

Grimsby Community
Preschool

Learning Through Play



Parent Handbook

MISSION STATEMENT

A good start in a young life begins with basic trust in people and surroundings. Our Preschool's goal is to provide a positive preschool experience that allows the children to develop a sense of self in a safe, caring and stimulating environment. Here, children have an opportunity to develop, think creatively, learn about emotions and interact with other children.

© Grimsby Community Preschool
7 St. Andrew's Avenue, Grimsby, ON. L3M 3R9
Phone 905.945.1519
Email: info@grimsbycp.org
www.grimsbycp.org

Contents

Contents	2
WELCOME TO GRIMSBY COMMUNITY PRESCHOOL	3
PROGRAM STATEMENT	4
OPERATIONAL POLICIES	7
ADMISSION & DISCHARGE POLICIES & PROCEDURES	7
WAIT LIST	8
FEES, REFUNDS, MEETINGS	10
Fees:	10
Refunds	10
General Meetings	11
SUBSIDIZED CHILD CARE AVAILABILITY	11
SCHOOL TERMS AND HOURS	11
2023-2024 Calendar Dates	12
SNOW DAYS/INCLEMENT WEATHER	12
MISCELLANEOUS	12
PARKING LOT	14
THE CHILDREN'S PROGRAM	15
QUALITY CHILD CARE NIAGARA PROGRAM (QCCN)	15
IMPLEMENTATION OF PROGRAM STATEMENT	16
CONTRAVENTION OF THE POLICY AND PROHIBITED PRACTICES	17
HEALTH & SAFETY	18
HEALTH REGULATION	18
INSURANCE AND LIABILITIES	19
FIRE DRILLS	19
MANAGING IMPAIRED PARENTS/CAREGIVERS AND VISITORS	19
MANAGING SERIOUS OCCURRENCES	20
EMERGENCY RESPONSE PLAN	21
SAFE ARRIVAL AND DISMISSAL POLICY AND PROCEDURE	21
MEMBERSHIP	25
DUTIES OF MEMBERS	25
ASSOCIATE MEMBERS	25
BOARD OF DIRECTORS	25
PARENT AND STUDENT VOLUNTEERS	25
PARENT ISSUES AND CONCERNS	26

WELCOME TO GRIMSBY COMMUNITY PRESCHOOL

We, at the Grimsby Community Preschool, feel that you have chosen a special place for your child's preschool experience. We have qualified, caring educators providing a program designed to enrich the learning experience of 2 ½ to 5-year-olds.

We are a community preschool, which means that the school is organized and administered by the parents of the attending preschoolers. Parents serve as directors and officers, attend meetings, and the Board of Directors who represent the parents act as employers.

The school is licensed and inspected annually by the Ministry of Community of Education Early Years Learning Division, the Niagara Regional Public Health Department, and the Grimsby Fire Department.

We are financed by parent's fees, government grants, and proceeds from various fundraising activities. We are also a registered charity and not-for-profit Ontario Corporation and must abide by the provincial and federal regulations.

The Board of Directors will do their best to keep everything running smoothly and everyone informed of what is happening. If you ever have any questions, concerns or suggestions regarding our school, please feel free to approach, or write comments and present them to the president of the Board (president@grimsbycp.org).

We look forward to spending the school year with your family. We hope that all of you have a lot of fun and get into the spirit of this year at YOUR preschool. Be on the lookout - many lasting friendships (between both the children and the parents) have been formed at the Grimsby Community Preschool!

Objects for Which the Corporation is Incorporated

1. To provide care and education for young children through a program promoting their healthy physical, social, emotional and intellectual growth.
2. To provide opportunities for family life education through parental participation in the children's program and other activities of the association.
3. For the objects aforesaid, to hold, purchase, mortgage, and convey real and personal property and to do any and all things which may be incidental to the foregoing purposes
4. Subject to the Charitable Gifts Act and the Mortmain and Charitable Uses Act, to solicit, receive and hold contributions of money and property for the objects of the corporation; to sell or convert any property into money from time to time; to invest and reinvest any principal in investments authorized by law for the investment of trust funds; and to disburse and distribute such money and property in the furtherance of the objects of the corporation

PROGRAM STATEMENT

At Grimsby Community Preschool, we strive to provide a positive early learning experience that allows children to develop a sense of self in a safe, caring, stimulating, inclusive, and diverse environment. Here, children have an opportunity to develop, think creatively, express their emotions, and interact safely with other children. We provide opportunities to build positive and responsive relationships that focus on children’s social, emotional, physical, creative, and cognitive development. The relationships that we build with the children and families are focused on mutual respect and how we value the children in their entirety. In our environment, all children will learn through exploration, play, and inquiry while feeling the comfort of the warm and welcoming environment we provide.

