will receive snacks and a hot lunch.

## Bag Lunches

### Policy

Because of the potential seriousness of allergic reactions, Niagara Nursery School has strict policies in place to stop students from bringing certain items into school for snacks and/or lunches. It's very important for you to follow the school's food allergen policy closely, even if your child does not have allergies. The health and safety of other students depends on all parents and students following our school's policies.

### Procedures & Guidelines

- If your child is allergic to a certain food, make sure to alert school Executive Director upon registration about the allergy. Any child who is anaphylactic must have an individualized plan that will be shared with all staff, volunteers and students. Notice of this allergy will be posted in the school's kitchen.
- Remind your child that it is not safe to trade or share food.
- Niagara Nursery School is a peanut/tree nut free zone, these are prohibited foods. Some alternative sandwich-making ingredients you can try hummus or apple butter instead of peanut butter. If you use WOW butter or similar products, please make this known to the teachers at drop off or provide a note in your child's lunch bag.
- Always read the labels on the food you pack in your child's lunch. Don't pack any food with ingredients that contain any nuts and/or tree nuts.
- Look for warning statements on the label such as "May Contain..." Remember, even trace amounts can cause a severe allergic reaction.
- If a child has a prohibited item in their lunch bag, then that item will be removed immediately and not served. A replacement food will be provided by the Centre and a note will be sent home to the parents explaining why the child was not allowed to eat that food in school.

Our Nursery School & Full day program will be provided an AM snack and our full day children a hot catered lunch and PM snack daily.

The snack and lunch menu are posted in the program room on the parent information board, along with any alterations to meals.

The After-School program will receive a PM snack. School age children who attend on P.A. Days will receive our provided snacks and hot lunch.

Since we are licensed by the Ministry of Education, we have a legislated obligation to develop a policy on children's nutrition which is consistent with the Ministry guidelines. Any bag lunches from home should include a variety of foods from this schedule. Food Group Amount Offered (attendance 6 hrs.) Milk and Milk products 250-375 mL Meat and Alternatives 60-90 g Bread and Cereal 2 ½ slices or 450 mL Fruits and Vegetables 2 ½ whole fruits or 300 ml.

Children's snacks/lunches must be in containers labeled with their names and are to be stored in the classroom fridge. The program provides drinks, as well as light, nutritious daily snacks. All snacks and lunches follow the Canada Food Guide.

As part of our license to operate, Niagara Nursery School will provide parents with guidelines and sample menus for preparing bag lunches which meet Canada's Food Guide, as well as procedures for refrigeration, and the use of ice packs with bag lunches. The daycare will review this information with parents at the time of enrolment. Staff will inspect all lunches or snacks provided from home to ensure that they do not contain potential allergens, meet Canada's Food Guide, and have appropriate ice bags.

A copy of the Canada Food Guide is provided in our Parent Communication Binder, found on our classroom resource shelf.

## Infection Prevention

### Purpose

To ensure the health and safety and effective participation of all employees and children, NNS recognizes its responsibility to minimize the risk and exposure of all infections and/or communicable disease. NNS aims to maintain a healthy and safe environment for all, while providing the correct information and direction for staff on reporting potential disease risk.

### Definition

Communicable disease – an infectious disease that can spread from one person to another by direct contact (touching), indirect contact (i.e. contaminated counters, toys, doorknobs), or by eating contaminated food or water.

Outbreak- occurs when a greater than expected number of children and/or staff have similar symptoms (i.e. fever, diarrhea, vomiting, rash, respiratory symptoms) and are ill or absent due to the illness in a given period of time

### Guidelines

In order to prevent the spread of illness, staff members, volunteers and families are required to observe children for the following symptoms. A child must be excluded from activities if they have the following symptoms:

- Unusual behaviour (i.e. unusually tired, lacking appetite, confused or irritable)
- Runny nose/eyes, cough, or difficulty breathing

- Vomiting – two or more times in the last 24 hours
- Diarrhea – occurring the night before and the morning of attendance
- Change in skin colour or rash
- Fever or elevated body temperature – combined with body rash or any other symptoms listed. The child's temperature must not exceed 37° Celsius or 98.6° Fahrenheit.

There are illnesses that may be present that do not require a child to be excluded from group activities, assuming their symptoms have been managed appropriately.

### Required Absence Due to Illness

It is required that parents observe and appropriately determine whether a child is healthy enough to attend NNS. Children should be kept home if they have:

- An illness that prevents them from taking part in activities
- An illness that requires more care than a staff member can provide without affecting the health and safety of other children
- Any symptoms that are listed above

### Communication to Parents/Guardians

All NNS staff are to follow the communication guidelines to parents/guardians required if there is an outbreak or communicable disease present. A warning sign will be posted on the main entrance of NNS when a child in its care has been confirmed to have a communicable disease, or an outbreak is present.

