

Nottingham   
Co-op  Preschool  
est. 1961

**Parent Handbook**  
**2022-2023**

## **Table of Contents**

<b>Welcome to Nottingham Co-operative Preschool</b>	<b>3</b>
<b>What is a Co-operative?</b>	<b>3</b>
<b>Mission Statement</b>	<b>3</b>
<b>Aims &amp; Objectives</b>	<b>3</b>
<b>Roles of Teachers &amp; Parents</b>	<b>4</b>
<b>The Nottingham Teachers</b>	<b>4</b>
<b>Supply Teachers</b>	<b>5</b>
<b>Board of Directors</b>	<b>5</b>
<b>Volunteer Committees</b>	<b>5</b>
<b>Year End Clean Up Day</b>	<b>6</b>
<b>Committee Responsibilities</b>	<b>6</b>
<b>Classroom Volunteers</b>	<b>7</b>
<b>Nottingham Policies</b>	<b>7</b>
<b>Classroom Information</b>	<b>7</b>
<b>What Should You Bring to School?</b>	<b>7</b>
<b>Arrival and Dismissal</b>	<b>8</b>
<b>Outside Play</b>	<b>8</b>
<b>Student Work / Communications</b>	<b>9</b>
<b>Daily Class Schedule</b>	<b>9</b>
<b>Birthdays</b>	<b>9</b>
<b>Field Trips</b>	<b>9</b>
<b>Special Events</b>	<b>10</b>
<b>Fire Drills</b>	<b>10</b>
<b>Emergency Weather Closings</b>	<b>10</b>
<b>Emergency Procedures</b>	<b>10</b>
<b>Health Precautions</b>	<b>11</b>
<b>Head Lice Policy</b>	<b>11</b>
<b>Food &amp; Snacks</b>	<b>12</b>
<b>Allergies</b>	<b>12</b>
<b>Accidents</b>	<b>12</b>
<b>Required Registration Forms</b>	<b>13</b>
<b>Fees</b>	<b>13</b>

<b>Withdrawal Policy</b>	<b>14</b>
<b>Fines</b>	<b>15</b>
<b>By-Laws and General Policy Manual</b>	<b>15</b>
<b>Annual General Meeting</b>	<b>15</b>
<b>Fundraising</b>	<b>15</b>
<b>Newsletter</b>	<b>16</b>
<b>Social Media</b>	<b>16</b>
<b>Parking</b>	<b>16</b>
<b>Important Contact Information</b>	<b>16</b>
<b>Final Words</b>	<b>17</b>
<b>Appendix “A”</b>	<b>18</b>
<b>Appendix “B”</b>	<b>24</b>

## **Welcome to Nottingham Co-operative Preschool!**

We are pleased that you have chosen to become a member of Nottingham Co-operative Preschool (“**Nottingham**”) 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 Nottingham and the daily operation of the school. Please read through this handbook carefully and keep it for future reference.

### **What is a Co-operative?**

Nottingham 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 Nottingham and we hope that every family feels welcome in the Nottingham community.

### **Mission Statement**

Nottingham’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.

## **The Nottinghill Teachers**

Nottinghill employs one supervisor who is a Registered Early Childhood Educator (“RECE”). Our remaining staff consists of two lead teachers (both are RECE’s) and two assistant teachers, who all have extensive experience working with young children. Our teachers are:

- Jessica Boquin, RECE, Supervisor
- Dana Cornwall, RECE Lead Teacher
- Madison Nicol, RECE Lead Teacher
- Stacey Haight, Assistant Teacher
- Lorraine Silveira, 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. Parent volunteers assist the teachers in the classroom 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.

## 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 Jessica Boquin, our Supervisor.

## Board of Directors

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 are available upon request. 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 and community members who are elected at the Annual General Meeting in January. If you are interested in joining the Board, please contact the President.

The current Board is as follows:

- President – Alessandra Madge
- Treasurer – Monika Robb
- Registrar – Jessica Boquin
- Vice President, Human Resources – Juliana Curren
- Vice President, Marketing – Adriana Marin
- Vice President, Special Events – Deirdre Cahill
- Committee Coordinator – Jessica Boquin
- Secretary – Holly Vanderhulst

## 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 include:

- \* Monthly Calendar
- \* Classroom Maintenance
- \* Fundraising Committee
- \* General Maintenance & Repairs
- \* In-Class Parties
- \* Newsletter
- \* Scholastic Coordinator
- \* Snack
- \* Registrar Assistant
- \* Program Enhancement

### **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. The schedule will be posted in late May/early June for parents to sign up. This is a requirement, and we trust that all families will fulfill their requirement. For the 2022/2023 school year, the clean-up day is scheduled for **Friday June 23, 2022.**

### **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 2021/202. 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. If you fail to fulfill your committee responsibilities, you will receive a written warning from the President. If the failure persists, you will be required to pay the \$500 committee buyout fee. Any mandatory buyout will be determined by the Board.

Please note that families who choose to pay the committee buyout fee are still required to participate in year-end clean up.

## Classroom Volunteers

Traditionally, families who have a child enrolled at Nottingham can volunteer in the classroom. Volunteering is not mandatory, and if you would like to volunteer, the Ministry of Education requires the following: a Criminal Reference Check with Vulnerable Sector Screening, proof of TB test, a physician's note stating that you are fit to participate in classroom volunteering, and proof of immunizations (excluding the Covid-19 vaccine), or a conscientious or religious exemption statement in lieu of proof of immunizations. Please contact the Registrar if you require further information.

## Nottingham Policies

Staff, parents and volunteers, are required to comply with Nottingham's Behavior Management Policy, Guidelines and Procedure in addition to the Nottingham Board, Parents, Staff and Volunteer Code of Conduct. A copy of these policies are attached (**Appendix B**) for reference. There are also a number of policies that all parents are required to review. These policies are all included in **Appendix B**.

Currently, we are not required to follow the 2021-2022 COVID-19 policy that was in place; however, we are including it in the handbook in case circumstances change. Should a conflict between the COVID-19 policy and any other school policy exist, the COVID-19 policy will be followed.

Please take time to review these policies and should you have any questions do not hesitate to contact the Supervisor or the President.

Prior to your child's first day of school, you will be required to fill in an online survey to acknowledge that you have read and understand the policies.

## 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 large backpack that contains a change of clothes and a pair of indoor shoes. Please make sure the backpack is large enough to hold *all* of your child's items, including snow pants and other winter gear, and please label all items with your child's name. It is also advisable to have extra diapers and wipes (where applicable) in the backpack. We ask that you not send any food or drinks to the school. You may, however, provide a labeled water bottle for your child.