Our educators are the heart of our school. We value their work and dedication by providing a living wage and benefits as well as continuous professional learning and development opportunities throughout the year to foster their own growth and learning.

The Four Foundations of Learning: Belonging, Engagement, Well-Being, & Expression

This approach allows us to organize our program based on the question “How Does Learning Happen?” and the Four Foundations of Learning. A focus on the Four Foundations throughout all aspects of early years programs ensures optimal learning and healthy development.



Our program statement is a living document that is shaped through parent and staff surveys, daily and annual staff reflections, and regular program and team meetings. Our dedication to our values and those of Ontario Pedagogy for the Early Years, “How Does Learning Happen?” fosters a culture of intentional practice that strengthens our commitment to the highest quality of care for our children, families, and educators.

Belonging

The centre supports the children as they develop and build relationships with each other and the educators. We provide a multi-cultural, homelike, and natural environment for the children, with many opportunities to interact. We encourage conversations between the children and the educators during gathering times and mealtimes. The educators help guide all children through their day while continuing to be positive and responsive to all children in our care.

Our program is inclusive to all children and families within our community and provides opportunities for participation by all children no matter their abilities. Child-led learning allows the children to guide and challenge our educators. The educators observe and adapt based on the children's interests and ideas. We utilize additional resources to provide for all children as necessary.

We feel that it is important to build strong relationships with the child, as well as their entire family to support a smooth transition between home and preschool. We utilize the Lillio app as a form of communication between educators



and families. Open communication allows families to feel connected to what their child is doing and how they are doing throughout their days. We engage with families at drop off and pick up, as now more than ever, we are a key source of support within our community. Here, we build the foundation for relationships and community partnerships to support the children, families, and staff for years to come.

To build on the fact that children are curious, competent, and capable, we encourage full exploration of the natural world surrounding them. We provide a creative and engaging environment, supporting play and inquiry through indoor and outdoor play. The environment is designed in a way that provides opportunities for a variety of large-group, small-group, or individual play activities. There are daily opportunities for children to explore and participate in creative learning and self-expression.

We encourage the families to extend the learning from the Preschool to the home environment by involving them in their child's day-to-day learning. We invite the parents to share their ideas, questions, concerns, and hopes for their child. The educators foster exploration, play, and inquiry by asking questions. We are a flexible program



and will adapt the activities based on the needs of the program. At regular intervals throughout the year, we plan family-focused events both during pre-school hours and as special evening celebrations.

Engagement

Well-Being



To support the development of physical and mental health and wellness, we encourage self-care, self-help, self-awareness, and self-regulation skills which in turn builds confidence and a strong sense of self. We support this for our children, but also for our educators to ensure they are providing their best-self for the children. We support proper hygiene and encourage keeping our bodies nourished and healthy from the inside out. We provide healthy meals and snacks that align with the Canadian

Food Guide while also considering the cultural and dietary needs of the children. The educators model and encourage good eating and table manners that build positive relationships with food and peers.

We strive to support each child equally in their learning and development while being sensitive to their range of needs. Positive and responsive relationships are critical for the children's

emotional well-being. Educators connect through meaningful interactions throughout the day and continue to help the children and their families feel welcome each morning at arrival time, which can be a difficult transition time.

The Preschool supports all children and their families in a nurturing way. When/if families are experiencing stressful and challenging circumstances, we are available to support what is best for the child and direct the families to external resources. We value each family's knowledge and understand they know their child best; we welcome any ideas and feedback to support their children.

The educators ensure the children are heard and respected. We recognize children use many forms of communication to express themselves through their bodies, words, abilities, or the use of materials. The educators provide a rich environment to encourage the children to communicate in various ways through play. These materials are changed regularly within the classroom for new experiences. We observe the children's use of materials and interactions to focus on their interests in order to expand on learning opportunities.

