

Program Statement:

St. George Co-op Nursery School (SGCNS) is a part-time preschool situated downstairs in a beautiful church at the Eastern end of the idyllic town of St. George. The school was started as a co-operative to provide families an unmatched opportunity to participate and engage in this next chapter of their children's' lives and education. For many of our children this will be their first experience being cared for and educated outside of the family unit. The co-operative is committed to creating a close community and an educational environment that embodies the core values and traditions of each co-op family. Our philosophy is to encourage our children's social, emotional, and intellectual growth in a safe, secure learning environment. SGCNS is also committed to implementing current educational best practices and following all legislation that pertains to the educational guidelines. We believe that children are competent, capable, curious and rich in potential. This program statement will outline the goals and framework of our program, outline roles and responsibilities of students, parents, and instructor, as well as highlight the preschool's philosophy and policy, such as family participation and student behaviour management.

St. George Co-op Preschool is uniquely able to optimize the four foundational conditions that support learning; belonging, well-being, engagement, and expression.

As a co-op preschool we are able to replace one of the staff required by provincial legislation with two parent volunteers, or duty parents. This allows the preschool to not only operate with an extra adult supporting classroom, but to also provide a comfortable environment for our students where their families are not only welcome but vital to the day to day operations of the classroom. Duty parents each provide their own skills and experiences, which enrich the preschool generally and the daily learning experience specifically. Having their own parents/family members in the classroom provides the children with an immediate sense of belonging and well-being. This allows the students to begin from a place of calm and comfort, an optimal environment to facilitate learning. The additional adult in the classroom also uniquely facilitates engagement. The instructor is relieved of many housekeeping duties, allowing the instructor to focus primarily on the engagement of the students. This greater engagement has a positive effect on programming as the instructor is able to gain a deeper knowledge of each student's strengths and interests and is able to constantly adjust programming accordingly. Having three adults in the classroom allows more adults to be actively engaged with different groups of students throughout the classroom simultaneously. With this greater level of engagement students are provided many opportunities for self-expression verbally, developing their complex communication skills as well as providing

a multitude of opportunities for expression through creativity, problem solving and mathematical behaviours.

For many of our child students, their time at St. George Co-op Preschool will provide their first exposure to formal education. From their first day in class students will be treated as curious, capable individuals with an unlimited potential for learning and developing. Each student's strengths, abilities and interests will be considered to create the most beneficial programming possible. We know that young children learn through play and inquiry. Our morning is outlined with a lot of free time play, both indoors and outdoors, where the children can be learners in the environment, following what interests them. Children will be provided a healthy, nutritious snack during the morning. The snack menu is posted monthly by the supervisor so all members can see what their children are eating each day. We encourage self-regulation in the classroom at all times. If at any time a child feels overwhelmed or needs to be alone, a safe quiet place inside the classroom will be provided where they can be supervised safely at a distance. No child will be forced to participate in any activity that they are not comfortable doing. We encourage the children to be competent learners by following their interests and planning activities based on their likes.

Parents are vital members of our co-op community. Parents enter the co-op community with a variety of backgrounds and skills that enhance and diversify the co-op. Parents are encouraged to utilize their skills and interests, and offer them to the service and betterment of the co-op through discussion with the instructor and executive board. During classroom time, parents are encouraged to get down with the children and engage, build relationships. Parents provide special skills in child care and, as a duty parent, are able to bring some of the comforts of home into the classroom for the students. Parents will engage with students, but will also care for student and classroom physical and environmental needs, making washroom trips, washing hands, help cleaning up spills, supporting positive behaviour during activities. By consciously meeting these needs during class, parents allow our instructor to focus on the education of the class as a whole as well as spend more constructive time with each child. Parents will maintain open communication with the instructor, checking the parent information board regularly for updates and important information. Each family will participate actively in the operations of the co-op through mandatory attendance at monthly meetings, participation in specific assigned/volunteer tasks, fundraising and marketing strategies. Families will provide this service and value to the co-op regardless of classroom duty status. Through this active and interested participation, families are

granted an opportunity to participate in our children's early education and socialization in a way that is significant and meaningful.

Our instructor, Miss Debb, is a highly skilled educator, specializing in preschool aged children and committed to the co-operative values of the preschool. Miss Debb is interested in participating as a co-learner with the children and families and to support children's learning, development, health and well being. Miss Debb outlines the programming through her experience, knowledge of curriculum and specifically linked to the goals of the co-op families for their children. Miss Debb is able to tailor the programming based on the skills and interests of the children. We recognize that all students come with different interests and different learning strategies. We help to create a positive learning space where all our students learning and development will be supported. Our co-op preschool community is specifically interested in school readiness so Miss Debb uses her opportunities for focused lessons on these skills such as self dressing, printing child's own name, and early literacy and numeracy skills. It has been her experience, also, that the play based approach to early learning provides many opportunities for development of these skills in an organic way, through engaged activities such as dress-up, colouring, crafts, and story time.

