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WELCOME TO MANOTICK CO-OPERATIVE NURSERY SCHOOL (MCNS)
Welcome and thank you for choosing to enroll your child at the Manotick Co-operative Nursery School!

We offer high quality programs provided by dedicated and enthusiastic teachers. Through your child(ren)’s play experiences, they will grow and develop in amazing ways! Please familiarize yourself with this handbook as it will provide you with all the information you need to know to assist you in getting to know more about the school, its organization, daily operations, and policies.

As a member of a co-operative nursery school we welcome your commitment and involvement to ensure the school year runs smoothly.

If you require further information, feel free to contact the Program Director. Please note that the term “Parent” used in this document refers broadly to parents, legal guardians and caregivers.

WHAT IS A CO-OPERATIVE PRESCHOOL?
As a co-operative, the nursery school is owned and run by our parent members as a non-profit organization. A Board of Directors is comprised of volunteer parents and is elected each year in September at an Annual General Meeting. The Board handles the business of running the nursery school and is assisted in the day-to-day operations and with special projects by committees made up of all the parents registered at the school. In order to keep our co-operative nursery school operational, we depend on the participation of all our parents.

MANOTICK CO-OPERATIVE NURSERY SCHOOL
The Co-operative Experience

The Manotick Co-operative Nursery School is a non-profit organization in which parents have the opportunity to take an active role in creating an exceptional learning experience for their child. Our classes are taught by qualified nursery school teachers who report to the school’s Director; the staff reports to an elective Board of Directors made up of parent volunteers. In a co-operative, all members (parents of children enrolled in the school) assist in the classroom on a rotational basis and contribute their own personal skills to the daily operations of the school. This could include helping manage the school by being on the Board of Directors, helping with Publicity, helping the teachers or planning an event in the community. The co-operative philosophy provides children with a rich learning environment while offering parents a unique opportunity to actively participate in their child’s first school experience.
MCNS counts on the volunteer efforts of parents to assist in its operations. There is an opt-out fee available for families who are unable to fulfill volunteer hours (see page 19 for more information).

MCNS relies greatly on fundraising events. These events provide opportunities for your child to socialize with their friends outside of the classroom, as well as help to raise community awareness of MCNS and its programs. Monies raised help to cover operating costs and program supplies. Families are asked to participate in fundraising events that may be held as necessary to meet annual budgetary needs.

MCNS is a registered charity and a non-for-profit co-operative corporation. The Board of Directors ensures proper compliance with the corresponding Acts as well as the school’s Bylaws.

**PROGRAM STATEMENT**

We believe that early childhood education sets the foundation for lifelong learning and that children play to grow, to learn, to experience and to make sense of the world about them. They acquire knowledge through the active exploration of their environment.

Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

We have carefully crafted child centered activities with a balance of enjoyable individual and group experiences which engage children, help develop a strong sense of self-exploration, and offer the opportunity to learn through play and inquiry.

Children learn by doing, but not all children learn in exactly the same way or at the same age. Nursery School offers children a choice of whom to work and play with: children of the same ages, children of different ages and developmental stages, and children of different abilities. These developmental variations provide a foundation of diverse learning encounters.

Nursery School offers a joyful learning experience before starting on the road to “formal” schooling. Manotick Co-operative Nursery School early childhood curriculum is a developmentally appropriate program that recognizes both age and individual appropriateness.

Our programs are all developed to align with the professional learning resource “How Does Learning Happen? Ontario Pedagogy for Early Years”.

The staff at Manotick Co-operative Nursery School are Registered Early Childhood Educators who provide a warm, nurturing, supportive and inclusive environment designed to foster the child’s wellbeing, learning and development to ensure meaningful participation for all children.
PHILOSOPHY OF THE PROGRAM

Our aim is to provide opportunities that allow children to:

- Explore a variety play-based learning activities to satisfy their natural curiosity
- Develop growth in self-confidence and of a positive self-image
- Establish positive relationships and responsive interactions among other children and adults
- Positively benefit from inclusive learning environments through exploration, play and inquiry
- Engage as co-learners with other children, staff and volunteers
- Value ideas, attitudes and cultures of all children in the program
- Express their needs to others and encourage interactions and communicate in positive ways
- Use a variety of open-ended materials to support and enhance play in a curious and rich environment
- Be confident in making choices and support their ability to self-regulate
- Be creative and open to self-expressions
- Learn in a healthy, safe and positive environment that promotes well-being
- Experience both child-initiated and adult-supported experiences
- To develop decision making and problem solving skills
- To develop independence and responsibility
- To become aware of other children and their feelings

THE FOUR FOUNDATIONS OF HOW DOES LEARNING HAPPEN?

“How Does Learning Happen?” is organized around four foundational conditions that are important for children to grow and flourish:

1. Belonging
2. Well-Being
3. Engagement
4. Expression

These foundations, or ways of being, are a vision for all children’s future potential and a view of what they should experience each and every day. These four foundations apply regardless of age, ability, culture, language, geography, or setting. They are aligned with the Kindergarten program. They are conditions that children naturally seek for themselves.

Belonging refers to a sense of connectedness to others, an individual’s experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
Well-being addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.

Engagement suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.

Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication.

Opportunities to explore materials support creativity, problem solving, and mathematical behaviours. Language-rich environments support growing communication skills, which are foundational for literacy. A focus on these foundations throughout all aspects of early years programs ensures optimal learning and healthy development. While this pedagogical document is built on the above foundations, the groundwork for “How Does Learning Happen?” is the 2007 publication Early Learning for Every Child Today: A Framework for Ontario Early Childhood Settings, commonly referred to as ELECT or the Early Learning Framework.

LICENSING
Manotick Co-operative Nursery School is licensed under the Child Care and Early Years Act (formerly the Day Nurseries Act) and is inspected annually to ensure it is fully meeting all requirements. This legislation includes oversight of the playground, staff training and development, fire safety and emergency information, insurance, building and accommodation, health and medical supervision, nutrition, equipment and furnishings, program planning, and behaviour management. We are also governed by our own Bylaws, charity laws under Canadian Revenue Agency and Ontario’s Cooperatives Corporations Act.

AGE GROUPS OF CHILDREN
Children enrolled in the Toddler program must be two by December 31st of the school year. Children in the Preschool morning or afternoon programs must be three years of age by December 31st of the school year.

If you are registering after December 31st, your child must meet the minimum age requirements before starting, i.e. Age 2 for the Toddler program, and age 3 for the remaining programs. Underage children can be placed on a wait list at any time.

- TODDLER CLASS SIZE
The Child Care and Early Years Act of Ontario regulate the acceptable ratio of toddlers and adults. This allows the nursery school a 5:1 ministry ratio. This class is staffed with
three RECEs and a parent volunteer. A parent volunteer is essential as toddlers are busy little people and the teachers need assistance with diapering/toileting and dressing for outdoor play.

- **PRESCHOOL CLASS SIZE**
  The Child Care and Early Years Act of Ontario regulate the acceptable ratio of preschool children and adults. This allows the nursery school an 8:1 ratio of children to RECE and a 4:1 ratio of children to parent. Our Preschool classes have twenty-four children with three RECE teachers.

NOTE: The Ministry of Education is currently reviewing the group sizes and ratios in the Child Care and Early Years Act of Ontario with a proposed implementation date of January 2017.

**STAGGERED ENTRY**
In September, the children will be phased into the program in small groups. This is to ensure that each child is given the individual attention required in a new school experience.

**THE FIRST DAY**
- Have your child(ren)’s backpack full of all the necessary items to bring listed on the sheet “What to bring your first day” that is emailed to registrants at the end of summer.
- When it is time to leave your child(ren), we encourage you to say goodbye, let them know when you will return and then leave the classroom. A lingering parent may heighten a child’s anxiety.

**First Day Check List:**
- Small Backpack-Labeled (optional)
- Snack Bag- Labeled
- Indoor Shoes (to stay at school) - Labeled
- Change of clothes labeled and in provided Zip Lock bag-(to stay at school)
- Any missing paper work
- Student Information Page (for emergency binder)
- Child Profile Information Page

Please do not bring toys including toy weapons of any kind, money, marbles, gum or candy to school.
SEPARATION ANXIETY
On occasion a child may have difficulty separating from their parent/caregiver. Tears are a normal part of separation. Establishing a positive goodbye routine will help your child(ren) see that you have a positive attitude toward their new environment and allows your child(ren) to begin to look forward to preschool. It is important to a child’s success to be consistent in time limits and goodbye routines. Consistency sets a child up for a successful transition into preschool. When inconsistencies occur in the goodbye routine, it can prolong separation anxiety. If a parent/caregiver is uncomfortable leaving the building, then they are welcome to remain in the Arena. Alternately a Nursery School staff can call you midmorning to let you know how your child is doing. If your child(ren) has trouble adjusting during the first few days of school, feel free to talk to the teachers or the Program Director regarding the adjustment. The professional judgment of the teachers regarding separation anxiety is based on many years of experience. The philosophy is that the teachers and parents are partners in providing a nurturing environment for children. Manotick Co-operative Nursery School is committed to helping both the child and the parent/caregiver through the difficult transition of separation anxiety.

Toys that are needed for security in the early days of school, or toys that are treasures from a special occasion may be brought in. Please label such toys or treasures with your child's name to avoid the item being lost or misplaced. Please encourage all other home toys to stay safe at home!

ARRIVALS AND DEPARTURES
Children must not be left at school until the program start time and a staff member is made aware of their arrival. A staff member will sign each child ‘in and out’ as they begin and end their day at the nursery school. Should you arrive late, make sure a staff member is aware of your child’s arrival. Teachers cannot release your child to an unauthorized person. Please notify the school in advance verbally or in writing when someone else is picking up your child. The authorized individual may be asked to present ID to the staff member before your child will be released into their care. Please pick up your child on time. A child left behind can become very anxious. As well, the staff has additional duties to perform each day.