A communication will be sent to all parents/guardians that includes the name of the communicable disease or outbreak and symptoms that should be watched for.

## Head Lice

### Purpose

Head lice are a common occurrence among young children. NNS is committed to effective head lice control and prevention to provide a safe environment for all children. This policy outlines the procedures that take place when a child is found with lice.

### Definition

Lice – parasitic insects that can be found on the head that attach to the hair and lay eggs. Lice can live up to thirty (30) days on a person's head. They move by crawling, not jumping.

Nits – eggs that are white-grey ovals, about the size of a grain of sand. Nits can be easily mistaken for dandruff.

### Procedure

In the best interests of all children, NNS follows a “no-nit” requirement, in which children who are found to have head lice are to remain away from the classroom until they are deemed safe to return.

If a child is found to have lice, the parents will be notified by staff immediately, and will be required to pick up their child. It is the responsibility of the parent to ensure that the child has been appropriately treated before returning to NNS. Any employee found with lice will be asked to go home and return when the lice has been treated.

A communication from NNS will be distributed to all parents and employees informing them of a lice outbreak, how to control and check for lice, and what to do if their child has lice. Parents will also be reminded to check for head lice frequently and to discourage children from sharing hats, combs, or any other items used on the head.

The Executive Director will conduct follow up lice checks for two (2) weeks following the child’s return to NNS after being determined they are nit-free.

### Spread and Signs of Lice

Lice is not associated with clean or dirty hair. Lice can be spread through direct hair-to-hair contact or indirectly through sharing hats, combs and hairbrushes. The persistent itching of the head and scalp area is the most common sign of lice on a child.

## Sanitary Practices

### **Purpose**

NNS implements various sanitary practices and procedures for cleanliness and sanitation to ensure the health, safety, and well-being of all children, staff and volunteers.

### **Guidelines**

Appropriate hygiene and sanitation can control and prevent the spread of many infectious illnesses and diseases. Instituting routine sanitary practices in the daily schedule ensure that good hygiene and sanitation becomes everyday practice and protects staff and children from becoming ill.

### Hand Washing

All staff, children and volunteers should wash their hands using the Niagara Region Public Health guidelines, as posted beside all handwashing stations.

### Dishwashing

Staff members who are washing dishes must following the dishwashing procedure provided by Niagara Region Public Health.

### Toys

All toys and equipment will be washed daily, or as they become soiled. If a toy has been in a child's mouth, the toy must be removed from the play area and placed separately in a bin to be washed and disinfected. Any stuffed animals or pillows must be laundered monthly.

### Large Equipment and Furniture

All equipment in the indoor play area must be disinfected monthly, or more frequently dependent on usage and cleanliness.

All floors inside NNS will be vacuumed daily, and damp mopped every day. Any spills will be cleaned immediately as required.

### Bathrooms

All toilets, potties, or inserts are to be disinfected after all washroom routines or if visibly soiled. It is required that staff keep a cleaning log for each bathroom that is updated after each use and sanitization.

Liquid soap dispensers will be made accessible for handwashing. Single-use paper towels are kept near all sinks that are used for handwashing.

### Drinking Cups and Fountains

If no drinking fountain is available, children must have access to disposable drinking cups for water and are to be only used once. If reusable plastic cups are used, they are to be washed according to the proper dishwashing procedures.

### Handling Blood or Other Bodily Fluids

Bodily fluids include blood, urine, feces, vomit, and mucus. In the event of a spill, staff members must always use rubber gloves and dispose of waste products appropriately and safely.

## Lead Flushing

Niagara Nursery School, in accordance with the *Safe Drinking Act, 2002* NNS is required to ensure that all plumbing has been flushed each morning before class begins.

### Sampling and Reporting

Reduced lead sampling under section 5 (2.1) of Reg 243 allows for samples to be taken only once in every third calendar year, during the period beginning on May 1 and ending on October 31.

A copy of the test results must be sent to the Ministry of Environment and the Ministry of Community and Family Services.

### **Sampling exceedances**

Should a sample report show exceedances of lead, Niagara Nursery School will notify all families registered in the centre via email and will follow the procedures laid out in the *Safe Drinking Water Act, 2002 – Ontario Regulation 243/07, section 7.1.*

## Exemption to Immunizations

Exemptions to Immunization A child may be exempted from immunization for medical reasons. Parents will need to have a legally qualified health care professional complete a Medical Exemption form. Or if a child is not immunized due to conscience or religious belief, parents are required to complete a Statement of Conscience or Religious Belief form, signed by a Commissioner for Taking Affidavits. These forms must be submitted prior to the child attending child care.

## Accident/Incident Reports

### Policy

Accident/Incident Reports Communication about their child's well-being is important to parents. Parents will be informed regarding any incidents affecting their child's health, safety or well-being. If a child is injured, parents will be provided a copy of the Accident/Incident Report.