Our instructor is the leader of the classroom and maintains several key responsibilities. Miss Debb is primarily responsible for class regulation, implementing curriculum, maintaining the health and safety of children under her care. Duty parents should support the instructor and look to the instructor for guidance in these areas. Miss Debb also works to maintain an open line of communication with every family through our parent information board located in the cubby room, email, The Remind app, Facebook and face-to-face interactions. Each month a new "flow chart" is posted in which the parents of the children can see what the children are interested in and the activities that are happening surrounding those interests.

The curriculum and program is a living document that changes each day as the children explore their surroundings.

Miss Debb is the pillar of our co-op community and will be treated with utmost respect. If you disagree with an approach or technique being used by the instructor, or have concerns about the integration or experience of your child please arrange to speak to Miss Debb privately, outside of class time, as the instructor is fully engaged with our children during class. Alternatively members of the co-op board, introduced at the September parent meeting, may be approached to help resolve any concern, issue, or conflict.

Miss Debb is encouraged and supported by our community to take part in continuous professional learning. Occasionally, professional development happens on one of our school days. Typically, our membership will decide to take a field trip or make other arrangements to cover the day. This is decided upon by a group vote at a monthly meeting. Miss Debb will come back and share the knowledge she acquired at the professional development with the community of parents to further their knowledge as well.

Duty parents also are required to take a CPR course in September, before starting their duty days.

Our goal at St. George Co-op Preschool is for all students to feel safe and secure in our preschool environment. To ensure this we set limits, for the safety of the children, so that a child may not harm himself/herself or be allowed to harm another person, or their property. As our school is able to excel in providing the four foundations for learning we have found behaviours requiring regulation intervention very rare. Our students are generally happy and healthy, engaged and able to express themselves effectively, verbally or nonverbally. Our superior engagement means that there are adults actively participating with the students or close by. Therefore they are able to provide effective intervention before any correction would be required. The teacher and duty parents encourage positive interactions between the children and in the classroom. Approaching our students as capable, complex thinkers we are able to support the children, as necessary, through coaching, modeling positive behaviours, providing language to resolve conflict. We discuss the children's feelings and the children brainstorm with the teachers what a more positive interaction would look like. Adults in our program provide space and opportunity for our students to resolve conflict and challenging situations and behaviours independently, with the knowledge that support is close-by. In the child's eye, the teacher is the consistent authority while they are at school. The instructor should be brought in immediately if a duty parents feels that the situation might escalate to require significant disciplinary action. During our first meeting in September, we will review and discuss the behaviour management in the classroom. IF you have any questions about behaviour management in the classroom, please contact Miss Debb or a member of the executive council. Our greatest concern is that of the safety and well being of all individuals within the program, and our focused engagement with the children allows all adults in the room to ensure that our goals and expectations in this area are met.

St. George Co-op Nursery School fundamentally believes in the adage that it takes a village to raise a child. Local community partners are welcome to take an active role in the school if the school and the partner find there is a need for service. We welcome all input into the program and we open our doors to partners wishing to help support our children, their families and our staff. The teacher will set up appointments with these partners to make sure that times and dates work well for all of those involved.

Upon joining the membership of the St. George Co-op, all staff, duty parents, volunteers and support staff will review the program statement and all school policies prior to interacting with the children and at any time when the program statement is modified. Monthly, during our meeting, we will document and discuss any changes that need to be made to the program statement. Annually, all staff, duty parents, volunteers, and support staff will be evaluated by the supervisor to make sure that these approaches to interacting with children are being followed.

If you have any questions or concerns about your child, our curriculum or activities in the school, please speak with our teacher. Any ideas or concerns relating to the administration or operation of the school can be directed to the appropriate member of the executive council, or the president. If you would like to address the general membership, please advise the president sufficiently prior to a meeting.

We hope that your time at the St. George Co-op Preschool is a positive and fulfilling experience and we are excited to have you join our membership.

Program Statement Implementation Policy:

Each staff member, volunteer and duty person will be monitored in our program yearly on the basis of the centre's program statement. If the person being monitored is not following with the principals in our program statement, the executive council along with the supervisor of The St. George Co-op Preschool will work together to see what action needs to be taken. A participant may be warned or removed from duties based on the severity of the violation of the program statement.

Behaviour Management Policy:

Children are individuals and should always be treated with respect and dignity. We want all children at St. George Co-op Nursery School to feel safe and secure. To ensure this, we set limits for the safety of the children, so that a child may not harm himself/herself or be allowed to harm another person, or their property. Limits are to be expressed firmly but warmly, and in a positive manner as children rely on adults to show them by example. Children's negative behaviours are to be guided in a positive, consistent manner, appropriate to the developmental level of the child and proportionate to their actions. Regulation should be designed to assist the child to learn appropriate behaviours and it should be implemented as soon as possible after troublesome behaviour. In the child's eye, the teacher is the consistent adult while they are at school. Please do not contradict the teacher in front of a child. If you disagree with actions taken, please feel free to speak to the teacher privately after the incident or after class to discuss any issues you may have. Our goal is to promote self-regulation, ensure health and safety, and respect the rights of others.