Watch for the red sign in the window; on days when the weather is not suitable for outdoor play OR we need to have an indoor drop-off the staff will place a red flag in the back door to let parents know there will be an indoor drop off.
TIPS FOR PICK-UP
The front entrance can be congested especially during pickup time as the teachers must ensure that an authorized individual picks up each child. Be patient with your child(ren) and others. It may help to gather their belongings for them and take them to a less congested area (i.e. the arena benches) while dressing to go home. Please also ensure that additional children in your care are watched closely at pickup and drop-off. For their own protection and to respect the setup of the classroom, we cannot permit them to play in the preschool classroom.

SECURITY
The front Nursery School entrance door is locked during class at all times, with the exception of indoor drop off and pick up times. Knock loudly if you need access to the school during times the school is locked. The back door is locked at all times unless staff and students are outside.

ABSENCES
We recognize that children will be away from the nursery school due to illness or holidays from time to time. Please advise the school 613-692-2188 or by email director@manoticknurseryschool.ca when your child is going to be absent.

NO SMOKING POLICY
Smoking is not permitted in the building or anywhere on the property. This includes the playground and parking lot. There is also no smoking during the course of field trips. (Child Care and Early Years Act of Ontario requirement).

CLOTHING AND POSSESSIONS
All children should have a complete labeled change of clothes; these items will stay at the school. Each child will have a labeled container/bin for personal items (clothes, diapers, wipes, etc.). Toddlers containers will be stored in the bathroom cupboards. Morning preschool students’ containers are located at the bottom of their cubby, afternoon preschool children will have containers/bins on shelves behind the curtain outside the bathroom. Please dress your child(ren) in comfortable easy to manage clothing. Attempts are made to protect clothing during painting and craft activities but soiling will occur. Please keep this in mind when selecting your child(ren)’s school clothing. Rubber soled shoes, preferably with double Velcro fasteners, are necessary for indoor play. For those children in diapers or in the process of toilet training please include extra diapers and wipes in backpacks.
CONFIDENTIALITY POLICY

Managing private information is part of preschool business and confidentiality must be observed by all program staff (Program Director, teachers, program assistants and supply teachers), students, program advisors (including CISS staff, therapists and school board psychologists), School Council members, parents, and volunteers. Breaches of confidence as they relate to this Policy may result in disciplinary action. Confidential information is to be shared, “behind closed doors”, on a need to know basis only. Confidential information may not be disclosed through informal discussions or casual conversations. Shared information is to be stated objectively, without judgment or bias. Each person is responsible for the security of confidential information collected and/or stored by them. Information obtained and stored must be relevant to the overall operation of the preschool. Parents, volunteers, program staff and students have the right to access any stored information about themselves or their children. If an outside agency or individual requests confidential information about the students of MCNS, the written consent of the child’s parent/guardian is required prior to the release of information.

See Social Media Policy for more information (page 51)

COMMUNICATIONS BETWEEN PARENTS

Along with our co-operative nature, Manotick Co-operative Nursery School provides families with Class Contact Lists which comprises of the parent names, phone numbers and email addresses of the children in your child’s class. This information is to be used solely for Manotick Co-operative Nursery School purposes such as contacting another parent to switch duty days, arrange for emergency pick up or to send invitations for birthday parties and arrange play dates. It is imperative that Manotick Co-operative Nursery School families recognize that the information is not to be used for any other purpose and not to be shared with others.

STAY INFORMED

Read over to understand how you can stay informed and connected at preschool:

- Cubbies: Each child is assigned a cubby where they will store backpacks and outdoor clothing during their program. Cubbies are shared with other friends throughout the day, so all belongings must be brought home after programs each day.
- Mailboxes”: Each child is given a mailbox where school communications, your child(ren)’s art work and more can be found.
- Parent Information Board: located just inside the front classroom door. Information is posted regarding Scholastic orders, class oriented themes, staff first aid certificates, current license, events, duty rosters, and requests for volunteers, etc.
• Monthly Newsletter: A newsletter will be sent home at the beginning of each month. Newsletters are a way for you to stay connected with what’s happening at school/ in the classroom. If you are not receiving emails please connect with the Program Director or Registrar to resolve the issue.

• Website & Facebook page: School calendars, volunteer schedules, newsletter, registration reminders, fundraising events, daily activities and more are posted to either our website or Facebook page.

CELEBRATIONS INFORMATION
Manotick Co-operative Nursery School recognizes the diversity of our community and membership. We welcome all families to share their cultural celebrations. We encourage family participation in bringing their cultural celebrations to our program in the form of food, dress, information, etc.

GUESTS POLICY
We welcome guests (parents or other family members) into the classrooms to enhance learning of the programs’ various themes. Members are encouraged to come and share their talents and experiences, whether in regard to their occupation, for example, police or firefighter, or their hobbies, such as gardening or the arts. Parents’ knowledge of food, dress, and festivals that reflect cultural diversity is welcome. The parent can discuss this with the Program Director and teachers in advance, so that it can be incorporated into the program.

SNACK POLICY
Manotick Co-operative Nursery School is a nut-free school. Please do not send any snacks to school with your child that contain or may contain nuts or traces of nuts. As per the Anaphylaxis Policy- (see Anaphylaxis Policy Section) it may be necessary to ban other items from the nursery school if any student or teacher is severely allergic. All children are to bring their own snack and drink to school. We recommend sending your child’s drink in a reusable container, juice boxes are often wasted. Please make sure that the snack bag and containers are manageable for your child. Please ensure that all containers, snack bags and drink containers are clearly labeled with your child’s name. The Ministry recommends providing a snack that contains at least two food groups and meets the recommendation set out in a Health Canada Document such as the Eating Well with Canada Food Guide.

A healthy snack provides children with the energy and nutrients they need to grow and learn and play at school. Without adequate energy from food, they may feel sluggish and find it difficult to concentrate in class. Providing healthy snacks also helps children form healthy eating habits that can last throughout their lives.
Some healthy snack suggestions...

1. **Vegetable and Fruit** — apple, banana, orange, grapes, watermelon, berries, kiwi, pear, peach, grape tomatoes, cucumber, baby carrots, celery sticks, green & red peppers, raisins
2. **Grain Products** — whole grain bagels, mini whole-wheat pita breads, mini muffins, multi-grain pretzels, Fig Newtons, crackers, rice cakes
3. **Milk and Alternatives** — milk, chocolate milk, cheese, yogurt
4. **Meat and Alternatives** — mini quiches, kielbasa sausage, pepperoni, hummus

**DUTY DAY INFORMATION (applies to Toddler program only)**

A duty day offers parents a firsthand opportunity to share in their child(ren)'s preschool experience. You will see your child(ren) grow as they play at the different learning stations in the classroom, find out which are their favourites and watch them interact with their peers. At the same time you will be contributing to the smooth running of the program while assisting the teachers.

Parents of the Senior Preschool children MWF a.m. and p.m. and in the Preschool Adventure Day class are not required to fulfill duty days; however voluntary assistance may be requested throughout the year for various activities and events.

A grandparent, aunt, uncle, caregiver or friend is welcome to be the duty person for your family, provided that an approved Police Record Check (PRC) for service with the Vulnerable Sector (VS) has been submitted and processed. Only individuals with a completed PRC with VS will be permitted to fulfill this role, even on short notice or emergency circumstances.

Manotick Co-operative Nursery School staffs these programs to meet the ministry ratio requirements (1:5 for Toddler and 1:8 for Senior Preschool). Therefore, the parents for these programs are seen as volunteers and thus do not require First Aid & CPR Training.

A schedule of duty days is prepared by the Nursery School and is posted on the parent bulletin board in the classroom and distributed via email. If you are unable to attend your assigned duty day it is your responsibility to find a replacement or exchange duty days with another member. Please inform the teachers or Program Director of changes in the duty schedule to ensure the duty roster posted outside the classroom reflects the change.

A detailed information sheet regarding "Duty Parent Jobs and Responsibilities" is available in the classroom for reference. For safety reasons siblings are not permitted to attend on a duty day.
FIELD TRIP POLICY
Throughout the year, field trips may be made to places of interest. Field trip permission forms will be posted with over a weeks’ notice prior to a planned field trip. A local walk permission form is completed as part of the registration package.

If transportation is required for a field trip, it is the parent’s responsibility to provide transportation to and from the destination of the trip. **Parents must remain with their child on all field trips.** Depending upon the field trip, siblings may or may not be able to join us. Field trips also include local walks. Walks are at the Director’s discretion and do not require advance notice. A cell phone and portable first aid kit will be taken on all field trips, regardless of distance.

TOILET TEACHING
It is not necessary for children in any of our programs to be toilet trained prior to enrolling in our school. At MCNS, we believe that toilet teaching is a cooperative effort between parent, child and teachers. A casual, friendly attitude, with praise for success, is used to encourage children to become independent with respect to toileting. Children develop at different rates and will learn to use the toilet when they are developmentally ready.

ANIMALS
No pets that pose a threat to health are permitted at a day nursery. This includes turtles, as well as cats and dogs that do not have current immunizations.

FIRST AID KITS
A First Aid Kit, including a manual, is accessible and located on the kitchen counter. All staff must know its location.

There are 2 small first aid kits- one located at each entrance of the school.

A portable kit must be available to take on field trips off premises.

SCHOOL CLOSURE
When school buses are cancelled for the Ottawa Carleton District School Boards, the Nursery School will remain closed. You will receive an email to confirm or you can phone the Nursery School and listen to the message on the answering machine after 7:30 am.

In the event that the school must be closed due to, loss of power, loss of water, flood, fire, or other unforeseen circumstances, every effort will be made to contact the parents to inform...
them of the closure. If you are uncertain whether or not the school will be operating please call the Nursery School. A message will also be posted on the Nursery Schools Facebook page.

SICK CHILD POLICY
In the best interest of your child and the other children at the Nursery School, he/she must be kept home when they exhibit any of the following symptoms:

- Severe runny nose or cough, wheezing or difficulty breathing, excessive lethargy.
- An oral fever of 38°C (100.4°F).
- Undetermined rash. Your child must be seen by a physician to determine the nature of the rash before returning to nursery school.
- Vomiting, diarrhea or fever within the last 24 hours.