## Drug and Medication Administration

### Policy

The written procedure for the administration of any drug or medication to a child in attendance at Niagara Nursery School operated by the staff and parents and the keeping of records will be as follows.

- A) All drugs and medications on the premises of Niagara Nursery School
  - i) stored in accordance with the instructions for storage on label
  - ii) administered in accordance with the instructions on the label and the authorization received (under procedures)
  - iii) inaccessible at all times to children
  - iv) are kept in a locked container
- B) The Executive Director and/or designate oversees all drugs and medications and that all drugs and medications are dealt with by that person.
- C) A drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered.
- D) A drug or medication is to be administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and instructions for storage and administration.

Despite sub-clauses A) iii) and iv) and clause C) the operator may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established under the Anaphylaxis policy.

### Procedures

1. Prescription and non-prescription drugs or medications must be accompanied by written authorization from a parent.
2. A parent should hand deliver the medication in the original container and give the written instructions to the appropriate staff member.
3. Medication must be stored as directed and kept in a locked container.
4. It is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption. Medication should be administered in a well-lit area.
5. Whenever possible, all children receiving medication should receive it at the same hour.
6. For each child receiving medication, an entry should be made on a form. Staff giving the medication should list each dose administered and the time. If a dose is omitted, reasons should be listed.
7. Any accidental administration of medication (i.e., medication to the wrong child or dose error) should be recorded and reported to the Supervisor, who should then notify a parent of the child.
8. Left over medication or surplus of medication should be returned in the original container to a parent of the child or discarded with parental permission.

NOTE: Whenever possible, parents should be encouraged to give any drugs or medications to their children at home, if this can be done without affecting treatment schedule.

## Dealing with Minor Blood Loss

### Policy

We have been instructed by the Niagara Regional Health Department to wear nitrile or vinyl gloves when dealing with any blood loss from the children. Any blood loss is to be treated as possible infective material, i.e. Hepatitis and AIDS.

## Sun Safety Awareness

### Policy

All children go outside every day, weather permitting, parents are asked to apply sunscreen to their child prior to the start their child's program. All children are to have hats to wear outdoors, as well as sunscreen in warmer weather. Parents must fill out a Sunscreen permission form in order for sunscreen to be applied.

### Procedure

Niagara Nursery School staff will apply sunblock in warmer weather to each child, ensuring that only the sunscreen indicated on the permission form is used.

Staff are to wear unused gloves when applying sunblock on children as to ensure that there is no cross contamination and prevent any potential reactions.

Staff and parents are to review the expiry date on a child's sunscreen prior to use, if a sunscreen is expired parents will be asked to replace the sunscreen.

Sunscreen bottles must be well labelled with the child's name and will be stored in a basket out of the children's reach in the classroom cunny area for ease of access.

## Smoke Free

### Purpose

NNS is committed to providing a healthy, comfortable and productive work environment for our employees and families. In the interest of promoting a safe and healthy work environment, NNS has adopted a smoke-free workplace policy. This policy applies to anything that can be smoked, including cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes, and it also applies to electronic cigarettes (also known as e-cigarettes).

### Definition

Smoking - The act of lighting, inhaling or carrying of a lighted or smoldering cigar, cigarette or pipe of any kind.

### Enclosed Workplace –

- the inside of a building, structure or vehicle that an employee works in or frequents during the course of their employment whether or not they are acting in the course of the employment at the time
  - this includes the inside of a trailer office on a construction site, the inside of a loading dock, or the inside of a delivery truck
- common areas such as washrooms, lobbies and parking garages

### Guidelines

All employees and customers are to adhere to Ontario's recent passing of the Smoke-Free Ontario Act that prohibits persons from smoking or holding lighted tobacco in any enclosed workplace, any enclosed public places and specifically designed outdoors places in Ontario. The same prohibition applies to vaping (the use of electronic cigarettes). Smoking and vaping are also prohibited within company vehicles, and any non-smoking hotel rooms or rental cars booked for business purposes.

Under the *Child Care and Early Years Act, 2014*, all child care facilities are required to be smoke-free. This includes any outdoor spaces that are used by children, even if children are not present.

NNS has no intentions towards influencing the actions of employees smoking habits outside of the workplace and will not pursue disciplinary action for those that smoke off of NNS premises. NNS will also not discharge or refuse to hire applicants on the grounds that they are smokers.

## Scent Free

### Purpose

NNS reserves the right to require staff members to discontinue the use of a particular scented product or products in order to accommodate another staff member or child's sensitivity to such products. It is the expectation that all staff members are courteous and respectful in their use of scented products and fragrances in the workplace.

Due to the health concerns arising from exposure to scented products, NNS has instituted this policy to provide a scent-free environment for all staff and visitors.