In accordance with the Child Care and Early Years, the following forms of discipline shall not be used:

- 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.

The use of any means of corporal punishment or any other form of unacceptable discipline will not be tolerated. If a duty parent contravenes the Behaviour Management Policy, an emergency meeting of the executive council will be called to determine what the circumstances warrant. Possibilities include a verbal or written warning, suspension (switch to alternate duty-parent or to Non-Participating Option), dismissal, and/or intervention. If you are having trouble with a child, even if he/she is your own, whether at school, or elsewhere, please see our teacher for help. As a condition of the Behaviour Management Policy, duty parents will be monitored a minimum of once per year to ensure that they are following the correct procedures.

Supervision Policy:

This policy is for all staff, volunteers and students who are involved in the care and education of children at St. George Co-op Preschool.

Adequate supervision is essential for the safety and well-being of all children at the school. All children must be supervised at close proximity at all times, in all areas and in every activity throughout the school. Adequate and effective supervision requires that children be constantly, actively and diligently supervised at all times. This includes active positive interaction with children as well as observing and supervising individuals and groups of children. All cell phones are to be kept on Miss Debb's table by the door in the classroom and should only be used for photo/video documentation or an emergency.

An overview of the schedule and daily routine of the school will be provided to staff, students and parents prior to the school year beginning. Further orientation to the daily routine will be provided by the staff member on duty. This will occur both before and during class time.

Criminal Record Check

Duty parents and anyone else in the school, which will be interacting with the children, without direct supervision of the teacher, is required to have a vulnerable sector police check done and verified by the teacher. A list of those with completed police checks will be kept in the office. These will be required every 5 years for those who continue to be involved with the school (Please see Criminal reference check policy).

Behaviour Management

Positive behavior management is integral to the creation of a healthy environment for the children of the school.

Each duty parent and other persons involved with management of the children in the school will review the school's behavior management policy prior to interacting with the children and sign off acknowledging this has occurred. The behavior policy will be reviewed as necessary by the executive council and supervisor.

Anaphylaxis

Anaphylaxis / Allergy policy is to be reviewed prior to volunteering at the school. Epi-pen training will be provided by the parent of the student with allergy and will be done at each monthly meeting if needed.

A contact sheet and list of student allergies will be posted in the classroom, as well as a copy kept on the attendance board.

Staff and duty parents must be familiar with and implement the guidelines for effective supervision as detailed below:

FIVE ESSENTIAL ELEMENTS OF SUPERVISION

1. KNOWING:

- We need to know where each child is
- The number of children you care for
- The correct staff child ratio
- Which experiences, areas and equipment need special supervision?
- Which children need higher levels of supervision?
- Where other staff are positioned – staff should always notify others if they leave the area they are supervising for any reason.

2. LISTENING:

- We need to listen for different sounds in child's play
- For different sounds in the centre
- To what children are telling you
- To other staff and instructions/advice
- For different types of verbal language

3. POSITIONING:

- Remember to position yourselves:
- To ensure you get the best possible view of the area at all times
- With backs to wall or fence looking out into the room or play area
- So we can see difficult spaces inside and outside
- Stand away from other staff to ensure a wide range of supervision so there are no children behind us who are out of sight

4. SCANNING:

- We need to continually look and be aware of all children in the area, even when working with an individual.
- Scan the area by lifting your head and looking around constantly. Scan where other staff are.

5. BE WITHIN PHYSICAL REACH:

- We need to be within physical reach when children are involved in high risk activities
- When children are very young
- When fast, direct physical contact is the most likely way to prevent injury
- To use physical contact appropriate for the situation, the potential danger and the age/stage development of children.

CONSIDERATIONS FOR EFFECTIVE SUPERVISION:

- Grouping and ages/developmental levels of children
- Types of services
- Range of children attending
- Physical layout and equipment/facilities
- How the program is structured.
- Staff must always be in a position to observe all children, positively interact with children, respond to their individual needs and provide immediate intervention if necessary.
- Staff must always situate themselves where they are in view of what all children are doing.

AVOID HAVING YOUR BACK TO CHILDREN.

- Outdoor playtime is the most likely time for accidents to happen. Staff and duty parents must be positioned where they are able to supervise all children.
- The kitchen door and office door **MUST** be kept shut at all times and children must not be in these areas without direct supervision by a parent or teacher.
- The teacher will provide direct supervision for all others while in contact with the children. If concerns are unable to be resolved between the teacher and the other party, the matter will be referred to the Executive Council for review.

Evaluation

In order to assess whether the policy is effective, the Co-op Executive Council will:

- Communicate with staff and duty parents to ensure a thorough understanding of the policy

- Involve staff and parents in reviews of the school's supervision practices at monthly meetings.
- Take into account feedback from staff and families regarding the policy.
- Monitor complaints and incidents regarding the supervision of the children attending the school.

