



ST. DAVID'S CO-OP
Nursery School

A Tradition Of Excellence

Parent/Guardian Handbook

Welcome to Our Program!

St. David's Co-op Nursery School is committed to providing the best quality childcare possible. This handbook was developed to provide important information parents/ guardians should know about being part of a Co-operative Childcare centre

St. David's Co-op Nursery School

369 Thorold Rd, Welland, L3C 3W4

Contact: 905-734-4440 | office@stdavidsnurserieschool.org

Age Groups: Toddlers, 18-30 months & Preschoolers, 30 months to school age **Hours of Operation:** 9:00 a.m. to Noon

www.stdavidsnurserieschool.org

Board of Directors Contact Information

president@stdavidsnurserieschool.org

vicepresident@stdavidsnurserieschool.org

Important Information

Ministry Of Education Parent Complaint Line: 1-877-510-5333

Child Care Manual: www.edu.gov.on.ca/childcare/pdfs/child-care-licensing-manual-en.pdf

How does learning happen document:

www.edu.gov.on.ca/childcare/howlearninghappens.pdf

Family and children Services Niagara 905-937-7731

Niagara Public Health 905-688-3762 or 1800-263-7248

Should you require child care fee subsidy please speak to a fee subsidy caseworker, they can be contacted through the subsidy intake line at: 905-984-6900

Emergency Closure: St. David's Co-op Nursery School has Emergency Management policies and procedures which include Lock Down, Fire Evacuation, Evacuation Shelter and Emergency Numbers policies. In the case of an emergency that forced the immediate closure of the centre, a notice would be posted at the Centre's entrance and where possible we would contact you by phone. Should the closure be required after we have opened for the day, the Centre's emergency locations are:

Food Basics(325 Thorold Rd. Welland L3C3W4 905-735-4320) the parking lot out back of Food Basics will be the pick up location for the parents/guardians to meet us. In the event that waiting outside is not possible or unsafe, Food Basics has agreed to let us wait inside the store.

Contents

Role of the Agency

Licensing	5
Our staff	5

Our Values and Approach

Children	7
Families	7
Community.....	7
Educators	7

Our Program Statement	8-13
Response to COVID-19	13

Program and Routine

Student and volunteers	14
Prohibited practices	15
DISC Preschool Screening (DSP)	16
Daily Physical Activity (DPA)	16
snacks	16
Toileting	16
Diapers	16
Field trips and walks	16
Video recording/pictures/iPads	17

Attendance and Communication

Questions and concerns	17
------------------------------	----

Administration

Waiting list	19
Registration	20
Orientation	20
Fees	20
Non-payment of fees	20
Income tax receipts	20
Absent days	21
Hours of care	21
Closures	21
Weather	21
Emergency closures	21
Late pick-up	21
Termination of care	21

Health

Sickness	22
Rashes	23
Fever	23
Medication	23
Allergies	23
Special diet	23
Nut aware	24

Head lice	24
-----------------	----

Safety

Clothing	24
Footwear	24
Sun safety	25
Accidents	25
Serious occurrences	25
Duty to report	25
Custody	25
Drop-off and pick-up	25

Checklist for Parents	26
-----------------------------	----

St. David's Nursery School

The goal of St. David's Co-op Nursery School Programs is to provide your child with the best possible quality child care. We work closely with you to help guide your child through all the stages of childhood development and growth. Our policies and procedures have been created to comply with the Ontario government's *Child Care and Early Years Act, 2014*.

Licensing: Our centres operate under the *Child Care and Early Years Act, 2014* and are licensed by the Ministry of Education (MEDU), Early Learning Division. In order to maintain our license, the centre is inspected regularly by an MEDU program advisor to ensure compliance with the *Child Care and Early Years Act, 2014*. A summary of the most recent licensing inspection findings is posted at each of our centres.

Our Staff: Our Centre is run by an onsite Executive Director RECE (who is also program staff) who is responsible for the daily operation of the Centre.

The Executive Director is responsible to oversee the following staff:

- Registered Early Childhood Educators (RECEs). RECEs are responsible to develop and implement a curriculum for learning and to support the health and safety of the children in our care.
- All of our RECEs hold at a minimum a two year diploma in Early Childhood Education from a recognized educational institution. Each teacher is registered with the College of Early Childhood Educators, which regulates the RECE profession in Ontario.
- All of our RECEs are required to maintain up to date first aid and Cardiopulmonary Resuscitation (CPR).