### *Arrival and Dismissal*

The morning programs begin at 9:00AM and the afternoon programs begin at 12:30PM. Pickup and drop-off will either be at the front doors of the school or the playground entrance.

Morning classes finish at 11:30AM and afternoon classes finish at 3:30PM. 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 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 section below on fines 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 your 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., carpool arrangements.

Dismissal can be a very busy time at a preschool. Once the program is over and the children are released to their parent/guardian, that person assumes responsibility for their child(ren). The church is a shared space, and as such, we strongly encourage parents to minimize socializing on school grounds at drop off and pickup. The church has also instructed Nottingham to advise families that they are not to remain on property after dismissal as this is a liability concern. If you would like to continue socializing, there is a public park across the street.

### *Outside Play*

The children will have time each class to play outside, weather permitting. Outside play will be canceled if it is raining or, for the 2AM, 3AM and 3PM 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 8:00 AM and 12:15 PM respectively. At that time a decision will be made whether to cancel outside play and a note will be posted on the Facebook page in the event of cancellation. On days where there are special events planned (e.g, Halloween, December Holidays, Valentine's Day, Mother's Day, picture day) outside play may be canceled and teachers will inform parents via the Facebook page.

Please ensure that your child(ren) 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 and windy. Please ensure that all clothing, including boots, is labeled with your child's name.

### *Student Work / Communications*

Periodically, student work will be sent home with each child. Although Nottinghill uses email as the most common means of communication, there may be times when we will include home notices and other important documents from the Teachers and/or the Board. Please make sure your child's backpack is large enough for us to include this work. Since we will often send communications via email, please add [registrar@nottinghillpreschool.com](mailto: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 will also use our private Facebook pages to communicate directly with parents and sometimes send photos of your child in class. We strongly recommend that you join the private group for your class(es). You will receive details from the registrar prior to the beginning of the school year.

### *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 available upon request.

### *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 in class**.

### *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 traveling 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. 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, with the exception of Mother's Day.

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.

The special events for the 2022/2023 school year are subject to change and will be confirmed in conjunction with Halton Region Public Health COVID-19 guidelines closer to the dates.

### *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.

### *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 (HDSB) cancels school due to inclement weather. CFRB 1010 AM, Halton's radio station, will advise listeners of this, the teachers will send a note via the Facebook page and the Registrar will advise members by email as soon as possible not to bring children to school. You can also check the Halton District School Board website at <http://www.hdsb.ca/> to determine if school has been canceled.

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 canceled before they start, the Registrar will send an email to parents advising them not to bring their children to school. The staff will send a message through Facebook and 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, and or email if an emergency occurs. Further information can be found in Nottinghill's Emergency & Lockdown Policy and Procedures which are in **Appendix B**.

## 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(s) 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 any signs of illness (including but not limited to fever, vomiting, diarrhea, cough, runny 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, Hand Foot and Mouth, or Fifth Disease, you **MUST** inform the teachers. Should several children have the same contagious disease the Ministry requires that Nottinghill post details of the outbreak. This information will be shared, in an anonymous manner, with the families.

If your child is showing symptoms of COVID-19 or tests positive, please refer to the COVID-19 Policy for additional COVID-19 related details, including when and how children will be excluded.

If your child becomes ill during school hours, you will be contacted and asked to take the child home. It is imperative that the child be picked up immediately to avoid additional exposure.

## Head Lice Policy

If your child contracts head lice, you **MUST** immediately notify the teachers. Nottinghill will anonymously inform parents 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 on a daily basis. The monthly snack menu will be posted on the private Facebook page. 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

Nottingham runs a peanut-free program. Please be aware that Nottingham 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

Nottingham carries accident insurance, liability insurance and property coverage. The details of Nottingham'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 send an email to [registrar@nottinghampreschool.com](mailto:registrar@nottinghampreschool.com).

## Fees

The fees and classes offered are as follows:

<b>Class</b>	<b>Days/Hours</b>	<b>Monthly Fee (Based on 10 months)</b>
2 AM – children must be 2 by December 31, 2022	Tuesday and Thursday 9:00 AM to 11:30 AM	\$265/month
3AM – children must be 3 by December 31, 2022	Monday – Friday or Monday/Wednesday/Friday 9:00 AM to 11:30 AM	\$460/month (5 days) \$360/month (3 days)
3PM – children must be 3 by December 31, 2022	Monday-Friday or Monday/Wednesday/Friday 12:30 PM to 3:30 PM	\$460/month (5 days) \$360/month (3 days)
Junior Kindergarten – children must be 4 by December 31, 2022	Monday to Friday 12:30 PM to 3:30 PM	\$460/month
Senior Kindergarten – children must be 5 by December 31, 2022	Monday to Friday 12:30 PM to 3:30 PM	\$460/month

Fees are calculated on an annual basis but are divided into 10 payments for your convenience. Payment can be made as follows:

A Pre-Authorized Payment Form (with void cheque) for the period of August through May. Please note that JK/SK students are required to pay one month's fees to hold their spot upon registration which will be applied to their August payment. This fee is not refundable should you choose to withdraw your child from the program.

Any cheques should be made payable to Nottinghill Co-operative Preschool Inc. and should be delivered to the Registrar at the time of registration. E-transfers can be accommodated at this time – please reach out to the Registrar for additional details.

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. 30<sup>th</sup> for a child leaving the school Nov. 30<sup>th</sup> so that no fees will be withdrawn for a month in which the child will not be in attendance. **No partial monthly fees will be refunded.**

According to Nottingham By-laws (Article 2, Section 5) no fees are refundable after April 30<sup>th</sup>.

There is no reduction of fees for illness or holidays.

## **Fines**

Fines will be applied to the following situations:

- 1) NSF cheques - \$40.
- 2) Late pick-up of a 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.
- 3) Non-Compliance with Nottinghill By-Laws and Policies – penalty determined by the Board and can include 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 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. Nottinghill has partnerships with Mabel's Labels as well as Fundscrip (gift card fundraiser). Additional information about how you can support Nottinghill will be provided in September.



## 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 and will also be posted on our school website. A hard copy is available upon request. Please read the newsletter to stay informed about important school events and activities.

## Social Media

Nottingham has a public Facebook page and Instagram account. Help keep your family informed on what is happening at Nottingham by joining our social media groups.

## Parking

For the safety of the children, please **back into 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 or the spots marked “reserved” on the north side.** Only the main door on the north side of the Church will be unlocked. If the doors are locked when you arrive, please ring the bell and someone will come out to meet you.