The children are also given the opportunity to make connections within a variety of different contexts either individually or in small or large groups through the use of our different centres around the room, or group circle time. We encourage the



children to feel valued and strengthen their self-identity by recognizing and supporting all cultures and traditions within our community. We wish for all to feel free to express their culture and heritage within our classroom environment and welcome the opportunity to celebrate our diversities with the help of our families.

Expression

OPERATIONAL POLICIES

ADMISSION & DISCHARGE POLICIES & PROCEDURES

Grimsby Community Preschool will accept new children when there are vacancies, on a first-come, first serve basis. Applications need to be accompanied by a registration fee. No family will be discriminated against on the basis of race, language, culture, sex, or sexual orientation.

Procedures:

- The maximum enrollment in each session will be twenty-four (24) children with three (3) qualified Registered Early Childhood Educator (RECE) in each group of twenty-four. (Ensuring a 1:8 ratio.)
- Enrollment of new children during the fall term shall be on a staggered basis.
- Only children, 2 ½ and older shall be eligible for registration. A provision on our license allows 3 children 27 months up to and including 30 months of age within capacity. Children must not have reached their 5th birthday as of December 31st of the year in which they are enrolled. Children outside of these ages will be discussed on a case-by-case basis.
- Children with special needs will be given individual attention and will be accepted at the discretion of the ED.
- Acceptance of each child in the preschool will be the responsibility of the ED. If, for any reason, a child is not eligible to enter the preschool, the parents will be reimbursed in full.

Discharge by the Executive Director (ED):

The ED reserves the right to request the withdrawal of a child from a program due to:

- Child's behavior is severely disruptive or physically threatening to the well-being and safety of other children or staff, and/or additional supports to accommodate the child are unavailable
- If a child is not adjusting well, recorded observations will be discussed with the parent/guardian. Other options may be explored with the family.
- If a parent or guardian is behaving inappropriately towards other families, children, and/or staff members. At the discretion of the board.
- Non-payment or excessive late payment.
- Failure to submit required information or forms.
- Failure to comply with policies & procedures.

The parent has the right to appeal this decision and must request in writing, a meeting with the ED and the President of the Board. The family will have two weeks to explore other options for their child, the parents will be reimbursed the remaining monthly fees.

Discharge by the Parent/Guardian:

- When a parent decides to withdrawal their child from our program, a two-week written (14 calendar days) notice MUST be received by the ED. In most of the cases, withdrawal by the parent is due to:
 - Relocation
 - The program might not be the right fit for the child
- If for any reason the program is found to be unsatisfactory for any child, we will make every effort to discuss this with the parents in order to determine the cause.
- If not possible, the parent and/or program may choose to terminate the care on a timeline that is in the child's best interest.

WAIT LIST

Grimsby Community Preschool provides full and part time child care for up to 48 children daily. Admission is based on a first come first serve basis in accordance with the Wait List Policy. The purpose of the Wait List Policy is to ensure a fair process is followed and communicated to all involved.

Grimsby Community's ED reserves the right to manage the wait list in the best interest of the Preschool.

Wait List Administration & Priority

When Grimsby Community Preschool receives an application for admission, the following criteria is followed:

- Age (children must be 27 months to start)
- Completed application forms
- Space required/available

An annual non-refundable \$50.00 registration fee is required for all families that want to apply for child care at Grimsby Community Preschool The application date is effective on the day that we receive the registration fee.

If the requested space is not available at the time of application, the Grimsby Community Preschool will not require the \$50.00 registration fee. The registration fee will only be required from those applications where a spot is available.

Wait Times

When a space becomes available within Grimsby Community Preschool, the ED assigns the space to the first child on the list who has met the above criteria. It is impossible for us to predict how quickly our wait list will progress or if we will even be able to accommodate those on our wait list. We CANNOT provide an approximate entry date when you apply.

It is the responsibility of the applicant to ensure their contact information remains up to date, in order to be notified when a space becomes available.

Grimsby Community Preschool encourages those wait-listed families to contact the ED by email monthly to confirm that they still wish to be on the waitlist. Grimsby Community Preschool knows and understands that situations can change for families. If a family needs to adjust their original request simply send a written notification to the ED.

When a space becomes available

When a space is available, we will notify you through the contact details that you provided at the time of requesting a spot at the preschool. You must respond by either email or phone confirming your acceptance of the space within one week. If we do not hear from you, we will remove you from the list. **Those families who decline a space or do not return notification will forfeit the spot.**

Returning Families

Returning parents will be given priority registration for the following school year in the month of January. It is recommended that those returning families take advantage of this as the spaces are limited at Grimsby Community Preschool and we cannot “hold” a spot for them unless the above criteria is met.

