Nottinghill Co-op Preschool

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Parent Handbook

2018-2019

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Welcome to Nottinghill Co-operative Preschool!

We are pleased that you have chosen to become a member of Nottinghill Co-operative Preschool ("**Nottinghill**") and we are confident that you and your child(ren) will be very happy here. This Parent Handbook is intended to provide you with an overview of Nottinghill and the daily operation of the school. Please read through this handbook carefully and keep it for future reference.

What is a Co-op?

Nottinghill is a non-profit corporation owned and operated by its members, who are the parents of the children registered in the school. The co-operative school philosophy encourages all parents to be involved in their children's preschool experience. Family members can assume many different roles in the operation of the school, from management responsibilities to committee member positions.

Since it may not be possible for everyone to participate during school hours, the school offers opportunities for families to participate in committees and social events at other times of the day. Every contribution is valuable towards the efficient running of Nottinghill and we hope that every family feels welcome in the Nottinghill community.

Mission Statement

Nottinghill's mission is to create a positive learning environment for children. This will be provided by offering an affordable, accessible and accountable preschool that promotes the social, emotional, intellectual and physical needs of the child in a nurturing setting. Through play experience and the guidance of families and specially trained staff, each child will be exposed to activities that will fulfill their needs.

Aims & Objectives

A preschool is a place where a child is busy, safe and happy. Our main objective is to guide children toward a positive outlook on education and socialization, while helping to build self-esteem. We encourage all children to increase their abilities by being aware of their capabilities at each stage of development. The Program Statement attached as ***Appendix A*** to this handbook details this more extensively.

Roles of Teachers & Parents

In a co-operative school the parents and staff work together to provide a stimulating, safe and fun learning experience for our children while running the school in an efficient, cost-effective way. Although there is some overlap, the staff is responsible for the program and the parents are responsible for the administration of the school by participating in committees and/or acting as assistants to the teachers on classroom duty days (morning classes) or as classroom volunteers (afternoon classes).

The Nottinghill Teachers

Nottinghill employs one supervisor who is a Registered Early Childhood Educator ("RECE"). Our remaining staff consists of one RECE lead teacher and three assistant teachers, who all have extensive experience working with young children. Our teachers are:

- Kim Pearce, RECE, Supervisor
- Clara Lee, RECE Lead Teacher
- Jessica Boquin, RECE Assistant Teacher
- Amy Allsopp, Assistant Teacher
- Ann Hill, Assistant Teacher

Our teachers are the key to our success. Their energy, enthusiasm, warmth and professional training are what keep our children happy, interested, learning and having fun. The teachers are responsible for planning and implementing the curriculum and programs for the children. Parents assist the teachers in the classroom on duty days and can rely on the teachers for guidelines and suggestions. To maintain the co-operative effort in all aspects of the running of the school, the supervisor attends monthly Board meetings. Teachers are also the first line of communication for any issues parents have regarding their children's class. The teacher will attempt to solve any issues, and bring it to the Board's attention when necessary.

Lunch Program Staff

As of 2018/2019, Nottinghill has introduced an optional lunch program for children in our 3AM, 3PM and JK/SK classes. The lunch program is led by Jessica Boquin, who is supported by two assistants:

- Samantha Heakes, Lunchtime Assistant (Tu/Th)
- Anum Khan, Lunchtime Assistant (Mon/Weds/Fri)

Supply Teachers

From time to time, it may be necessary to have a substitute teacher either because of illness or a scheduled workshop or course. On the rare occasion that this is necessary, we select from a current list of experienced substitute teachers. If you are interested in being added to our supply list, please contact Kim Pearce, our Supervisor.

The Board

The parents on the Board of Directors (the "**Board**") are responsible for the daily administration and running of the school. They establish fees, set school and staff policy, make financial decisions, maintain enrolment and waiting lists, share the responsibility with staff for annual license renewal and for meeting and maintaining the requirements of the *Child Care and Early Years Act, 2014* ("**CCEYA**"). They also organize and hold general meetings, look after lease arrangements and keep records that are passed on to new Board members.

Board meetings are held monthly. A copy of the minutes from each Board meeting is posted on the parent notice board outside the dramatic classroom. The Board relies on input from all members in order to achieve the highest standards and maximum efficiency in the running of Nottinghill.

The Board is comprised of eight parent members who are elected at the Annual General Meeting in January. If you are interested in joining the Board, please contact the President. As of the time of printing, the Secretary role is vacant and we would welcome nominations for the position.

The current Board is as follows:

* President – Elaine Buzzell
* Vice president, Human Resources – Stephanie Laivenieks
* Vice president, Marketing – Jennifer Campitelli
* Vice president, Special Events – Jessica Withell-Boquin
* Treasurer – Sandra Cadamuro
* Registrar – Jo-Anna Brimmer
* Committee Coordinator – Anita Hadjur
* Secretary – [Vacant]

Volunteer Committees

The parents on committees maintain and clean the school property and equipment, organize social and children's events and generally keep the school running smoothly on a daily basis.

The committee positions are as follows:

* Administrative Assistant & Calendar
* Classroom Maintenance
* Duty Scheduler
* Fundraising
* General Maintenance & Repairs
* In-Class Parties
* Newsletter
* Scholastic Coordinator
* Snack
* Social
* Program Enhancement
* Registrar's Assistant (x2)
* Marketing Assistant

Year End Clean Up Day

Each family, even one that has purchased a committee buyout, is required to participate in a year-end clean up for one hour on the scheduled day in June. Failure to fulfill this duty will result in the cashing of one of your committee assurance cheques. All committee and duty cheques that have not been cashed will be shredded on clean-up day, unless you contact the Registrar to request that your cheques be returned to you at clean-up day. For those families whose committees are required to perform tasks over the summer, cheques will be shredded (or returned, if requested) upon completion of committee duties.

Committee Responsibilities

Every family is required to either: (i) sign up for one committee position, committee chair position or Board position, or (ii) pay a committee buyout fee, which is $500 for 2018/2019. The Committee Coordinator assigns committee positions and makes every effort to assign a position that was requested by the family. Depending on the number of requests and enrolment for the year, this may not always be possible. Committee positions will be announced at Orientation Night.

Please note that families who choose to pay the committee buyout fee are still required to participate in year-end clean up. For 2018/2019, clean-up day is scheduled for **Thursday, June 20, 2019.**

Duty Days

Families who have a child enrolled in the 2AM, 2.5AM or 3AM class are required to either: (i) participate in classroom duty days (1 day/month on average), or (ii) pay a buyout fee of

$40/month, which will be added to the child's fees. 3pm, JK and SK parents can volunteer in the classroom, but it is not a requirement.

Our teachers in our morning classes depend on classroom duty parents. If a parent does not show up for a scheduled duty day and cannot be replaced, the teachers may not be able to continue with normal classroom programming. It is, therefore, critical that parents participate in their scheduled duty days. After receiving one written warning, a $75 duty assurance cheque, written at registration, will be cashed if you are late or do not show up for your duty day.

Timing

On your duty day you are required to be in the classroom **10 minutes before classes start.** Duty parents **MUST** arrive by **8:50 a.m.**

Immediately upon arrival duty parents are required to sign in with the teaching staff in the creative classroom by the cubbies. The time you sign-in will be the time that you are considered to have arrived. If you are late, you will be issued one written warning. Only one written warning will be issued for either a late or missed duty day. After this, a $75 duty assurance cheque will be cashed. The consequences of a third missed or late duty day will be determined by the Board and may result in dismissal from the school. Please see the fine section below.

Punctuality is **critical** as classes may be delayed and parents dropping off their children may not be allowed to leave until all duty parents have arrived.

Schedules

Duty Day schedules will be distributed via email. Please ensure that the duty scheduler (via the Registrar) has the email address of the individual who will be performing the duty days. Duty days will occur on average one time per month. However, due to scheduling accommodations (i.e. maternity leaves) you may be scheduled more than once in one month and not at all in a following month.

Staff and parents are required to comply with Nottinghill's Behavior Management Policy, Guidelines and Procedure. A copy of this policy is attached (***Appendix B***) for reference. There are also a number of policies that all parents are required to review. These policies are included in ***Appendix B*** after the Behaviour Management Policy, Guidelines and Procedure. Please take time to review these policies before your first duty day and should you have any questions do not hesitate to contact the Supervisor or the President.

Changes to the Schedule

Once you have been notified of your duty days you are obliged to fulfill your duties without exception. If you are unable to participate on your scheduled day, you must switch days with another participating parent.

Any changes to the duty day schedule must be noted on the master schedule posted on the parent information bulletin board in the hallway outside the dramatic classroom (by the gymnasium). Teachers are not involved in rescheduling duty days. However, we ask parents to please inform teachers and the duty scheduler of any changes to the master schedule.

You are required to find a replacement duty parent for your scheduled day, **even as late as the night before or morning of your duty day**, unless there are extreme circumstances (i.e., hospitalization). You are responsible for finding another parent in your child's class or another Nottinghill class to take your place. If you require other families' contact information, please contact the Registrar. Please note if you or your child wake up sick on your duty day you are STILL required to try to find another parent to do your duty even at that late notice.

For last minute emergencies, you must call the school to inform the teachers or notify the teachers via the Remind App, who will then arrange for a substitute to do your duty. If another parent is filling in for you, you are responsible to pay that parent $40 or fulfill one of their duty days, regardless of the circumstances surrounding your inability to perform your duty. If you miss your duty day a written warning will be issued. Only one written warning will be issued for either a late or missed duty day. After this, a $75 duty assurance cheque, written at registration, will be cashed. The consequences of a third missed or late duty day will be determined by the Board and may result in dismissal from the school. Please see the fine section below.

We recognize that many Nottinghill families find it difficult to participate in classroom duty days because of work schedules or home responsibilities. Please contact the Registrar if you prefer to pay the classroom duty buyout fee of $40/month.

Criminal Reference Check & Volunteer Medical

Every person who participates as a duty parent in the classroom must have a criminal reference and vulnerable sector screening check on file with Nottinghill. The ORIGINAL police check must be viewed and verified by the Registrar **7 DAYS BEFORE DOING A DUTY DAY**. When providing an initial police check to the Registrar the date of issue must be within the prior 6 months. Once a police check has been accepted, it is valid for a period of 5 years from the date of issue so long as there is no break in volunteer service. After 5 years, or a break in service, a new police check will be required. You must complete a Volunteer Criminal Offence Declaration Form if it has been more than one year since the date of issue of your police check.

In addition, every person participating as a duty parent is required under the CCEYA to have a health assessment (including screening for tuberculosis (TB), as described in the registration materials) and immunizations as recommended by Halton's Medical Officer of Health. You cannot do a duty day unless these requirements have been met. Please contact the Registrar for details.

For administrative reasons, all duty parents must supply the Registrar with: (i) the required criminal reference and vulnerable sector screening check, (ii) TB skin-test or chest x-ray results, and (iii) the Volunteer Medical Form (included in the registration materials) **7 DAYS BEFORE DOING A DUTY DAY**. No exceptions can be made. If a duty parent in not cleared for duty 7 days before their scheduled day, a substitute will be scheduled to cover the duty day and the duty parent will be required to pay the $40 non-participating fee for the month.

Maternity Leave

Nottinghill offers a three-month maternity leave to new parents. Your duty days will be covered for you during this time. Non-participating fees ($40/month) are required during this period. Please inform the Registrar **by September 15, 2018** if you would like to take a maternity leave. Another option made available for parents who wish to take maternity leave is to complete extra duty days in advance of your due date or later in the school year. This option is available by request and is subject to approval by the Board of Directors. The duty scheduler will work out the number of extra duty days and add them to the schedule prior to or after your maternity leave. As this can make duty scheduling difficult there are a limited number of accommodations available per class that will be awarded on a first-come, first-served basis.

Classroom Information

What Should You Bring to School?

For children who are not yet toilet trained, please bring a Ziploc bag containing a change of clothes, diapers and wipes that are to be left in the washroom. All children require a backpack that contains a change or clothes and a pair of indoor shoes. Please label all items with your child's name. It is also advisable to have extra diapers and wipes (where applicable) in the backpack. Please do not bring any food or drinks to the school.