Food Handlers: Snacks are prepared by an employee who holds a valid food handlers certificate, to ensure the safety of all the children

St. David's Co-op Nursery School Parent/Guardian Handbook

Staff Requirements: The Ministry of Education requires Criminal Reference Checks of all child care centre employees, board of directors, duty parents as well as students over the age of 18, every five years. All child care centre employees complete an Annual Declaration. These provisions ensure that employees continue to be fit and suitable to interact with children. These measures protect the health and safety of children in a licenced centre.

Staff carry out their duties according to the requirements, policies and procedures of St. David's Co-op Nursery school and the Child Care and Early Years Act, 2014 which apply to areas such as program implementation of activities, playground safety, serious occurrences, duty to report suspected child abuse, and confidentiality.

Training: All of our employees, board of directors, duty parents and any volunteers participate in training which is relevant to the positions and duties they perform. Such as health and safety training

All of our RECEs and EAs participate in Quality Child Care Niagara (QCCN) – a research-based model of program development that provides RECEs with tools and ongoing training they need to help children be successful in their learning activities and in their social, emotional and physical development. We also value children's creative, aesthetic and spiritual dimensions of experience.

Important operational information

- **We promote idle free parking**
 - please turn off your car.
 - Please do not park in the handicap parking spots that are marked, unless you have the proper permits. We also ask that you do not park in the parking spot marked for the rector of the church
- **Please do not leave your child unattended in your car.** - Your child's safety is important to us.
- **We are a smoke-free environment.**
 - Please do not smoke on the premises of the child care centre.**(Smoke Free Ontario Act 2017)**
- **We are a scent free environment.**

Our Values and Approach

We believe that learning and development happens within the context of relationships among children, families, educators and their environments. Belonging, Wellbeing, Engagement and Expression are the four foundations that ensure optimal learning and development. These foundations inform the goals for children and expectations for our programs. *How Does Learning Happen?*, Ontario's Pedagogy for the Early Years, provides our programs with guidance and direction when implementing quality child care programs.

Children: We believe that children are competent, capable of complex thinking, curious and rich in potential. They grow up in families with diverse social, cultural and linguistic perspectives. We believe that every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed.

Families: We recognize that parents are the first and best teachers of their own children. We assist families in their roles through the provision of resources, training and support. We believe that families should feel that they belong, are valuable contributors to their child's learning and deserve to be engaged in a meaningful way.

Community: We have relationships with many community service organizations and agencies to support and enhance our services. In addition, staff representatives sit on many advisory committees and organizations that support early childhood development. Opportunities to engage with people, places, and the natural world in the local environment help children, families, educators, and communities build connections, learn and discover, and make contributions to the world around them.

Educators: The best educators, first and foremost, use a warm, responsive, and inclusive approach, building positive relationships with children and families, colleagues and communities. Educators participate as co-learners with families and children.

Knowledgeable educators are involved in play with children to support development, challenge thinking and extend learning. They engage in reciprocal relationships with families and caregivers, learning about, with, and from them.

Educators share their professional knowledge and experience and also seek out the knowledge and perspectives of families.

Our Program Statement

The Ministry of Education has required all licensed child care programs to develop and implement a Program Statement, which guides the day-to-day beliefs, values and best practices of our program.

St. David's Co-operative Nursery School will provide an environment in which parents and teachers work together to provide quality care and early childhood education. The needs, rights and concerns of the children, parents and teachers will be given equal emphasis to create an atmosphere conducive to learning and growing. We are an inclusive school where all children belong, and we celebrate every child's uniqueness and similarities.

St. David's Co-operative Nursery School believes that every child and family have a right to a quality early years education and experience.

In co-operation with our members, we will provide a caring and nurturing environment for hands-on "learning through play" experiences that will develop a future generation of self-confident life-long learners.

We will provide the opportunity for professionally programmed and supervised play, with a variety of developmentally and diverse inclusive experiences, to establish a positive sense of self in our children. St. David's Co-operative Nursery School aims to develop independent children capable of solving their own problems and making their own choices.

Our belief is that children that are more involved in their learning get the message that their ideas are important and that almost anything is possible, if you try. The learning is meaningful and relevant to the children's lives.