## Important Contact Information

- President, Alessandra Madge – [nottinghillpresident@gmail.com](mailto:nottinghillpresident@gmail.com)
- Registrar, Jessica Boquin – [registrar@nottinghillpreschool.com](mailto:registrar@nottinghillpreschool.com)
- Supervisor, Jessica Boquin – [j.withell@hotmail.com](mailto:j.withell@hotmail.com)

## Final Words

- Nottinghill Co-operative Preschool is **our** school — each member has a voice, and we encourage participation.
- Board members and teachers will return all calls and/or emails within 2 business days, although they will do their best to respond sooner. If there is an urgent or immediate issue that requires a same-day response, please contact your child’s teacher. Our Board members will respond to parents as soon as they are able within the 2 business day timeframe. Board members are volunteers who also have young children and outside work responsibilities so immediate responses are not always possible and 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 enjoy your time at Nottinghill!

## Appendix “A”

### Program Statement

Nottingham Co-operative Preschool (“**Nottingham**”) 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 based upon the Ministry document *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*.

Nottingham’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**

Nottingham 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 Nottingham 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 they are connected to others and contribute 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, volunteer parents and students on placements. Some specific ways we promote well-being in our programs are:

*Health and Safety* – as a licensed childcare operator, Nottingham 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 and on the private Facebook pages. In cases of severe allergies, we eliminate the allergens from our classrooms completely.

### **Relationships among children, families, staff, and community partners**

One of Nottingham's core values is to foster collaborative and cooperative 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. Nottingham 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 Nottingham 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 volunteer days, they are also part of the greater Nottingham 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.

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

### **Positive self-expression, communication, and self-regulation**

Our inclusive programming at Nottingham 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 an inclusive learning environment in which every child can participate.

- View the diversity of children and families as an asset, and plan programs to reflect 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.

Nottingham also supports the children's self-regulation. When children are calmly focused 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**

Nottingham 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 childcare for their children and that the children and their families feel a part of the Nottingham 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**

Nottingham is committed to involving local community partners and to engaging those partners in supporting Nottingham 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 Nottingham 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**

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

Our Nottingham 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.

Nottingham 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 practices 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 Nottingham 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. Nottingham 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. Nottingham brings in various services from the community to enhance our program, such as outside sports programming and outside music programming.

Report cards are written during the school year to let parents know how their child is progressing in our program. The 3AM and 3PM classes will receive a final report card in June and the JK/SK class will receive 1 progress meeting with the lead teacher in January and a formal report card in June. Formal parent-teacher meetings can be arranged 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) Nottingham Board, Parents, Staff and Volunteer Code of Conduct
- 2) Staff, Student Teacher, and Volunteer Behaviour Management Policy, Guidelines and Procedure
- 3) Progressive Discipline Framework and Conflict Resolution Policy
- 4) Parent Issues and Concerns Policy
- 5) Policy, Guidelines and Procedures Regarding Child Care Supervision for Volunteers and Students
- 6) Emergency and Lockdown Policy and Procedures
- 7) Wait List Policy
- 8) Criminal Reference & Vulnerable Sector Check Policy and Procedures
- 9) Program Statement Implementation Policy
- 10) Anaphylaxis Policy and Procedures
- 11) Playground Policy
- 12) Personal Care Sanitary Policy and Procedures, including Diaper Policy
- 13) Medication Policy and Procedures
- 14) Staff Training and Development Policy and Procedures
- 15) Serious Occurrence Policy and Procedures
- 16) Housekeeping Sanitary Policy and Procedures
- 17) Fire Drill Procedure

## **Nottingham Board, Parents, Staff and Volunteer Code of Conduct**

The Code of Conduct applies to all members of the Nottingham community, including members, parents, staff, and volunteers while attending or participating in Nottingham activities and events.

### **Core Statements:**

Nottingham is a safe and respectful organization and community free of harassment, discrimination, bullying and violence.

Harassment can take many forms including unwanted attention, inappropriate jokes or texts, threats, and other unwelcome verbal, written, visual or physical communication or conduct that serves no legitimate educational purpose.

Everyone has a responsibility to build a safe and respectful culture.

The Nottingham community shall:

- respect the dignity of themselves and others, and act with consideration and good judgment in all interpersonal relationships.
- behave in a manner that is consistent with Nottingham's policies.
- recognize that their words and actions are an example to other members of Nottingham and to the public and behave in a manner appropriate to the expectations and standards of the school.
- exercise appropriate physical contact with each other and those they come into contact within the course of a Nottingham activity.
- not use Nottingham, or any Nottingham event, to promote beliefs, behaviors or practices where these are not compatible with the aims of Nottingham.
- recognize that physical or verbal abuse or any other form of abuse/assault is totally unacceptable and will not be tolerated.
- exercise respect for the property of others, including materials loaned to them by Nottingham.
- not bring or consume illegal drugs or alcohol whilst on duty or whilst responsible for students. Nor will Nottingham members, staff and volunteers attend any Nottingham activity under the influence of illegal drugs or alcohol.

In the event of a conflict arising amongst members of the Nottingham community, it shall be addressed by the Board of Directors.

## **Staff, Student Teacher and Volunteer Behaviour Management Policy, Guidelines and Procedure**

## Policy

Staff, student teachers and volunteers of Nottingham Co-operative Preschool (“**Nottingham**”) are expected to comply with Nottingham’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 Nottingham to immediately report all suspected cases of child abuse and any noncompliance with Nottingham’s Behaviour Management Guidelines to the Supervisor and/or a member of the Board of Directors.

## Guidelines

It is the aim at Nottingham 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 Nottingham 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 Nottingham’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 highchair, 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 themselves 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 Nottingham’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 Nottingham’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 Nottingham:

- 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, setting 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 Nottingham staff member will observe and complete the Volunteer Student Behaviour Management Practice Chart for a volunteer student teacher each time they participate in a Nottingham class.
- 2) Nottingham's Supervisor will complete a Behaviour Management Practices Chart for each Nottingham 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 VP of HR, in conjunction with a Nottingham 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 Nottingham staff member, student teacher or volunteer who fails to comply with Nottingham'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 Nottingham'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 volunteer day/workday 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 volunteer days. A parent/caregiver who is not permitted to perform volunteer days must pay the applicable non-participating 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/banned from volunteer 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

# Progressive Discipline Framework and Conflict Resolution Policy

## Objective

To establish a framework to build, support and maintain a positive school climate that focuses on progressive discipline and promotes positive student behaviour.