Supervision of Staff, Volunteers, Students and Duty Parents:

At St. George Co-op Preschool, we want to make sure that your child has the best possible experience. Because of this, all staff, volunteers, students and duty parents will be monitored daily by the supervisor in program. All persons in the program will be monitored based on maintaining the principals of our program statement as well as our behaviour management policy. All persons in program must produce a vulnerable sector check to the supervisor before entering the program. As two duty parents replace one staff member in our program, duty parents will be responsible for the supervision of the children along with the teacher. Duty parents are required to submit documents to the supervisor as required (Immunizations, criminal reference check as well as a CPR Certificate).

Volunteers and students in the classroom are never to be included in the ratio at the school, nor left alone with any children. They must provide a criminal reference check prior to being in program.

Process for Monitoring Compliance and Contraventions:

Each duty parent, staff, volunteer or student is required to read all policies and procedure prior to participating in the program. They need to sign re-read these policies and sign off that they understand each one. This is to be done annually and when changes have been made.

Annually, the supervisor of The St. George Co-op Preschool will be monitoring and observing all students, volunteers, staff and duty parents. The president of the school will observe and monitor the teacher.

The supervisor will fill out observation sheets to make sure that they adults participating in the preschool are complying. All participants will be monitored for compliance on:

- Program Statement implementation
- Implementation of Policies and Procedures
- Behaviour Management Policy

If a participant is not complying, at first they will be given a verbal warning about the non-compliance. If the event occurs again, the executive council will give them a written warning to stop such behavior. If it continues again, they will not be able to participate in the program again. If a duty parent would like their child to remain in program, they will have to switch over to a non-participating position if they are available.

If for any reason a participant performs one of the forbidden practices outlined in the behavior management policy, they will not be able to participate in the program again. There will be no verbal or written warning for such act.

Inclusion Policy:

At the St. George Co-op, all children are welcome to attend regardless of ability, need, background, culture, religion, gender, family composition or economic circumstances. Through inclusive practice, we aim to enhance the physical, emotional, social and intellectual needs of all children. We strive to make strong partnerships with families through open communication keeping the best interest of the child as a top priority.

Our policy includes that:

- No family will be excluded from the program, as long as we are able to meet their needs.
- All children may attend the on our regular days and hours of operation no matter their needs.
- Financial assistance through Child Care Services may be offered to families in need.

Staffing

- Applicants will not be excluded from being considered for a position based on their need, background, culture, religion, gender, family composition or economic circumstances. Positions will be offered based on competency, qualification and enthusiasm for the position.
- Upon commencement of employment and annually thereafter, all staff are made aware of our inclusive practices and must sign off that they have read and understood our policies.
- All staff are encourage to attend training pertaining to inclusion as part of their professional development hours. Staff are encouraged to share their knowledge with other team members.

Programming

- With necessary supports put in place when needed, all children will be able to participate in the full program to the best of their abilities.
- We will work with community agencies to acquire any assistive resources a child may need.
- All staff members will work together with all outside agency staff to implement any recommendations/goals into the program.
- Programs will be flexible to accommodate for each individual child's needs.

- Programming staff will regularly engage with parents to facilitate information sharing and to ensure parents are involved in planning for their child's learning and development.

Parents

- Parents will be encouraged to contribute to our programs by providing information or resources illustrating aspects of their lives, culture or community.
- Parents will be encouraged to attend interagency meetings. The centre will strive to accommodate any requests to ensure their ability to attend.
- Supervisors will actively recruit parents that reflect the diversity of our families to become a member of the Board of Directors.

Staff Meetings

- At each staff meeting, the needs, goals and accomplishments of children will be discussed as a team.
- At each meeting, staff will be encouraged to discuss any issues they may be experiencing related to inclusion.
- Staff from outside agencies will be invited to attend our staff meetings to provide training, resources and participate in discussions related to inclusion.

Children with Special Needs Policy:

St. George Co-op aims to provide an inclusive active learning environment that supports all children's uniqueness, dignity and development. Children with special needs have the right to be included in all aspects of their community. Children with special needs will be welcomed to the co-op after consultation with the family, any outside agencies (if necessary) and the Supervisors has taken place and it has mutually been agreed upon that the St. George Co-op is able to meet the needs of the child. All children will be able to participate in the full program to the best of their abilities. Through regular collaborations a strong support system will be created with the family, outside agencies, supervisors and program staff. Any reasonable adjustments will be made to accommodate the child. Program staff will monitor the child's development and their progress in the

program through observations and regular reviews on an individual basis. The St. George Co-op will aim to provide for any need that has been identified.

- Staff will work closely with the parents and use their knowledge and expertise when planning their program.
- The centre will work collaboratively with outside agencies to assist in meeting the child's individual needs.
- Any in-service training will be provide to staff when required.
- The child's progress will be documented and discussed with parents on a regular basis.
- Up to date records of each child will be kept on file: Consent Forms, Referrals, Home Visits and Assessments.