Arrival

The morning programs begin at 9:00 a.m., the lunch program begins at 11:30 a.m. and the afternoon programs begin at 12:30 p.m. Duty parents and their children **MUST** arrive at 8:50 a.m. If your child's program begins classes indoors, we ask that you please help your child remove his/her outer clothing, hang it in their cubby and put on their indoor shoes. Stay with your child until the teacher in the classroom or playground has received him/her. As the Church is a shared space, please ensure that your child(ren) does not run in the church hallways while they are waiting to enter the classroom. If your child(ren) is arriving for the lunch program, please bring them with all of their belonging to the gym doors. You may enter the Church through the door by the playground.

Dismissal

Classes finish at 11:30 a.m. (morning classes) and 3:30 p.m. (afternoon classes) and the lunch program ends at 12:30 p.m. Please arrive promptly to pick up your child. Teachers have a very short lunch period, much of which is used to prepare for the afternoon classes. The teachers work from 8 a.m. to 4 p.m. and need time between afternoon dismissal and 4 p.m. to prepare for the next day and clean up the classrooms. Parents who miss dismissal (e.g. have not arrived to pick up their child by the time all other children have been dismissed) will receive a written warning. If a parent subsequently misses dismissal, a penalty of $1/minute will be applied. Repeated infractions will result in additional penalties to be determined by the Board based on the given circumstances. Please see the fine section below for more details.

You are strongly encouraged to make alternate arrangements with another parent in your class for those unforeseen circumstances that may result in you being late. Please keep in mind that children will only be released to individuals indicated on their registration forms. If someone else is picking up your child after class, please provide a teacher with a note setting out this information. Please inform the teacher of any permanent changes to the individuals who may pick up your child, e.g. car pool arrangements.

Dismissal can be a very busy time at a preschool. Once the program is over and the children are dismissed, parents resume responsibility for their children. Please ensure that your child(ren) does not run through the hallways of the church once school has been dismissed. This can be very disruptive to church members and tenants of the church.

Outside Play

The children will have time each class to play outside, weather permitting. Outside play will be cancelled if it is raining or, for the 2am and 3am classes, if the temperature is below -10° (including the wind-chill), or for the JK and SK classes if the temperature is below -12° (including the wind-chill). The teachers will check the weather, as stated on The Weather Network, at 8 a.m. and 12:15 p.m. respectively. At that time a decision will be made whether or not to cancel outside play and a note will be posted on the front door when outside play is cancelled. There will be no outside play when there are special events planned (e.g. Halloween, December Holidays, Valentine's Day, Mother's Day, picture day).

Please ensure that your children are dressed appropriately for the weather. Snow pants, hats, boots and mittens are a must in winter. In the fall and the spring it is strongly suggested that your children have splash pants, as the playground can be wet. Please ensure that all clothing, including boots, is labeled with your child's name.

Art Folders / Communications

Each child will be assigned an art folder that we ask you to check each class day. Not only is this where you will find all the exciting art projects that your children produce, but it is one of the

ways in which the Board and teachers will communicate with you. Although Nottinghill uses email as the most common means of communication, there may be times when the art folders are used. Since we will often send communications via email, please add registrar@nottinghillpreschool.com to your email contacts to make sure you receive all emails. If you are not receiving emails, please contact the registrar to make sure we have your correct email address. Nottinghill's teaching staff also uses the Remind App to communicate directly with parents and sometimes sends photos of your child in class. We strongly recommend that you download this application. You will receive details from your child's teacher at the beginning of the school year regarding the App.

Daily Class Schedule

The program at Nottinghill is balanced to develop the different areas of learning and to maximize the value of learning through play. A monthly calendar is distributed via email and a daily timetable is posted on the parent information board by the cubbies, outside the creative classroom.

Birthdays

The children are given special treatment on their birthdays! Special treats such as birthday crowns and a take-home surprise chosen from a birthday treasure box will be provided. Due to allergy restrictions, special birthday snacks from home on your child's birthday are **not permitted**.

Field Trips

Parents or caregivers are required to attend some field trips. For liability reasons, siblings are not allowed to attend field trips. If your child is travelling in someone else's vehicle please ensure that the individual has a car seat or booster seat that meets current legal requirements.

Special Events

Many special events are planned for the children throughout the school year, including special visitors. Parties are organized to celebrate occasions such as Halloween, December Holidays, Valentine's Day and Mother's Day during regular school hours. These parties are for the school children only.

The Year End Picnic is held in June at an outside venue and is open to the entire family. It is a wonderful way to end the school year and welcome the summer months.

Fire Drills

The fire drills at Nottinghill are held monthly. The Fire Marshall visits and inspects the preschool periodically and conducts a fire drill while present. Fire drill procedures are posted in each classroom. It is important that you read and familiarize yourself with these procedures prior to your first duty day.

Emergency Weather Closings

Severe weather conditions or other emergencies may make it necessary to close the school. Nottinghill will be closed if the Halton District School Board cancels buses due to inclement weather. CFRB 1010 AM, Halton's radio station, will advise listeners of this, the teachers will send a note via the Remind App and the Registrar will advise members by email as soon as possible not to bring children to school. You can also check the Halton bus website at http://www.haltonbus.ca/ to determine if buses have been cancelled. Alternately, parents may call the school at 905-827-1442. In the event of a school closure, the message will advise parents not to bring their children to school.

If there is a change in weather conditions, the President, on the advice of the Supervisor, may deem it necessary to have early dismissal or cancel afternoon classes. In the situation of early dismissal, parents will be notified by telephone of the early dismissal and advised to pick up their children immediately. If afternoon classes are cancelled before they start, the Registrar will send an email to parents advising them not to bring their children to school. The Registrar will also change the school voicemail to advise of the school closure and the staff will post a notice on the school door.

Emergency Procedures

In the event that there is an emergency, Nottinghill staff will ensure that children are kept safe, accounted for and are supervised at all times. The President or individual Board members designated by the President will notify parents via telephone if an emergency occurs. Further information can be found in Nottinghill's Emergency & Lockdown Policies and Procedures which are in ***Appendix B***.

Lunch Program

Nottinghill has a daily lunch program (Monday to Friday) which runs from 11:30am to 12:30pm and is available to children in our 3AM, 3PM and JK/SK classes. Parents can register for the program based on the number of days per week that they wish their child to attend. A child must register for the program for the year. Monthly payment of fees and withdrawal from the program is subject to Nottinghill's normal procedures for payment and withdrawals. Fees will

be determined based on the number of days per week that the child is enrolled in the program. Please see Nottinghill's fines section for additional information regarding fees for late pick-up or failure to comply with Nottinghill's policies regarding the lunch program and allergies.

Bagged Lunches

Nottinghill promotes the healthy development of all children, recognizing the importance of a balance diet. We ask parents to please help us in meeting the following Halton Region requirements regarding bagged lunches.

Parents and Guardian's Responsibilities:

- The bagged lunch meets the requirements set out in Health Canada's document "Eating well with Canada's Food Guide".
- The lunch must be provided in a labeled lunch bag with an ice pack.
- Foods that may have come in contact with peanuts/tree nuts are not allowed in the child's lunch.
- Foods containing allergens (other than peanuts/ tree nuts) for children currently enrolled in Nottinghill's lunch program are not allowed in the child's lunch (i.e. if a child enrolled in Nottinghill's lunch program is allergic to eggs, then whole eggs or egg salad sandwiches are not permitted).
- Parents will review the list of allergens and foods to be avoided that will be provided to them by Nottinghill staff and ask questions where necessary.

Staff Responsibilities

- All surfaces will be cleaned with a cleaning solution prior to and following lunch. Floors will be swept after the lunch program.
- Staff will ensure the children wash their hands before lunch.
- Staff will monitor lunches to ensure that no food arrives at the centre that contains nuts or has the warning sign "may have come into contact with nuts". Staff will also monitor for allergens of children currently enrolled in Nottinghill's lunch program (e.g. if hummus is provided where a child in the lunch program is allergic to sesame seeds).
- An alternate lunch (or part thereof) will be provided if a child forgets their lunch or their lunch contains items with food allergens that must be avoided. A courtesy call to the parent or guardian will be made and the food served will be recorded in the daily logbook. A written warning will be issued for the first occasion on which Nottinghill is required to provide a child with lunch, following which fees will apply.
- Staff will not permit children to share lunches.
- Staff will supervise closely any child that has a life-threatening allergy by sitting next to them or across from them during lunchtime.
- Staff will monitor each child's lunch and should a child's lunch consistently not adhere to Health Canada's document "Eating Well with Canada's Food Guide" then the staff member will work with the parent to provide sample menus.

- Drinking water will be made available at all times.

Nottinghill Provided Lunch

Nottinghill provides a nutritious (cold) lunch for those not bringing a bagged lunch. Lunch will meet the requirements of Health Canada's document "Eating Well with Canada's Food Guide". Nottinghill's Lunch & Snack Policy and Procedures will be observed in preparing the lunch. A sample menu is available upon request from the Supervisor. The menu will be created each school year based on the allergies of the children enrolled in the lunch program.

Health Precautions

If your child has a medical problem/allergy that may occur during school hours it is essential that the Registrar be informed in writing and that a medical action plan be prepared for your child before the beginning of the school year. Your child will not be allowed to attend class without a medical action plan, which may need to be signed by your medical professional. Please also discuss any medical problem with your child's teacher.

If medical problems arise during the school year, please inform your teacher and the Registrar immediately with written instructions as needed.

If your child shows signs of illness (fever, vomiting, diarrhea, green discharge from nose, pinkeye) or shows signs of having a communicable disease, you MUST KEEP THE CHILD HOME so the illness is not spread among other children, parents and teachers. Please inform the teachers of the details.

If your child has a contagious childhood disease such as Chicken Pox or Fifth Disease, you **MUST** inform the teachers. Should a number of children have the same contagious disease the Ministry requires that Notitnghill post details of the outbreak. This information will be posted, in an anonymous manner, on the door of each classroom.

If your child becomes ill during school hours, you will be contacted and asked to take the child home.

Head Lice Policy

If your child contracts head lice, you MUST immediately notify the teachers. Nottinghill will anonymously post on the classroom doors that there has been a case of lice when required under the CCEYA. Nottinghill requires that a clearance notice from a medical practitioner be given to the school prior to a child being able to return to class. Families can phone We Care (1-855-507-6562) to locate a nurse the next day or take their child to a medical practitioner (e.g. physician, walk-in clinic) for a recheck and a clearance notice.

Food & Snacks

Our teachers prepare a nutritious snack for each class. The monthly Snack Menu is posted outside the classrooms on the Parent Information Boards. We ask you to refrain from sending any food, candy or gum with your child unless they require a special snack that has been approved by the teachers and the Board.

Allergies

Nottinghill runs a peanut-free program. Please be aware that Nottinghill does not have exclusive use of the facilities in Glen Abbey United Church. The church is not a designated nut-free environment and leases its space to other tenants when our classes are not in session. Thus, we cannot guarantee that our school will be free of food allergens, although we strive to make it safe and promote a peanut and nut-free environment.

Some of our students have severe, potentially life threatening food allergies. An allergy list is posted in each classroom and in the kitchen. Please respect the fact that some of these allergies are life threatening and do not bring food of any kind into the preschool (unless required due to dietary restrictions and approved by the teachers and the Board). If your child has had peanut butter for breakfast or lunch before coming to school, please ensure that hands and faces are well washed and teeth are brushed. Even traces of peanut products on a child's hand or face can cause a reaction in a child who is severely allergic. If clothing has been soiled with a peanut product, please change your child before sending him/her to school.

Please note that parents of children who require epi-pens must complete additional paperwork in order for the child to start school. The Registrar will provide this paperwork to you prior to the start of school.

Accidents

Nottinghill carries accident insurance, liability insurance and property coverage. The details of Nottinghill's insurance coverage are available from our Treasurer. A copy is also kept at the school.

Required Registration Forms

There are specific forms required by the Ministry of Education that must be maintained on file at the school by the Registrar. These forms comprise the registration package. **Every box** on these forms must be **filled out completely** and must be on file for your child to start school.