Never forgetting that play is children's work and children learn through play, our teachers provide learning objectives in the concrete activities that enable the children to learn through their play. With this philosophy, the preschool experience will allow children to reach their full potential.

St. David's Co-operative Nursery School as a licensed childcare operator, meets and exceeds all health and safety requirements of the Ministry of Education and local government bylaws. Information is posted outside our program rooms on our "Parent Communication" boards and others (for example the Anaphylaxis Policy) are provided in the Parent Handbook. You can also speak to our program staff at any time to view our complete health and safety policies and protocols.

St. David's Co-operative Nursery School understands that the first step in establishing and nurturing health, safety and wellbeing for children in our programs is through the connections they make with the program staff, volunteers and students on placements.

Some other program-specific ways in which we promote the health, safety, nutrition and wellbeing of the children are:

- the child will have their medical and immunization up to date and on file
- a policy is in place for health regulations which is reviewed by each parent
- inspections of the environment will be carried out routinely to ensure child safety, for example playground inspections
- a snack will be provided by the school which will contain two food groups and will be posted for parents

St. David's Co-operative Nursery School will support positive and responsive interactions among the children, parents, childcare providers and staff by:

- a variety of activities to provide an opportunity for children to interact and co-operate with peers
- an information board posted for parents and childcare providers to view
- monthly newsletters sent out for upcoming events and information
- quarterly parent meetings to share information and concerns with staff and board

- staff is always available for parent's concerns and input

St. David's Co-operative Nursery School will encourage children to interact and communicate in a positive way and support their ability to self-regulate by:

- teaching the child how to handle situations which are difficult for them, by taking turns, sharing and inviting peers to come and play. By encouraging them to come up with ideas and solutions to problems that arise
- every child is entitled to have the opportunity to develop personal responsibility and social skills, to learn to problem-solve and to learn about diversity and inclusion
- we are committed to working collaboratively with all of our community partners as we work together on the mutual goal of providing the best possible childcare service to families
- establish programming strategies to foster an inclusive learning environment in which every child can participate
- view the diversity of children and families as an asset, and plan programs to reflect differences and enrich the environment

St. David's Co-operative Nursery School will foster the children's exploration, play and inquiry by:

- every child is a capable communicator who expresses himself or herself in many ways
- drama, music, dance and visual arts
- physical and language literacy
- nature, science, and technology (ipads and computers)
- construction and design
- each child will learn and develop at their own pace

St. David's Co-operative Nursery School will provide child-initiated and adult supported experiences through:

- a variety of cognitive toys, science activities, books and sensory experiences will help with exploration to foster the child's imagination and adult supported experiences
- Families form the foundation for a child's early development. Families know their children best, and are the first and most powerful influence on learning and development
- every child is entitled to have the opportunity to develop personal responsibility and social skills, to learn to problem-solve and to learn about diversity and inclusion
- Promoting a sense of belonging for children and their families in our programs by creating positive interactions and collaboration of families. We understand that relationships of trust are the basis for learning and co-operation

St. David's Co-operative Nursery School incorporates indoor and outdoor play. In addition to active play we build in rest and quiet time and will give consideration to the individual needs of the children receiving care by:

- daily opportunity for physical indoor and outdoor play including, balance beam, riders, tricycles, jumping mats, sandbox, large outdoor toys, nature walks and exploration of rocks, bird's nests and trees
- based on weather, a daily decision will be made on which active space will be used
- quiet time with songs and stories

St. David's Co-operative Nursery School fosters the engagement and ongoing communication with parents about the program and their children through:

- Involving parents and other important adults in various events and activities at our programs through regularly scheduled parent volunteer days. This connects them to their children's early development, and enhances the child's learning
- The needs of each child are considered in the context of their family composition, values, culture, and language. This approach

enriches relationships between early childhood settings and families

St. David's Co-operative Nursery School involves local community partners and allows them to support the children, their families and staff by:

- Providing learning opportunities and practical work experience, in the areas of programming to members of the community through the recruitment, placement, training for students on placement.
- parent volunteers and students on placement augment the high-quality care and individual attention given to the children in the programs
- during the year parents are invited on trips
- visits from community helpers, police, firefighters