The ED or the Board of Directors reserves the right to make changes without notice, to the wait list policy in the best interest of Grimsby Community Preschool.

FEES, REFUNDS, MEETINGS

Fees:

- Grimsby Community Preschool has been approved for the Canada Wide Early Learning and Child Care Agreement (CWELCC).

BASE FEES		
Annual Registration Fee	\$ 50	
September-June 2023/24 Monthly Fees	HALF DAY	EXTENDED DAY
5 DAYS	\$ 260	\$ 399
3 DAYS	\$ 156	\$ 240
2 DAYS	\$ 104	\$ 169
NON-BASE FEES		
NSF Fee	\$ 25 ¹	
AGM Fee	\$ 50 ²	
Late Pick-up Fee	See "School Terms and Hours", page 11.	

- All monthly fees must be paid in advance and dated the 1st of the month. If payment, due on the first of each month, is not paid by the 15th of the month, the parents will be asked to withdraw the child. Prompt payment of fees is necessary in order that basic operating expenses i.e. salaries, rent, etc., may be met.
- ¹Should a bank return a cheque due to insufficient funds, the family will be required to immediately pay the months fees and will be charged an additional \$25.00 administrative fee.
- The monthly fee for each program is calculated when preparing the opening budget and is based on the funds required to cover operating expenses for the school year. It is a monthly fee for all programs, and the number of days your child attends per month may vary due to holidays, PD days etc. The fee will not be prorated for any shortened months that may result from the above.
- ²See "General Meetings" on page 12.

Refunds

No refunds will be made as a result of absence due to illness, travel or any other reason, except where written notice of temporary withdrawal of the child has been given with 14 days notice and the period of absence is more than 30 days. This will be subject to the approval of the Board of Directors.

- No refunds will be made when the Preschool is temporarily closed due to emergency conditions (i.e. snowstorms, loss of heat, etc.).
- No refunds will be given due to pandemic closure by the Regional Health Department or an 'act of god' for a period of less than 14 days. If a longer closure is necessary, the Board of Directors will review the situation.
- No refund will be given for your registration fee unless the Preschool cannot place your child.

General Meetings

Attendance is mandatory. During your orientation session, we require a post-dated cheque (Sept. 15th) of \$50.00. Upon attendance at each of the aforementioned General Meetings, the corresponding cheque will be returned to you. If you are not in attendance, you will forfeit your cheque and the funds will go to the school.

SUBSIDIZED CHILD CARE AVAILABILITY

Subsidy is available by applying to the Niagara Region Childcare Services.

SCHOOL TERMS AND HOURS

- The school year begins the 1st full week in September and continue until the 3rd week of June.
- All school closings and statutory holidays (with the exception of PD Days) shall be observed as per the District School Board of Niagara Calendar.
- Half day school hours shall run from 9:15 AM to 11:45 AM
- Extended day hours shall run from 9:15 AM to 3:00 PM
- Parents should accompany children into the school, ensure outer clothing is removed; backpack properly placed in the coatroom; snack in the snack basket and the child is brought to the appropriate teacher.
- Each day, please check the Bulletin Board within each classroom
- You are free to pick up your child before the scheduled end time.
- If you arrive after 11:45 AM/3:00 PM respectively you will be charged **\$1.00 per minute** that you are late. *Prior arrangements can be made. Notification beforehand of a reason for being late can waive the fee.*
- If we have not been able to make contact with parents by 12:00 PM or 3:15 PM, we will contact the emergency contact person listed on your child's application form.
- Professional Development Days (PD days) shall be observed to provide the opportunity for the educators to further develop their skills. These days are set by the educators through consultation with the board.

2023-2024 Calendar Dates

Registration Week	August 28 - September 1, 2023
First Day of Preschool	Tuesday, September 5, 2023
Annual General Meeting	September 13, 2023 7 PM
Thanksgiving	Monday, October 9, 2023
PD Day	Friday, November 24, 2023
Winter Holidays	December 25, 2023 - January 5, 2024
PD Day	Friday, February 16, 2024
Family Day	Monday, February 19, 2024
March Break	March 11-15, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Victoria Day	Monday, May 20, 2024
Last Day of School	Friday, June 21, 2024

SNOW DAYS/INCLEMENT WEATHER

The Preschool will follow the District School Board of Niagara direction regarding school closures for inclement weather. If the DSBN buses are cancelled the Preschool will be CLOSED.