Please respond to any requests for information from the Registrar promptly. The Registrar should also be informed of any changes to your personal information throughout the school year. You can leave a note in the Registrar mailbox with any updates or send an email to registrar@nottinghillpreschool.com.

Fees

The fees and classes offered are as follows:

Class	Days/Hours	Monthly Fee (Based on 10 months)
2am – children must be 2 by December 31, 2018	Tuesday and Thursday 9am to 11:30am	$230/month (participating) $270/month (non-participating)
2.5 am – children must be 2.5 years old by September 2018	Tuesday and Thursday 9am to 11:30am	$230/month (participating) $270/month (non-participating)
3am – children must be 3 by December 31, 2018	Monday/Wednesday/Friday 9am to 11:30am	$285/month(non-participating) $325/month (non-participating)
3pm – children must be 3 by December 31, 2018	Monday-Friday or Monday/Wednesday/Friday 12:30pm to 3:30pm	$350/month (5 days) $295/month (3 days)
Junior Kindergarten – children must be 4 by December 31, 2018	Monday to Friday 12:45pm to 3:15pm	$350/month $210/month for 2 days/week
Senior Kindergarten – children must be 5 by December 31, 2018	Monday to Friday 12:45pm to 3:15pm	$350/month $210/month for 2 days/week
Lunch Program	Monday –Friday 11:30am to 12:30pm	$7/day (bagged) or $27/day (provided), billed in 10 monthly installments based on days child attends lunch program

Fees are calculated on an annual basis but are divided into 10 payments for your convenience. We require one of the following payment options:

1. one cheque for the entire amount, or
2. two cheques for half the amount dated Aug. 1 and Jan. 1, or

3. Pre-Authorized Payment Forms (with void cheque) or post-dated cheques dated the first of each month from August through May. Please note that JK/SK students are required to pay one month's fees to hold their spot upon registration which are non-refundable.

Cheques should be made payable to Nottinghill Co-operative Preschool Inc. and should be delivered to the Registrar at the time of registration.

NSF cheques must be replaced with payment in guaranteed funds. Any service charges levied by the bank must be added to the replacement payment. Past due tuition must be collected prior to the beginning of the following month for your child to continue in the program. There is a $40 fine for NSF cheques, in addition to any bank service charges. Should a member present two NSF cheques, all future fees must be paid in guaranteed funds, i.e. cash, certified cheque or money order. Please contact the Registrar immediately with any concerns.

Please note that refunds will not be made for temporary absences (i.e. vacations, illness, non-participation in school trips etc.) or for class cancellations due to snow days or emergencies.

Withdrawal Policy

The Registrar must receive written notice two full months prior to a child's withdrawal from the school. For example, since all fees are withdrawn one month in advance, notice must be provided on or before Sept. 30th for a child leaving the school Nov. 30 so that no fees will be withdrawn for month in which the child will not be in attendance. **No partial monthly fees will be refunded.**

All duty day commitments must be fulfilled up to and including the end of the notice period before the $75 duty day assurance cheques are returned to you. For example, should you give notice on or before September 30 to withdraw your child on Dec. 1 you must fulfill your duty day obligations through the end of November. If you have provided proper notice of withdrawal and choose not to have your child attend school during the notice period (i.e. immediate transfer to another school, separation anxiety, etc.), you **must still complete your duty days** or pay a volunteer to do them for you. You must notify the Registrar and your child's teacher of any changes to the duty schedule.

According to Nottinghill By-laws (Article 2, Section 5) no fees are refundable after April 30th.

There is no reduction of fees for illness or holidays.

Fines

Fines will be applied to the following situations:

1. Duty parent being late or not showing up for duty (and not getting replacement ahead of time) - $75 duty cheque cashed.
2. NSF cheques - $40.
3. Committee non-participation - $250 committee cheque cashed. One written warning will be given.
4. Failure to participate in Year-End Clean up - $250 committee cheque cashed.
5. Late pick-up of child (missed dismissal) – $1/minute late. One written warning to be provided. Repeated infractions will result in additional penalties to be determined by the Board and can include dismissal from the lunch program or school depending on the circumstances.
6. Failure to provide child with lunch or where lunch must be replaced because it contains food allergens - $20. One written warning to be provided. Repeated infractions will result in additional penalties to be determined by the Board and can include dismissal from the lunch program.
7. Non-Compliance with Nottinghill By-Laws and Policies – penalty determined by the Board and can include dismissal from the school.

Only one written warning will be issued for missing or being late for a duty day. The consequences of a third missed or late duty day will be determined by the Board and may result in dismissal from the school. Failure to pay outstanding fines will be referred to the Board for consideration and can result in dismissal from the school.

By-Laws and General Policy Manual

The President and the Supervisor hold a complete set of Nottinghill's By-laws and Policy and Procedures Manual. Any parent, upon request, may view these.

Annual General Meeting

The school's Annual General Meeting is held each January and it is at this time that a new Board is elected. If you are interested in joining the Board, please contact the President prior to the Annual General Meeting. This is also the first opportunity for current member families to enroll their children for the next school year. All school members are encouraged to attend and exercise their voting privileges.

Fundraising

Fundraising is an important part of a non-profit co-operative preschool. Fundraising allows Nottinghill to pay for special events, i.e.: Kindermusik, and purchase education and art supplies for the school. As a non-profit school we rely on fundraising in order to run an extensive learning program for our students. Other than tuition fees, fundraising is the only other source of income the school receives from its members.

Newsletter

Our monthly newsletter provides a critical communication link between the Board of Directors, the teachers and our members. The newsletter will be sent to you monthly via e-mail. A hard copy is available upon request and will be posted on a school bulletin board. Please read the newsletter to stay informed about important school events and activities.

Parking

For the safety of the children, please **back in to a spot on the north side of the Church** when dropping off and picking up children during program time. **Please do not park in the spaces on the south side of the Church**. Only the main door on the north side of the Church will be unlocked.

Important Contact Information

* President, Elaine Buzzell – elaine.buzzell@gmail.com or (416) 951-2117
* Registrar, Jo-Anna Brimmer– registrar@nottinghillpreschool.com or (905) 827-1442, ext. 3
* Supervisor, Kim Pearce – misskim@nottinghillpreschool.com or (905) 827-1442, ext. 1
* Duty Scheduler, Meghan Sheehan – megogrady@hotmail.com

A Final Word

* Nottinghill Co-operative Preschool is **our** school — each member has a voice, and we encourage participation.
* Board members and teachers will do their best to return calls/e-mails promptly. If there is an urgent or immediate issue that requires a same-day response, please contact your child's teacher. Our Board members will do their best to respond to parents as soon as they can. However, since Board members are volunteers who have young children and outside work responsibilities, immediate responses are not always possible. Your understanding in these situations is greatly appreciated.
* Please do not hesitate to ask questions and make suggestions so we can work co-operatively to further our high standards. We appreciate any feedback, either directly or anonymously.
* Above all, we hope you and your family will have fun!!!

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Appendix A

Program Statement

Nottinghill Co-operative Preschool (**"Nottinghill"**) offers a learning program that is consistent with the Ministry of Education policies, pedagogy and curriculum, the *Child Care and Early Years Act, 2014* and also based upon the Ministry document *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Nottinghill's mission is to create a positive learning environment for children. This will be provided by offering an affordable, accessible and accountable preschool that promotes the social, emotional, intellectual and physical needs of the child in a nurturing setting. Through play experience and the guidance of families and specially trained staff, each child will be exposed to activities that will fulfill their needs.

Children are competent, capable, curious and rich in potential

Nottinghill recognizes that each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

We provide an environment that fosters curiosity, one that allows children to explore and learn. We believe that every child deserves a safe and caring environment. A place where they want to come to and feel comfortable and "at home". This will allow them to grow and develop to their maximum potential.

At Nottinghill we understand the importance of considering each child's stage of development as this is unique and based on complex interplay between developmental factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the child's development into our program in a holistic way.

Our goals for children, consistent with the Ministry of Education pedagogy, include the following:

- Every child has a sense of belonging when he or she is connected to other and contributes to their world.
- Every child is developing a sense of self, health and well-being.
- Every child explores the world with body, mind and senses and is an active and engaged learner.
- Every child expresses themselves in many ways and are all capable communicators.

Children's interests are valuable to their learning and offer a rich variety of experiences. The type of activities we offer daily are:

- Drama, music, dance and visual arts
- Physical education
- Language and literacy
- Science and technology
- Daily opportunities for physical education and active outdoor play
- Numeracy skills including number recognition, time telling and basic math skills

Our Programs are designed to:

- Encourage children to interact and communicate in a positive way and support their ability to self-regulate
- Foster the children's exploration, play and inquiry
- Provide child-initiated and adult-supported experiences
- Offer opportunities to create authentic, lasting relationships with others in the program
- Offer daily opportunities to interact with a variety of adults, including teachers, parents and community helpers.

Health, Safety, nutrition and well-being of children

We know that the early years set the foundation for children's health and well-being.

- The brain's architecture is shaped by a child's interactions and relationships with parents and other significant people in their lives.
- Early brain development is stimulated through experiences and interactions with responsive adults.

We understand that the first step in establishing and nurturing health, safety and well-being for children in our programs is through the connections they make with the program staff, duty parents, volunteers and students on placements. Some specific ways we promote well-being in our programs are:

Health and Safety – as a licensed child care operator, Nottinghill meets and exceeds all health and safety requirements of the Ministry of Education and Halton bylaws. Information is provided in our Parent Handbook (for example the Anaphylaxis Policy). You can also speak to our staff at any time to view our complete Policy and Procedures Manual.

Nutrition – All snacks and beverages meet the recommendations set out in the Health Canada documents. We accommodate allergies, dietary and religious food requirements for children in our program. Our menu is always on display on the parent board. In cases of severe allergies, we eliminate the allergens from our classrooms completely.

Relationships among children, families, staff and community partners

One of Nottinghill's core values is to foster collaborative and co-operative relationships among all of our partners. We strive to promote a sense of belonging for children and their families in our programs by creating positive interactions and collaborations with our families. Nottinghill is a co-operative school with a philosophy that encourages all parents to be involved in their children's preschool experience. By registering your child at Nottinghill you have made a commitment to be active in the running of our school.

Not only are parents involved in the day to day classroom responsibilities through duty days, they are also part of the greater Nottinghill community by joining committees that help with the running of the school, from fundraising, to in-class parties, to classroom and outdoor maintenance to program enhancement, parents are involved and have a strong voice in the running of the school.

Every child is entitled to be given the opportunity to develop personal responsibility, social skills, problem solving skills and to learn about diversity and inclusion.

As competent individuals children are active participants in resolving conflicts. The skills of conflict resolution are important to lifelong learning and so we encourage children to come up with ideas and solutions to problems that may arise.

Nottinghill is committed to working collaboratively with all of our community partners as we work together on the mutual goal of providing the best possible child care service to families.

Positive self-expression, communication and self-regulation

Our inclusive programing at Nottinghill leads to children's sense of belonging. We are aware of and therefore, foster and support, encourage, respond to and document the many ways in which children express themselves, the many "voices" with which they express their ideas and the variety of methods they use to communicate. We also seek to honour and reflect the children's home language and culture in our programs.

In our inclusive learning environment, we welcome children of all abilities. Respect for diversity, inclusion and equity is critical for the children's development. Here are some examples of how we create an inclusive environment in our programs:

- Recognize each child as having equal rights to participate in program activities, trips and events.
- Recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment and developmental abilities and needs.
- Create strategies that value the culture and first language of all children.
- Establish programming strategies to foster and inclusive learning environment in which every child can participate.
- View the diversity of children and families as an asset, and plan programs to reflect the differences and enrich the environment.

Our programs focus on active play-based learning as the way that children naturally learn best. When children are manipulating objects, acting out roles, or experimenting with different materials, they are engaged in learning through play and driven by their own interests. Play allows them to actively construct, challenge, and expand their own understandings where they make connections to prior experiences and open the door to new learning. Intentional play-based learning enables children to investigate, ask questions, problem solve and engage in critical thinking. It is responsive to each child's unique learning style.