Scented products may adversely affect a person's health, and some or all of the following symptoms may occur:

- Headaches
- Dizziness
- Light-headedness
- Nausea
- Fatigue
- Weakness
- Insomnia
- Malaise
- Confusion
- Depression
- Anxiety
- Numbness
- Loss of appetite
- Upper respiratory symptoms
- Shortness of breath
- Skin irritation
- Difficulty with concentration

Certain odours, even in the smallest amounts, can trigger an attack for allergic and asthmatic individuals, as well as those with other conditions.

The severity of these symptoms can vary from mild irritation to be incapacitated. Some people report mild irritation while others are incapacitated and/or must give up many 'normal' activities to avoid exposure (such as going public places).

## Allergies

### Purpose

This policy is to provide guidelines on creating a safe environment at NNS for children with allergies and/or anaphylactic reactions, minimizing risk of exposure to allergens, and to ensure compliance with all legislation.

## Definition

At NNS, there may be children who are at risk for potentially life-threatening allergic reactions, also known as anaphylaxis. While an allergy can be caused by foods, stings, medications and other substances, if a reaction is left untreated it can lead to death. Often, within minutes of being exposed to an allergen, anaphylaxis can cause swelling of the throat, and mouth, difficulty swallowing, speaking, or breathing.

## Disclosure

All allergies are to be noted on the health and medical forms that are submitted at the beginning of each school year by parents. Any child allergies, or other dietary needs, will be posted in the snack area of the classroom. It is the responsibility of staff and parents to be aware of these needs. Any child or parent with an anaphylactic allergy will be listed, with a photo, in the kitchen where food is prepared and stored in all emergency binders.

## Guidelines

NNS's anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and employees, parents and volunteers are trained to respond to an emergency situation.

### Individual Support Plans

Individual support plans will be developed by a child's parent, physician and NNS to include all relevant information including:

- Emergency procedures in the event of exposure
- Medication to be administered
- Signed consent from parent(s) to the method by which employees will administer emergency medication and how the training was provided

The Individual Support Plan will be placed in the child's file and posted in the locker area, circle area, and snack area.

All staff, and volunteers (parents, community members and or students) must read the list of individual children's food allergies which is posted in the kitchen area, as well as any individual support plans.

### Review of Individual Support Plans

All staff, and volunteers are required to review the Individual Support Plan for each child annually. Parents of children with allergies are required to review the plan every six (6) months to ensure accuracy and make any revisions necessary. All staff are required to review any revisions that are made and to sign off on them.

### Storage of Medication

All medication covered in the Individual Support Plan will be:

- Stored in accordance with instructions on the label and from parents;
- Administered in accordance with the instructions on the label and/or physician

- In a locked container and inaccessible to children at all times

Children may be permitted to carry their own medication if permission has been granted by parents and this procedure is outlined in the Individual Support Plan.

### Food Preparation

All food served at NNS must be nut-free. Where staff are preparing or serving food, proper hand washing procedures must be followed before contact with food or utensils. Staff will ensure that all food preparation areas, tables and benches are washed down before and after eating.

### Birthdays and Other Occasions

Due to severe allergies, families are to refrain from providing food of any kind to acknowledge a birthday.

### Bag Lunches

Parents are reminded that lunches should not contain any foods with peanuts and/or tree nuts. If an alternative butter, such as WOW or apple butter is used, it is requested that a note is included in the child's lunch. Any foods that have ingredients that contain nuts will not be served. Parents should look for foods that are nut free, as even foods that may contain nuts can be harmful for those with severe nut allergies.

If a child has an item in their lunch that contains peanuts and/or tree nuts, this item will be removed immediately and not served. An alternative item will be provided by NNS and a note will be sent home explaining why an alternative item was provided.

If a child requires food from home for medical/behavioural reasons, then a note stating the reasons why must be provided to the Executive Director. This will be kept on file and needs added to the classroom dietary list.

## Anaphylaxis Policy

### **Purpose**

To reduce the risk of exposure to anaphylactic causative agents of individuals regularly in Niagara Nursery School. This procedure aligns with Sabrina's Law, 2005 legislation.

### **Intent**

Anaphylaxis is a serious allergic reaction and can be life threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc. This policy is to help support the needs of a child with a severe allergy and provide some information on anaphylaxis and awareness to parents, staff, students and visitors at Niagara Nursery School.

### **Policy**

1. As a communication plan for providing information on life threatening allergies, including anaphylactic allergies an **Information Sheet** will be put in the child's file and posted in the locker area, circle area snack area and outside.
2. An individual plan will be developed with input from the child's parent or guardian and the child's physician, for each child. The Information Sheet will be used to capture all relevant information including emergency procedures in the event of exposure to allergens. Any medication to be administered must be prescribed by a doctor and be current.
3. The parents will sign to show they consent to the method by which staff are trained to administer emergency medication and identify how that training will be provided, e.g. the parent, a doctor, a nurse, through Red Cross Emergency training, etc.
4. All participants in the program - staff, students, volunteers- will review the individual plan for each child before they begin employment/participation/placement and annually thereafter.
5. This individual program plan will be reviewed by the parent at least every six months to ensure it remains current with revisions completed as needed.