St. David's Co-operative Nursery School is committed to support staff or others who interact with children at the school in relation to continuous professional learning by:

- Hiring qualified E.C.E. persons who belong to The College of Early Childhood Educators and fairly compensating staff.
- To hire staff who have a positive and sensitive attitude towards children. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. We believe that everyone has worth and value, and all staff are entitled to be respected, supported and treated fairly
- we provide additional services through Welland Preschool Services, Niagara Region Children's Services

St. David's Co-operative Nursery School documents and reviews the impact of the strategies set out above on the children and their families through:

- Strategies used to help understand the child's development and implementation of the program to meet their needs

- a reflection of the program statement is to help ensure the development of the whole child
- a way to reflect on developmental growth over a period of time
- a process for program staff to co-plan with children about learning
- a dialogue with families about children's experience and an invitation for parents to add their own documentation about their children's learning
- a self-reflection opportunity for program staff, as they participate in continuous professional learning

Our program statement can also be found on our website.

Response to COVID-19

We follow direction from our local public health unit whom are closely monitoring COVID-19. Our policies and protocols have been adapted and enhanced in response to COVID-19 to lower risk and ensure the safety to all. We will follow all directions from Niagara Public Health and the Ministry of Education

The following practices have been put in place:

- Child/children, staff and essential visitors complete a Health Screen Check prior to entry into the child care centre. Screening areas are located immediately inside the entrance to the child care centre
- Only one parent can enter the screening area of the child care centre with their child/children (if required)
- Adults must wear a face covering when entering the child care centre screening area. This does not apply to those who are unable to wear a face covering as a result of a medical condition.
- Child/children will be excluded from care if they do not pass the Health Screen Check
- Child/children will be excluded from care if they develop any symptoms related to COVID-19
- Policies and procedures have been developed specific to COVID-19 in order to increase the health and safety of children, staff and

families (Child Care Operations Protocol, Illness and Exposure Protocol, Cleaning and Disinfecting Protocol and Pandemic Policy)

- Staff will encourage children to physical distance as appropriate to the child's development. This assists with ensuring infection prevention and control practices are being followed.
- Procedures will be updated and revised regularly to ensure best practices are in accordance with our local Public Health unit

Program and Routine

Our child care centres offer high quality programs where each child is an active participant in their environment. We view learning as a process, where children grow and develop by exploring, interacting and problem-solving.

Our centres are committed to providing an inclusive environment for all children. The goal of our programs is to foster independence, trust, confidence and positive self-esteem for each child.

Our RECEs provide pedagogical direction by:

Cultivating authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them. Nurturing children's healthy development and support their growing sense of self. Providing environments and experiences to engage children in active, creative and meaningful exploration, play and inquiry. Fostering communication and expression in all forms.

When parents or staff identify developmental concerns, we refer children, upon parental consent, for further assessment and develop individual plans to support the child's development as appropriate.

Students and Volunteers: All volunteers (including Duty Parents) and students must have a clear criminal reference check, (over the age of 18), and up to date immunizations to be considered for a volunteer or student placement in the program. Student or volunteers will never be left alone with the children at any time and will be supervised by an employee. (We have Ministry of Education approval for two duty parents will all proper paperwork and training can replace one staff in the classroom.)

Prohibited Practices: This provision forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children.

These practices are never permitted at St. David's Co-op Nursery School

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

The following shall not be

permitted: 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 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
- f. Inflicting any bodily harm on children including making children eat or drink against their will.

DISC Preschool Screen (DPS): Children in our centres are screened using the DPS tool, which determines if children are developing in accordance with their age. It helps staff identify children who may be in need of supports for healthy development. The screening is performed annually with your signed consent.

Daily Physical Activity (DPA): Each of our centres deliver a Daily Physical Activity program where children are led through a series of age-