Nottinghill also supports the children's self-regulation. When children are calmly focussed and alert they are best able to modulate their emotions, pay attention, ignore distractions and understand the consequences of their actions. We encourage, guide and support their ability to deal with stress and

remain calm, alert and ready to learn. We continually strive to create learning environments and programming that helps support children's self-regulation.

Parent engagement and communication

Nottinghill believes that parents are experts on their children and sharing knowledge will best help children reach their full learning potential. We aim to have a high level of communication and engagement with families about our program and about their child's experiences.

Respect, care, empathy, trust and integrity are core values in our interactions with families. Our school could not run without the support and engagement of our families. We aim to ensure that families enrolled receive affordable, safe, reliable, high quality licensed child care for their children and that the children and their families feel a part of the Nottinghill family.

We know that our partnerships with our families help promote our program to best meet the needs of the children:

- 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.
- 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, families and their communities.
- We involve parents and other important adults in various events and activities within our programs, as well as the day to day learning, so that the child's learning can be enhanced by a full understanding between school and family.

In addition to the daily interaction with program staff we offer many opportunities for parent feedback and involvement, such as in class duties, surveys, an annual meeting and committees in the school. We use parent input to guide many decisions made by the school and to improve our programs and services.

Community partners

Nottinghill is committed to involving local community partners and to engaging those partners in supporting Nottinghill children, families and staff.

We provide learning opportunities in the areas of programming and administration to members of the community through volunteers and students on placement. Volunteers and placement students augment the high-quality care and individual attention given to the children in the programs.

We have many community partners – individuals, organizations and agencies who support Nottinghill families financially or through in-kind support. We collaborate with these partners and continue to create more opportunities to expand these relationships on behalf of our children and families.

Supporting Staff in continuous Professional Learning

Nottinghill is committed to hiring, training and fairly compensating staff. We hire staff who have a positive and sensitive attitude towards children. Our non-discriminatory hiring practises provide

individuals of all backgrounds the opportunity for employment. All staff are entitled to be respected, supported and treated fairly.

Our Nottinghill staff foster children's creativity and inquiry by planning based on observations they make on the children's interests. They plan for and create a positive learning environment in which each child's learning and development will be supported.

Nottinghill staff believe that knowledgeable and responsive early childhood educators:

- Recognize that responding to the unique abilities, needs and characteristics of each child and family is central to supporting learning and development.
- Engage with children as co-learners as they explore their environments.
- Provoke children's thinking, create meaningful programs and guide interactions with children and their families.
- Use a warm and positive approach to support children's developing ability to express emotions and understand other perspectives.
- Know when to stand back and observe compared to when to enter children's play to stimulate thinking.
- Make a commitment to build self-awareness, regularly reflect on practises and engage in new learning experiences, both individually and colleagues.

Formal professional development is vital, but we believe that professional growth also happens day-to-day, as our staff co-learn with children and each other as self-reflecting professionals. All program staff receive training on an ongoing basis and are part of the Quality First program.

Documenting and reviewing the impact of Nottinghill Co-operative Preschool's learning program

Children learn through play. We know a child's play provides foundations for language, literacy, math, science and technology and the arts. Nottinghill provides the opportunity to excel in these areas through play.

Program plans are written weekly based on themes. The following areas are included on the program plans, cognitive, creative, fine motor, gross motor, science, music, sensory and dramatic play. Nottinghill brings in various services from the community to enhance our program, such as outside sports programming and outside music programming.

Report cards are written in the school year to let parents know how their child is progressing in our program. Formal parent meetings are set up upon request and informal information is shared with parents daily.

Play is critical to the healthy growth and development of a child. As children play, they learn to solve problems, to get along with others and to develop fine and gross motor skills needed to grow and learn.

Appendix "B"

1) Behaviour Management Policy, Guidelines and Procedure
2) Playground Policy
3) Anaphylaxis Policy and Procedures
4) Personal Care Sanitary Policy and Procedures
5) Housekeeping Sanitary Policy and Practices
6) Serious Occurrence Policy and Procedures
7) Medication Policies and Procedures
8) Policy, Guidelines and Procedures Regarding Child Care Supervision for Volunteers and Students
9) Program Statement Implementation Policy
10) Staff Training and Development Policies and Procedures
11) Criminal Reference & Vulnerable Sector Check Policies and Procedures
12) Fire Drill Procedure
13) Emergency and Lockdown Policies and Procedures
14) Wait List Policy
15) Parent Issues and Concerns Policy

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Behaviour Management Policy, Guidelines and Procedure

Policy

Staff, student teachers and volunteers of Nottinghill Co-operative Preschool ("**Nottinghill**") are expected to comply with Nottinghill's Behaviour Management Guidelines (outlined below) and the requirements of the *Childcare and Early Years Act, 2014* with respect to behaviour management. Failure to do so will result in a verbal and written warning and could include dismissal.

It is the legal responsibility of all staff, student teachers and volunteers at Nottinghill to immediately report all suspected cases of child abuse and any noncompliance with Nottinghill's Behaviour Management Guidelines to the Supervisor and/or a member of the Board of Directors.

Guidelines

It is the aim at Nottinghill to guide the children's behaviour in an appropriate, consistent manner, while displaying respect and understanding for the child's feelings. Our goal is to help a child maintain control of his/her emotions and actions while learning to express him/herself positively. All children respond differently. We do not restrain, humiliate or punish our children but give them limits and consequences that provide alternate behaviours for them to learn.

At Nottinghill we believe that discipline should be:

- Related to the nature of the troublesome behaviour
- Appropriate to the developmental level of the child-having appropriate expectations
- Used in a positive and consistent manner
- Designed to assist the child to learn appropriate behaviour
- Implemented as soon as possible after troublesome behaviour occurs
- Discussed with parent(s) if a difficult situation arises with a child

In order to protect the emotional and physical well being of the children in Nottinghill's care, the following forms of discipline shall not be permitted:

- Corporal punishment of a child
- 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

- Locking exits of Nottinghill's 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 Nottinghill's Emergency & Lockdown Procedures
- Use of hard or degrading measures of threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making the child eat or drink against their will
- Shaking, shoving, rough handling or excessive yelling at the children

In order to build the child's self-esteem and provide a positive learning experience, the following positive alternatives shall be used at Nottinghill:

- Redirection, providing a positive alternative
- Positive guidelines, stating expectations and request in a positive way
- Acceptance, accepting a child's feelings and helping him/her to verbalize
- Limits, settings limits which are developmentally appropriate so the child can feel secure
- Provide an acceptable outlet for feelings
- Show acceptance of individuality, age differences and maturity
- Look for causes of misbehaviour-hunger, fatigue, jealousy, change in family life, etc.
- Listen to children-some messages are hidden in their meaning
- Consistency is very important but there must always be room for flexibility
- Recognize that children have individual needs at individual times

Procedure

1) A Nottinghill staff member will observe and complete the Volunteer/ Student Behaviour Management Practice Chart for a volunteer or student teacher each time they participate in a Nottinghill class.
2) Nottinghill's Supervisor will complete a Behaviour Management Practices Chart for each Nottinghill staff member on an annual basis. During the first year of

employment of a new staff member, the Supervisor will complete three Behaviour Management Practices Charts. The President, in conjunction with a Nottinghill RECE staff member, will complete a Behaviour Management Practices Chart for the supervisor on an annual basis. Any staff member may be subject to further Behaviour Management reviews at the request of the Board of Directors.

3) Any Nottinghill staff member, student teacher or volunteer who fails to comply with Nottinghill's Behaviour Management Guidelines will receive a verbal warning from the Lead RECE teacher for the class in which the behaviour was observed. This warning will include a discussion and review of Nottinghill's Behaviour Management Guidelines. The Supervisor will inform the President of the failure to comply with the Behaviour Management Guidelines and will ensure that the Lead RECE teacher completes a Behaviour Management Follow-Up Practices chart for the incident and makes a note of the behaviour in the Daily Log. The individual's performance on the next duty day/work day will be recorded on the Behaviour Management Follow-Up Practices chart.
4) Should a Nottinghill staff member, student teacher or volunteer fail to comply with Nottinghill's Behaviour Management Guidelines a second time, the individual will receive a written warning from the Board of Directors.
5) A third failure to comply with Nottinghill's Behaviour Management Guidelines by a Nottinghill staff member, student teacher or volunteer will result in dismissal or a revocation of the individual's ability to participate in duty days. A parent/caregiver who is not permitted to perform duty days must pay the applicable non-participating duty fee for any remaining months of the school year.
6) In any instance when a Nottinghill staff member, student teacher or volunteer fails to comply with Nottinghill's Behaviour Management Guidelines the Board of Directors will exercise its discretion to determine if the individual should be immediately dismissed/barred from duty participation or if actions other than those outlined above should be taken. In exercising its discretion the Board of Directors will consider the following criteria:

    - Seriousness of the offence
    - Actual or potential risk to the child
    - Past performance of the employee/parent in general
    - Recent performance
    - Frequency of occurrence
    - Previous disciplinary action taken

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PLAYGROUND POLICY

Safety Rules

1. Gate must be closed at all times.
2. The children may throw only balls. Objects, such as sticks, sand, and rocks are not to be thrown.
3. No objects are allowed on the slide.
4. Go down slide on bottom, feet first: one child at a time.
5. Children must always hold on when using any moving play equipment.
6. No running on the pavement.
7. Bicycles and wagons to go in one direction on playground.
8. Children must not pick up other children or piggy-back other children.
9. One child to a one seat bike - ride sitting down.
10. No climbing on the fences.
11. Natural sticks, rocks, and sand are not to be used as weapons.
12. Sand is to stay in the sand box.

Staff and Volunteer Responsibilities

1. At no time will the staff and volunteer to student ratios be reduced during playground supervision.
2. In the event of a first aid situation or other event that requires a staff member's full attention, duty parents should be aware of remaining children on the playground.
3. All staff and volunteers to position themselves within the playground to achieve maximum visibility of the children.
4. Spot Checks (staff and volunteers to be positioned around these areas at all times): climber and gate
5. Encourage children to play in woodchip areas when not using gross motor equipment (to avoid injury).
6. Non-commercial portable play equipment must be supervised by staff or volunteers.
7. Tidy equipment before leaving playground and put away as appropriate (end of day or bad weather).

1. EFFECTIVE February 22, 2000, Nottinghill Co-operative Preschool ("**Nottinghill**") has implemented a Playground Safety Policy. All staff and duty parents currently employed or utilized by Nottinghill have reviewed the policy prior to commencing employment and currently thereafter. The written record of review will remain on file for 3 years.
2. This policy states that child/ratios will be maintained as specified within the *Child Care and Early Years Act, 2014* during operating hours. The number of children per program will not exceed the maximum capacity as stated in the Ministry of Education License. Nottinghill Staff and Board shall ensure that all playground equipment and furnishings shall be maintained in a safe and clean condition and kept in a good state of repair. Nottinghill staff and duty parents shall, in abiding by requirements of this policy and, in general, promote a safe outdoor play environment. Through a safe nurturing environment, children will gain the opportunity to participate in constructive and creative play.
3. Outdoor play programs will be developed on a weekly basis. The program shall be formulated to provide for games and activities to enhance all areas of each child's development. The programs shall be posted and available for staff and parents.
4. Effective February 22, 2000 Nottinghill will implement the following playground safety documentation:
   A. Playground Accident Report Form
   B. Daily, Monthly, Seasonal Inspections will be completed as outlined in the Inspection Log Section. Annual Inspections will be completed by a currently CSA Certified Playground Inspector.

C. Upon review of the Inspection performed by a CSA Certified Inspector an action plan will be formulated.

5. The assigned Nottinghill staff member shall be responsible for recording the following inspections; daily maintenance inspections, monthly maintenance inspections, seasonal maintenance inspections and plans, if necessary, for doing the maintenance and repairs, the injury log and the annual inspections. The assigned Nottinghill staff member shall initial the respective Inspection Forms.
6. Any new equipment or renovations, repairs or replacements will be installed to meet the CSA standards as defined by the *Child Care and Early Years Act, 2014*. Written documents by a Certified Playground Inspector, certifying that all changes meet the standard, will be maintained in Nottinghill files.