## Individualized Support Plans

### Purpose

To provide clear direction on implementing and ensuring that all children with Anaphylaxis, special needs and/or medical needs have an updated and individualized support plan, and that this plan is met and followed within the program.

### Procedure

Niagara Nursery School is committed to providing an inclusive learning environment that meets the individual needs of a child with Anaphylaxis, special needs and or medical needs. To ensure that the quality and substance of care is met, all individuals working within the classroom will be kept informed and held accountable by the following.

1. An Individualized Support Plan will be developed along with the child's parents/caregivers as well as any regulated health professional or other person who works with the child in order to ensure that the plan is well informed and made to best meet the child's needs.
2. The Executive Director will ensure that all special needs children will have an individualized plan kept both in the child's file and in an accessible binder for staff and any resource teachers, a copy will be provided for the parents/caregivers as well.
3. The Executive Director will ensure that all staff read and are kept up to date on each individualized plan, each staff member and or resource teachers will read and sign a declaration of understanding and promise to implement said plan.
4. The Executive Director will ensure that the individualized plans will be reviewed by each employee on a yearly basis or as changes are made.
5. All changes/updates made will be written clearly in the child's individualized support plan to ensure clear direction and understanding of the child's needs.

6. The Executive Director along with the staff will ensure that the classroom always reflects the needs stated in the individualized plans and that the classroom always remains inclusive.
7. The Executive Director and staff will update each plan with the parents, and or resource support as changes/adaptations are needed. All changes/updates will be presented to all staff to ensure everyone is kept up to date and that any and all supports, aids, adaptations or other modifications to the physical, social and learning environment are made immediately and are delivered in a consistent manner.
8. All changes will require staff to read and sign off that they have read and understood them. Staff will sign and date all changes/adaptations that are made.

All staff will be required to at each staff meeting or as needed to meet and to review the child's file and ensure needs continuously being met. All staff will be encouraged to regularly go to trainings that may further their knowledge and understanding of children with special needs that in turn would lead to higher quality care for the child and family

## Sleep Supervision

### Policy

It is a requirement that all children attending a licensed Early Learning & Care Centre (Preschool) have a rest period each day. It is not necessary for your child to sleep, but he/she will be encouraged to rest quietly on his/her cot during this time. A child-sized blanket from home, labeled with your child's name, is required. Children may also bring a soft comfort item from home for rest time.

### Procedure

1. Sleep room staff will perform regular visual checks of sleeping children by being physically present and checking for indicators of distress or unusual behaviours.
2. There will always be sufficient lighting in the sleep room to conduct the direct visual checks.
3. Children will be assigned to individual cots or cribs (or mats where a director approval has been granted for children 18 months to 5 years)
4. Parents will be consulted regarding their child's sleeping arrangements at time of enrollment and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request.
5. Parents of children younger than 12 months will be advised that children under 12 months old are placed for sleep in a manner consistent with the recommendations set out in the Joint Statement of Safe Sleep (ss.33.1), (i.e., placed on their backs)
6. Parents of children who regularly sleep at our Centre will be advised of our policies and procedures regarding children's sleep.
7. Any observance of any significant changes in a child's sleep patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep
8. Visual checks will be performed every 30 minutes and documented on a sleeping chart.

9. A visual sleep chart is always kept on the wall of the classroom and changed daily to reflect the placement of children in the sleep room.

## Rest Periods

### Policy

It is a requirement that all children attending a licensed Early Learning & Care Centre (Preschool) have a rest period each day. It is not necessary for your child to sleep, but he/she will be encouraged to rest quietly on his/her cot during this time. A child-sized blanket from home, labeled with your child's name, is required. Children may also bring a soft comfort item from home for rest time.

## Outdoor Policy

### Policy

Outdoor play for children is a crucial aspect to their early development, Niagara Nursery School provides an inviting natural setting that inspires children to play outside. Outdoor play is key to children's physical health and development of gross motor skills and will improve their social and psychological health. Playing outdoors provides the children an opportunity to climb, jump, balance, explore and learn in the moment, based on their interests. Niagara Nursery School includes the required amount of daily outdoor time, weather permitting, as designated by the Child Care and Early Years Act. Children who have fun outdoors will likely get dirty.

All staff, volunteers and students are to adhere to Niagara Nursery School Playground Safety Policy & Procedure Policy at all times.

The playground safety policy is to be reviewed and updated annually by all staff, volunteers and students.