St. David's Co-op Nursery School Parent/Guardian Handbook

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK ONE	Dry cereal Fruit Water	Yogurt Fruit Water	Arrowroot cookies Apple sauce Water	Sugar Free Jello Fruit Water	Fresh Fruit Salad Trail Mix Water
WEEK TWO	Fruit Crackers Water	Rice cakes Wow butter Vegetable Water	Dry Cereal Peaches Water	Bagels Cream Cheese Vegetable Water	Vegetables Dip Crackers Water
WEEK THREE	Vegetable Goldfish Crackers Water	Arrowroot cookies Apple Sauce Water	Sugar Free Jello Fruit Water	Yogurt Fruit Water	Fresh Fruit Salad Trail Mix Water
WEEK FOUR	Graham Crackers Wow Butter Raisins Water	Dry cereal Fruit Water	Vegetable Crackers Cheese Water	Bagels Cream Cheese Vegetable Water	Vegetables Dip Crackers Water
WEEK FIVE	Rice cakes Wow Butter Vegetable Water	Pretzels Cheese Cucumbers Water	Dry cereal Peaches Water	Sugar Free Jello Fruit Water	Fresh Fruit Salad Trail Mix Water

appropriate exercises for about ten minutes each day. Promoting exercise at a young age helps control weight, strengthens muscles and bones and can help children as they get older to choose a healthy lifestyle that includes regular exercise.

Snack: is prepared by an employee with a valid food handlers' certificate. Menu consultation and alternatives are available for children who require special diets. Drinking water is available at all times during the day including snack and outdoor times. A sample menu is included

Toileting: If your child is ready to begin toilet training, please speak to staff regarding a plan of action for your child. Toileting doesn't happen quickly for some children and can be very stressful for the child and family. St. David's Co-op Nursery School is always here to assist and support your child(ren) in toilet training. We do not use physical rewards such as stickers in toilet training.

Diapers: Please provide diapers and wipes, labeled with your child's name. Disposable and cloth diapers can be used in our facilities. Soiled cloth diapers and clothing will be placed in a plastic bag and returned to

the parent for laundering. Due to Public Health guidelines, we are not able to rinse or spray soiled articles.

Field Trips: any trips off site, St. David's require a parent/guardian to stay for the duration of the trip. Parents are responsible for transportation to and from the trip. Parents/Guardians will be responsible for their child(ren) during the trip. Walks will only be taken on the Church property. No off site walks will be permitted at this time.

Video Recording/Pictures/iPads: Staff frequently capture wonderful moments by taking pictures to demonstrate your child's learning and understanding of the world around them visible. You must give your consent for your child to participate. From time to time should you not wish your child to be video recorded or to have their picture taken, you are responsible to notify the Executive Director and classroom staff if you have previously given consent. When our college students need to record an activity a permission form needs to be signed at the time.

Attendance and communication

Pick-up and drop-off times are natural opportunities for communication with centre staff. When dropping off, please take your child to their group and educator. At that time, the educator will indicate your child's arrival in their daily log. When picking up, make sure that the supervising educator acknowledges your departure and is able to mark the attendance accordingly. If you would like a private discussion or a discussion at length, please contact us to set up a time outside of program time. You are also welcome to communicate with us by email or by telegram. If an alternative person is picking up, please let staff know and have that person bring ID

It is important to notify St. David's of changes that affect the care of your child. If your child is not going to be attending the centre for any reason, please notify us by phone, email or telegram.

Questions or Concerns: St. David's is dedicated to ensure the delivery of highest quality child care to all families. Children are entitled to be in a healthy, safe and happy environment. We are committed to work in partnership with families to resolve any concerns and complaints that they may have about their child's care. Should you have any concerns about the care of your child, the following process should be followed:

St. David's Co-op Nursery School Parent/Guardian Handbook

First Point of Contact (should always be the child care centre) The family should:

- Contact the centre staff and/or Executive Director to discuss the concern
- Schedule a time with the Executive Director to talk about your concerns
- Be prepared to make notes ahead of time about your concerns.
- Issues or concerns may be brought forward verbally or in writing.
- Be clear about what's being said (if you need clarification or have concerns about the Centre's response, ask them to explain further).
- Arrange a follow up meeting if necessary.

Families can expect an initial response within five (5) business days after becoming aware of the complaint. If you are unsatisfied or still have concerns you may want to then move to the second point of contact.

Second Point of Contact The family should:

- Connect with the Board of Directors by phone (please see Executive Director for current board members phone numbers) by email: president@stdavidsnurseryschool.org or vicepresident@stdavidsnurseryschool.org

Move to the third point of contact if unsatisfied or still have concerns.