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ANAPHYLAXIS POLICY AND PROCEDURES

Policy

1. Nottinghill Co-operative Preschool ("**Nottinghill**") will establish an environment that will reduce the risk of reactions in children and adults with life threatening allergies.
2. In accordance with Nottinghill's Allergy Smart Policy and Guidelines, Nottinghill will run a peanut/nut free program and avoid specific food allergens of children currently enrolled at Nottinghill.
3. The Nottinghill staff snack and lunch coordinator will inform the Snack Committee Chair:
   (i) of the specific allergens of any currently enrolled children;
   (ii) to carefully check all food labels and ensure it is peanut/nut free and free of any specific food allergens; and
   (iii) to communicate the specific allergens and the requirement to check all food labels for peanuts/ tree nuts and specific allergens to the Snack Committee members.
4. A Nottinghill staff member will check all food labels upon arrival to the school, before the food is served to the children. This includes checking bagged lunches brought from home as part of Nottinghill's lunch program.
5. A poster indicating a peanut/tree nut free zone will be located on Nottinghill's parent information board and refrigerator at all times.

Procedure

1. The parents/caregivers of a child with an anaphylactic allergy must complete the following documents before the child attends a program at Nottinghill:
   a. Anaphylaxis Emergency Treatment Plan;
   b. Individual Student Anaphylaxis/Allergic Reaction Information form; and
   c. Authorization to Administer Epinephrine.
2. The Anaphylaxis Emergency Treatment Plan will include the child's name, picture, allergy, and emergency contact information. The Anaphylaxis Emergency Treatment Plan must be signed by both the parent/caregiver of the child and the child's physician.
3. The Individual Student Anaphylaxis Allergic Reaction Information form will include the child's name, date of birth, picture, description of the child's allergy, precautions to be taken, signs and symptoms of an anaphylactic/allergic reaction that are specific

to the child, emergency treatment to be taken, location of the epinephrine auto-inject pen, expiry date of the epinephrine auto-inject pen, and emergency contact information. The parent/caregiver of the child will sign the form to confirm the accuracy of the information.

4. The parents/caregivers of a child with an anaphylactic allergy must supply Nottinghill with two epinephrine auto-inject pens. The epinephrine auto-inject pens must be in the original container as supplied by a pharmacist or the original package and that package/container must be clearly labeled with the child's name, the name of the medication, the dosage of the medication, the date of purchase and instructions for storage and administration. The parents/caregivers must also provide two recent colour photographs of their child to be placed on the epinephrine auto-inject pens.
5. The Individual Student Anaphylaxis Allergic Reaction Information form will be posted in each classroom.
6. All Nottinghill staff, teaching students and volunteers must be trained annually by a physician or the parent of a child with anaphylaxis on the procedure to be followed in the event of an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and how to administer an epinephrine auto-inject pen.
7. All Nottinghill staff, teaching students and volunteers will annually review the Individual Student Anaphylaxis Allergic Reaction Information forms for all students enrolled at Nottinghill and sign to indicate they fully understand each child's allergy, symptoms and know how to administer an epinephrine auto-inject pen.
8. Epinephrine auto-inject pens are not to be locked in cabinets, drawers or cupboards while the child with the anaphylactic allergy is in attendance. The child's epinephrine auto-inject pens will be located in a position out of reach of children but readily available to staff. The epinephrine auto-inject pen must always be in close proximity to the child with the allergy, including on outings, during outdoor play, excursions, etc.
9. When Nottinghill is not in session, all epinephrine auto-inject pens will be kept in a lock box and stored in the locked Emergency Cupboard in Room 11 (Creative Room).
10. Every six months a designated Nottinghill staff member will review the expiry date of the epinephrine auto-inject pens to ensure that they are replaced prior to the expiry date. At the same time the designated Nottinghill staff member will inspect the solution in the epinephrine auto-inject pens through the viewing window to look for signs of spoilage (i.e. the solution is discoloured, cloudy, contains particles or there are signs of leakage). If there are any signs of spoilage, the parents/caregivers of the child will be contacted immediately and the epinephrine auto-inject pen must be replaced before the child can attend class at Nottinghill.

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11. Any child who is administered an epinephrine auto-inject pen must be immediately transported to the hospital by ambulance and the parents/caregivers will be contacted immediately by the Supervisor. A Nottinghill staff member will accompany the child in the event that the parent/caregiver is not present. A serious occurrence report will be filed in accordance with Nottinghill's Serious Occurrence Policy and Procedures.

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Personal Care Sanitary Policy and Procedures

Policy:

Nottinghill Co-operative Preschool ("**Nottinghill**") will ensure that the sanitary practices outlined below will be followed in order to reduce the possibility of contracting or transmitting communicable disease and to maintain a sanitary workplace.

General Procedures:

1. The Supervisor will train staff and volunteers using these guidelines and the above noted policy.

2. Staff will make themselves aware of potential health hazards by:

   a. Reading bulletins regarding any transmittable disease;
   b. Reading all guidelines posted;
   c. Reading all Board meeting minutes posted, in particular Health and Safety; and
   d. Reviewing staff minutes at staff meetings with Supervisor.

3. Staff will:
   a. Wear protective equipment provided, as necessary (i.e. disposable vinyl gloves);
   b. Take precautions to prevent injuries caused by sharp instruments or devices;
   c. Be aware of personal immunization – ensuring all vaccinations are up to date; and
   d. Attend professional development to maintain current information on healthy and safe sanitary practices.

4. Staff and volunteers will follow the hand washing procedure which is outlined below in the following situations:
   a. Upon entering the Nottinghill;
   b. Before preparing, serving or eating food;
   c. After handling raw food;
   d. After handling pets;
   e. After diapering a child, changing soiled clothes, or cleaning up messes;
   f. After wiping a child's nose (disposable tissues will be available and discarded after use);
   g. After toileting a child or self;

h. After sneezing or coughing (disposable tissues will be available and discarded after use);
i. After taking out garbage;
j. Before and after giving any medications;
k. After applying sunscreen or insect repellent to self;
l. After contact with blood/body fluids;
m. When hands are obviously soiled;
n. Before and after using protective gloves;
o. After completion of work shift to avoid transmission of communicable disease to home; and
p. After the use of any chemicals.

5. Staff and volunteers will ensure that children:
   a. Follow the hand washing procedure or use hand disinfectant which is outlined below when entering Nottinghill;
   b. Follow the hand washing procedure which is outlined below after the child has been diapered or had soiled clothes changed;
   c. Follow the hand washing procedure which is outlined below after the child has been toileted;
   d. Follow the hand washing procedure which is outlined below before eating; and
   e. Use non-alcohol disinfectant or use the hand washing procedure which is outlined below after touching nasal mucous.

NOTE: Hand disinfectant (non-alcohol) will be available in each classroom and the kitchen area.

Hand Washing Procedure:

1. Wet hands under warm running water.
2. Apply soap to palm of hand.
3. Use friction to clean between fingers, palms, backs of hands, wrists forearms and under nails for approximately 10-15 seconds.
4. Rinse under running water for a count of 20 seconds.
5. Dry with a paper towel.
6. Turn off taps with a paper towel.
7. Dispose of paper towel in an appropriate container.

NOTE: It is recommended that hot water temperature not exceed 43 degrees C (110 degrees F) to prevent scalding.

Procedure Regarding the use of Vinyl Gloves:

1. Staff are to use protective vinyl gloves in the following situations:
    a. Handling and/or preparing food if there is a cut or break in their skin;
    b. They are likely to be in contact with blood or body fluids;
    c. Diapering a child; or
    d. Administering first aid involving the loss of blood or other body fluids.

NOTE: Disposable Vinyl Gloves are to be used for infection control purposes however the use of disposable vinyl gloves does not replace the need for hand washing. Disposable vinyl gloves are available in each classroom, the kitchen and washrooms A and B.

2. Staff will:
    a. Store disposable vinyl gloves in a cool, dry place;
    b. Inspect gloves prior to use for damage (holes and tears);
    c. Dispose of gloves in the regular garbage if damaged;
    d. Use as recommended by the manufacturer;
    e. Use only for one specific task per child;
    f. Remove after use and dispose of in the regular garbage (never wash and reuse); and
    g. Wash hands in accordance with the hand washing procedure noted above after disposable vinyl gloves are removed.

Diapering Procedure:

NOTE: Each child requiring diapering must have their own storage for diapering supplies. The parents will supply diapers and wipes.

1. Staff will ensure that a copy of this diapering procedure is posted in each of the washrooms of the preschool where diapering occurs.
2. Staff will check each child as they enter the classroom at the beginning of that child's day to ensure the child is dry and comfortable.
3. A child who uses diapers/ pull-ups must be changed immediately after she or he has a bowel movement.

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4. Each child is to be checked regularly to determine if the diaper is wet. If so, the diaper is to be changed immediately.
5. Prior to using the change table, it is to be sprayed clean with Accel solution and dried to ensure no cross contamination.
6. Staff or volunteers will wash hands using the above noted hand washing procedure and use protective, disposable vinyl gloves to change diaper or pull-up.
7. Child is to be carefully lifted onto the change table.
8. A child is **NEVER** to be left unattended on the change table.
9. Remove bottom half of clothing. Where clothing is soiled, place in a plastic bag and double knot the bag. Bag is to be placed on top of the child's cubbie for parent pick-up. Parents will be updated discreetly at the end of class regarding the soiled clothes.
10. Remove the soiled diaper and place in a plastic bag.
11. Quickly clean the child with a wet wipe(s), placing the soiled wet wipe(s) in the same bag as the diaper. Wipe from front to back, cleansing thoroughly, particularly in skin creases.
12. Re-diaper and redress quickly and efficiently and ensure the child is comfortable.
13. Staff and volunteers should use this opportunity to talk with the child, discussing the process, what you are doing and why, making eye contact and developing a strong relationship with the child.
14. Carefully lift the child back down to the floor.
15. Place plastic bag containing soiled in the garbage bin.
16. Spray the change table with Accel solution. Leave spray on for 1 minute. Wipe dry with paper towel that is to be disposed of after use.
17. Remove and dispose of vinyl gloves.
18. Staff and volunteers will wash hands using hand-washing procedure and ensure that child washes his/her hands using hand washing procedure.

NOTE: If more than one child is to be changed at one time, the change table MUST be cleaned thoroughly between each use. New disposable vinyl gloves are to be used for each child's changing needs.

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Housekeeping Sanitary Policy and Practices

Policy:

Nottinghill Co-operative Preschool ("**Nottinghill**") shall ensure proper sanitary housekeeping practices to prevent the spread of diseases.

Procedure:

1. Utensils and dishes will be washed in a dishwasher or using the three sink method to properly disinfect items.
2. Floors will be kept clean, damp mopped and vacuumed daily. Carpets are to be cleaned and sanitized bi-annually.
3. All toys will be washed and disinfected once per month by Nottinghill's Classroom Maintenance Committee.
4. Eating surfaces will be cleaned and disinfected with Accel before and after each use.
5. All bathroom fixtures are to be washed and disinfected twice daily during program time and in the evening by building maintenance.
6. The oven and refrigerator will be cleaned and maintained on a regular basis by Nottinghill's Classroom Maintenance Committee.
7. Curtains, window blinds, windows, walls and carpets will be cleaned as required.
8. Garbage will be removed daily and containers cleaned and disinfected weekly.

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Serious Occurrence Policy and Procedures

Policy

It is the responsibility of Nottinghill Co-operative Preschool ("**Nottinghill**") to report all Serious Occurrences as defined in the *Child Care and Early Years Act, 2014* and as required by the Ministry of Education. A Serious Occurrence can be identified by the following categories:

1. Any **death** of a child who received child care at Nottinghill, whether it occurs on or off the premises;
2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at Nottinghill;
3. A life-threatening injury to or a life-threatening illness of a child who receives child care at Nottinghill;
4. An incident where a child who is receiving child care at Nottinghill goes missing or is temporarily unsupervised; or
5. An unplanned disruption of the normal operations at Nottinghill that poses a risk to the health, safety or well-being of children receiving care at Nottinghill.