If a child appears to be ill on arrival to the school, teachers reserve the right to send the child home. We strongly recommend that parents prepare and arrange for emergency back-up childcare in anticipation of these situations. If your child is not well enough to participate fully in the program, he/she is probably not well enough to be at school. Children may return to the nursery school when they are symptom free for 24 hours. Some illnesses require a doctor’s note to return to the school. This can be discussed with the Director. If a child becomes ill during school, the parent or alternate adult will be contacted to pick up the child. We ask parents to keep staff informed of all communicable diseases and any other signs and symptoms of illness their children experience. This information may need to be reported to the City of Ottawa’s Public Health Department.
CLASSROOM LEARNING CENTRES

These are general descriptions of the "Learning Centres" available in the classrooms and nursery school including, but not limited to, the skills promoted and the toys/equipment that can be found within the areas. These learning centres will vary depending on the age of the child and the program and are changed on a monthly basis or as needed to expand the children’s interests and play.

Art Area
A variety of art materials providing different colours and textures are readily available for the children to create their own masterpieces. Some of the skills promoted and developed in this area are individual creativity and imagination, divergent thinking, fine motor and hand eye coordination, self-expression, self-esteem, task completion, and sensory exploration.

Block Area
In this area, children will find blocks along with a variety of other complimentary toys such as games, cars, and trucks. Some of the skills promoted and developed in this area are fine and gross motor, dexterity, visual perception (hand eye coordination, matching, sorting, spatial relationships), and conceptual knowledge (cause and effect, more/less, one-on-one). By playing in this area, children will improve their attention span and level of concentration and will discover that blocks are affected by physical science principles (gravity, momentum, balance, equilibrium, reversibility, properties, etc.) when they compare and classify blocks according to different mathematical criteria (shape, size, length, width, height, volume, quantity, counting, etc.).

Cognitive & Fine Motor Area
A variety of developmentally appropriate books and felts are presented along with construction and manipulation toys which enhance fine motor and cognitive development. Some of these concrete value activities include beading, lacing, foam/jigsaw puzzles, serrated puzzles, and classification/sorting trays and toys (for colour, size and shape). Through the exploration of this area, children stimulate and exercise their imagination and creativity, develop fine motor coordination, and learn to sort and organize, and cooperate with others.

Dramatic Play Area
This area provides dress up clothes and props to encourage creativity and imagination through role-playing and peer interaction. By playing in this area, children will build their self-confidence, learn to identify and empathize with the feelings of others, learn to resolve conflicts, solve problems and negotiate by expressing themselves through words, develop flexibility in their thinking, improvise and use things in a symbolic way, and use objects that represent something else.
**Gross Motor Area**
Gross motor play is a daily occurrence in the outside play yard. The play yard is fenced in and provides shade from trees.

**Library Area**
This area provides a variety of books, audiotapes, pre-reading activities and felt boards along with felt shapes. Your child can take some quiet time to look through books, listen to audiotapes, develop their own stories with the felt board, or complete the pre-reading/sequencing activities available. Some of the skills promoted and developed in this area are creativity, early literacy, communication and expressive language, and self-esteem. By playing in this area, children will improve their attention span and patience.

**Math and Science Area**
This area includes a variety of equipment to enhance cognitive development such as games, puzzles and activities. Some of the skills promoted and developed in this area are pre-math, task completion, problem solving, self-help, and fine motor. By playing in this area, children will enhance their understanding of serial order by creating patterns and will improve their attention span and conceptual knowledge (see also Block Area for math concepts).

**Movement Music**
Can be heard in the classrooms at different times throughout the day such as transition times like hand washing and cleanup time or as part of the more structured daily circle where the children have the opportunity to learn songs, do finger plays, play instruments and "shake their sillies out". A few of the skills promoted during this time are turn taking, cooperation, memory development, sensory development, and fine and gross motor.

**Sensory Area**
This area provides sensory bins and/or tables for the children to explore hands on learning and to exercise their five senses. Some favourites are play dough, goop, water, sand, rainbow mix, containers for experimentation, and hidden toys to discover. Some of the skills promoted and developed in this area are imagination, problem solving, pre-math, cooperation, visual perception, hand eye coordination, and fine motor.

**REGISTRATION**
The Registrar keeps a running waiting list for all programs. There is also a City of Ottawa Child Care Registry List (see more info on page 21). All new requests are retained in chronological order and spaces are allocated on a first come first serve basis. The subsequent year’s
registration for current and past families takes place in March of the school year. In the core program; priority is given to those children already in this program, then to siblings of core families moving up to the three year old program. All current and alumni families must register during the pre-registration process to guarantee a space for their child(ren) for the following September. After the pre-registration process is complete any available spaces are allocated to children on the waiting list on a chronological basis. Any spaces remaining after the waiting list is exhausted will be allocated on a first come first served basis to the first families who submit their complete registration package (forms, cheques etc.) to the school. To complete their registration parents are asked to complete the required forms in the registration package. These forms, accompanied by a non-refundable registration fee, and monthly cheques for tuition payments, are submitted to the Registrar as soon as possible or by the specified date in order to secure a spot in the school.

**TUITION**

Last month’s (June) tuition cheque is due at the time of registration and must be dated August 1st. If you decide to withdraw your child over the summer, notice must be given by August 1st or you forfeit this payment.

Note: If you are registering after August 1st, please submit last month’s tuition cheque but date it at the time you are registering. Nine post-dated tuition cheques (dated September 1st through May 1st) are due at the time of registration.

Monthly tuition is subject to change if you choose 100% Opt-Out Option (see page 19).

One month’s notice must be given on the 1st of the month for all student withdrawals (ex. If you know April will be your last month, please let us know by April 1st) or you forfeit your pre-paid last month’s tuition cheque. Remaining tuition cheques will be returned to you.

Paid duty day replacements can be arranged for $40 per day with a minimum of 5 days notice.

*Missed duty days without notice are subject to a $50 fee*

Tuition receipts for income tax purposes are issued in January and June.
PAYMENT OF FEES
All cheques should be made out to “Manotick Co-operative Nursery School”. In order to secure a place in the school, a non-refundable registration fee, payable on the date of registration, must be included with the registration forms. This registration fee includes a $1.00 membership fee to the Co-operative. School fees including payment of funds related to fundraising obligations are due as specified in the registration package. If in a given school year, a family is in arrears with respect to such fees, space for the child could be lost. If arrears in the previous year with respect to fees, no child (children) of that family will be permitted to enroll for the current school year until all arrears have been rectified. To ensure that space is available for the child (children) in the current year, arrears must be rectified by the registration date deadline. Any action taken regarding the foregoing is at the discretion of the board.

REGISTRATION FEES
A non-refundable registration fee must be given at the time of registration.

Registration packages will not be accepted without payment of this fee.

Field trips and school t-shirts are included in the price of registration.

OPT OUT OPTIONS
Option 1
Volunteer Opt Out: This exempts you from volunteering but you are still required to fundraise and fulfill duty days.

Submit a onetime cheque for $175 per child (maximum $400 per family), dated Sept. 1st. If registering after Jan.1st, fee is $100.

Option 2
100% Opt-Out: This exempts you from volunteering, duty days, and fundraising.

Toddler program- add $60 per month

Senior preschool - add $40 per month

4 Days Per Week program- add $90 per month

Amount is to be added to each monthly tuition cheque. There are a limited numbers of families who can choose this option, please contact the registrar for availability. Availability for this will be based on a first come basis.
EARLY BIRD REGISTRATION FEES
$60 per child (maximum $90 per family)

Regular Registration Fee: (After April 1) $75 per child (maximum $130 per family)

WITHDRAWAL
In the event that a child is not adjusting to the program, on the recommendation of the Director and in consultation with the parents, the teachers and members of the Board, the family may be asked to withdraw their child from the School. All outstanding fees will be returned to the family and the first child on the waiting list will be invited to enrol.

NOTICE OF WITHDRAWAL
If a member wishes to withdraw their child(ren) from the School, one full calendar month's written notice must be given to the school Registrar. Written notice must be received by the first day of a month to be considered effective for the first day of the following month. Mid-month withdrawals will not be accepted. A verbal message of withdrawal will not be accepted. Withdrawals after April 1st will not receive a refund. March 1st is the final notice date for program withdrawal by April 1st.

NSF CHEQUES
Returned cheques will result in a $20.00 fee to MCNS.

TAX RECEIPTS
Tax receipts will be provided to families in June and in February.

LATE PICKUP POLICY
Young children depend on routines for their own sense of security. We ask all parents/caregivers to arrive and pick-up punctually. Since MCNS is a full-time school with morning and afternoon programs it is critical that parents pick-up their children on time at the end of each class. The staff in many cases have limited time for preparation and additional children (and parents) in the classroom after school time can severely hamper their ability to prepare for the next session. In the event of a problem with persistent late pick-up of a child, the Director will bring the problem to the attention of the parents and ask for the problem to be corrected. The Director will also notify the Board that she/he has done this. If the late-pickup problem continues the Director will then notify the Chair, and the Board will take the necessary action to
have the problem corrected. Such action may consist of a fine, or in severe cases withdrawal from the School.

- the late policy consists of a 5 minute grace period, after which a fine is charged of $15 for every 5 minutes calculated from the end of program time. This fine is payable to Manotick Co-operative Nursery School.
- late pickups are noted and multiple late pickups may result in a reminder conversation or letter from the Board of Directors.
- or more late pickups, or late pickups extending more than 15 minutes will be brought to the Board of Directors for review, in addition to the fine, and could result in expulsion due to the impact on the child(ren), staff and Nursery School.