Third Point of Contact The family should:

Additional Points of Contact

You may make a complaint to the Ministry of Education's Child Care Complaint line, regarding program concerns at:

MEDU Licensed child care complaint line
(program concerns) Phone: 1-877-510-5333
childcare_ontario@ontario.ca

Complaints regarding Registered Early Childhood Educators can be filed with the regulatory body of the College of Early Childhood Educators at:

Phone: 1-888-961-8558

info@college-ece.ca

Family and Children's Services (FACS) Niagara (children in need of protection)

Phone: 905-937-7731

Public Health, Niagara Region (environmental concerns) Phone: 905-688-3762 or 1-800-263-7248

Administration

Waitlist: St. David's will not charge parents a fee or deposit for the placement of their child on a waiting list for an unsecured spot in our program. This policy will be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with subsection 6.1 of the CCEYA (See Child Care Manual Subsection 1.2).

The Onelist website is www.niagara.onehsn.com

Families that would like to be waitlisted for child care at St. David's Co-op Nursery School programs will:

- Submit an online application to the Niagara Child Care Registry
- Need to provide information about their family on the application form.
- Place their child on as many lists (child care programs) as they wish.
- Not be a charge and a fee to be placed on the waitlist.
- For assistance with the website, contact OneHSN Support at 1-888-722-1540 or **Support@OneHSN.com**
- The Executive Director or Registration Co-ordinator will contact the family when a child care space becomes available for our program.
- Families will be offered admission from the waitlist based on space available of **required age group and date of request.**

St. David's Co-op Nursery School Parent/Guardian Handbook

- Information will only be accessed by the centre supervisor or designate and is password protected to ensure that the child's information remains confidential.
- Families may contact St. David's Co-op Nursery School directly to inquire about their position on the waitlist for admission.

Registration: Registration forms must be completed prior to your child attending the centre and each time there is a change of information, such as a change of phone number or guardian. Please be sure to bring along your child's updated immunization records, child's health card number, two names for emergency contact with phone numbers and full address. If there is an objection or exemption to immunization, please ask the Executive Director for the Ministry approved form.

Orientation: Before your child is enrolled in the centre an orientation meeting will be held for you and your child. This gives you and your child the opportunity to tour the centre, ask questions and complete all documentation.

Fees: Child care fees are paid through automatic withdrawal via credit card or debt visa, or postdated cheques. Payments will be withdrawn on the 1st of the month for the current month's tuition.

Current fees are as follows (subject to change)

Preschool Per child	5 day Program \$ 308 /Month	3 Day Program \$ 209/month	2 Day Program \$143/month
Toddler Per Child	5 day Program \$363/month	3 day Program \$231/month	2 day Program \$154/month

Duty Fees: for parents who are participating in Duty days, in which case duty fees are not charged, or if you would like to participate in a different way example making playdough once a week for the centre, or laundry, please see the executive director for more information on this option. If you choose to opt-out of duty day participation the fee of \$50.00 will be charged on the 10th of the current month.

Access Child Care Rates: contact the centre directly or on our website.
www.stdavidsnurseryschool.org

Non-Payment of Fees: Failure to make fee payments will result in the following: After 4 weeks without payment, the child care space will no longer be available.

Re-registration will only occur after full payment of fees if there is a space available. Two weeks' notice in writing must be given to the Supervisor of your intent to withdraw.

Income Tax Receipts: St. David's co-op Nursery School will provide you with a year-end receipt for income tax purposes.

Absent Days: If you are receiving subsidy, you are given a number of absent days per year for use when your child is ill or away on vacation. Should you use all of the absent days before the end of a 12-month period, you will be charged the daily rate for any further absences.

Clients not receiving subsidy there is no reimbursement for the tuition that is already paid.

Hours of Care: If you are receiving subsidy, the number of days will be approved by your subsidy caseworker. For those paying full fees the options are 5 day, 3day (Monday, Tuesday and Wednesday) or 2 day program (Thursday and Friday) the days for 3 day and 2 day are non negotiable, you can not pick the days you want to come. Hours are Monday to Friday 9:00am – 12:00pm and afternoon program when running the hours are 12:30-3:30 days to be determined at the time. No child can be on site for both programs you must pick morning program or the afternoon program (when operational)

Closures: Closure notices for holidays are posted at the centre entrance. Centres are closed on the following holidays:

- | | | |
|-----------------|--------------------|--------------|
| • New Years Day | • Canada Day | • Christmas |
| • Family Day | • Civic Holiday | • Day |
| • Good Friday | • Labour Day | • Boxing Day |
| • Easter Monday | • Thanksgiving Day | • New Year's |
| • Victoria Day | • Christmas Eve | • Eve |
| | | • |

Weather: From time to time our centre may be closed due to severe weather conditions. Closure will be announced on the following radio stations on the storm desk

- | | |
|---------------|-------------|
| • 610 AM CKTB | • 1220 CHSC |
|---------------|-------------|

If the centre is closed, the information will also be put on telegram in the morning for parents/guardians directly in the group chat.