NOTE: If, on the basis of the inquiry, there is reason to suspect a child has been abused (and/or in need of protection) the Supervisor (or acting Supervisor) will contact the Children's Aid Society and Police as appropriate. Calls placed to the Children's Aid Society regarding concerns/welfare of a child/family are not reportable to the Ministry of Education as a Serious Occurrence.

Procedure

1. The Supervisor will review this policy with all Staff and volunteers, prior to any interaction with the children at Nottinghill.

2. All Staff and/or volunteers will immediately report any potential Serious Occurrence to their Supervisor (or acting Supervisor). The Supervisor will make the decision whether or not an occurrence is seemed to be a Serious Occurrence. In the event that immediate medical attention is required, the Staff or Supervisor will follow the procedures in the Medication Policies and Procedures and/or call 911.

3. Should external services be required (for example, fire, police, child services agency), the Supervisor will determine who to notify and make contact with that service.

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4. The Supervisor will immediately notify the President of the Board of Directors (or acting designate) of the concern and whether it has been determined to be a Serious Occurrence.

5. The Supervisor will log onto the Ministry of Education Child Care Licensing System ("**CCLS**") to report/complete the Serious Occurrence documentation within 24 hours, ensuring the information entered keeps the personal information and privacy of the child/staff confidential using initials and date of birth only and no room identifiers (i.e. toddler room).

6. The Supervisor, following a submission on the CCLS of the Serious Occurrence Initial Notification Report to the Ministry, will communicate information to parents about the Serious Occurrence by printing the Serious Occurrence Notification Form from CCLS and any action taken and posting it near Nottinghill's license for all to see for at least ten (10) business days.

7. The Supervisor will complete all required sections/fields in the CCLS.

8. The Supervisor will respond to the Ministry of Education Program Advisor's questions or comments by logging on to CCLS, and respond by opening the current Serious Occurrence form and noting information as required.

9. The President of the Board of Directors will review the Serious Occurrence with the Supervisor and determine what actions (if any) need to be taken to ensure that the incident does not re-occur.

10. The Supervisor will ensure that the staff member involved uses the checklist to check for completeness of actions.

11. An annual analysis of all serious occurrences that occurred in the previous year will be completed and the Supervisor will keep records of the actions taken in response to the analysis.

Follow-Up:

1. Supervisor:
   - Logs on to CCLS.
   - Follows up with an "Inquiry Report" ("**IR**") within 7 days by opening the current Serious Occurrence form.
   - Continues to submit an IR every seven (7) days until the issue is resolved.

- Once issue is resolved, add final comments in notes section (e.g. child has returned to program after injury).
- Updates the Serious Occurrence in the CCLS if additional actions or investigations take place.
- Keeps the Serious Occurrence posted for a minimum of 10 business days.
- Keeps the Serious Occurrence posted an additional 10 days after new information is added.
- CCLS is a permanent log/record.

NOTE: The exception for the posting of information is in the case of allegations of abuse or unverified complaints that will be posted at the completion of the follow-up investigation.

In the Event of Allegations of Abuse

1. The Supervisor will ensure that any Serious Occurrence pertaining to allegations of abuse are posted when the following have been concluded:

    a. The Children's Aid Society has concluded its investigation and the allegation is either verified or not verified; or
    b. Children's Aid Society has determined that an investigation will not be conducted; and
    c. The Ministry has investigated any associated licensing non-compliances.

NOTE: Once investigations are completed, the Serious Occurrence Notification form must provide clear, concise information for the parent. The description section will include information about whether Children's Aid Society conducted an investigation into the report, and identify that the Ministry conducted an investigation into compliance with related licensing requirements

2. The Supervisor will ensure that the Serious Occurrence Notification form identifies whether:
    - Children's Aid Society verified the allegation;
    - Children's Aid Society has not verified the allegation;
    - Any action has taken place on any directions given by Children's Aid Society, if applicable; and
    - Any associated licensing non-compliances are identified by the Ministry.

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In the Event of Complaints

The Supervisor will:

1. File a Serious Occurrence report about the complaint.
2. Verify the complaint.
3. Take action to address the issues.
4. Post the Serious Occurrence within 24 hours of the occurrence.
5. Wait until the complaint is verified before posting the Serious Occurrence Notification Form.

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MEDICATION POLICIES AND PROCEDURES

Nottinghill Co-operative Preschool ("**Nottinghill**") shall only administer drugs or medication in an emergency (i.e. puffers), and in accordance with Ministry of Education guidelines and the following Nottinghill policies.

Policies:

1. Nottinghill will not administer any liquid medication (e.g. antibiotics, Tylenol, etc.) due to the nature of its 2 ½ hour program.
2. Medication will ONLY be accepted from the parent/guardian of the child.
3. Medications must be in the original container supplied by a pharmacist or the original package and the package must be clearly labeled with the child's name, the name of the medication, the dosage of the medication, the date of purchase and expiration, if applicable, and instructions for storage and administration.
4. A Medication Authorization and Administration Form authorizing the administration of the medication and setting out the schedule for the time and amount of medication to be administered will be completed and signed by the parent/guardian of the child.
5. Where the medication provided is an epinephrine auto-inject pen, Nottinghill's Anaphylaxis Policy and Procedures shall be followed.
6. An individual action plan will be developed for any child requiring an emergency medication (i.e. puffers needed only during an asthma attack) or having special medical needs. The action plan shall include the child's name, date of birth, picture, steps to be followed to reduce the risk of exposure to causative agents or situations (if any), description of the child's symptoms that require the administration of the emergency medication and/or steps to be followed in the event of a medical emergency, a description of any supports made available, location of the emergency medication or medical devices and instructions on their use, procedures to be followed in the event of an evacuation or participation in off-site field trip and emergency contact information. The individual action plan must be signed by the parent/guardian of the child. Individual action plans will be posted in each classroom and be reviewed annually by Nottinghill staff and volunteers.
7. During Nottinghill program hours emergency medications will be enclosed in a fanny pack worn by a Nottinghill staff member in the child's class, unless the directions for storage of the medication state that it must otherwise be stored. All medications will be stored in accordance with the directions on the original label.
8. When Nottinghill is not in session, all medications will be kept in a lock box and stored in the locked Emergency Cupboard in Room 11 (Creative Room).

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Procedure:

1. Nottinghill's Medication Authorization and Administration Form must be completed and signed by the child's parent/guardian.
2. Nottinghill's Supervisor will review the form for accuracy and completeness.
3. Medications must be handed directly by the child's parent/guardian to Nottinghill's Supervisor. The Supervisor will verify that the medication information (i.e. expiry date) is correct in the completed Medication Authorization and Administration Form.
4. All medications will be returned to the parent/guardian of the child when they are no longer needed.
5. If there are any changes with respect to the administration of a medication, the parent/guardian of the child must complete a new Medication Authorization and Administration Form.
6. **ADMINISTRATION OF MEDICATION:**
   Step 1. Before program start Nottinghill Lead teachers will ensure that all medications applicable to the children in the program are in the fanny pack.
   Step 2. Prior to administering medication the Nottinghill staff member will confirm that it is the correct medication for the child and confirm dosage.
   Step 3. Administer medication to child at scheduled time. Complete the date, time given and sign the Medication Authorization and Administration Form for the child.
   Step 4. Document the administration of a medication in the daily logbook, including who administered the medication and any comments or observations.
   Step 5. Nottinghill staff member will ensure that the medication is returned to the proper storage area (i.e. fanny pack).

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POLICY, GUIDELINES AND PROCEDURES REGARDING CHILD CARE SUPERVISION FOR VOLUNTEERS AND STUDENTS

Policy

Nottinghill Co-operative Preschool ("**Nottinghill**") will ensure that all volunteers and placement students are properly supervised in accordance with the *Child Care and Early Years Act, 2014* ("**CCEYA**") and the following guidelines.

Guidelines

1. When Ministry of Education approval has been given two classroom volunteers may take the place of an unqualified staff member. No individual volunteer may have direct unsupervised access to a child (i.e. when an adult is alone with a child). An individual volunteer may not take a child, other than their own, to the washroom or be alone with a child in the classroom, cubbies, hallways or playground.
2. For the purposes of staff to child ratios, a teaching assistant ("**TA**") can supervise the same number of children as a Registered Early Childhood Educator ("**RECE**"), when the TA is under the direction of an RECE. This includes taking children to and from the washroom.
3. The lead RECE staff member in a classroom will direct and supervise a volunteer regarding appropriate staff to child ratios as set out below and each volunteer will be monitored in accordance with Nottinghill's Behaviour Management Policy, Guidelines and Procedure.

Staff	Ratio
Toddler Class	
1 RECE or TA directed by RECE	1:5
2 Volunteers	2:5
Preschool Class	
1 RECE or TA directed by RECE	1:8
2 Volunteers	2:8
JK Class	
1 RECE or TA directed by RECE	1:10
SK Class	
1 RECE or TA directed by RECE	1:12

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Procedures

1) Nottinghill staff members will annually review Nottinghill's Policy, Guidelines and Procedures Regarding the Supervision of Volunteers and Students, specifically the staff member's role and responsibilities with respect to the supervision of volunteers and students.
2) Nottinghill's Supervisor will ensure that prior to volunteering, volunteers and students are provided with an orientation to the centre and are appropriately trained and supervised as outlined below.
3) The Parent Handbook, including the Policy, Guidelines and Procedures Regarding the Supervision of Volunteers and Students, will be reviewed at the Parent Orientation meeting held prior to the commencement of classes in September.
4) The Supervisor will ensure that the duties of the volunteers and students are posted in each of the classrooms and that all volunteers and students have signed off that they have reviewed all relevant Nottinghill policies prior to working in the classrooms.
5) The Nottinghill staff member in who's class the volunteer or student is participating, will ensure that the volunteer knows the location of fire exits, the evacuation procedures and is aware of individual children with allergies (including anaphylactic allergies), special medical needs or food restrictions in the class.
6) In accordance with Nottinghill's Behaviour Management Policy, Guidelines and Procedure, a Nottinghill staff member will observe and complete the Volunteer/ Student Behaviour Management Practice Chart for a volunteer or student teacher each time they participate in a Nottinghill class. The staff member will ensure that the Behaviour Management Follow-Up Practices form is completed when necessary.
7) In case of a disagreement over direction provided by a Nottinghill employee, the volunteer or student may address the issue verbally or in writing to the Supervisor or President of the Board of Directors.
8) Volunteers have a responsibility to contribute to their orientation by seeking information, asking questions and seeking assistance as required.

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Mandatory Orientation and Training:

Prior to volunteering in a classroom at Nottinghill, each volunteer will have a meeting with a RECE teacher which will include a comprehensive discussion regarding Nottinghill's philosophy and CCEYA requirements, a review of the student or volunteer roles and responsibilities while at Nottinghill, including ethical behavior, prior to working with children in the classrooms.
All volunteers and students will be required to review and sign off on policies and procedures prior to working with the children for the first time and annually thereafter. Volunteers will have ongoing training through impromptu daily meetings /conversations. Volunteers will be made aware of all applicable policies and procedures at Nottinghill including, but not limited to, the following:

- Behaviour Management Policy, Guidelines and Procedure
- Emergency and Lockdown Policies and Procedures
- Anaphylaxis Policy and Procedures, including any Individual Anaphylaxis Plans
- Serious Occurrence Policy and Procedure
- Personal Care Sanitary Policy and Procedures, including Diaper Policy
- Parent Handbook, including Nottinghill's Program Statement
- Oath of Confidentiality
- Volunteer or Placement Student Form
- Playground Policy

All accident, injuries and hazards must be reported immediately to the Nottinghill staff member who is supervising the volunteer or student. Incidents including violence, theft, threatening behaviour, abuse or any potentially unsafe situations must also be reported.

Record Retention:

All records documenting that the volunteer has reviewed and signed off on applicable policies and procedures will be kept on file at Nottinghill for three years.

Contravention of Policies and Procedures and Disciplinary Action:

The volunteers who fail to adhere to the policies and procedures of Nottinghill may face disciplinary action, up to and including dismissal. Nottinghill believes in fairness and openness and where volunteers can expect a commitment to resolving conflict and receiving support and constructive criticism. If disciplinary action is required Nottinghill will follow the same steps as its staff policies.