CITY OF OTTAWA’S CHILD CARE REGISTRY AND WAIT LIST
http://www.ottawa.ca/daycare

The City of Ottawa prefers that all families (whether full fee paying or subsidized) utilize the City of Ottawa’s Child Care Registry List. From families using the registry, the City of Ottawa can keep statistics on child care demands and waitlist patterns. Child care programs can access families contact information from the wait list and can confirm registrations. Families wishing to enroll with a Floating Subsidized child care space must first register with the City of Ottawa’s Child Care Registry and Wait List. The city sets a ‘priority number’ on the waitlist for each family which is based on the needs of the family/child and not based on the time of application. Manotick Co-operative Nursery School is obligated to accept enrolment based on the city’s priority listing.

Nursery schools are unique from child care centres and typically maintain their own waitlists. Manotick Co-operative Nursery School will also accept full fee paying families to our waitlist from direct emails, telephone calls or visits to our program. We give preference to siblings of currently enrolled families and alumni families. Ideally we would prefer that children attend our program for a full 10 month school year. However, we do accept registrations throughout the school year should vacancies occur.
### PROGRAMS OFFERED AT MANOTICK CO-OPERATIVE NURSERY SCHOOL

<table>
<thead>
<tr>
<th>Program</th>
<th>Day</th>
<th>Time</th>
<th>Monthly Tuition</th>
<th>Duty Days</th>
<th>Volunteering Required</th>
<th>Fundraising Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Preschool (Age 2 by Dec 31st)</td>
<td>T/ Th</td>
<td>9:00-11:30am</td>
<td>$165*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Senior Preschool a.m. (Age 3 by Dec 31st)</td>
<td>M/W/F</td>
<td>9:00-11:30am</td>
<td>$220*</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Senior Preschool p.m. (Age 3 by Dec 31st)</td>
<td>M/W/F</td>
<td>12:30-3:30pm</td>
<td>$235*</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Preschool Adventure Day (Age 3 by Dec 31st)</td>
<td>T and/or Th</td>
<td>12:30-3:30pm</td>
<td>$95</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>4 Days Per Week (Age 3 by Dec 31st)</td>
<td>M/T/W/F OR M/W/Th/F</td>
<td>12:30-3:30pm</td>
<td>$400</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Dependent on registration numbers

Program content and schedules can be found on the school website.
DURATION AND HOLIDAYS
The Official School Calendar is posted on the website and is updated as required.

Manotick Co-operative Nursery School operates from September through June at the following times:

Toddler Program- Tuesday & Thursday from 9:00 am to 11:30 am
Senior Preschool- Monday, Wednesday & Friday from 9:00 am to 11:30 am
Senior Preschool- Monday, Wednesday & Friday from 12:30 pm to 3:30 pm
Preschool Adventure Days- Tuesday or Thursday from 12:30 pm to 3:30 pm
4 Days per Week- Monday, Tuesday, Wednesday and Friday from 12:30 pm to 3:30 pm

OR

Monday, Wednesday, Thursday and Friday from 12:30 pm to 3:30 pm

Class sizes and program offerings may vary dependent on the current year enrolment.

The Manotick Co-operative Nursery School follows the normal school year of the Ottawa-Carleton District School Board (OCDSB).

All holidays, with the exception of OCDSB PD days are followed and these include:

- Labour Day
- Thanksgiving Day
- Christmas Break (two weeks)
- Family Day
- Good Friday and Easter Monday
- March Break (one week)
- Victoria Day

Note: The Nursery School is open on Remembrance Day. We finish the school year after the third week in June to allow staff time to close down the program for the summer months.

We acknowledge that family holiday time is important and that children may be away from the program to enjoy a vacation. However, regular monthly tuition fees do apply. Thus refunds or pro-rated monthly tuition fees for a leave of absence due to vacation are not offered.
SUBSIDIES INFORMATION
1. Children’s Integration Support Services (CISS): CISS has limited funds available for families of children with special needs who require financial assistance. Contact CISS for more information.

2. Social Services Department of Ottawa Carleton: If you are unable to afford tuition costs, you may apply for financial subsidy through the Social Services Department of Ottawa Carleton as follows:
   a) First you need to confirm availability in one of our programs;
   b) Call Social Services intake to make an appointment;
   c) Apply for the subsidy following the required steps;
   d) Once the school has written confirmation of a subsidy from Social Services, your child/children is/are confirmed as registered in the school.

If you require more information on applying for subsidy help or to find out if you are eligible for help, please contact the Social Services Department.

INTEGRATION / INCLUSION POLICY
Manotick Co-operative Nursery School is an inclusive school meaning we welcome children with a variety of developmental needs. Together with the Children's Integration Support Services (CISS), a division of the Andrew Fleck Child Care Agency, we ensure that all children receive developmentally appropriate programs. The Program Director and teaching staff must assess children with identified developmental needs prior to registration. This assessment is required to ensure that the school can provide appropriate support, and to determine the level of assistance required from CISS, if any. The services provided by CISS may include additional staffing, consultation to programs, staff training, and financial supports in the form of transportation and childcare subsidies. A child with special needs in our program may also have occasional visits from professionals during class, including Speech or Occupational Therapists and Integration Advisors. As defined in the Child Care and Early Years Act of Ontario, a child with special needs is "a child with a physical, mental, or developmental impairment that is likely to continue for a prolonged period of time as verified by objective psychological or medical findings." All children are encouraged to learn to embrace differences. What is important is that they learn to interact with each other in a positive way. Children diagnosed with special needs can learn social skills and independence in an integrated program. The role model provided by the other children, both in language skills and behavioural expectations, is invaluable. Integration can be a wonderful experience for all, providing positive experiences, which will benefit everyone throughout life.
INDIVIDUALIZED SUPPORT PLANS AND INCLUSIVE PROGRAMING
Manotick Co-operative Nursery School will ensure that an up-to-date individualized support plan is in place for any child with special needs who is registered into one of the school’s programs. The plan will be developed in consultation with a parent/caregiver of the child, the child (if appropriate for the child’s age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan. The plan will include:

(a) A description of how the school and teachers will support the child to function and participate in a meaningful and purposeful manner while the child is in attendance of programs;

(b) A description of any supports or aids, or adaptations or other modifications to the physical, social and learning environment that are necessary to achieve;

(c) Instructions relating to the child’s use of the supports or aids referred to in;

(d) or, if necessary, the child’s use of or interaction with the adapted or modified environment.

It is the Manotick Co-operative Nursery School obligation under the CCEYA to ensure that the program will be structured to:

(a) Accommodate the individualized support plan of each child with special needs;

(b) Be appropriate for the ages and developmental levels of the children with special needs registered in the program; and

(c) Be inclusive for all children.

We will review support plans on a regular basis to ensure we are meeting the needs and interests of the child(ren) and the class.

ADMINISTRATION OF MEDICATION POLICY
If medication is required while a child is at school, the parent must complete a Medical Authorization Form each time the medication is required. This form can be obtained from the Program Director. In cases of potential emergency (asthma, anaphylactic allergy) where medication may be required in an emergency situation, parents can complete the Emergency Medication Authorization (part of the Registration form) indicating the conditions under which the medication is to be used. Parents/legal guardian must indicate, in writing, that they permit the school to use their best judgment in making a decision to administer the medication. Such medications will be kept at the school. The staff member administering the medication will complete an Administration Record immediately following administration of the medication. Medication is kept in a child’s backpack or, depending on the nature of the medication, in a designated cupboard in the school office. Manotick Co-operative Nursery School requires the
manotick co-operative nursery school – parent handbook

child’s parent/legal guardian sign a waiver releasing the school from responsibility if, in spite of the staff’s appropriate and best efforts, a serious consequence occurs as a result of the child’s condition or medication administration.

anaphylactic policies and procedures

definitions from ontario bill 3: an act to protect anaphylactic pupils (sabrina’s law), 2005

1. “anaphylaxis” means a severe systemic allergic reaction which can be fatal; resulting in circulatory collapse or shock, and “anaphylactic” has corresponding meaning.

2. “consent” means consent given to an individual with the capacity to provide consent to treatment for the purposes of the health care consent act, 1996.

3. “employee” means an employee of the manotick co-operative nursery school who is under contract with the preschool.

4. “epi pen” means a portable auto injector containing epinephrine, used to slow a severe allergic reaction.

the board of directors has implemented procedures to support the policies we have established with respect to sabrina’s law.

strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas are:

• wash your child’s hands and face and brush his/her teeth just before he/she leaves for school. this is especially important if he/she has consumed nut products at home, particularly peanut butter.
• if your child has consumed peanut butter (or any other nut butter) check that there isn’t any on his/her clothing.
• a copy of our anaphylaxis and allergies procedures member’s abridged version will be included with our mcns parent information manual as required reading before a child begins school. a signature will serve as proof that the document was read.
• mcns recognizes the need for all children to be treated as equal and be included in all school activities. to this end, members cannot provide food items of any sort for group consumption. the only food items a member can send into the class is their own child(ren)’s snack.

if food items are brought in to be shared with the class, they will not be distributed, and will be returned home.

• no food sharing is allowed.
• Children eat together in groups and are encouraged to keep their food, utensils, cups, straws and hands to themselves.
• Hands are washed before eating.
• Any spills are promptly and appropriately cleaned up, following the nursery school's sanitary policies.
• Garbage bags will be tied up promptly following snack and disposed of in accordance with the nursery school’s standard procedures.
• The eating surface is cleaned before and after eating with an appropriate cleaner, following the nursery school’s sanitary policies.
• The director will send out regular reminders to members that an attending child has an anaphylactic food allergy, encouraging the members to not provide these foods for their child(ren)’s snack. If an anaphylactic student’s food allergens are brought to school, the food allergen is confined to one area such as a separate table where it can be consumed. Alternatively, the anaphylactic child will be seated with one to two other children who are not eating the allergenic food at a designated “safe” table. A general reminder or a reminder specific to the member who sent in the allergenic food will be sent home. The director will decide if the reminder should be specific or general. A zero tolerance (such as currently with our no nut policy) may be necessary for certain foods depending on which anaphylactic pupils are attending. If our no nut policy is violated or other zero tolerance allergens are brought into the class, the offending food will be removed and a letter sent home to the member who sent it in. If this occurs a second time, the member will be required to meet with the director to discuss the requirements. If it occurs a third time, the member will be asked to remove their child from the class until they are willing to adhere to the policy.
• Students with an allergy to insect venom are immediately removed from the area/room if a bee or wasp enters. Their auto-injector should still be easily accessed if needed.
• The classroom and toys will be cleaned regularly and every time a food allergen may have been introduced, following the nursery schools Sanitary Policies

Members are responsible to supply information on life-threatening or other conditions related to their child(ren)’s health and/or safety.