Late Pick-Up: Our centres close promptly at 12:00 p.m. for morning program and 3:30pm for afternoon program. It is imperative that your child is picked up on time. We understand that emergencies do happen from time to time, and we will make every effort to accommodate you should such an event occur. It is important that you plan for an emergency back-up person who can pick up your child should you be unable to do so yourself. If your child is not picked up by 12:00 p.m. or 3:30 we will attempt to contact you. If unable to reach you or your emergency contact by 12:30 p.m. for morning program and 4:00 for afternoon program, we will call Family and Children's Services. All late pick-ups are recorded and result in our sending a letter of reminder about our pick-up policy. After three late pick-up occurrences, the centre reserves the right to terminate your child's care with three days' notice.

Discharge of Care: Please notify us immediately if you plan on terminating your care. We require at a minimum two weeks' notice. Should you wish to suspend care temporarily, please notify the Executive Director and your Children's Services Caseworker (if applicable) to arrange for a break in service. We cannot guarantee that a space will be available for your child once service is suspended. We ask that you remove from the centre all items belonging to your child within one week of termination. Any items left at the centre past this period will be donated or disposed of.

Health

The safety and well-being of children is the highest priority in our program.

We understand the concerns and needs of working parents and try to accommodate the difficulties associated with a sick child.

Sickness: We follow several policies and procedures based on Public Health guidelines to minimize the spread of infections and promote a

St. David's Co-op Nursery School Parent/Guardian Handbook

healthy environment. We ask that you sanitize your hands before entering the main area of the centre. You are also required to keep your child home if he or she shows any of the following symptoms of illness:

- Diarrhea
- Vomiting
- Impetigo
- Fever
- Rashes

Please refer to niagararegion.ca/health/covid-19/symptoms for a list of symptoms of Novel Coronavirus (COVID-19)

Rashes: If you suspect that your child may have an infectious disease such as measles, rubella or chicken pox, please have the condition diagnosed by a doctor and notify us. If your child has a contagious illness or condition, your child is required to be absent from the centre for a prescribed period.

It is very important that you have back-up child care arranged for your child. We are unable to care for ill children and cannot accommodate children who are not able to participate in the program if they are feeling unwell.

Fever: A child with a temperature of 37.8°C taken by ear thermometer or 37.2°C taken by forehead (thermal) thermometer or higher is considered to have a fever. You are required to make alternate child care arrangements if your child is running a temperature.

Medication: Staff may administer prescription medications. The medication must be in the original container labeled with the child's name and the Doctor's name.

A medication form must also be completed for the medicine to be administered. All medication will be stored in a lockbox in either the classroom or the office. Epi-Pens will be worn by staff while the child is on site. It will be locked in a lockbox all other times.

Allergies: Should your child have environmental or food allergies please make sure that staff is aware of his or her condition. For safety purposes, we post pictures identifying children and staff within our centres who are anaphylactic. We have an anaphylactic policy which will be shared with parents, as appropriate. Treatment information must be documented for your child's safety.

Individualized Plans: Individualized plans of action are developed for each child with medical needs in consultation with the parent and any regulated health professional who is involved in the child's health care and whom the parent wishes to include in this consultation. Medical needs could include chronic conditions such as asthma, diabetes and seizure, such as epilepsy, acute conditions or concussions.

Special Diet: We will accommodate children with special diet requirements due to medical conditions, allergies or religion. There may be instances where you will be required to provide the food for your children. When this occurs, each item must be individually packaged with the child's name on each item. Specialized diet forms must be completed in order for us to provide these items to your child. Any food prepared at home we would require a list of ingredients, when possible, we request the homemade/package snacks coincide with our menu as much as possible. We require all package food to be brought in to the centre in the original box or container.