Individual Program Plan Policy:

The St. George Co-op wishes to make the time at the co-op successful for all children. Program staff, duty parents, volunteers as well as students will review all individual program plans for children annually or when changes are made. By reviewing plans and goals with all participants in the program; our centre will be able to provide the best care possible to all children. All participants are expected to help attain goals and not hinder the process of learning toward these goals outlined in the Individual Program Plans.

Health and Safety:

Health and Safety inspection of outdoor environment:

The teacher will conduct a daily checklist of the outdoor environment when they first arrive to make sure that the environment is safe for the children and staff. The teacher will fill out these forms daily. There is also a seasonal, monthly and yearly check to be completed. If there are any safety issues, they need to be addressed immediately before the children are able to enter the space.

Infectious illness in a staff member/duty volunteer:

Once a staff member is aware that they have an infectious illness, they are to let the president of the co-op know of the situation. The president will then let the telephone parent know and they will call the other parents know. The infected staff member should not come back to class until they are passed the infected stage of the illness and they are feeling well enough to teach again.

Administration of Medications:

We do not administer medication on site (with exception to Epi-pens, anti-seizure medications and inhalers for an asthmatic attack). If a child is prescribed a medication and needs it to be administered at a particular time at school, the parent will be able to come into the classroom and administer it to their child.

If a child needs any of the above listed medication, they will need to fill out the corresponding paperwork and submit it before a child starts at the school. Only the teacher can administer these medications. The medication protocol will be posted in the classroom as well as filed in the office and on the teacher's clipboard. This information will be shared at our first general meeting of the year.

Anaphylactic Policy

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. The most dangerous symptoms are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common potentially life-threatening allergens are foods and insects. Peanut butter, nuts and products containing nuts are not permitted at the preschool. Any food, in which there are ingredients that a child of the school is allergic to, may not be brought to school either. Donated Snacks (that abide by the preceding restrictions) must be brought by the duty parent to school in their original packaging and are to be prepared at school. Snacks must not be prepared at home as allergens can remain on utensils and countertops even after washing.

Allergies are posted beside the snack table, in the kitchen and on the teacher's clipboard. The teacher will carry this clipboard wherever the teacher goes with children.

Both duty parents will check packaging to ensure the snacks are free of allergens. Everyone must wash his or her hands using the hand washing procedure before handing food. This includes the teacher, children, staff, volunteer, students and duty parents.

The teacher/supervisor will sit with the children who have a nut allergy. The teacher/supervisor will be the only one to administer the anaphylactic medication (Epi-pen) in case of a reaction. Every duty parent must ensure that they have an anaphylactic training session with the teacher and/or the affected child's parent before their first duty day. All duty parents and teachers will be trained in how to use an Epi-pen before they can in a supervisory role at the preschool. Once trained, all staff and duty parents must sign off that they have received training.

Upon registering for school, parents of a child with an anaphylactic allergy will fill out the "Individual Action Plan for a child with an anaphylactic allergy" protocol sheet. The plan will include things such as, the name of the allergy, sign and symptoms of a reaction, the medical procedure to follow if the child is showing these signs. Also included in the plan is the emergency contact information for that child and how the training for teacher, duty parents and students will take place. All volunteers, duty parents, students and teachers will receive training before placement in the classroom and after training, they will sign off that they have received training and that they understand the protocol.

The plan will then be placed on file, posted in the kitchen and the snack area, as well as on the teacher's clipboard.

The Epi-pen will be placed in an around-the-waist bag in which the teacher will wear each day the child is at school.

Individual Medical Plans

If there are any children that need medical plans in place, the supervisor and parents together will create a medical plan for the child. This individual medical plan will be shared with all duty parents, staff, volunteers and students.

Playground Policy:

St. George Co-op Preschool parents and teacher will ensure that children are properly supervised while on the playground. Duty Parents, students and volunteers as well as staff will ensure that their backs are to the outside of the playground so as to properly supervise the children at all times. Once the number of children has reached 10, two duty parents must be outside with the teacher to supervise children at all times. This provides a small adult to child ratio and helps provide a safe outdoor environment for our children.

Our outdoor gross motor space will consist of the entire fenced-in area behind and to the right of the church parking lot. The bikes and all equipment located in the area as well as equipment in the shed, will be inspected daily prior to the children's arrival.

A playground safety log has been developed which contains the daily, monthly and annual playground inspection forms. It also includes a playground repair log, which outlines any repairs that have taken place.

The supervisor of the co-op will be responsible for logging the inspections and the Executive council will make a plan of actions to deal with the findings of the inspections, daily, monthly and annually as required.

All duty parents, students and volunteers will be expected to read this policy upon registration and all staff will review the policy prior to employment. A written record of the review must be signed by the staff, duty parents, volunteer and students. Each year, the supervisor and/or the President of the St. George Co-op will monitor all persons to maintain compliance with this policy.