At registration, all members will be asked to provide information about their child(ren)’s health, anaphylaxis, asthma, medications, or others. This must be provided within a reasonable amount of time before the child is in the care of MCNS so that appropriate Emergency Plans can be made. Once it is obtained, the director has the responsibility to begin developing a plan so it will be in place by the beginning of school.
Members must provide the school with the pupil’s current, non-expired medication and/or epinephrine auto-injectors. These will be kept in a defined area that is easily accessible to all responsible adults. The child will not be able to attend unless the medications are in the classroom. It is the obligation of the member to ensure that the information in the child’s file and plan is kept up to date with the medication the child is taking.

Each allergic pupil will have either an Anaphylaxis Emergency Plan or an Allergic Plan depending on the severity of their condition. These will be posted in a defined accessible location, be legible and current. The director (or an appointed teacher) will inform employees, occasional teachers, volunteers, and duty parents about each child’s plan and review it with them before they can take their position in the classroom.

The General Anaphylaxis Emergency Plan will be posted above the auto-injectors in an easily understood, step by step format to enable quick implementation as required.

We encourage our Members to read the document “MCNS Anaphylaxis and Allergies Policies and Procedures (Adopted and Effective May 2, 2007)” of which this current document arose available in our Policy Binder.

**EPINEPHRIN AUTO-INJECTORS (EPI PEN)**

Epi-Pen(s) will be stored in the classroom in a plastic container on top of the microwave, out of the reach of children but easily accessible in the case of an emergency. All staff, volunteers and parents need to be aware of the Epi-Pen location.

The Auto-Injector will be labeled with child’s name.

For fieldtrips the Epi-Pen(s) will be brought along, unless parent advises not to because they are accompanying the child and carrying one with them.

**FIRE/ EMERGENCY EVACUATION PLAN**

All staff, supply staff, placement students, program volunteers and duty parents will be familiar with the Fire Evacuation Policy and practice and understand their role in the evacuation if the need should arise. Written fire procedures are posted in a conspicuous place in each room used for the care of children. A fire drill is conducted at least once a month. The purpose of the fire drill is to familiarize the children as to what they should do if there was a real fire. The children are encouraged to remain calm, stop what they are doing and walk to the exit door. Staff members are to use this time to note particular problems that could arise and keep in mind the solutions or actions that are required to minimize those problems. Staff members are to be aware of where the fire extinguishers, exits and emergency lights are.
Definition:
Fire evacuation policies cover all serious events that may cause the Nursery School premises to be dangerous and uninhabitable. This covers fire as well as other events such as floods, chemical spills, noxious fumes, etc.

Nursery School practices monthly fire drills and an annual lockdown procedure. Should any emergency arise during nursery school hours, parents will be contacted directly by phone and/or email. In the event that we need to vacate the premises of the Nursery School and Arena building, parents will be notified to pick up their children at our emergency location (Robinson’s Your Independent Grocery Store in the Mews).

Emergency Evacuation Plan:
- Ring a bell loudly to alert children to the emergency.
- Instruct children to stop what they are doing and line up behind the teacher holding the bell at the designated exit.
- The first teacher, most senior staff, will lead children outside (followed by the Duty Parent, where applicable)
- The Second teacher checks for remaining children in the classroom
- The Third teacher will pick up the Emergency Contact Binder, Epi Pens (when required) and attendance list, closing all doors behind her.
- The group will proceed a safe distance from the building to check attendance before proceeding to the Designated Emergency Shelter location, if required.

Designated Shelter location: Robinson’s Independent Grocer
1160 Beaverwood Rd, Manotick, ON

- When everyone is safely at the designated shelter the most senior staff will begin informing parents of the emergency situation.
- Teachers will lead the children back to the school when the “all clear” is given by the Fire Department.

Emergency Situation
In an instance of an emergency situation where there is no policy and there is an immediate question of safety for the children, the Director and/or teacher(s) on premises will make a reasonable decision to protect the safety of themselves and others around them.

If other situations arise where there is a threat of an emergency, however not immediate, the Director and/or teacher(s) will connect with The Chair and/or Vice Chair and/or Board of Directors to implement an appropriate plan of action for future use.
LOCKDOWN PROCEDURE

In the event of an occurrence that requires MCNS locked down for the safety of students and teachers, the following procedure will be implemented:

- Children, teacher(s), and duty parent(s) will remain inside.
- All doors will remain locked.
- Children will be led to the “Mary Poppins Room” (beside the office)
- Attendance will be taken.
- One staff will remain with the children and read a book quietly.
- The two most senior staff members will swing a cubby across the entrance to the classroom,
- Pick up portable phone / cellular phone to communicate regarding the lockdown. Cell phones should be shut off or put on vibrate.
- Will insure all windows are secured, and curtains closed.
- Staff will bring emergency binder to the “Mary Poppins Room”
- Children will be asked to remain quiet and still
- Parents/caregivers will be notified of lockdown and subsequently the end of lockdown.
- The senior staff member will make the decision to evacuate should this be required
- Lock down drills will be held each year during a staff meeting.

SERIOUS OCCURANCE

Purpose
The Child Care and Early Years Act, 2014 (CCEYA) and its regulations include provisions to ensure that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and that these serious incidents are reported to the Ministry of Education, tracked and followed up on. The Nursery School will be held accountable to the Ministry of Education, specific to demonstrating that our service delivery is consistent with all regulations to Serious Occurrences.

A serious occurrence is defined under the CCEYA as:
1. The death of a child who receives child care at a licensed home premises or child care centre;
2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home premises or child care centre;
3. A life-threatening injury to or a life-threatening illness of a child who receives child care at a home premises or child care centre;
4. An incident where a child who is receiving child care at a home premise or child care centre goes missing or is temporarily unsupervised, or
5. An unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre.

The following Serious Occurrences will be reported to the Ministry
1. Death of a child
2. Serious Injury (a) Caused by a service provider (b) Accidental (c) Self-Inflicted
3. Alleged Abuse/Mistreated
4. Missing Child (a) Whereabouts known (b) Whereabouts Unknown
5. Disaster on Premises (a) Fire (b) Flood (c) Long Term Power Outage (d) Outbreak (e) Lockdown (f) Detection of Carbon Monoxide (g) Other
6. Complaint about a Service Standard (a) Staffing/Ratio (b) Food (c) Sanitary practices (d) Playground (e) Adverse Water Quality (f) Lead Exceedance (g) Staff-Child Interactions (h) Supervision (i) Microbiological Exceedance (j) Hazardous Substance (k) Missing/Stolen Files (l) Other

Procedures/Reporting Process
1. Actions to be taken if a serious occurrence has occurred, or is suspected, include the following:
2. The Child will be provided with immediate medical attention when warranted.
3. A report is provided to director and president of any serious occurrence in the Nursery School right away.
4. Nursery School is required to report serious occurrences in the Child Care Licensing System within 24 hours of becoming aware of the serious occurrence. Follow all steps for reporting and procedures on-line.
5. Serious occurrence reports can be submitted or updated by site or agency delegates (supervisors and home visitors) where the licensee has chosen to enrol them in the system.
6. A Serious Occurrence Notification Form must be posted on-site about a serious occurrence that happened at the child care location for at least 10 business days.
7. The report must be kept in a secure location for at least three years from the date it is made.
8. Appropriate steps will be taken to address any continuing risks to the child’s and/or other children’s health and safety.
9. In all cases involving death, regardless of the location or circumstances, local Coroner/Police will be contacted immediately.
10. Director will fill out the serious occurrence in the Child Care Licensing System.
11. The parent or guardian of the child is informed immediately, unless the person to be notified is alleged to have abused the child, in which case Police and/or
CAS are notified. Section 72 of the Child and Family Services Act, requires that a person with reasonable grounds to suspect that a child is or may be in need of protection must report that to a Children's Aid Society.

MEDICAL EMERGENCY PROCEDURE
The Nursery School requires clear concise procedures for dealing with medical emergencies. This is to ensure that prompt and appropriate attention happens for all children during a medical emergency. This procedure will cover all medical emergencies that do not require more than basic first aid, during Nursery School hours or fieldtrips. Such as but will not be limited to:

1. Trauma
2. Allergic reactions
3. Chocking
4. Unconsciousness of either students or adults in the Nursery School

Roles and Responsibilities
1. Director- the Director must be made aware of all medical conditions affecting any student in the school and will speak to the child’s parent(s)/caregiver(s) to seek additional information regarding life threatening allergies, non-life threatening food/environmental allergies, and/or special medical needs. The Director will share all medical information with employees, parents/caregivers, volunteers and placement students involved in the program. All employees will have Standard First Aid and CPR certification.

2. The director and employees will work together in the case of any medical emergency and may provide instruction to additional adults on premise such as parent volunteers or placement students. The director or employee on site will deal with the responsibility of the child who has been affected with the emergency. All medical emergencies will be documented and the parents/caregiver will be notified of the emergency accordingly.

3. The director and/or employee will always have access to a phone during school hours and offsite on fieldtrips.

4. In the event that one of the employees, volunteers or placement student requires first aid an employee who is unaffected will provide basic first aid. If needed an adult will be directed to call 911 to request assistance. One employee, volunteer or placement student will supervise students in the program and ensure they are in a safe place.