Nut Aware: Food allergies are a serious concern for some children. As "nut aware" Centres, our staff actively avoid serving children foods which may contain nuts. To help ensure the safety of all children in our care, we ask that you not bring food/drinks from home into the centre.

Head Lice: The occurrence of head lice in a child care centre happens from time to time. If your child has head lice, you will be asked to pick up your child. At that time, we will provide you with treatment instructions developed by Niagara Region Public Health. Children may not return to the centre until they have been treated.

Safety

The safety of everyone who attends our program is very important to us. Each of our centres has a Health and Safety Representative who is responsible to survey our programs, identify any safety or potential safety issues and ensure that any deficiencies are addressed as quickly as possible.

Clothing: Children should wear weather appropriate clothing that is casual and comfortable. Some items of clothing can be a potential safety hazard. During winter, scarves and mittens with strings are not allowed. Please provide a full change of clothing marked with your child's name

St. David's Co-op Nursery School Parent/Guardian Handbook

as clothing can become wet or soiled during normal play routines. Providing extra clothing is especially important if your child is being toilet trained. We are not responsible for any items that are lost or misplaced. We have limited amounts of extra clothing and ask that should your child be dressed in clothing from the centre that you wash and return it.

Footwear: In order for your child to play safely in our program, it is important that they wear proper fitting shoes. Running shoes or a closed toe/heel shoe are the recommended footwear in our centres.

Sun Safety: Centre activities include playing outside. We ask that you apply sunscreen to your child prior to their arrival. We will apply sun screen prior to outdoor play with your signed permission Please label all items with your child's name. Sun hats with a brim are also recommended to protect your child from the sun's harmful rays.

Accidents: Centre staff will advise you of any accidents that result in a minor injury to your child. We will ask you to review an accident report and sign it, indicating that you have been made aware.

Serious Occurrences: In case of serious injury, we have an obligation to report the injury to the Ministry of Education. A serious occurrence is defined as any injury requiring medical attention.

Duty to Report: Under the **Child Care and Early Years Act, 2014**, our staff is obligated to report any suspected child abuse to Family and Children's Services of Niagara.

Custody & Access to Child on Premises: Where custodial arrangements are in place, the custodian must provide all relevant legal documentation to the Executive Director regarding the conditions of custody.

If no custodial arrangements are in place, we are obligated by the Courts of Justice Act to provide access to your child. No person's providing care, or operating a premise at which child care is provided, shall prevent a parent from accessing their child or entering the premises, except when the parent has no legal right, if the person believes on reasonable grounds that the parent could be dangerous to the children, and/or if the parent is behaving in a disruptive manner.

Drop-Off and Pick-Up: If someone else is picking up your child, please let staff know who that individual will be. We will not release children to someone you have not identified on your registration form. Should this information change, please provide it to us in writing. Please know that we will not release your child to someone who is under the age of 16, unless you complete documentation indicating your consent. Anyone picking up your child must provide photo identification. If we suspect that an individual picking up your child is intoxicated or under the influence of drugs, we will not release the child into their care. If the individual insists on taking your child, we may call the police or Family and Children's Services. Once staff release your child to you or your designate, the child is your responsibility, even if you are still on centre property.

Checklist for Parents

A change of clothes for indoors marked with your child's name.

An extra pair of mittens and winter hat marked with your child's name.

Remove drawstrings from clothing.

If you move, change jobs or change any of your telephone numbers, please notify us and, if you are receiving subsidy, your Children's Services Caseworker.

Provide the name of an emergency back-up person.

Have a back-up plan for care if your child becomes ill.

If your child is sick, call the centre and advise staff of the nature of the illness and the expected return date.

Do not bring food to the centre unless your child requires a specialized diet that is verified by a physician.

Make sure you notify us if your child has any food or other allergies.

Let us know if there are any routines or articles that will help your child through transition times.

When you are unable to pick up your child, make sure staff are notified and that you document any special arrangements.

Please note that staff will only administer prescribed medication if provided in the original container labeled with your child's name and date of birth, Doctor's name, and with the completion of written authorization by the parent.

Diapers and disposable wipes.

Electronic versions of the Parent Handbook, Program Statement, Issues or Concerns Policy or the Registration/Waitlist Policy will be emailed or printed in hard copy form when requested.