Sanitary Practices:

Sanitary conditions Policy and Procedure:

To ensure the health and safety and well being of ALL the children we ask that you disinfect the toilet and or change table before and after each use with the wipes provided. Please be sure you and your child wash hands after diapered and toileting as well.

The church has a cleaning staff that cleans and disinfects the toilets on a regular basis.

Hand Washing Procedure:

1. Wet Hands
2. Soap
3. Lather for 15 seconds
4. Rinse
5. Dry hands with paper towel
6. Turn off tapes with paper towel if available

Laundry:

Hand towel, rags and smocks will be taken home on Fridays by the laundry parent to be laundered and brought back on the following Monday morning. Soft toys and dress up clothes will be cleaned once a month or as needed.

Toy washing/cleaning:

All toys will be cleaned once a month during our monthly general meeting using Accel wipes.

All toys that are deemed unsafe will be immediately removed from the program.

If a toy has been mouthed, this item is disinfected before being placed back into the program. On the brown table in the front of the classroom we have a blue bun for 'mouthed toys'. Duty parents are required to clean these toys at the end of the day and place back into the room.

Use of Universal Precautions:

When dealing with bodily fluids (vomit, urine, fecal matter, blood), use latex gloves. The area should be cleaned up immediately and the area disinfected with Accel wipes and disposable paper towel.

Wash hands immediately using the proper stated hand washing procedure above, after the spill has been cleaned up.

When handling an injured party who is bleeding wear latex gloves. When the bleeding has stopped, remove the gloves by folding them inside out, taking once glove off at a time, and then using the inside out glove to remove the second one. Dispose of gloves immediately into garbage and remove garbage to the outside receptacle. Wash hands according to proper procedure before returning to duty.

Hand Washing Procedure:

1. Wet Hands
2. Soap
3. Lather for 15 seconds
4. Rinse
5. Dry hands with paper towel
6. Turn off tapes with paper towel if available

Remember washing your hands properly is the single most effective way to reduce the spread of infection!

Personal Care Routines (Diapering or Washroom)

Diapering and washroom routines happen on an as needed basis. Staff and co-op parents ask the student if they need their diaper changed. The students can also tell a parents/teacher if they need to go to the bathroom. A duty parent will get the diapering materials from the child's cubby and take the child to the change table in the office and change their diaper. Before and as well as after the diaper change, the duty parent will disinfect the change pad and surrounding area with an Accel wipe. They will then both go to the kitchen area and wash hands after. The dirty diaper is to be double bagged and put in the kitchen garbage. If they are toilet trained, then the duty parent will take the child to

the bathroom and wash hands and come back to class. If a child uses a toilet ring, the ring and the toilet seat needs to be cleaned with an Accel wipe.

Food Handling and Preparation

As part of being a duty parent, it is your duty to prepare the snack and place the water bottles at the table. If you are donating food, the food must be prepackaged stating that they do not contain nuts. Fruit or vegetables must be prepared on site. Hands must be cleaned using the hand washing procedure prior to handling food. Anything that needs to be kept cold needs to be placed in the kitchen fridge (white one). A menu of the food for the day is placed in the classroom. Please follow this if you wish to donate items for class.

This is the order in which our snack is prepared:

Wash your hands

Disinfect the snack tables using the Accel wipes

Put out the placemats with at the tables that have the children's names on them

In the kitchen prepare your snack

Disinfect your food preparation area with Accel wipes

Wash any fruit/veggies that you may bring

Keep cold foods at 4C (40F) and hot foods at 60 (140F)

Serve perishable foods immediately after preparation.

Throw away leftover food from serving bowls on the table.

Put placemats in the sink to be cleaned.

Disinfect the snack tables and the kitchen food preparation counters.

All placemats/bowls, cups and snack utensils must be cleaned using the 3 sink cleaning method.

Safe Water

Each year the school will have a water sample tested for lead. The supervisor will order the kit and fill it with water and send it to the water testing facility. The results will be forwarded by email to the Ministry of Education.

Reporting

Recording and Reporting Suspected Child Abuse:

Any duty parent that observes or is made aware of abuse or mistreatment of any child must immediately report it to the teacher as well as to CAS themselves as soon as possible after the disclosure.

It is the teacher's professional obligation to report suspected child abuse immediately to CAS. The phone number is 519-753-8681.

CAS workers have the responsibility and the authority to investigate all allegations of abuse that are brought to their attention.

The information to be reported should also be written down in the daily journal. Whoever witnessed/ hear the information, should write down the information, sign it and provide their contact information in the journal as well. This information should also go in the child's file.

Responding to Allegations of Misconduct or Suspected child mistreatment made against people working in the setting or other children attending the program:

The person making the complaint should speak to the teacher and/or president about their concerns about misconduct or suspected child mistreatment.

Reporting also needs to put into a Serious Occurrence Form.

A meeting will be held between the two parties and the board of directors to discuss the issue and come to a solution to the problem and see if any action needs to be taken.

All information about the matter will be documented in the daily journal.

The board of directors will make decisions based on the outcome of the meetings held between the two parties.