5. Should a medical emergency require the child to be picked up the parent/caregiver will be notified. The Director, employees, and any volunteers or placement students will provide emergency contact information to the school and will be kept on file and
brought off-site to field trips along with all students emergency contact information registered in the program.

ACCIDENT POLICY (BOO BOO REPORT)
If a child is injured A Boo Boo Report is completed by the teacher and given to the parent/legal guardian to sign after the teacher discusses the incident with the parent/legal guardian. The signed report is kept in the child’s school file.

STAFF QUALIFICATIONS

Supervisor
A supervisor of a child care centre must be a member in good standing with the College of Early Childhood Education, have at least two years of experience in a licensed child care setting, and be approved by a ministry director or, in the opinion of a ministry director, be capable of planning and directing the program in a child care centre, being in charge of children, and overseeing staff.

Qualified employees
- A qualified employee for any licensed age group must be a member in good standing of the College of Early Childhood Educators.
- An employee who is otherwise approved by a director.

STAFF TRAINING
These procedures will be reviewed, implemented and monitored on a regular basis to ensure employees, volunteers, and students are aware of their roles and responsibilities and are better equipped to provide for the health, safety, and well-being of children participating in the nursery school programs.

FIRST AID & CPR REQUIREMENTS
The Director will have up to date CPR training
All Staff at MCNS will have up to date CPR training
Duty day parents or any persons counted in the Nursery Schools ratios will have up to date CPR training

**Duty day parents at Manotick Co-operative Nursery School are NOT counted in the school ratios; therefore parents participating in duty days will NOT require First Aid & CPR Certification.**
A person is not required to have CPR certification if the director is satisfied that the person would not be able to obtain the certification due to a disability.

The Child Care and Early Years Act has recently proposed changes to First Aid & CPR requirements. In the current Act it states: Section 58(2) of Ontario Regulation 137/15 sets out that every licensee shall ensure that every employee working at a child care centre and every provider of home child care or in-home services has 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 (WSIB) or otherwise approved by a director.

The proposed change in the Act for 2016: For greater clarity, amend the regulation to set out that the requirement for standard first aid certification, including infant and child CPR, applies to: - Supervisors of centres; - Individuals present at the child care centre who are counted, on a regular or irregular basis, towards meeting ministry ratio requirements as set out in Ontario Regulation 137/15.

CONTINUOUS PROFESSIONAL LEARNING
Manotick Co-operative Nursery School is committed to continuous learning and development for employees and volunteers. Manotick Co-operative Nursery School recognizes the value of professional development and training in motivating and retaining staff and in developing high quality, effective child care programs.

Continuous Professional Learning: Refers to all learning opportunities that occur both inside and outside of the formal education system. This may include courses, webinar/blogs, workshops, conferences and Professional social networking, job shadowing, study groups, planned professional discussions with colleagues, etc.

WORKPLACE HARASSMENT POLICY
Manotick Co-operative Nursery School is committed to providing an environment in which all individuals are treated with respect and dignity. Harassment will not be tolerated from any person in the preschool. The Membership, Staff and Volunteers are expected to uphold this policy, and will be held accountable by the HR Committee of School Council. Harassment, as it pertains to this policy is:

- Engaging in a course of vexatious comment or conduct against a member, staff or volunteer in the preschool a comment or conduct that is known or ought reasonably to be known to be unwelcome.
- Any vexatious comment (including communication both verbal and nonverbal) written or not, whether intended to harm or not is considered harassment.
• Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.
• Examples of harassment are: belittling a person; demeaning a person; embarrassing a person; humiliating a person; repeating a behavior they’ve been told offends; Threatening or intimidating a person. Members, staff and volunteers are encouraged to report any incidents of harassment to the Director of the School or Program Director. There will be no negative consequences for reports made in good faith. The Board of Directors will investigate and deal with all concerns, complaints, or incidents of harassment in a fair and timely manner while respecting the individuals’ privacy as much as possible.

POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR
A Police Reference Check is a precautionary measure designed to ascertain whether individuals providing direct service to children have a criminal history which could potentially make them unsuitable for certain positions of trust. As a result of this directive, the Manotick Co-operative Nursery School has made it part of their policy to have all staff hired after March 1, 1995, all parents who will be participating in duty days and any other regular volunteers to undergo a Police Records Check for Service with the Vulnerable Sector (Form #306 with the Ottawa Police Services).

This form may be downloaded from www.ottawapolice.ca or may be obtained at any Ottawa Police station.

The cost of obtaining a Police Records Check for Service with the Vulnerable Sector may be found at www.ottawapolice.ca or by calling the Ottawa Police Department.

A letter from the nursery school, that indicates that the parent will be volunteering at the school as a duty day parent, will be provided with the registration package and is available online. This letter should be presented to the police in order to have the associated service charge waived. It is the responsibility of the parent to submit a valid Police Records Check for Service with the Vulnerable Sector to the Registrar. If a parent is a returning parent and it has been more than five years since his or her last Police Records Check for Service with the Vulnerable Sector has been done, a new check must be completed and submitted to the Registrar.

In the case of a positive Police Records Check for Service with the Vulnerable Sector of a volunteer, said person will have two options. They can either explain the findings to the Chair, Vice-Chair and Registrar, and if they are not related to the following offences, they will then be allowed to participate in the nursery school. If they are related to the following offences, then the said person will have to provide an alternate person (spouse, grandparent, aunt, uncle,
cousin, or friend who has a valid Police Records Check for Service with the Vulnerable Sector) to act as the duty parent for their child.

The offences that will not be accepted by this agency for a direct service position with vulnerable clients include, but are not limited to the following:

- Physical or sexual assault
- Pardons under Bill C-7 of the Criminal Records Act
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14 years.
- Offences under the Child and Family Services Act relating to the abuse of children
- Outstanding convictions or charges pending for any offence deemed violent, whether or not it involved weapons.

The Police Records Check for Service with the Vulnerable Sector is to be treated as a highly confidential document given the sensitive nature of the information.

The Ottawa Police Service will return the PRC forms to the individual who is then responsible for providing a record of it to MCNS. Manotick Co-operative Nursery School will maintain a record of individuals who are eligible to be duty person and thus permitted to enter the classrooms. These records will be kept on file for one additional year after the member leaves the nursery school. At the end of that time it will be shredded.

Failure to follow the correct procedures will result in the return of the application unprocessed and significant delays in obtaining a completed PRC.

**OFFENCE DECLARATION**

Manotick Co-operative Nursery School shall obtain, from each person from whom it has previously obtained a vulnerable sector check,

(a) a new vulnerable sector check, on or before every fifth anniversary after the date of the most recent vulnerable sector check; and

(b) a new offence declaration, in every calendar year except a year in which a vulnerable sector check is obtained.

(2) Each offence declaration shall address the period since the most recent offence declaration or vulnerable sector check and must be obtained by the licensee no later than 15 days after the anniversary date of the most recent offence declaration or vulnerable sector check. O. Reg. 126/16, s. 40 (2).

(3) Subsection (1) applies only if the person continues to be in a position where he or she interacts with children receiving child care at a child care centre or home child care premises.

(4) Any person from whom a licensee is required to obtain a vulnerable sector check is required to provide the licensee with an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the *Criminal Code* (Canada).
WORKPLACE VIOLENCE POLICY
Manotick Co-operative Nursery School is committed to the prevention of workplace violence and is ultimately responsible for members, staff and volunteer health and safety. We will take whatever steps are reasonable to protect our members, staff and volunteers from workplace violence. Violent behaviour in the workplace is unacceptable from anyone. Everyone is expected to uphold this policy and to work together to prevent workplace violence. There is a workplace violence program that implements this policy. It includes measures and procedures to protect Members, staff and volunteers from workplace violence, a means of summoning immediate assistance and a process for members, staff and volunteers to report incidents, or raise concerns. Manotick Co-operative Nursery School as the organization will ensure this policy and the supporting program are implemented and maintained and that all members, staff and volunteers have the appropriate information and instruction to protect them from violence in the workplace. Every member, staff and volunteers must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to the program director or board of directors. There will be no negative consequences for reports made in good faith. The School Council pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

IMMUNIZATION POLICY
Staff and children must be immunized according to the Health Department’s Immunization Schedule (contained in the Registration Package). Tuberculosis testing will be required for participants who have spent three months (90 days) or more during the past 5 years in countries specified by the Health Department. You must fill out an immunization form from the District Health Office before your first visit to the school takes place, indicating the date that each vaccination was given. This is a regulation of the Ontario Day Nurseries Act and the City Health Department. Children who have not had the necessary vaccinations can be withdrawn from the school until the vaccinations are up-to-date. An Affidavit of Non-immunization form is also available from Ottawa Public Health. We follow the recommendations of the City of Ottawa Health Department for childcare facilities regarding the prevention of Hepatitis B and HIV infection.

SANITARY POLICY
A clean environment should be provided for the children to minimize the spread of germs and diseases. Parents, volunteers and staff will be informed and are to notify the Director of any confirmed communicable diseases. The Nursery School follows procedures set out by the Ottawa Public Health Department regarding exclusion due to communicable disease.
Definition of Sanitary
“Sanitary” encompasses any and all activities that involve eating areas, cleanliness of the school facilities and the prevention and spreading of communicable diseases.

Procedures
The Director is responsible for ensuring that the following steps are followed to maintain a sanitary/clean environment:

- Hand washing: a pump-style soap dispenser of liquid soap and single use disposable paper towels are to be used.
- Children, staff and duty parents must wash their hands after toileting, before eating or preparing food.
- A hand-washing poster is mounted in the bathroom.

Snack Area Preparation:
- Duty parent is required to wash hands properly before disinfecting the snack area
- Tables are to be wiped before and after snack time, with a pre-mixed spray of bleach and water. This should not be done in the immediate presence of children (ie: wait until they go to Circle). Tables should then be wiped with paper towels.
- The refrigerator must be equipped with a thermometer to monitor temperature.