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VOLUNTEER AND PLACEMENT STUDENT FORM

We welcome you to Nottinghill Co-operative Preschool ("**Nottinghill**") and we hope that your volunteer/educational experience is rewarding and enjoyable. Volunteers are an important and highly valued part of our organization.

What can you expect?

Nottinghill will introduce you to how a licensed childcare program operates and your role here at Nottinghill. We will provide you with information and training regarding our policies and procedures to assist you in meeting the responsibilities of your role.
We will provide this orientation prior to you spending time in the classroom with our employees and the children.
We will review the performance standards we expect from our volunteers and placement students here at Nottinghill.
We will schedule regular informal meetings with you to discuss how you are adjusting to your role, to answer any questions, provide support and discuss successes and challenges.
We will respect your skills, dignity and individual goals and do our best to support you in the achievement of your goals.
We will consult with you and keep you informed of any upcoming changes in policies, procedures or programs.
We will provide you with a safe workplace free from harassment or violence.
We will try to fairly resolve any problems, concerns or challenges you may have while you volunteer, or are placed with us as a student.

What we expect from our volunteers

We expect you to help Nottinghill fulfill its philosophy of providing a high quality child care program and learning experience.
We expect you to perform your role to the best of your ability.
We expect you to follow Nottinghill's policies, procedures and standards of practice.
We expect you to maintain the confidentiality of all information shared with you related to Nottinghill, children and their families, employees, and other volunteers and placement students.

I, _____ have read, understood and have had the opportunity to ask questions and hereby agree to abide by all of Nottinghill's policies and procedures, including confidentiality.

Date: _____ Volunteer Signature: _____

Date: _____ Nottinghill Supervisor Signature: _____

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Program Statement Implementation Policy

Implementation Commitment

Nottinghill Co-operative Preschool ("Nottinghill") is committed to supporting children to grow to their fullest potential in a safe, caring and nurturing environment. The program statement describes Nottinghill's specific goals for children's learning and development, and the approach that will be implemented.

Monitoring Practices

Nottinghill implements a wide range of monitoring practices to ensure the goals and approaches described in the program statement are implemented. Monitoring practices include:

- Setting family communication standards for staff to follow.
- Providing coaching and guidance for staff to engage in ongoing reflective practice and collaborative inquiry with staff team.
- Tracking all mandatory and supplemental training completed by each staff.
- Third party parent surveys.

Nottinghill's Board of Directors will:

- Conduct a comprehensive annual review of the program statement including the goals and approaches.
- Ensure a parent survey is conducted annually to ensure feedback is integrated into the program.
- Respond immediately to any concerns or commissions of prohibited practices observed or reported in consultation with appropriate authorities.

Supervisor will:

- Ensure all new staff, students and volunteers are oriented with the program statement before they interact with the children. A review will be performed annually or sooner if there are substantive changes to the program statement. Each staff, student or volunteer will sign to indicate that they have read and understood the program statement at orientation or at each.
- Provide coaching and guidance for staff to engage in ongoing reflective practice and collaborative inquiry with the staff team by providing learning materials and through staff meetings.

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- Discuss curriculum and Ministry of Education licensing and parent survey results with staff and develop a plan of action to be implemented.
- Provide staff an opportunity to attend all mandatory training. Track all training completed by each staff.
- Monitor all staff, students and volunteers for compliance with the approaches set out in the program statement and the commission of any prohibited practices through a combination of observation, reports form colleagues, parents and community partners.
- Immediately report any concerns of any prohibited practices to Nottinghill's Board of Directors.

Educators will:

- Engage in ongoing reflective practice and collaborative inquiry with staff team.
- Participate fully in all discussions of curriculum, Ministry of Education licensing and quality assessments, and parent survey with team and assist in developing a plan of action to be implemented.
- Make referrals and provide resources based on families needs.
- Immediately report any concerns of any prohibited practices to the Nottinghill's Supervisor and Board of Directors.

Prohibited Practices:

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

Nottinghill's Program Statement sets out approaches that support positive interactions between children, families, staff and community.

The following prohibitive practices are not permitted:

- Corporal punishment of a child
- 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
- Locking exits of Nottinghill's 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 Nottinghill's Emergency & Lockdown Procedures

- Use of hard or degrading measures of threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making the child eat or drink against their will

Measures to Deal with Contravention of Policies and Practices

Any reports involving breach of the prohibited practices noted above are taken seriously and will be dealt with by Nottinghill's Board of Directors. Individuals who violate the prohibited practices and this policy are subject to disciplinary or corrective action up to and including termination of employment, volunteer or student assignment.

Nottinghill understands and complies with all established guidelines for reporting to the Ministry of Education, municipal children's services and professional colleges.

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STAFF TRAINGING AND DEVELOPMENT POLICIES AND PROCEDURES

Nottinghill Co-operative Preschool's ("**Nottinghill**") goal is to provide its students with a high quality program. To achieve this goal Nottinghill will ensure that its staff have the necessary qualifications and will support its staff's continuing professional development.

Policies

1. Nottinghill staff members must have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a Director as defined in the *Child Care and Early Years Act, 2014*.
2. Nottinghill staff members must attend at least two professional development courses (i.e. workshops or webinars) offered by Halton Resource Connection per school year.
3. Nottinghill staff members are required to attend all professional development courses required as a result of Nottinghill's enrolment in Halton Region's Quality First program.
4. Nottinghill staff members must attend Staff Meetings that will be held during the lunch break once per month. Nottingill Staff members will use this opportunity to discuss any professional development courses that they have attended and create a collective and collaborative learning environment for Nottinghill staff.

Procedures

1. Nottinghill's Supervisor will annually review staff files to ensure that each staff member has a valid certification in standard first aid, including infant and child CPR.
2. Nottinghill's staff members will submit a completed Professional Development Request Form to the Supervisor prior to booking a professional development course.
3. The Supervisor will review the content of the requested Professional Development course to ensure that the course meets Nottinghill's and/or Quality First's criteria for staff training/learning requirements.
4. The Supervisor will communicate to staff whether the professional development course is approved, and if the requested course is not approved the Supervisor will make an alternate course suggestion.
5. The Supervisor will oversee the monthly staff meeting and ensure that Nottinghill staff members discuss any professional development courses they have attended. The Supervisor will take notes at the monthly Staff Meeting and relay any questions, concerns or suggestions regarding changes to programming to Nottinghill's Board of Directors at the following Board meeting.

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Criminal Reference & Vulnerable Sector Check

Policies and Procedures

Policy

1. All staff members, including student teachers (i.e. Sheridan College ECE placement students), and volunteer duty parents of Nottinghill Co-operative Preschool ("**Nottinghill**") are required to provide Nottinghill with an original Criminal Reference Check including a vulnerable sector check (the "**VSC**"). In the case of staff members and student teachers the date of issue of the VSC must be no more than 6 months prior to the start of employment. For volunteer duty parents the date of the initial VSC must be no more than 6 months prior to the registration of the volunteer as a duty parent.
2. Where a new staff member is required to work immediately, they may provide a VSC from their previous place of employment which is more than 6 months old which will be valid until a new VSC can be obtained. The staff member must immediately apply for a new VSC. The staff member will not be permitted to be alone with children until the new VSC has been obtained.
3. All Nottinghill staff members and volunteer duty parents will be required to provide an new VSC on or before the fifth anniversary after the date of the most recent VSC.
4. For each year of employment or volunteer duty at Nottinghill when an original VSC has not been provided, staff and volunteers will be required to sign an Offence Declaration in the form attached as Appendix A. The Offence Declaration must be signed within 15 days of the anniversary date of the previous Offence Declaration or VSC.
5. Where a staff member or volunteer duty parent has a break in service for six or more months, Nottinghill will require a new VSC to be obtained by the employee or volunteer regardless of whether the fifth anniversary date of the previous VSC has been reached.

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Procedure

1. A Nottinghill staff member's original VSC or Offence Declaration will be reviewed by Nottinghill's Supervisor. The Supervisor will review the VSC or Offence Declaration and present any information contained therein to the Board of Directors of Nottinghill for review.
2. In the case of the Supervisor, Nottinghill's President or VP Human Resources will review the Supervisor's VSC and/or Offence Declaration and present any information contained therein to the Board of Directors of Nottinghill for review.
3. The Supervisor will place an employee's VSC and Offence Declarations in a sealed envelope which will be retained in the staff binder.
4. Every person who wishes to participate as a volunteer duty parent will be required to obtain a VSC and present the original document to the Registrar, or his/her agent for review prior to doing a volunteer duty day. The Registrar will present any information contained in a volunteer's VSC or Offence Declaration to the Board of Directors of Nottinghill for review.
5. The Registrar will make a copy of the original VSC and return all original VSC's to the volunteer once they have been reviewed. The copy of the VSC and Offence Declarations will be retained by the Registrar and filed in the volunteer duty parent's file in a sealed envelope.
6. Any information disclosed in a staff or volunteer duty parents VSC or Offence Declaration will be reviewed by Nottinghill's Board of Directors. The Board of Directors will review any disclosed offences to determine whether the individual poses any risk of harm to the children attending Nottinghill. To make this determination, the Board of Directors of Nottinghill will review the nature of the offence and will allow the individual to make representations to the Board of Directors. The Board of Directors of Nottinghill will refuse an individual the right to volunteer as a duty parent or employment if there is any potential risk of harm to the children attending Nottinghill.

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Fire Drill Procedure

In accordance with the *Child Care and Early Years Act, 2014* Nottinghill Co-operative Preschool ("**Nottinghill**') will conduct a fire drill on a monthly basis. Fire drill procedures will be posted in a conspicuous place in each classroom. Every Nottinghill staff member and volunteer duty parent will be responsible for reading and following the fire drill/evacuation procedures that are posted in each classroom, and must be aware of the emergency exits from each area.

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Emergency & Lockdown Policies and Procedures

Policy

Nottinghill Co-operative Preschool ("**Nottinghill**") has developed the following measures to ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

In the event of a fire or other emergency which forces an evacuation of Nottinghill, the children will be escorted to Delmanor Glen Abbey, 1459 Nottinghill Gate, Oakville, Ontario, L6M4W1, (905) 469-3232 located adjacent to Nottinghill.

If, for any reason, Nottinghill cannot be evacuated to Delmanor, then the children will be escorted to the alternative evacuation location of St. Ignatius of Loyola, 1550 Nottinghill Gate, Oakville, Ontario, L6M 1X7, (905) 847-0595 which is located directly across from Nottinghill on the west side of Nottinghill Gate.

Prior to September 1st of each calendar year, a designated staff member will obtain written confirmation from each of the above-mentioned emergency shelters that they will act as such.

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

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

For any emergency situation that is not described in this document, the Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given. The Supervisor will ensure that the President is informed of the emergency as soon as possible given the situation.

The lead teacher of each class will document in the daily log all emergency situations in detail.

All staff will review emergency procedures on an annual basis.

Procedures

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Loss of Power

In the event that power is lost for 15 minutes of more, the following procedure shall be followed:

1) Teachers, duty parents (if any) and children will remain or return to their classrooms immediately.
2) The lead teacher will take attendance to ensure that all children are accounted for.
3) Nottinghill staff will only allow children in the washrooms if it is safe to do so by using a flashlight. Flashlights are located in each classroom in the lockdown box.
4) The Supervisor will assess the situation (i.e. loss of heat, time of year etc.) and determine if it is necessary to have an early dismissal of class.
5) If the Supervisor deems it necessary to have early dismissal, she will call the President.
6) The President, or individuals designated by the President, will notify parents/caregivers via telephone to come and pick up their children immediately.

Evacuation

The following steps will be taken during an evacuation:

1) The lead teacher will ask students to line up and designate a staff member or duty parent to turn off the lights. The lead teacher will do a head count and attendance and pick up the children's emergency cards and ensure staff have emergency medications. If possible the staff will take a first aid kit and all non-emergency medications.
2) Nottinghill staff and duty parents (if any) will escort the children out of the building using nearest emergency exit as designated on Nottinghill's fire plan. Designated staff will help any individuals with medical and/or special needs in accordance with their individualized plan.
3) After exiting the building the lead teacher will take attendance in the church parking lot to account for all children.
4) After attendance, children will be escorted to Delmanor (or St. Ignatius of Loyola as necessary).
5) Upon arrival, the Supervisor will immediately report to the manager of Delmanor (or office at St. Ignatius of Loyola). Staff will help keep children calm and continually conduct visual checks and head counts of children.