## Volunteer and Student Supervision

### Purpose

The Child Care Early Years Act (CCEYA) requires that all licensed childcare centres have in place a written policy outlining the responsibilities of the Executive Director for implementation, review and evaluation of all volunteers and students in the program. Monitoring will be done on monthly basis.

Niagara Nursery School's supervision policy, in accordance with the requirements under the

CCEYA, shall ensure that every child in the preschool is supervised by a staff member at all times.

### Procedure

The teacher/Executive Director is responsible for:

- Ensuring that all volunteers and students are given an orientation to the program and a review of policies are completed prior to placement in the program.
- Ensuring that the policy is reviewed with volunteers and students annually.
- Ensuring that the policy is reviewed with parents at time of orientation and annually thereafter.
- Monitoring volunteer and students on an on a regular basis.

### Volunteers and Students

- Never to be unsupervised while in the presence of children. They are to be supervised by a member of staff at all times, should a volunteer or student be left alone unsupervised with a child (ren) by a staff member, that staff member will be disciplined accordingly
- No child is supervised by any person less than 18 years of age.

### Guidelines for the Classroom

As a volunteer or student, you are an important asset to our classroom dynamic and we really enjoy having you as part team.

When you are in the classroom you are a support to our teaching staff and while we encourage you to get down with the children to interact, form relationships, and join in on play when it's possible, it is your main responsibility to assist when needed.

For volunteer parents, we know that it may be hard for your child to understand right away that you are here to help and not just to play. There will definitely be an adjustment period for the both of you and we want to help you through this as much as possible. From past experiences, we have seen that it is important to be clear from the beginning with your child about why you are there. We encourage you to talk to your child about your volunteer day before it happens and explain what you will be doing in the classroom, so they have a clear picture in their mind. If this boundary is set from the beginning it should help during the first few volunteer days, along with a few gentle reminders while in the classroom, until your child is comfortable with you doing your job while they play.

Once you have started your day you may notice that our classroom can get very busy, and you may feel like you want to help as much as you can. However, there are some things that you are not able to do in the classroom, as per Ministry guidelines.

Below is a list of what volunteers and students should be doing when in the classroom and what they are not permitted to do.

Volunteers and students should (always under the supervision of Staff) ...	Volunteers and students should NOT...
clean tables and surrounding area after snack time	be alone with the children at ANY time, you <b><u>must always</u></b> be under the supervision of Staff.
monitor children at the self-serve table disinfect toys and surface around the classroom (check with a staff member as to what needs to be disinfected)	prepare or alter food in any way have any drink except water on the floor with them (if you have anything else it must be left on the teacher counter and labelled with your name.
monitor children during play to keep the classroom a safe place	assist children with toilet routines
take photos of the children on the classroom iPads	take photos of children (even your own child) on personal phones

**Cleaning Tables**

1. Wipe tables including serving table with green dishcloth using soap and water
2. Spray tables down with bleach and water solution found in the cupboard by the fridge.
3. Wipe the tables down with a dry paper towel.
4. Wipe down any chairs that are messy from snack with a green dishcloth using soap and water.
5. Sweep under the chairs and tables using the broom and dustpan in the corner of the kitchen.

**Reminders**

- If you are ever unclear on what you should be doing, we encourage you to check the checklist located on the front of the fridge. We ask that you initial this list at the end of every shift you do to make sure that all duties have been completed. If you are still unclear, feel free to ask a staff member about what you can do to help.
- On your first day, you will receive a full orientation by either the Executive Director or staff member. This includes a tour of the classroom/facility as well as policy and other important document review and sign off.
- If you have any belongings coming into the classroom with you on your volunteer day (ex. purses, jackets, backpacks, etc.) you can store them in the office on a hook or in a cubby bin if available.
- Please remember to dress appropriately for the weather as you will be going outside with the children and we try to go out in almost all-weather conditions.

**Serious Occurrence**

**Policy**

In accordance with the *Child Care and Early Years Act (CCEYA), 2014*, NNS must ensure that there is a plan to deal with any serious incidents that may affect or compromise the health, safety, and well-being of children in their care.

In alignment with the Ministry of Education's intent to provide greater transparency for parents, Niagara Nursery School and Child Care Centre will post Serious Occurrence Notification Forms to keep parents informed of reported serious occurrences in their child's centre.

## Definition

### Serious Occurrence

Under the CCEYA, a serious occurrence is:

- the death of a child who receives child care at a licensed home premises or child care centre;
- abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home premises or child care centre;
- a life-threatening injury to or a life-threatening illness of a child who receives child care at a home premises or child care centre;
- an incident where a child who is receiving child care at a home premise or child care centre goes missing or is temporarily unsupervised, or
- an unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or wellbeing of children receiving care at a home child care premises or child care centre.