## Definitions

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. Progressive discipline is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behaviour leading to the discipline and that the previous disciplinary history of the student and all other relevant factors will be taken into account. Progressive discipline must take into account the needs of individual students by showing sensitivity to diversity, to cultural needs and to special education needs.

## Policy

Nottingham Cooperative Preschool (“Nottingham”) recognizes the following principles:

- The goal of the policy is to support a safe learning and teaching environment in which every student can reach his or her full potential.
- Appropriate action must be taken to address, in a consistent way, behaviours that are contrary to the Nottingham Preschool Code of Conduct.
- Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.
- The range of interventions, supports and consequences used by Nottingham must be clear and developmentally appropriate and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices.
- For a student with special education needs, consequences, interventions and supports must be consistent with the expectations in the student’s relevant documentation.
- Nottingham must consider all mitigating and other factors.

## **Progressive Discipline Framework**

A progressive discipline approach promotes positive student behaviour through strategies that include using prevention programs and early and ongoing interventions and supports, reporting incidents for which the Supervisor and/or Board of Directors will consider student discipline and responding to incidents of inappropriate and disrespectful behaviour when they occur.

Nottingham will actively engage parents in the progressive discipline approach. Nottingham will focus on prevention and early intervention as the key to maintaining a positive school environment in which students can learn.

## **Early and Ongoing Intervention Strategies**

Early and ongoing interventions strategies will help prevent unsafe or inappropriate behaviours in a school and in school related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behaviour and that would result in an improved school climate. For example, early interventions may include, but are not limited to the following:

- consultation with parents;
- verbal reminders;
- review of expectations;

Where inappropriate behaviour persists, ongoing interventions may be necessary to sustain and promote positive student behaviour and/or address underlying causes of inappropriate behaviour. For example, ongoing interventions may include, but are not limited to the following:

- meeting with parents;
- a referral to counselling such as ROCK or Umbrella

In considering the most appropriate response to address inappropriate behaviour, the following should be taken into consideration:

- the particular student and circumstances (e.g. mitigating or other factors);
- the nature and severity of the behaviour;
- the impact on the school climate (i.e., the relationships within the school community).

## **Responding to Incidents**

The purpose of responding to incidents of inappropriate and disrespectful behaviour is to stop and correct it immediately so that students can learn that it is unacceptable.

Nottingham employees who work directly with students, including administrators, teachers, and non-teaching staff, must respond to any student behaviour that is likely to have a negative impact on the school climate. Such behaviour includes all inappropriate and disrespectful behaviour at any time at school and at any school-related event if, in the employee's opinion, it is safe to respond to it.

Responding may include asking a student to stop the inappropriate behaviour; naming the type of behaviour and explaining why it is inappropriate and/or disrespectful; and asking the student to correct the behaviour (e.g., to apologize for a hurtful comment and/or to rephrase a comment and to promise not to do it again). By responding in this way, employees immediately address inappropriate student behaviour that may have a negative impact on the school climate.

## **Reporting to the Supervisor**

The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the Supervisor is aware of any activities taking place in the school for which student discipline must be taken. A Nottingham employee who becomes aware that a student may have engaged in an activity for which student discipline must be considered, will report the matter to the Supervisor as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must verbally report it to the Supervisor no later than the end of the school day. A written report may be made at an appropriate time.

## **Building Partnerships**

Relationships that engage the whole school community and its parents promote a positive school environment and support the progressive discipline continuum. Protocols between Nottingham and community agencies are effective ways to establish linkages and to formalize the relationship between them. These protocols facilitate the delivery of prevention and response programs, the use of referral processes, and the provision of services and support for students and their parents and families. To facilitate the building of partnerships, Nottingham will maintain an up-to-date contact list of community agencies or organizations that have professional expertise to support Nottingham students, their parents and families.



## Communication Strategy

For a progressive discipline approach to be effective, it is important that all members of the school community, including teachers, students, and parents understand and support the progressive discipline approach. Nottingham will actively communicate policies and procedures to all students, parents, and staff members.

## Procedural Fairness

In determining whether inappropriate behaviour of a student has occurred and what consequence should be applied, Nottingham will employ procedures that:

- Ensure students are aware of Nottingham's expectations of them;
- Ensure students and their parents are properly informed of the student's inappropriate behaviour and/or the complaint made against the student;
- Fully inform students and their parents of the possible consequences as a result of the inappropriate behaviour;
- Ensure a proper investigation of the allegations occurs, that all parties are heard and relevant submissions are considered;
- Ensure decisions are made fairly and without bias
- Communication with
- Where the Supervisor believes a student has been harmed as a result of the actions of another student, the Supervisor will notify the parent/guardian of the student as soon as reasonably possible. The Supervisor will disclose the nature of the activity that resulted in harm to the student, the nature of the harm to the student, and the steps taken to protect the student's safety.
- The Supervisor and/or Board of Directors will determine the school's response in the context of Nottingham's policies and procedures.
- Where the school is considering dismissal of a student, it will provide the student's parents with an opportunity to explain the student's conduct or respond to the allegation. The student's parents will be afforded the opportunity to be heard regarding the student's position with respect to the incident in question. Students and parents are to be given notice of this process and procedure.

# Parent Issues and Concerns Policy and Procedure

## 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

Nottingham Co-operative Preschool ("**Nottingham**") 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. Nottingham will make every effort to address and resolve issues and concerns to the satisfaction of all parties as quickly as possible.

## Procedure

The Board of Directors of Nottingham 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 parties 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 Nottingham 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 volunteer 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 Nottingham (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, volunteer 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.
- 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](mailto: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.

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.

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](mailto: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](mailto: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

# Policy, Guidelines and Procedures Regarding Child Care Supervision for Volunteers and Students

## Policy

Nottingham Co-operative Preschool (“**Nottingham**”) 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) 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 Nottingham’s Behaviour Management Policy, Guidelines and Procedure.

<b>Staff</b>	<b>Ratio</b>
<b><u>Toddler Class</u></b> 1 RECE or TA directed by RECE	1:5
<b><u>Preschool Class</u></b> 1 RECE or TA directed by RECE	1:8
<b><u>JK Class</u></b> 1 RECE or TA directed by RECE	1:10
<b><u>SK Class</u></b> 1 RECE or TA directed by RECE	1:12

## Procedures

- 1) Nottingham staff members will annually review Nottingham'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) Nottingham'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.
- 5) The Nottingham staff member in whose 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 Nottingham's Behaviour Management Policy, Guidelines and Procedure, a Nottingham 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 Nottingham 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 Nottingham 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.