6) The Supervisor will ensure that emergency personnel have been notified as soon as the children have been safely evacuated from Nottinghill.
7) The Supervisor will notify the President of Nottinghill that there has been an evacuation.
8) The President and individuals of the Board of Directors designated by the President will notify, via telephone, the parents/caregivers of the children affected by the evacuation and ask that parents/caregivers immediately pick up their children at the designated emergency shelter.
9) All staff will remain with children until all parents/caregivers have arrived. Children will not be released to individuals who are not authorized to do so on the child's emergency contact information or who do not have written parent authorization.
10) Where the evacuation affects morning classes, all afternoon classes will be cancelled and the Registrar or other individual designated by the President will email and telephone the parents/caregivers of the afternoon classes to advise them of the situation.
11) The Supervisor will complete a Serious Occurrence Report and follow the procedures set out in the Serious Occurrence Policy and Procedures.

Lockdown General Information

To ensure the safety of the children, parents and staff of Nottinghill, in the event of an emergency situation inside Nottinghill or an emergency situation on or very near to school property, wherein the evacuation of the school building is not safe Nottinghill will implement lockdown procedures.

Note: Each classroom will have a lockdown box containing the items specified in Appendix "A".

A lockdown will be deemed necessary if:

1) Nottinghill receives a notice from the Halton Regional Police Service (via the Administrator of Glenn Abbey United Church) that there is an emergency situation near the school building that would require a lockdown. [Note: the Administration of Glen Abbey United Church (office and emergency cell phone) are on the call list to be notified by the Halton Regional Police Service in the case of an emergency situation near the building requiring a lockdown];
2) The Administrative Staff of Glen Abbey United Church become aware of a suspicious/dangerous person in/outside of the building and notifies Nottinghill staff; or

3) The staff of Nottinghill becomes aware of a suspicious/dangerous person in/outside of the building.

Note: The Administrative Staff of Glen Abbey United Church will notify the Supervisor of an emergency situation, either in person or via telephone (Supervisor's Cell phone) depending on the nature of the emergency.

In the event that a lockdown is deemed necessary the Supervisor will ensure that both classrooms are aware of the lockdown, either by directly speaking with both classes (if safety permits) or by telephoning both classes using her cell phone.

Classroom Lockdown

The Supervisor will declare a lockdown in the classrooms if there is a dangerous person in the church building. The following steps will be taken:

1) The lead teacher will immediately lock all classroom doors and direct the assistant teacher to retrieve the lockdown box.
2) The lead teacher will designate staff members or duty parents (if any) to close all blinds, cover classroom door windows, and turn off lights.
3) The lead teacher with help from the assistant teacher and duty parents (if any) will gather the children together in a group for a quiet activity (i.e. story or songs). The lead teacher will take attendance.
4) As soon as possible given the circumstances, the Supervisor will notify emergency personnel (if they are not already aware of the situation) and notify the President via phone, text, or email of the lockdown.
5) Upon notification, the President or a member of the Board of Directors designated by the President, will notify parents via telephone of the lockdown, advise them to remain away from Nottinghill for safety reasons and advise them that they will be notified immediately via telephone when they are able to pick up their children. Parents will be asked not to contact the school so that lines of communication with emergency personnel remain open.
6) When the Supervisor receives notification from the Administrator of Glenn Abbey United Church or Halton Regional Police Service that the emergency situation has been cleared, the Supervisor will end the lockdown and notify all staff and the President.
7) The President or members of the Board of Directors designated by the President will notify parents/caregivers via telephone that the lockdown has been lifted. Depending on the circumstances, the teachers together with the President will determine whether classes can resume.

8) If classes can resume, the lead teachers will designate staff to remove coverings from classroom door windows, open blinds and turn on lights. The President will notify parents via telephone that the lockdown has been lifted and that classes can resume.
9) If classes will not resume, the President will notify parents via telephone that the lockdown has been lifted and the designated area where parents/caregivers are able to pick up their children. All Nottinghill staff will remain with children until all parents/caregivers have arrived. Children will not be released to individuals who are not authorized to do so by the child's emergency contact information or who do not have written parent authorization.
10) The Supervisor will complete a Serious Occurrence Report and follow the procedures set out in the Serious Occurrence Policy and Procedures.

Gym Lockdown

The Supervisor will declare a lockdown in the gym if there is an emergency situation near the church building. The following steps will be taken:

1) The lead teacher in each classroom will obtain the lockdown box, children's emergency cards, school phone and her cell phone and ensure that staff has emergency medications.
2) The lead teacher will direct the assistant teacher and/or duty parents (if any) to turn off lights and line up the students. The lead teacher will do a head count.
3) The Nottinghill staff and duty parents (if any) will escort students to the gym via the kitchen (inside hallways are to be used if at all possible). Designated staff will help any individuals with medical and/or special needs in accordance with their individualized plan.
4) Each lead teacher will take attendance upon arrival in the gym. Once all children are accounted for, the Supervisor will ensure that the kitchen door, inside washroom doors and gym outer doors are locked.
5) The teachers and children will proceed to the left corner of the gym, the area that is near the playground entrance.
6) The Supervisor will direct teachers and/or duty parents to cover the gym door glass with paper.
7) The teachers will keep children calm/quiet with activities.
8) As soon as possible given the circumstances, the Supervisor will ensure that emergency personnel are aware of the situation and notify the President via phone, text, or email of the lockdown.

9) Upon notification, the President or members of the Board of Directors designated by the President will notify parents via telephone of the lockdown and advise them to remain away from Nottinghill for safety reasons, and that they will be notified immediately via telephone when they are able to pick up their children.
10) When the Supervisor receives notification from Halton Regional Police Service that the emergency situation has been cleared, she will end the lockdown and notify the President via telephone. Depending on the circumstances, the teachers together with the President will determine whether classes can resume.
11) The lead teachers will take attendance while assistant staff remove window coverings from gym doors and unlock inside doors. Staff will escort children to their classrooms, taking attendance upon return to the program room. Designated staff who assisted individuals with medical and/or special needs with exiting the classroom will assist and accompany these individuals with returning to their class. The President will notify parents via telephone that the lockdown has been lifted and indicate whether or not classes can resume. If classes cannot resume, the President will notify parents of the designated area where parents/caregivers are able to pick up their children. All Nottinghill staff will remain with children until all parents/caregivers have arrived. Children will not be released to individuals who are not authorized to do so by the child's emergency contact information or who do not have written parent authorization.
12) The Supervisor will complete a Serious Occurrence Report and follow the procedures set out in the Serious Occurrence Policy and Procedures.

Recovery After an Emergency Situation Has Ended

When an emergency situation has ended, after the above noted procedures, the following will occur:

1) The Supervisor will contact the Ministry of Education Program Advisor to inform of the situation.
2) If necessary, the President will ensure that Nottinghill's insurance company is contacted.
3) The President, with assistance from the Supervisor, will write a detailed account of the emergency that shall be distributed via email to all parents/guardians and staff. This account will include the date on which Nottinghill will resume regular programs if they have no already resumed.

If the date for resuming operations cannot be immediately determined, the President would set a timeline for keeping parents and staff informed as to the reopening of Nottinghill. In addition the email will contain details as to a meeting where parents/guardians and staff can ask questions.

4) All responses to media will be provided through the President.
5) Where children and staff have experienced distress as a result of the emergency Nottinghill's Board of Directors will locate and provide parents/guardians and staff with the contact information of emergency crisis support services. If deemed necessary by the Board of Directors, the President will arrange to have crisis support services attend Nottinghill.

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Appendix "A"

First Aid Box
Plastic Gloves
Dust Masks
Crackers
Water (4 bottles, 500ml each)
Paper drinking cups
Flashlight
Colouring books and crayons
Diapers and Diaper Wipes
Cut Black Paper for windows and tape
1 Box of Kleenex

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Wait List Policy

The Board of Directors and staff of Nottinghill Co-operative Preschool ("**Nottinghill**") are committed to welcoming all children to our school equally, regardless of their varying skills and abilities, socio-economic status, family status or any other factor.

1. All children will be granted access to attend the school, based on a first-come, first served basis, until our classes are full.

2. Should a family wish to register their child for a class that is full, they will be put onto a wait list. There will be no fee associated with the wait list. The wait list will be organized solely on the basis of the date/time the family confirms they wish to put the child on the waitlist.

3. As a position in the school becomes available, the family of the first child on the wait list will be contacted via last known email address and phone number and advised a space is open and the spot will remain open for 48 hours or until Nottinghill receives contact from the family.

4. If no response is received within 48 hours, the child will be removed from the wait list and the next child on the list will be contacted.

5. At the time of placement on the waitlist the family will be advised of their child's position on the waitlist. A family can request at any time to know where their child is on the waitlist.

This policy is drafted in accordance with the *Child Care and Early Years Act, 2014.*

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Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, staff and Board of Directors to use when parent/guardians bring forward issues or concerns regarding their child's care, staff or the program.

Policy

Nottinghill Co-operative Preschool ("**Nottinghill**") takes issues and concerns raised by parents/guardians seriously and wants to encourage parents/guardians to take an active role in their child's preschool experience. Nottinghill will make every effort to address and resolve issues and concerns to the satisfaction of all parities as quickly as possible.

Procedures

The Board of Directors of Nottinghill and/or the Supervisor ensure:

1. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally or in writing upon request. The level of detail provided to parents/guardians will be based on maintaining respect for the confidentiality of all parities involved.

2. An initial response to an issue or concern will be provided to the parents/guardians within two (2) business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

3. The investigation of issues and concerns will be fair, impartial and respectful to all parties involved.

4. Every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers except when information must be disclosed for legal reasons (i.e. Children's Aid Society).

5. Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society

("**CAS**") directly. Persons who become aware of such a concern are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act.*

6. Where the issue/concern involves a Nottinghill staff member, parents/guardians may address the issue directly to the staff member, the Supervisor, President or Vice President of Human Resources.

7. Where the issue/concern involves a duty parent or student teacher, parents/guardians may address the issue to the lead teacher of the class affected, the Supervisor, President or Vice President of Human Resources.

8. Where the issue/concern relates to the general operation of Nottinghill (i.e. fees, waiting lists, staffing) parents/guardians may address the issue/concern to the President, Vice President of Human Resources or Registrar.

9. All issues or concerns about the conduct of staff, duty parents, students or volunteers that put a child's health, safety and well-being at risk should be reported to the Supervisor as soon as parents/guardians become aware of the situation.

10. The individual to whom the issue/concern is raised will address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within two (2) business days. This includes providing the parent/guardian with the contact information of the appropriate person if they are unable to address the matter.

11. The issue/concern will be documented in detail, including:

    i. Date and time the issue/concern was received;
    ii. The name of the person who received the issue/concern;
    iii. The name of the person reporting the issue/concern;
    iv. The details of the issue/concern; and
    v. Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

12. The individual addressing the issue/concern will ensure that an investigation is initiated by the appropriate party within two (2) business days or as soon as reasonably possible thereafter, with reasons for any delay being documented.

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13. A resolution or outcome will be provided to the parent/guardian who raised the issue/concern.

14. Where a parent/guardian is not satisfied with the response or outcome of an issue/concern, they may escalate the issue/concern verbally or in writing to the President at nottinghillpresident@gmail.com. Where the President was the individual who provided the response, the parent/guardian may attend the next Board meeting and address the issue/concern directly to the Board for further consideration.

1. Issues/concerns related to compliance with the *Child Care and Early Years Act,* 2014 should be reported to the Ministry of Education Child Care Quality Assurance and Licensing Branch.

2. Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators etc.) where appropriate.

Contact Information

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca.

Halton Children's Aid Society Toll free: 1-866-607-5437

College of Early Childhood Educators 1-888-961-8558 or info@college-ece.ca

Ministry of Labour Health & Safety Contact Centre 1-877-202-0008

Ministry of Environment 1-800-565-4923

Oakville Fire Department 905-845-6601