## Duty to Report

### Policy

Duty to Report Duty to Report is defined under section 72 (1) of Ontario's Child and Family Services Act and sets out what must be reported to a child protection authority i.e. Family and Children's Services (FACS). A report must be made immediately if a child is, or appears to be, suffering from abuse or is at risk of harm. Duty to Report applies to the public and includes special reporting responsibilities for professionals in the child care field. Registered Early Childhood Educators also have this obligation under the College of ECE. Niagara Nursery School supports its staff in their Duty to Report responsibility. Niagara Nursery School does not investigate reports; we cooperate fully with FACS' investigations.

## Workplace Violence and Harassment

### Policy

NNS is committed to the prevention of workplace violence and harassment. Workplace violence and harassment will not be tolerated from any person in the workplace and the necessary steps will be taken to protect workers from workplace violence or harassment from all sources. The sources of violence or harassment may be internal or external but will not be tolerated in either case.

The workplace harassment program applies to all employees including the Executive Director and volunteers.

## Emergency Management

### Policy

Niagara Nursery School has an Emergency and Crisis Management Procedures & Policy in place. In case of an emergency, parents and guardians will be contacted by phone, using numbers as supplied by parents/guardians through centre registration.

### Fire Safety & Evacuation

Fire drills are performed at least once per month and recorded on the 'Fire Drill Log Sheet' as well as the daily log.

Our emergency shelter is the,

Niagara-on-the-Lake Fire Station 1 at  
2 Anderson Ln, Niagara-on-the-Lake, ON L0S 1J0

## Staff Qualifications

### Policy

All Niagara Nursery School staff have appropriate educational background and experience to ensure quality care and understanding of child development.

Their personal qualities of friendliness, warmth, and the ability to relate openly to children and adults. They are dedicated to the needs of the children, the concerns of the parents and the high expectations of Niagara Nursery School and Child Care Centre.

All staff must complete a Criminal Reference Check with a Vulnerable Sector Search through Niagara Regional Police services and hold current certification in First Aid and CPR.

Our staff participate in ongoing professional development opportunities such as training in Quality Child Care Niagara (QCCN), CATCH, multitude of workshops offered through the Early Childhood Community Development Centre (ECCDC) and many more.

We continue to strive for excellence in all our programs, and regular evaluation of staff and programming ensures ongoing high-quality care for your children.

## Privacy Statement

### Policy

The privacy policy applies to personal information about the children in our care, their parents/legal guardians, their siblings, and other individuals who are involved in their care and upbringing (collectively, “the children in our care and their families”). Niagara Nursery School respects privacy and we have a longstanding commitment to protecting the personal information of the children in our care and their families.

For the purposes of this policy, “personal information” is defined as any identifiable information about the children in our care and their families, such as contact details, health information, living arrangements, background information, the child’s personal characteristics and behaviour styles.

Personal information is only collected, used and disclosed by Niagara Nursery School in accordance with this Privacy Policy and the legal obligations imposed by the Personal Information Protection and Electronic Documents Act (PIPEDA).

### Why we collect personal information:

When enrolling your child/children in our child care program, as the parent or legal guardian, you are asked to provide certain pieces of information in order for us to provide you and your child/children with the best possible service. In addition to your contact details and the names and contact information of your family members, your child’s file may include the following information about your child:

- Living arrangements.
- Health information and special needs.
- Personal characteristics, skills and behavioural information.
- Incidents about the child as recorded by our staff.

### Personal information is only collected for the following purposes:

- To identify the children in our care and their families;
- To monitor the health and well-being of the children in our care;
- To monitor developmental levels, skill acquisition and special needs of the children in our care. To establish a culturally sensitive and developmentally appropriate program for the children in our care;
- To understand the desires, concerns and opinions of the children in our care and their families;
- To establish and maintain good relationships with the children in our care and their families;
- To provide the responsible child care services expected of a licensed child care program to the children in our care and their families;
- To manage and enhance our business and operations; and to meet legal and regulatory requirements, such as those contained in the Day Nurseries Act and its associated Regulations.

Niagara Nursery School never collects more personal information than is needed to fulfill these purposes, unless you have consented to such collection.

### **When do we disclose personal information and to whom?**

We will make sure that any required disclosures of personal information are made on a “need to know” basis, and where applicable, on a confidential basis, and in accordance with the provisions of the Ontario Child Care and Early Learning Act and its associated Regulations. Personal information is never traded, sold or leased by us to any external companies. We may disclose personal information to:

- Public Health
- Ministry of Education
- Niagara Family & Children’s Services
- Niagara Nursery School’s Board of Directors
- Niagara Region Children’s Services, Pathstone Mental Health, Speech Services Niagara,
- Therapists, volunteers, students on placement with Niagara Nursery School
- Educational or regulatory observers and other service providers on an as-needed basis in order for them to assist us in managing, providing or evaluating our child care services and program; an agent of a public authority (such as FACS Niagara) if, in our reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of the information
- A third party with whom we are negotiating in order for them to take over some or all of our services and/or other activities.
- A third party where the individual (or his/her parent/legal guardian) has consented to such disclosure; a third party where such disclosure is required or permitted by law.
- When sharing personal information, we release limited information as required for the function that will be performed by the representative on our behalf. We also ensure that every representative is clear on their obligation to protect personal information and only use the information for the purpose(s) for which it is being provided.
- Examples of the Representatives that Niagara Nursery School may share your limited personal information with include: Professionals who may assist us in caring for the physical, emotional, social and/or intellectual well being and/or safety of the children in our care
- Entities that assist us with general administration, including debt collection.