### **Mandatory Orientation and Training:**

Prior to volunteering in a classroom at Nottingham, each volunteer will have a meeting with a RECE teacher which will include a comprehensive discussion regarding Nottingham's philosophy and CCEYA requirements, a review of the student or volunteer roles and responsibilities while at Nottingham, including ethical behavior, prior to working with children in the classrooms.

Volunteers will have ongoing training through impromptu daily meetings /conversations. Volunteers will be made aware of all applicable policies and procedures at Nottingham including, but not limited to, the following:

- Behaviour Management Policy, Guidelines and Procedure
- Staff, Student Teacher, and Volunteer Behaviour Management Policy, Guidelines and Procedure
- Emergency and Lockdown Policy and Procedure
- Anaphylaxis Policy and Procedure, 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 accidents, 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 pertaining to a volunteer will be kept on file at Nottinghill for three years.

### **Contravention of Policies and Procedures and Disciplinary Action:**

A volunteer who fails 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.

### **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 Nottingham 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 Nottingham's policies, procedures and standards of practice.
- We expect you to maintain the confidentiality of all information shared with you related to Nottingham, children and their families, employees, and other volunteers and placement students.

## **Emergency & Lockdown Policy and Procedures**



## Policy

Nottingham Co-operative Preschool (“**Nottingham**”) 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 Nottingham, the children will be escorted to Delmanor Glen Abbey, 1459 Nottingham Gate, Oakville, Ontario, L6M4W1, (905) 469-3232 located adjacent to Nottingham.

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

Prior to September 1<sup>st</sup> 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.

Where emergency services personnel are not already aware of the situation, the Supervisor must notify emergency services personnel (911) of the emergency as soon as possible. Where Nottingham has been evacuated, the Supervisor will notify emergency services of individuals remaining inside the building, where applicable.

If the President is not already on site, the Supervisor must contact the President to inform them of the emergency situation and the current status, once it is possible and safe to do so.

**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

## **Loss of Power**

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

- 1) Teachers, volunteer 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) Nottingham 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, they 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 volunteer 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) Nottingham staff and volunteer parents (if any) will escort the children out of the building using the nearest emergency exit as designated on Nottingham'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 Nottingham.
- 7) The Supervisor will notify the President of Nottingham that there has been an evacuation.
- 8) The President and individuals of the Board of Directors designated by the President will notify, via telephone and/or email, 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 canceled, and the Registrar or other individual designated by the President will email and/or 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 Nottingham, in the event of an emergency situation inside Nottingham or an emergency situation on or very near to school property, wherein the evacuation of the school building is not safe Nottingham will implement lockdown procedures.

**Note:** Each classroom will have a lockdown box containing the items specified in Appendix "1".

A lockdown will be deemed necessary if:

- 1) Nottingham 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 Nottingham staff; or
- 3) The staff of Nottingham 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 their 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 volunteer 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 volunteer 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 Nottingham 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 Glen 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 Nottingham 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 their cell phone and ensure that staff has emergency medications.
- 2) The lead teacher will direct the assistant teacher and/or volunteer parents (if any) to turn off lights and line up the students. The lead teacher will do a head count.
- 3) The Nottingham staff and volunteer 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 volunteer 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 Nottingham 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, they 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 Nottingham 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 contact Nottinghill's insurance company.
- 3) The President, with assistance from the Supervisor, will debrief staff, children (where applicable) and parents/guardians as soon as possible after the emergency. In particular, the President 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 not 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) 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 as soon as possible. If deemed necessary by the Board of Directors, the President will arrange to have crisis support services attend Nottinghill.
- 5) All responses to the media will be provided through the President.

## Appendix "1"

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

## 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, race, religion, or any other factors.

- 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 based on 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*.

## Criminal Reference & Vulnerable Sector Check



## Policy and Procedures

### Policy

- 1) All staff members, including student teachers (i.e. Sheridan College ECE placement students), and volunteer parents of Nottingham Co-operative Preschool (“**Nottingham**”) are required to provide Nottingham 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 parents the date of the initial VSC must be no more than 6 months prior to the registration of the volunteer as a volunteer 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 Nottingham staff members and volunteer parents will be required to provide a new VSC on or before the fifth anniversary after the date of the most recent VSC.
- 4) For each year of employment or volunteer work at Nottingham 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 parent has a break in service for six or more months, Nottingham 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.
- 6) Where a person takes a leave of absence from their position (staff or volunteer) and then subsequently return to their position, Nottingham will obtain a new VSC or Offence Declaration upon the person’s return if they would have provided a VSC or Offense declaration during the period of their leave.
- 7) Nottingham is not required to obtain an attestation or Offense declaration from the following professionals:
  - Active duty first responders
  - Professionals governed by the Regulated Health Professionals Act, 1991
  - Professionals governed by the social work and social service work act, 1998.

### Procedure

- 1) A Nottingham staff member’s original VSC or Offence Declaration will be reviewed by Nottingham’s Supervisor. The Supervisor will review the VSC or Offence Declaration and

present any information contained therein to the Board of Directors of Nottingham for review.

- 2) In the case of the Supervisor, Nottingham'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 Nottingham for review.
- 3) The Supervisor will place an employee's VSC and Offence Declarations in a locked cabinet which will be retained in the staff binder.
- 4) Every person who wishes to participate as a volunteer 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 day. The Registrar will present any information contained in a volunteer's VSC or Offence Declaration to the Board of Directors of Nottingham 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 parent's file in a locked cabinet.
- 6) Any information disclosed in a staff or volunteer parents VSC or Offence Declaration will be reviewed by Nottingham'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 Nottingham. To make this determination, the Board of Directors of Nottingham 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 Nottingham will refuse an individual the right to volunteer as a parent or employment if there is any potential risk of harm to the children attending Nottingham.

## **Program Statement Implementation Policy**

### **Implementation Commitment**

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

### **Monitoring Practices**

Nottingham 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 the staff team.
- Tracking all mandatory and supplemental training completed by each staff member.
- Third party parent surveys.

### **Nottingham’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.

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 member.  
▪ 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 from colleagues, parents and community partners.

- Immediately report any concerns of any prohibited practices to Nottingham's Board of Directors.

### **Educators will:**

- Engage in ongoing reflective practice and collaborative inquiry with the 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 Nottingham'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.

Nottingham'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 Nottingham'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 Nottingham'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 Nottingham'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.

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

## **Anaphylaxis Policy and Procedures**

### **Policy**

- 1) Nottingham Co-operative Preschool ("**Nottingham**") will establish an environment that will reduce the risk of reactions in children and adults with life threatening allergies.