MISCELLANEOUS

Clothing

Clothing should be appropriate for the weather prevailing but should not require any special protection. We encourage clothing that is easily taken on and off for easy toileting. Outdoor clothing and boots should be clearly marked with the child's name.

Indoor Footwear

Children need a pair of shoes outdoors and a separate pair for indoors.

Shoes and slippers should have rubber soles to prevent slipping and sliding on the floors. Shoes should fit properly on the child's feet to prevent them falling off during play.

Backpack

Children require a backpack with their name clearly written on it. We encourage an extra set of clothing to be in the backpack in case of an accident.

Snacks/Lunches

Grimsby Community Preschool is a nut free school. If any other threatening allergies arise we will inform the parents of the allergy and if possible provide them with a list of 'safe foods'. A mid-morning and mid-afternoon snack will be provided by the Preschool and the children are encouraged to bring their own drink in a labelled container.

Meals from home for children aged 44 months & Older

If a parent chooses to provide their child aged 44 months & older with an alternative snack/lunch the following guidelines will be followed:

- All snacks/lunches should follow the Canada Food Guide and be compliant with the peanut aware allergy policy
- Parents are required to label all of their child's food containers brought into the centre.
- All food provided by the parents will be kept in the refrigerator and will be served at our regular snack/lunch times or as designated on your child's individual plan.
- If a parent forgets to bring in their child's lunch, the Supervisor will contact the parent to send an email to provide an approval for an alternative lunch for their child that the Preschool can provide or they can choose to drop off at the centre prior to snack/lunch times for their child.
- Alternative snacks/lunches provided by the Preschool will not be given to your child without parent approval

Special Events (Birthdays)

If you choose to bring in special treats to celebrate a special event or birthday, the treats must be Store Bought and nut free. Home-baked goods are not allowed to be shared for allergy and health reasons.

- Parents should accompany children into the school, ensure outer clothing is removed; backpack properly placed in the coatroom; snack in the snack basket and the child is brought to the appropriate teacher.
- Each day, please check the Bulletin Board within each classroom

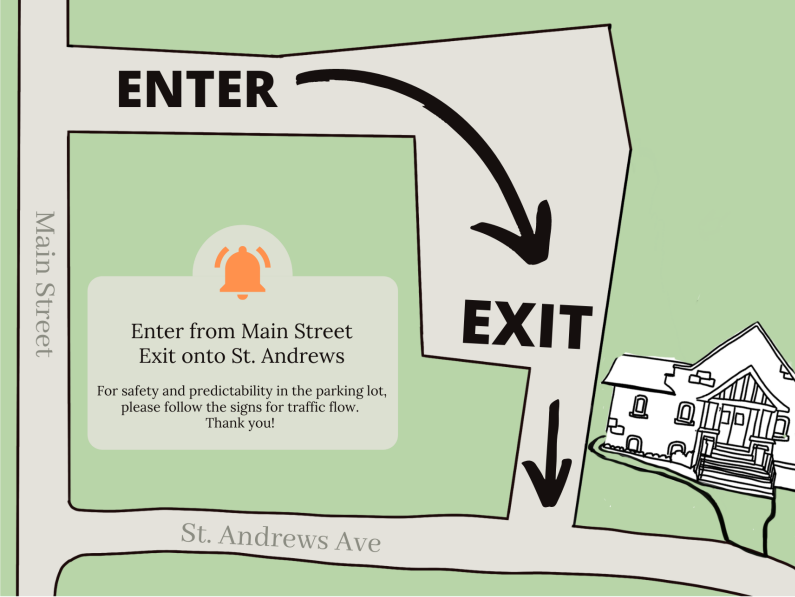
Class Trips

Depending on the trip, parents are responsible for providing transportation of their child/children to and from the trip destination. When a bus is provided, parents will be notified. Complete information will be

given out prior to each trip. No regular classes will be held on trip days, unless specified by the educators.

PARKING LOT

When parking, please do not block the exit and do not leave your car running. Enter via Hwy. #8 and exit via St. Andrew’s Avenue.