Equipment and Furnishings:
- Toys will be disinfected once a month and on a daily basis when necessary (ie: when a child mouths or sneezes on a toy, during a communicable disease outbreak)
- Laundry is to be done bi-weekly or as needed
- Soap dispensers are to be emptied and disinfected prior to refilling

Physical Environment:
- Floors will be swept and carpets vacuumed daily and as necessary
- Floors will be washed daily and as necessary, with disinfectant cleaner
- Garbage will be removed at least once a day
- Bathrooms will be disinfected daily
- Water in the water table must be disinfected (1 ml bleach per litre water) prior to use. Water must be changed daily.
- Outdoor sandboxes will be checked daily for animal droppings and garbage. This is a part of the Playground Inspection Policy.
Illness:
- Parents will be notified of all confirmed cases of communicable diseases and symptoms posted.
- Children will be separated from the group if they display fever, diarrhea, unexplained rash or discharge from ears/eyes.

Diapering:
The teachers at MCNS are happy to support your child through the toilet training process. We ask that children be in pull-ups while still having regular accidents. It is important that you assist your child in trying to use the toilet before leaving home for school. Please note that MCNS does not provide diapers or wipes. It is the parents’ responsibility to provide all diapers and wipes for their child. All supplies necessary for changing diapers are found in the bathroom at the change station. Staff and adults follow the diapering procedure as received from the Ministry of Children and Youth Services. Staff wash their hands before and after diapering. The soiled diaper is disposed of. The child’s diaper area is cleaned with disposable wipes. The change table is cleaned with disinfectant spray (bleach and water) before and after the child is diapered. Children wash their hands after using the toilet, and after the diapering routine.

PROHIBITED PRACTICES
Staff, placement students and volunteers are not to be permitted to use any of these measures:

1. Corporal punishment of a child (E.g. spanking, hitting, shaking, biting, etc.)

2. Deliberate use of harsh or degrading measures that would humiliate a child or undermine a child’s self-respect.

3. Deprivation of a child’s basic needs such as nourishment, shelter and clothing.

4. Physical restraint of a child such as confining the child in a locked room, to a chair or other device for the purpose of discipline.

5. Locking the exits of the Nursery School in the purpose of confining a child for the purpose of discipline.

6. Inflicting any bodily harm on children including making children eat or drink against their will.

BEHAVIOUR MANAGEMENT POLICY
The regulations of the Child Care and Early Years Act prescribe standards of behaviour management which must be followed by staff employed at the Manotick Co-operative Nursery
School and by parents, caregivers, students, program visitors and volunteers fulfilling their responsibilities within the school. Behaviour management practices should be:

- Used in a positive and consistent manner.
- Implemented as soon as possible after the inappropriate behaviour.
- Appropriate to the developmental level of the child.
- Related to the inappropriate behaviour.
- Designed to assist the child to learn appropriate behaviour.
- Discussed with a parent if a difficult situation arises with a child. Staff, students, parents, program visitors and volunteers are asked to look to the teachers in the classroom for direction. When necessary:
  - Reinforce the desired behaviour – both verbal and nonverbal.
  - Redirect to another closely supervised activity.
  - Discuss and explain the logical consequences.
  - Give positive verbal reminders regarding inappropriate behaviour.
  - Channel the child’s energy to another area (diversion). The following forms of behaviour management shall not be permitted:
    - Corporal punishment of a child.
    - Deliberate harsh or degrading measures that would humiliate a child or undermine a child’s self-respect.
    - Deprivation of a child of basic needs including food, shelter, clothing or bedding.
    - Locking a room, structure or exits of the school for the purpose of confining a child.

Adherence with this policy is guaranteed by the following monitoring procedures:

- Regular observation.
- Annual review of the policy with each individual involved in the school.
- Signed confirmation of review and understanding.
- Written performance evaluations for teachers and program assistants which specifically address the management of children’s behaviour. Failure to comply with the Behaviour Policy may result in immediate disciplinary action which may include verbal warning, written warning, dismissal and/or expulsion, dependent on circumstances.

**BEHAVIOUR MANAGEMENT**

All staff, placement students and volunteers are expected to comply with the programs stated policies and procedures and the requirements of the Child Care Early Years Act, 2014. Failure to comply will result in termination.

For Employees

1. A verbal warning
2. A written warning
3. Dismissal

For Placement Students and Volunteers

1. A Verbal warning
2. A written warning
3. Dismissal

When determining which disciplinary measure will be taken, the following criteria will be considered by the Director/President:

1. Seriousness of the offense
2. Actual or potential risk, or harm to the child
3. Frequency of the occurrence
4. Previous disciplinary action taken
5. Past or recent occurrences of the employee, placement student or volunteer

When action is necessary, it will be taken IMMEDIATELY by the Director/President for employees, placement students and volunteers. In the case, the Director is accused the Board of Directors will take IMMEDIATE action.

**Monitoring Behaviour Management Practices**

The following practices are in place to help ensure that only preferred behaviour management practices are used:

1. An overview of the behaviour management practices will be completed with employees, placement students and volunteers upon date of hire and/or commencing any role in the program.
2. Behaviour Management Policies and Procedures will be signed and dated by all staff, placement students, and volunteers on an annual basis.
3. Regular observation of employees, placement students and volunteers will be completed on an ongoing basis by the director and staff, and when needed by the president.
4. All complaints regarding behaviour management practices will be investigated and acted upon by an immediate supervisor/director and if needed by The Manotick Co-operative Nursery School Board of Directors. Serious occurrence procedures will be followed when required. A record of the monitoring of behaviour practices will be kept on file. Records will contain information including dates of observation of employees, placement students and volunteers if needed; type of occurrence; and any action that was taken, as well as summaries and discussion of complaint containing unusual behaviour. Records will be kept where only the Director and President can obtain due to confidentiality. Records will be kept for 3 years.
Review and Sign Off
The director of the Nursery School will review the behaviour management policy annually to ensure that everything is up to date. A review date will be found in the sign off sheet.

Record Retention - All records related to the review and sign-off The Program Statement and Implementation Policies as well as the monitoring of behaviour management practices, will be kept on file at the Nursery School for 3 years.

ANNUAL REVIEW OF POLICIES AND PROCEDURES
The MCNS’s behaviour management policies must be reviewed and signed off by each staff member, parent, student or volunteer prior to working with any preschool children for the first time and on an annual basis there-after. The Director and the Chair of the Board of MCNS must review the behavior management policy annually to ensure that it remains appropriate and up to date. A record of the date of review will be kept in the MCNS Board Meeting Minutes.

CHILDCARE SUPERVISION POLICY FOR EMPLOYEES, VOLUNTEERS AND PLACEMENT STUDENTS
This policy is for supervision of employees, volunteers and placement students who help support the safety and well-being of children attending the Manotick Co-operative Nursery School.

1. No child will be supervised by a person less than 18 years of age.

2. Direct supervised access (i.e. when an adult is alone with a child) is not permitted for those who are not paid employees of the school, or volunteers of the Nursery School who have not submitted a Criminal Reference Check with Vulnerable Sector Check.

3. Placement students who have submitted Criminal References Checks with Vulnerable Sector Check may be left unsupervised with children at the discretion of the Director/Supervisor.

Procedures under the CCEYA Applicable to Employees, Volunteers, and Placement Students

1. Anyone who comes in contact with the children of the nursery school will have a Criminal Reference Check with Vulnerable Sector Search or a signed Declaration Form (Over the age of 18 years of age).

2. A current copy of Immunization is to be submitted and kept on file at the school.
3. Employees require Standard First Aid and CPR Certification (2 day course for Infant and toddler first aid). Volunteers and placement students do not require Standard First Aid as they are not counted in ratios of the Nursery School.

4. Behaviour management policies and procedure will be reviewed, signed and dated before commencing any involvement at the Nursery School.

5. An Individual Plan in the event of an anaphylaxis child must be signed and dated. This will include Epi-Pen training and review of child’s individualized plan, policies and procedures.

6. All Nursery School policies and procedures will be read, signed and dated.

7. The supervision policy for employees, volunteers and placement students will be reviewed prior to commencing at the Nursery School, if any revisions have been made and annually afterwards.

Roles and Responsibilities

Supervisor/Director:
- Ensure that all policies and procedures are reviewed, signed and dated with employees, volunteers and placement students prior to commencing in program on an annual basis.
- Provide an orientation to employees, volunteers, and placement students.
- Mentor, support and monitor employees, volunteers and placement students on an ongoing basis throughout the school year.
- Supervise employees, volunteers and placement students.
- Conduct performance evaluations as needed or requested by the Executive Board of Directors.

President of the Executive Committee
- Ensure that the Nursery Schools insurance covers employees, volunteers and placement students working or assisting in programs.
- Review all policies with the Director/Supervisor of the Nursery School before commencing the new school year so that all information remains current and in accordance with legislation and license.
- Ensure that all school policies and procedures are reviewed, signed and dated with the Director/Supervisor prior to commencing in program on an annual basis.
PLAYGROUND SAFETY POLICY

POLICY
All nursery school staff, including volunteers and students, must ensure that children are provided with a safe outdoor environment that promotes creative and constructive play. The staff ratio must be maintained at all times in the playground area. The safety of the nursery school outdoor play area is defined in conformance with CSA Standard CSA Z614-98.

RESPONSIBILITIES
All staff, including volunteers, placement students and all members of the Board of Directors of the Manotick Co-operative Nursery School is required to read and understand their duties with regard to this Playground Safety Policy. It is the responsibility of the Director to ensure that all staff and the Playground and Maintenance Coordinator submits a signed copy of the policy to be kept on file in the Playground Safety Log.