- 2) In accordance with Nottingham's Allergy Smart Policy and Guidelines, Nottingham will run a peanut/nut free program and avoid specific food allergens of children currently enrolled at Nottingham.
- 3) The Nottingham 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 Nottingham 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 Nottingham's lunch program.
- 5) A poster indicating a peanut/tree nut free zone will be located on Nottingham's parent information board and refrigerator at all times.
- 6) Parents providing bagged lunches will be provided with a summary of allergens for children currently enrolled in Nottingham as well as instructions to read ingredient labels thoroughly, specifically looking for nuts and peanuts. Parents will also be provided with information on where to find Health Canada's document "Eating well with Canada's Food Guide".
- 7) Prior to lunch time, a designated Nottingham staff member will review each bagged lunch provided by parents, specifically looking for nuts, peanuts or any allergens specific to a child currently enrolled in Nottingham's lunch program. An alternate lunch (or part thereof) will be provided to a child where the bagged lunch is found to contain an allergen. (i.e., hummus or bagel covered with sesame seeds is provided where there is a child in the lunch program with an allergy to sesame.

## **Procedure**

- 1) The parents/caregivers of a child with an anaphylactic allergy must complete the following documents before the child attends a program at Nottingham:
  - 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 Nottingham 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 Nottingham 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 Nottingham staff, teaching students and volunteers will annually review the Individual Student Anaphylaxis Allergic Reaction Information forms for all students enrolled at Nottingham 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 Nottingham 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 Nottingham 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 Nottingham 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 Nottingham.
- 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 Nottingham 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 Nottingham's Serious Occurrence Policy and Procedures.

## **Playground Policy**

### **Safety Rules**

Gate must be closed at all times.

### **Staff and Volunteer Responsibilities**

At no time will the staff and volunteer to student ratios be reduced during playground supervision.



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

In the event of a first aid situation or other event that requires a staff member's full attention, volunteer parents should be aware of remaining children on the playground.  
All staff and volunteers to position themselves within the playground to achieve maximum visibility of the children.  
Spot Checks (staff and volunteers to be positioned around these areas at all times): climber and gate  
Encourage children to play in woodchip areas when not using gross motor equipment (to avoid injury).  
Non-commercial portable play equipment must be supervised by staff or volunteers.  
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 volunteer 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 volunteer 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

## 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 Nottingham;
  - 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 Nottingham;
  - 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 mucus.

**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 the palm of your 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:** 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.

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.
- 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 diapers or pull-ups.
- 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 the 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 cubby 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 the plastic bag containing soiled items in the garbage bin.
- 16) Spray the change table with the Accel solution. Leave spray on for 1 minute. Wipe dry with a 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 the child washes their 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.

## **Medication Policy and Procedures**

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

- 1) Nottingham 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, Nottingham'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 Nottingham staff and volunteers.
- 7) During Nottingham program hours emergency medications will be enclosed in a fanny pack worn by a Nottingham 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 Nottingham 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).
- 9) Over the counter products (such as lotion, diaper cream, sand sanitizer) may be administered to children. These items must be in original containers, labeled with the child's name, stored in accordance with the instructions for storage on the label and administered in accordance with the instructions on the label and the parent's authorization.

## **Procedure**

- 1) Nottingham's Medication Authorization and Administration Form must be completed and signed by the child's parent/guardian.
- 2) Nottingham's Supervisor will review the form for accuracy and completeness.

- 3) Medications must be handed directly by the child's parent/guardian to Nottingham'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.

## **Administration of Medication**

**Step 1.** Before the program starts, Nottingham 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 Nottingham 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.** Nottingham staff member will ensure that the medication is returned to the proper storage area (i.e. fanny pack).

## **Staff Training and Development Policy and Procedures**

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

## **Policy**

- 1) Nottingham 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) Nottingham staff members must attend at least two professional development courses (i.e., workshops or webinars) offered by Halton Resource Connection per school year.
- 3) Nottingham staff members are required to attend all professional development courses required as a result of Nottingham's enrolment in Halton Region's Quality First program.
- 4) Nottingham staff members must attend Staff Meetings that will be held during the lunch break once per month. Nottingham 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 Nottingham staff.

## **Procedures**

- 1) Nottingham'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) Nottingham'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 Nottingham's and/or Quality First's criteria for staff training/learning requirements.
- 5) 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.
- 6) The Supervisor will oversee the monthly staff meeting and ensure that Nottingham 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 Nottingham's Board of Directors at the following Board meeting.

## **Serious Occurrence Policy and Procedures**

### **Policy**



It is the responsibility of Nottingham Co-operative Preschool (“**Nottingham**”) 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 seven categories:

- 1) Any **death** of a child that occurs while participating in a service.
- 2) Any **serious injury** to a child that occurs while participating in a service. This includes
  - a) Any injury caused by staff;
  - b) A serious accidental injury received while receiving a service from Nottingham; and
  - c) An injury to a child that is non-accidental, including self-inflicted, or unexplained, and which requires treatment by a medical practitioner, including a nurse or dentist.
- 3) Any **alleged abuse or mistreatment** of a child which occurs while participating in a service. This includes all allegations of abuse or mistreatment of children made against staff, volunteers, parents, or temporary care providers.
- 4) Any situation where a **child is missing** while receiving a service from Nottingham, in accordance with Ministry of Education requirements for applicable program sectors; otherwise where the service provider considers the matter to be serious.
- 5) Any **disaster on the premises** where a service is provided that interferes with daily routines, such as a fire, disruption to municipal water services, infectious disease where Public Health officials are involved or lockdown.
- 6) Any **complaint concerning operational, physical or safety standards** of the service that is considered by Nottingham to be of a serious nature, including medication error, missing or stolen files
- 7) Any **complaint made by or about a child**, or any other serious occurrence concerning a child, that is considered by Nottingham to be of a serious nature, and/or may affect the child’s plan of care.

**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) Staff 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 deemed to be a Serious Occurrence.

- 2) 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.
- 3) 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).
- 4) 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 posting it near Nottingham’s license for all to see.
- 5) The Supervisor will complete all required sections/fields in the CCLS.
- 6) 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.
- 7) 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.
- 8) The Supervisor will ensure that the staff member involved uses the checklist to check for completeness of actions.

## **Follow-Up**

### 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 the issue is resolved, add final comments in the notes section (e.g. child has returned to the 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.

## **Housekeeping Sanitary Policy and Procedures**

### **Policy**

Nottingham Co-operative Preschool ("**Nottingham**") 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.