Responding to discriminatory incidents:

The teacher will document all information in the daily journal and pass the information on to the board of directors.

The person who has the complaint will also speak to the board of directors about the discriminatory incident.

The board of directors will discuss with meet with both parties and come to an agreement about how to resolve the incident in a way that is acceptable to the party that was being discriminated against.

Responding to and reporting child illness, health concerns, accidents and injuries:

The teacher is to fill out a daily health check on each child in their care. They make note in any change in health and anything that may concern them health wise.

The teacher will relay this information to the parents when they pick them up at the end of the morning.

If the child has an accident at the school, the teacher will fill out an accident report sheet and get the parents to sign it.

If the child has an accident in the playground, the teacher will fill in the playground accident report log.

If the child has a serious injury that occurs at school, the teacher will follow the correct protocol for serious occurrences according to the Ministry of Education.

Serious Occurrences Policy:

Our children's safety is, of course, our #1 priority. We will ensure that a safe and healthy environment is maintained for our children, parents, teacher, and any others using our facility. All safety, health inspection and Ministry regulations are adhered to and followed at all times to the best of our ability. Our teacher and all duty parents hold a current certification in First Aid. Should an accident occur, the following procedures will be followed:

- Minor occurrence: Teacher/duty parents will provide immediate medical attention on the premises and you will be advised verbally at the end of the day.

Serious Occurrences:

Serious occurrences according to the Ministry of Education are:

1. Death of a child
2. Allegation of Abuse and/or Neglect
3. Life-threatening injury or Illness
 - A. Injury
 - B. Illness
4. Missing or Unsupervised Children)
 - A. Child was found
 - B. Child is still missing
5. Unplanned Disruption of Normal Operations
 - A. Fire
 - B. Flood
 - C. Gas Leak
 - D. Detection of Carbon Monoxide
 - E. Outbreak
 - F. Lockdown
 - G. Other Emergency Relocation of Temporary Closure

In case of a serious injury or medical emergency, a duty parent will call 911 for an ambulance. Medical attention will be administered by the teacher and without delay. The second duty parent will safeguard the other children. The parent/emergency contact will be notified, as will the family physician. An accident report will be recorded. The Ontario Ministry of Education will be contacted. This is done through the Child Care Licensing System (CCLS). Details of the occurrence will be reported to the parents as soon as possible. After the serious occurrence, the supervisor must let the Ministry of

Education know within 24 hours. A report will be posted in the cubby room for 10 days after the occurrence. After those 10 days, it is to be kept on file. Annually a summary of occurrences is done and kept on file.

The St. George Preschool has emergency management policies and procedures. As mentioned above parents/guardians will be notified as soon as possible when a serious injury, medical emergency or emergency situation has occurred.

Orientation Policy for New Families:

Visitors are welcome to come and see the centre. We ask that you sign the visitor guestbook in the kitchen as you arrive. Trial play dates in the program with parent and child are welcome as well. Please contact the teacher to arrange a visit, and a playtime to come and view our school to make sure it doesn't conflict with a field trip or holiday.

Once you have registered your child in the program, parent and guardian volunteers will be required to review and sign an orientation policy binder. This binder reviews all the policies and procedures of the centre. The teacher/supervisor will also review your child's file and share only necessary information with duty parents.

Confidentiality:

Each family is provided with a contact list containing parents' and children's names and telephone numbers. This information is shared because it is helpful for communication within the membership. It is to remain confidential and must not be released to anyone.

Any information that is shared or gathered pertaining to any child, family or staff while attending the co-op, is to remain confidential.

Criminal Reference Checks

St. George Co-op Nursery School takes every reasonable step to ensure that no physical, emotional, or psychological harm should ever come to the children we serve. AS A CONDITION OF OUR LICENSING, IT IS REQUIRED THAT ALL EMPLOYEES AND VOLUNTEERS SUBMIT TO A POLICE VULNERABLE SECTOR RECORDS CHECK. Independently, each duty-day-participating-parent is required to visit their local City Police or Ontario Provincial Police department and complete a waiver (Consent to Disclosure of Personal Information) allowing the police to screen their records for evidence of criminal convictions, pending charges, previous or ongoing investigations, and probation or parole status. The applicant is given a form from the police station, which then must be presented to the school. Acceptance to complete duty days will be reviewed by the supervisor, depending the outcomes of this criminal reference check. If the results of the police check come back positive (indicating offences, convictions) the Charter of Rights and Freedoms needs to be considered as a person applying cannot be discriminated against. The supervisor will look over the police check and deem if the applicant is eligible (safe to be in a supervisory position with children). This decision is jointly made with the executive council and the supervisor if anything were to come to light on the form.

The Supervisor/ Executive Council would decide if that applicant would be able to do duty days considering these things:

Nature of the offence/conviction

Length of time since offence/conviction

Rehabilitative efforts subsequently made by the applicant

Specific duties, responsibilities and risks associated with being a duty parent in relation to the offence/conviction

If a person with a positive police check is ok by the board to do duty days, then a note must be made in their child's file. If they are not approved, the board needs to give reason in written and kept in the office, sealed in an envelope: Confidential

Once approved, applicants can keep the original copy if they wish, however, the supervisor must see the original form in order to make an original copy of it for the files.