DEFINITIONS
The Manotick Co-operative Nursery School outdoor play area is contained within the fenced perimeter immediately to the south of the nursery school along the west side of the Manotick arena building (measuring approximately 120’ by 30’) and is accessible directly via the door at the south exit of the school. This space is also accessible from the arena parking lot through a gate at the south of the outdoor play area which is to be kept latched at all times. All new equipment, renovations, repairs or replacements within these areas will be installed to meet CSA Standard CSA Z614-98. Confirmation of such conformance is to be maintained on file, verifying that all changes meet the Standard and is verified in writing by a Certified Safety Inspector. In accordance with CSA standard CSA Z614-98, public playground equipment is defined as: “a play structure/equipment with at least one designated play surface, anchored to the ground or not intended to be moved, meant for use in play areas of schools, parks, child care centres, multiple family dwellings, private resorts, recreation developments, restaurants and other areas of public use. Contained within the Manotick Co-operative Nursery School outdoor play are is a play structure manufactured by Little Tykes, owned by the City of Ottawa, constructed, and installed to conform to CSA Z614-98. 14

PROCEDURES
To ensure the on-going safety of the children, the Manotick Co-operative Nursery School undertakes regular inspections of the outdoor play area. The Nursery School also undertakes regular maintenance of protective surfaces within the fenced play area to provide acceptable shock-absorbing performance through raking, lifting and redistributing sand. Documentation of the regular inspections is to be maintained within the Playground Safety Log. The Playground Safety Log will include the following elements:
Playground Equipment Change Reports
The Playground Equipment Change Reports will contain a record of repairs, removal and installation of equipment. This is to include the date of the change, a description of the change, and documentation from the company providing the equipment, and certification of conformance to CSA Z614-98 if applicable.

Injury Log
Dates and description of accidents and/or injury specific to the outdoor playground will be kept separate from other accident reports within the Playground Safety Log.

Daily Visual Inspections
On each day that the Nursery School children are scheduled to use the outdoor playground, the teacher responsible on that day will conduct a visual inspection of the outdoor playground prior to use by the children per the daily inspection checklist. The completed checklist is dated and filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to procedures in Section 5.

Monthly Inspections
Once per month, a staff person from Manotick Co-operative Nursery School or a member of the Playground Committee shall inspect the playground in accordance with the comprehensive Monthly Inspection Checklist. A copy of the monthly inspection report will be filed in the Playground Safety Log with clear indication of actions taken and actions outstanding. It is the responsibility of the Playground and Maintenance Coordinator to ensure these inspections are carried out promptly and the reports filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to the procedures in Section 5.

Seasonal Maintenance Inspections
Once in spring and again in fall, members of the Playground Committee shall inspect and prepare the playground for summer and winter use. The Seasonal Inspection will be done in accordance with the comprehensive Monthly Inspection Checklist. A copy of the seasonal inspection report will be filed in the Playground Safety Log with clear indication of actions taken and actions outstanding. It is the responsibility of the Playground and Maintenance Coordinator to ensure these inspections are carried out promptly and the reports filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to the procedures in Section 5.

Annual Comprehensive Inspection and Written Report
Each year, a certified playground inspector will complete a comprehensive inspection and written report. A copy of the report will be provided to the Manotick Co-operative Nursery School and included in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to the procedures in Section 5.
Implementation of Actions to ensure Playground Safety

It is the responsibility of the staff performing the daily visual inspection to take actions that can be accomplished immediately to correct safety issues within the playground without interfering with their teaching duties. Such actions may include: removal of hazardous debris, litter, strings or ropes of any kind. If the situation in the playground makes play unsafe, the affected area will be set off limits or outdoor play will be cancelled until the safety concern is resolved. It is the responsibility of the school Director to review the status of all inspection reports and to ensure all defects and problems are documented in the Playground Safety Log. It is the responsibility of the Director to bring defects to the attention of the Playground and Maintenance Coordinator. It is the responsibility of the school Director to ensure that all reasonable steps shall be taken to bar access to the defective equipment until it is repaired. Cordonning off the defective area must be done in a safe manner. Ropes and plastic tape cannot be used. If some areas of the playground remain in use by the children of the Nursery School, the entire playground must be supervised at all times. It is the responsibility of the Playground and Maintenance Coordinator to document a plan of action in the Playground Safety Log and ensure execution of that plan in a timely manner. The Board of Directors shall review all outstanding action items at its regular Board of Directors meetings to ensure that all issues are being resolved satisfactorily and in a timely manner.

DUTY TO REPORT

The staff at Manotick Co-operative Nursery School will review the Professional Advisory – Duty to Report, provided by the College of Early Childhood Educators on a yearly basis. The review date is recorded on our Duty to Report sign-off record. The staff will understand that Section 72 of the CFSA (Child and Family Services Act 1990) imposes a duty for everyone, including RECE’s where there are reasonable grounds to suspect one or more of the following in respect to a child:

- Physical harm
- Sexual harm
- Emotional harm
- Abandonment
- Acts of criminal Nature
- Sexual Exploitation
- Family Violence

The RECE’s at Manotick Co-operative Nursery School who have a duty to report situation will make the report directly to the Child and Family Services.
GRIEVENCE POLICY

Parent Grievance Policy
Families are encouraged to raise any grievances at a school level first. Speaking with the Teachers who have detailed knowledge of the child and the program will often provide the best and most immediate results.

Should this effort not resolve the grievance, families are encouraged to contact the Director, who will set up a meeting of involved parties.

If a satisfactory outcome for all parties is not achieved after discussing the issue with both the Teacher(s) and the Director, the grievant may request that the Director initiate a meeting with the Chair/Vice Chair of the Nursery School and involved parties.

At all times, privacy and confidentiality will be maintained to the maximum extent possible.

As stated in the Parent’s Manual, the Board of Directors, in consultation with the Director and teaching staff, reserves the right to terminate admission to any family if procedures are not followed or if the program is not suitable for the child. The Board of Directors, in consultation with the Director and teaching staff also reserves the right to terminate enrolment if a child’s/parent’s/guardian’s actions and behaviours are inappropriate.

Staff Grievance Policy
Teachers are encouraged to raise grievances at a school level first. Speaking with the Director, who has a detailed knowledge of the staff and program often provides the best and most immediate results.

Staff should request a formal meeting with the Director to voice grievances. Following this, the Director may plan subsequent meetings with the involved parties, in an attempt to provide a satisfactory outcome for all involved.

Should the grievant not be satisfied with the results, he/she may contact the Nursery School Chair in writing to request a meeting. The Chair will meet with involved parties, in an attempt to manage or resolve the issue. The Chair may also review the grievance with the Board of Directors. At all times, privacy and confidentiality will be maintained to the maximum extent possible.

Staff evaluations
If a staff member strongly disagrees with a staff evaluation, a section of the evaluation allows them to express these concerns in writing.
Termination of staff
Termination conditions are set out clearly in Staff Employment contracts.

SOCIAL MEDIA POLICY
This Social Media Policy applies to parents, members of staff, students, Board of Directors and volunteers at Manotick Co-operative Nursery School. This policy includes (but is not limited to) the following technologies:

- Social networking sites e.g. Facebook, Twitter
- Blogs
- Discussion forums
- Collaborative online spaces
- Media sharing services e.g. You Tube

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

We therefore, require that:

- No photographs taken within the nursery school, or at any nursery school events with the children are to be posted for public viewing. (This excludes those photographs taken by staff for learning journals, for display in the settings or on the website if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the nursery school, children, staff or school business (except appropriate use for marketing fundraising events) or that could be constructed to have any impact on the nursery school’s reputation or that would offend any member of staff or parent using the nursery school.
- In order to ensure professional boundaries nursery school staff, students or volunteers should not accept personal invitations to be friends from parents, caregivers and other professionals that use the nursery school unless they know them in a personal capacity.
- We will act in the best interest of the whole community and honour our duty of care to our children.

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality or that is deemed to be of a detrimental nature to the nursery school or other employees, or posting / publishing photographs of the setting, may face disciplinary action.

Any comment deemed to be inappropriate will be reported to the Board of Directors immediately.
We would like parents to work alongside the setting to maintain the privacy and security of all staff, children and volunteers.

**We therefore, require that parents:**

- Demonstrate courtesy and respect for staff, other parents and children when comments are placed on social networking sites.
- Use appropriate language when discussing Manotick Co-operative Nursery School.
- Address any issues or concerns regarding the Manotick Co-operative Nursery School directly with the Director or the child’s teachers.
- Not to use social network sites to make derogatory comments or post photographs which could bring staff into disrepute, including making comments about children, parents and staff members.
- Not to post photographs of other peoples child(ren)’s photographs on social network sites without their permission.

**General guidelines for using social media**

1. Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
2. Maintain professionalism, honesty and respect. Apply a good judgement test for every social media post you make.
PRIVACY POLICY

Manotick Co-operative Nursery School is committed to protecting your privacy and procedures are followed to ensure that we honour the privacy of all our members. This policy tells you more about the ways we collect, manage and protect your personal information.

What information do we collect and how is it used?

In order to serve you effectively we need to have a certain level of basic personal information on file. When your child is enrolled in a program we obtain all the information that we need directly from you, which will include names, address, phone numbers, emergency contact information, e-mail addresses, photo release consent, medical information and police record checks for all duty parents. Most of this paperwork is necessary to comply with Ministry requirements. You will also be asked to complete a child profile which will be used only by teaching staff to gain an understanding of your child’s needs.

The information that you provide us with is used to process your registration. We will also use your contact information as a means of communicating with you. Information will also be used to help us manage and administer our programs, including co-ordination of volunteers.

Consent

By providing us with this information we will assume that you consent to our collection, use and disclosure of information for the purposes identified in this privacy policy

Disclosure of personal information

We will keep all personal information confidential and we will not use your personal information for reasons other than those for which it has obtained the consent of the individual. We will not disclose personal information to any third party, unless required by law.

Safeguarding personal information

MCNS will take steps to protect personal information against loss or theft as well as unauthorized access, disclosure, copying, use or modification.
I have read the Policy and Procedures Manual for Manotick Co-operative Nursery School.

In working towards a cooperative environment, I do agree to abide by these policies and procedures to retain my child’s space in the nursery school program.

Signature of Parent/Guardian

Child’s/Children’s Name(s)

Class Date