## Fire Drill/Evacuation Procedures

- 1) The lead teacher asks the children to line up at the door.
- 2) Volunteer parent will assist teachers gathering all children to line up.
- 3) Lead teacher takes the emergency binder, attendance and phone.
- 4) Head count is taken by teachers and volunteer parent before leaving the classroom.
- 5) Assistant teacher ensures that all windows are closed, lights are turned off and shuts the classroom doors.

- 6) Teachers and volunteer parent help the children out of the nearest Fire Exit.
- 7) Role call is taken once all children are safely outside of the building.

### **Emergency Shelter**

- (1) Del Manor (905) 469-3232
- (2) Loyola High School (905) 847-0595

## **Appendix “C”**

### **COVID-19 Protocols**

Nottingham Co-operative Preschool (Nottingham) has developed the following administrative and infection prevention/control policies and procedures to reduce the spread of COVID-19.

## **Drop off and Pick up Procedures and Screening**

Nottingham will have two designated screening areas set up, one for each class. The first will be at the playground and the second will be in the front entrance of the church on the north side. • The areas will be clearly marked as screening stations

- Posted signs will be visible, clearly explaining the screening process and the rules and conditions for entry
- Each area allows for a minimum of six feet between staff, children and parents • Parents will complete daily screening online prior to coming to school. If individuals answer yes to ANY of the questions, they will not be permitted to enter the centre. See Appendix D for the screening tool.
- Once at school, families will line up at the screening area and wait for the designated screener to take their child's temperature. The child's temperature must be lower than 37.8°C for the child to be allowed into the school.
- The designated screeners will be wearing personal protective equipment when screening all persons entering the building. (mask, face shield, disposable gloves) • Once the child is checked in they will be permitted to enter the playground or will be escorted to the classroom by the screener
- Parents are not permitted to go past the screening area unless there is a specific reason to do so and they have passed the screening process
- At the end of class, parents are asked to wait outside in their designated space and staff will bring the children out with all of their belongings

## **Enhanced Attendance Reporting Practice for Children, Staff and All Other Individuals Entering the School**

- Nottingham will maintain daily attendance records of all individuals entering the school • Records will include the following information: Name, contact information, date and time of arrival and departure, reason for visit and screening results
- Records will be updated when a child or staff member is absent
- Nottingham will follow up with individuals to determine the reason for unplanned absences. This information will be recorded and kept on file.
- Nottingham will monitor attendance records for patterns and trends (Children and staff in the same cohort are absent at the same time and over the course of a few days.)
- Attendance records will always be available on-site

## **Practice Physical Distancing**

Nottingham staff will practice physical distancing as best as possible to maintain a six foot distance

between staff and children. Nottingham teachers and supply staff will belong to one cohort only to minimize risk.

- Supervision will not be compromised during physical distancing
- The children will be regularly reminded to keep hands to themselves
- All activities will be planned for individual play. Various areas will be set up throughout the classroom so children can still move around freely between activities • Singing, dancing and story time will only be done during outdoor play

### **Modified Communication with Families**

- Our primary communication method will continue to be via emails sent by our Registrar
- We will also communicate with our families through our private Facebook page and messenger
- Teachers will also be available through email and text
- Parents may request a virtual meeting with a teacher at any time (Conducted through Zoom)
- Nottingham will not have any outside programming at this time

## **Exclusion Policy**

### **Policy**

Nottingham is committed to providing a safe and healthy environment for children, families and employees. Nottingham will take every reasonable precaution to prevent the risk of communicable diseases including implementing the use of a screening tool upon arrival.

## Purpose

To ensure that all staff are aware of and adhere to the directive established by Halton Region Public Health, and Children's Services Division regarding the exclusion of sick staff and/or children attending Nottingham.

## Procedure

As required by the Child Care and Early Years Act, 2014 (CCEYA), child care employees must separate children of ill health and contact parents/guardians to pick up their child immediately. When children are ill and/or exhibit COVID-19 related symptoms, staff will ensure the following:

- The ill or symptomatic child will be moved to the designated exclusion room, away from other children. The child will be monitored by a staff member until the parent/guardian picks up the child.
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified to pick up their child immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3)

If you suspect a child has symptoms of a reportable communicable disease, (refer to Halton Child Care Health Resource), please report these immediately to Halton Region Public Health at 905-825-6000.

**Please note: Children and staff must not attend the program if they are sick, even if symptoms resemble a mild cold.**

## When to Exclude

Staff and children should be excluded when there are signs and/or symptoms that are greater than normal, or if a child is unable to participate in regular programming because of illness.

## How to Exclude

- Supervise the child in a designated room with a hand washing sink or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up immediately



- Only one staff member should be in the designated room and staff should attempt physical distancing (maintaining a distance of 2 meters) from the ill child. If physical distancing of 2 meters cannot be maintained, staff should wear a surgical/procedure mask, eye protection and gloves and should perform hand hygiene and attempt to not touch their face with unwashed hands. The ill child should also wear a surgical/procedure mask if it is tolerated and the child is above the age of two.
- Staff should not interact with others while waiting with the ill child
- Staff should avoid contact with the child's respiratory secretions
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home
- Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days
- Children with symptoms should be tested
- Staff and children who were in the same room with the ill child will be cohorted and Halton Region Public Health will provide further direction on testing and isolation of these individuals
- Contact Halton Region Public Health to notify of a potential case and seek input regarding the information that should be shared with parents of children in the child care centre
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care centre for 14 days
- Children or staff who have been in contact with a probable COVID-19 case should be monitored for symptoms and cohorted until test results, if any, have been completed or until directed by Halton Region Public Health
- Staff awaiting test results, who are asymptomatic, may continue to work unless they are a close contact of a case.

## Reporting

The directions outlined below will be followed for any probable and/or confirmed cases of COVID-19 for the following individuals:

- 1) A child enrolled at Nottingham
- 2) A parent/guardian of a child enrolled at Nottingham
- 3) A staff of the licensee currently working at Nottingham

When becoming aware of any probable and/or confirmed cases of COVID-19 for any of the above

individuals:

- Notify the local Public Health unit immediately and follow all direction provided; • Notify the Child Care Quality Assurance and Licensing Branch Regional Manager; • Follow Halton Region Public Health’s advice with respect to the appropriate process for notifying parents with children enrolled at the child care centre;
- Notify Halton Region, Manager of Direct Child Care Services; and Director of Children’s Services
- Serious Occurrence (SO) to be submitted under the category of “suspected/confirmed case of COVID-19” (includes submitting a SO report in the Child Care Licensing System and posting the SO notification form).