This process is a confidential matter. Once the criminal reference check has been submitted to the school, it will be placed in a locked cabinet that only the supervisor has access to. Duty Parents and Teachers must supply a new criminal reference checks every 5 years. In the years in which a new criminal reference check is not needed, duty parents and teachers must sign an offence declaration form. Based on what the

member checks off, the board will make a decision on whether they are able to continue doing duty days.

Duty parents can still perform duty days while they are waiting for their criminal reference check to come back, however, they are never to be left in a supervisory position of children without another adult, at any time

Fire and Emergency Evacuation plan and Location of Exits:

Fire Drills will be held once a month so the children and duty parents are familiar with the routine.

There are 3 exits from our classroom. The Kitchen exit, the Cubby room exit and the Church exit.

Once the fire alarm has sounded, this procedure takes place:

The teacher calls children to line up at the door of the exit

Duty parents retrieve attendance list for teacher

Teacher takes attendance

Duty parent retrieves cell phones to take outside

As a group, everyone proceeds out the exit.

Once outside, turn right and cross the parking lot and line up against the front of our playground fence.

Take attendance again

Call 911

Proceed down HWY 5 to St. George United Church (Emergency Shelter: Village Playschool daycare, located inside the church)

Arrivals, Departures and Release of Children from the program:

The class runs from 9:30 to 12:00. Families are expected to arrive five minutes prior to the start of each class and a minimum of five minutes prior to dismissal. If you arrive late, you must wait with your child in the kitchen until the morning meeting is over, to limit interruptions for other students. Once the morning meeting has finished, you can bring your child to the teacher so that they know you have arrived and the child is placed in their care. At dismissal time, your child will only be released to those persons approved by you in your child's file or with your advance written notification. If the person picking up your child is a person unfamiliar to the teacher, please ask the person to bring identification with them so the teacher can verify it with the name on your child's "authorized persons list" for pick up.

Orientation of staff, student volunteers and duty parents:

Upon becoming a member of the co-op, all staff and duty parents are required to read the policies and procedure manual, the family handbook, the program statement and the playground policy. All staff and duty parents will sign that they have read and understood these things. If for any reason a staff or duty person is not following these policies and procedures, the executive council will have an immediate meeting in which they will decide if the staff member or duty person needs to be warned, or terminated from their position.

Introduction of Staff and Duty Parents:

Staff and Duty parents will be introduced at our general meetings that are held on the first Tuesday of each month during the school year (September- June).

Tour of Facility:

A brief tour of the facility will be given when a parent comes to look at the centre for the first time. A more thorough tour will be given at the first meeting to show all the parents where all the cleaning supplies are and where different aspects of our school are located. If a duty parent needs help finding something after these tours, then they can ask the teacher and they will advise them where to find it or how to get there.

Collection of background information:

Staff: When you are hired, a file will be started in which all information will be kept in the office. You are to supply to school with a copy of your first aid certification, your diplomas, any professional development certificates as well as health records such as

immunizations and background information. Also, the supervisor needs to be shown a current copy of your police check (including vulnerable sector check). Then the supervisor will photocopy it and/or place it in your file. As you receive new documents, please update your file.

Duty Parent: Upon enrolling your child in the co-op, all duty parents must provide the school with a copy of their immunizations, fill out the duty parent package (in the registration package) provide a current police check (including vulnerable sector screen) and a current CPR certificate. If you are not qualified for CPR, the school will add you to the course that it runs each September for new members. If you join the school in the middle of the year, you will have to find the appropriate first aid course and complete it before doing duty days. Your child will be able to attend, however, you will have to opt out of duty days until this is complete. All information will be put into your child's file, in a locked cabinet for confidentiality.

Staff Training and Professional Development:

It is the staff's responsibility to maintain their professional development. Funding for professional development will either be through the co-op's funding or through the City of Brantford initiatives.

If professional development runs on a school day, the board will make a judgment on whether we cancel class for the day, or reschedule it.

Quality Assurance Cycle:

The school maintains a quality of centre by participating in Fostering Brant's Growth each year. The centre does quality assessments such as Special Link and Assessing your Environment to make sure that we are maintaining a quality centre. We also ask for feedback from our parents on a yearly basis to get an idea of ways in which we can improve care. The teacher has an annual assessment by the board. From all these assessments, we also create goals for the coming year and provide ways in which we are going to achieve them.

Involvement in the Community:

The St. George Co-op maintains a relationship with the community by participating in the supervisor's networks, Fostering Brant's Growth and through a relationship with Lansdowne. The St. George Co-op has offered to have ECE Students in the classroom as well. We also maintain a membership with the Ontario Early Years Centre. The St. George Co-op also participates in community events such as The Kids Day Celebration, etc.