Note that whenever practical, Niagara Nursery School discloses de-identified information as opposed to personal information.

### **Have you consented?**

Having read this policy and by enrolling your child in our child care program and by providing us with the personal information requested, you consent to the collection, use and disclosure of your personal information as specified herein.

If Niagara Nursery School will be using or disclosing personal information for purposes that have not been stated in this policy and that we do not feel are obvious to you, we will first obtain your express consent. We may imply your consent if we feel we are using your personal

information for purposes that are obvious to you. For example, if you tell us that your child has a food allergy, we may not seek your express consent before providing this information to our caterer. With written notice you may withdraw consent at any time subject to legal or contractual restrictions and reasonable notice. You may contact us for more information regarding the implications of withdrawing consent.

In certain circumstances, personal information can be collected, used or disclosed without the knowledge and consent of the individual (or his/her parents/legal guardian). For example: If it is clearly in the interests of the individual and consent cannot be obtained in a timely way, such as when the individual is seriously ill or mentally incapacitated; If seeking the consent might defeat the purpose for collecting the information, such as in the context of an investigation of a breach of an agreement or a contravention of a federal or provincial law; or If there is an emergency where the life, health or security of an individual is threatened.

### **How long is your information retained?**

We retain personal information only as long as it remains necessary or relevant for the identified purposes, and in accordance with legal requirements. Therefore, we will retain your child's file as long as your child is enrolled in our child care program and for a fixed period of time thereafter.

Depending upon the circumstances, where personal information has been used to make a decision about an individual, we will retain the information for a period of time that is reasonably sufficient to allow for access by that individual (or his/her parent/legal guardian).

Niagara Nursery School retains and securely destroys personal information in accordance with our internal record retention procedure. Our retention procedure takes into account retention requirements for financial and insurance records, the statutes of limitation relevant to injuries that occur while children are in our care, as well as the requirements of the Day Nurseries Act and its associated Regulations.

### **How do we keep your personal information secure?**

We have procedures and policies in place to ensure that personal information, in both paper and electronic format, are protected against the risk of loss, theft, unauthorized access, disclosure, copying, modification or destruction. For example, we have the following safeguards in place:

- Filing cabinets containing personal information are only accessible to the Executive Director and designates. When filing cabinets are not in use and after hours they are locked.
- Access to electronic files is limited on a need-to-know basis depending on job function.
- Paper records containing personal information that are no longer needed are securely shredded.

### **How can you access your personal information and check its accuracy?**

Niagara Nursery School relies on the information provided by you when enrolling your child in our child care program. You may at any time make a written request for access to your or your child's personal information using our "Access to Personal Information Form". Personal

information will be provided in an understandable form within a reasonable time and at minimum or no cost to the individual.

However, in certain situations we may not be able to provide access to all of the personal information we hold about an individual (or his/her child) as there are numerous exceptions to the access principle under PIPEDA. For example, we cannot provide access to personal information about another individual if they have not consented, or to information that could reasonably be expected to threaten the life or security of another individual. Also, we cannot provide access to information that was generated in the course of a formal dispute resolution process. If we are unable to provide you with all the information contained in your child's file, we will let you know.

Niagara Nursery School strives to maintain accurate records of your personal information; however, this cannot be achieved without your help. In this ongoing effort, we ask you to provide us with up-to-date information. Let us know of any personal information you have given to us in the past that is incomplete, inaccurate, or no longer relevant, or of any new issues or information that will help us in caring for your child. If you feel a record in your child's file is inaccurate or incomplete, and we agree with your assessment, we will promptly correct or complete the information. Any unresolved differences as to accuracy or completeness will be noted in the file.

**Contact us with any questions or concerns:**

Niagara Nursery School takes full responsibility for the management, confidentiality and protection of the personal information we collect, use and disclose. If you have any concerns about this policy, or feel that Niagara Nursery School is not abiding by it, please send an e-mail to [niagaranursery@gmail.com](mailto:niagaranursery@gmail.com) or write to:

Niagara Nursery School  
14 Anderson Lane, P.O. Box 908  
Niagara on the Lake ON L0S 1J0

**FORMS**

- Access to Personal Information Request Form
- Privacy Consent Form

Charitable Number: 107773541 RR0001