## Testing for COVID-19

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic person should only be performed as directed by Halton Region Public Health as part of outbreak management.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms and clearance has been received from Halton Region Public Health Asymptomatic contacts of a confirmed case may consider going for testing for COVID-19 within 14 days from their last exposure. If they test negative and become symptomatic after the negative test, they should be re-tested.
- Asymptomatic contacts must remain in self isolation for 14 days from their last exposure to the case, even if they get a negative test result.
- Staff who test positive for COVID-19 must inform their supervisor of the positive test result
- Outbreaks should be declared to Halton Region Public Health

*Note: Child care staff who are tested as part of the surveillance screening are not required to self-isolate and may return to work as long as they pass the daily screening for the workplace.*

## Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Staff must monitor for an increase in the above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and

73

during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Active screening is required for anyone entering the childcare centre. Anyone who fails the screening criteria will not be allowed into the childcare centre.
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, headache)
- Record the date and time that the symptoms occur
- Keep all screening records on site
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

### **Returning from Exclusion Due to Illness**

Staff/children who are being managed by Halton Region Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Halton Region Public Health to determine when to return to the facility.

*Note: A Serious Occurrence is generated through the Child Care Licensing System to report all probable or confirmed cases of COVID-19 for anyone attending or regularly present at the Emergency Child Care Centre including a child, staff or parent/guardian*

### **Review**

This policy and procedure will be reviewed and signed off by all staff and parents prior to re opening.

## **Sanitary Health and Safety**

### **Policy**

Nottingham is committed to providing a safe and healthy environment for children, families and employees. Nottingham will take every reasonable precaution to prevent the risk of communicable

diseases.

## Definitions

**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e., blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (i.e., wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

**Disinfecting:** describes a process completed after cleaning in which a chemical solution (i.e., a 1:9 bleach and water solution), is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time. Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with require a final rinse after the required contact time is observed.

## Procedure

All products, including cleaning agents and disinfectants, must be out of reach of children, labelled, and must have Material Safety Data Sheets (MSDS) up to date (within three years), which are stored in the MSDS Binder.

### Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

### Disinfecting

Staff are to use a 1:9 bleach and water solution (prepared daily) and AVMOR EP59 cleaner as disinfectants.

- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution, use a wet cloth soaked in a 1:9 bleach and water solution. The contact time for disinfecting is one minute.
- For all other toy cleaning and disinfecting, first clean toys in a detergent and water solution then soak in a 1:9 bleach and water solution. The contact time for disinfecting is one minute.

## Cleaning and Disinfection Frequency Requirements

- A cleaning and disinfecting log should be tracked and should demonstrate cleaning schedules

### Clean and Disinfect upon ENTRY to Child Care (for Staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones and lunch containers

### Clean and Disinfect upon Children's ENTRY to Child Care:

- Any hard surfaces such as backpacks, water bottles

### Clean and Disinfect Frequencies for Other Surfaces and Items:

Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination is higher:

<b>Tables and Countertops</b>	Used for food preparation - must be cleaned and disinfected before and after each use
<b>Spills</b>	Must be cleaned and disinfected immediately
<b>Washrooms/ Handwash</b>	Staff and children washroom areas must be cleaned and

<b>Sinks</b>	disinfected at least two times per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids). Only one cohort will access the washroom at a time.
<b>Floors</b>	Cleaning and disinfecting must be performed as required (i.e., when spills occur, and throughout the day when rooms are available) e.g., during outdoor play

<b>Outdoor play equipment</b>	Must be disinfected before use, between cohorts and as required (i.e., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect
<b>High-touch surfaces</b>	Any surfaces that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.). These surfaces should be cleaned at least twice per day, between cohorts and as often as necessary (i.e., when visibly dirty or contaminated with body fluids)
<b>Other shared items</b>	Must be disinfected between users (e.g., phones, tablets, keyboards, attendance binders etc.)

#### Cleaning and Disinfecting Toys:

- The cleaning and disinfecting of toys will be done in the dishwasher on the sanitize setting. Once the toys are taken out of the dishwasher they will be sprayed with our disinfectant and air dried.
- The 3-step method may also be used to ensure proper cleaning of toys • Mouthed toys will be separated immediately and disinfected properly before being returned to the shelf
- Children will be asked to place each toy in a designated area after each use so we can disinfect it properly before returning it to play
- Group sensory play will be suspended at this time. Each child will have a labeled individual sensory bin.

#### Clean and Disinfect Daily:

- Low-touch surfaces (any surface that has minimal contact with hands) must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)
- Carpets are to be vacuumed daily when the rooms are available, e.g., during outdoor play

#### Clean and Disinfect as Required

**Blood/Bodily Fluid Spills:** Using the steps below, the surface must be cleaned first then disinfected:

- 1) Isolate the area around the spill so that no other objects/humans can be contaminated

- 2) Gather all supplies, perform hand hygiene, then put on single-use gloves
- 3) Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
- 4) Clean the spill area with detergent, warm water and single-use towels
- 5) Rinse to remove detergent residue with clean water and single-use towel
- 6) Discard used paper towels and gloves immediately in a tied plastic bag
- 7) Spray 1:9 bleach and water solution in and around the spill area and allow the appropriate **one minute** disinfecting contact time
- 8) A final rinse is required if children come into contact with the area
- 9) Remove gloves as directed and discard them immediately
- 10) Perform hand hygiene as directed

*Notes:*

- *If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass*
- *If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.*

## **Hand Hygiene Policy and Procedures**

### **Policy**

Nottingham is committed to providing a safe and healthy environment for children, families and employees. Nottingham will take every reasonable precaution to prevent the risk of communicable diseases.

## Definitions

'Hand Hygiene' is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60 - 90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

## Procedure

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that staff and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Touching commonly touched surfaces

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food



- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails. • Rub hands until dry

## **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, the supervisor will review hand hygiene practices on a regular basis and provide feedback to employees as required.

## **Hand Sanitizing Information**

When your hands are not visibly dirty, a 60-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

## **Glove Use**

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes,

broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves are single use only.

## **Gloves and Hand Hygiene**

Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

## **Gloves when Cleaning/Disinfecting**

Employees must wear gloves when immersing toys in diluted disinfectant when toy washing.

## **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol based) regularly and after using a tissue on yourself or others

## **Legislative Authority/ Regulations/ Guidelines**

Child Care and Early Years Act Operational Guidance During COVID-19 Outbreak Halton Region  
Child Care Health Resource

## **Appendix “D”**

### **Daily Screening Tool**

This tool is not currently in use; however, if government rules and regulations change we will provide the link to our screening tool via email. The expectation is that all families will complete the pre-screen every day before dropping their child off at Nottinghill when/if we are required to begin daily screening again.