THE CHILDREN'S PROGRAM

Learning takes place in many different ways with each child and it should always be evolving and changing. We want the children to be excited about learning. We strive to develop a curriculum that develops when exploring what is socially relevant, intellectually engaging and personally meaningful to children. Two most important aspects are:

1. positive nurturing relationships
2. warm and comfortable environment

QUALITY CHILD CARE NIAGARA PROGRAM (QCCN)

Our program takes part in QCCN. This initiative program provides Early Childhood Educators the framework within which programming decisions can be made. We, here at the preschool, use the tools to evaluate where each child is at, and how our environment is meeting all the children's needs. It provides a format for recording observations and sharing information with the families.

As part of QCCN we use the following checklists:

Disc Preschool Screening (DPS) – an early developmental screening tool

- Early developmental screening tool designed to screen large groups of children between the ages of 6-60 months
- Reliable in identifying children who may be at risk of developmental delays
- Sets the stage for a smooth transition to the formal school system
- Completed once a year on each child
- It is a simple 15 minute checklist based on 12 items using specific toys on a 1:1 basis
- Based on the results of the DPS, suggestions will be made

Behaviour Checklist: Children's Actions, Relationship & Emotions (C.A.R.E.)

- An intervention planning tool that identifies behaviour patterns in children 24-72 months
- Compliments the Developmental Preschool Screening (DPS)
- Provides a format for recording of observations
- It is a 53 item questionnaire/scale designed to screen for behaviour issues
- Its purpose is to assist child care professionals in determining if specialized programming is appropriate for the child or if a referral, through the parent, to an outside agency should be considered
- Based on results of the C.A.R.E. suggestions will be made

Speech & Language Developmental Checklist

- Checklist that examines all elements of speech and language development for children birth to five years
- Identifies children who may be at risk for speech and or/language delay or disorder
- Compliments the Developmental Preschool Screen (DPS)

- Provides a user friendly format for recording of observations, obtaining a baseline record of skills
- Based on the results of the checklist a referral to Speech Services Niagara may be suggested

Environment Rating Scale

- Variety of environmental rating scales, geared to child care environments and children’s age groups designed to enhance the quality of developmental programming

IMPLEMENTATION OF PROGRAM STATEMENT

Policy

Our aim is to ensure that the children attending Grimsby Community Preschool are supported in a positive manner at a level appropriate to their stage of development. We promote the pedagogy process of understanding and supportive learning.

Implementation

1. Grimsby Community Preschool will review the Program Statement and policy and implementation at least annually and record that it has been done.
2. All employees, volunteer, support staff must review the program statement upon employment/ prior to interacting with the children and at any time the program statement is modified. After completion, they must sign off with a witness that they have reviewed the program statement.
3. Grimsby Community preschool shall monitor and review all staff. This will be done 2-3 times a year during performance reviews. The volunteers and support staff will be reviewed once a year and will be discussed with them. The ED or Supervisor will keep a record and address compliance in relation to the program statement and any instances of contraventions of the program statement.
4. Monitoring will include how the staff is engaged with the children in the different playrooms, group time, outdoor area and snack/lunch time. The review shall be based on the program statement to ensure that all areas are being observed.
5. Evidence of the monitoring of compliance shall be kept for at least 3 years.

Prohibited Practices

- 1) No employee, volunteer, or student (who is on an educational placement) at Grimsby Community Preschool with respect to a child receiving child care at the preschool shall permit:
 - a) corporal punishment of the child;
 - b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or

someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

- c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the emergency management policies and procedures;
- d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f) inflicting any bodily harm on children including making children eat or drink against their will.

CONTRAVENTION OF THE POLICY AND PROHIBITED PRACTICES

This policy has been defined to ensure that everyone at the Grimsby Community Preschool is aware of our expectations with regard to the implementation and prohibited practice of our program statement. Our program statement is in place in order to protect the emotional and physical well-being of the children attending our preschool program. The ED/Supervisor shall monitor all behaviours and evaluate volunteers, support staff, and educators. If any individual involved with the Preschool fails to comply with the above regulations, it will be necessary for the ED/Supervisor to take the following measures:

1. Verbal warning
2. Written warning
3. As a last resort, the individual may be asked to withdraw from the school

If a volunteer/staff disregards the authority of the ED/Supervisor, the ED will review the incident and the appropriate disciplinary action will be taken. The ED has the right to take the severest of disciplinary actions without previous incident or warning to the individual in question.

Irresponsible behaviour and non-compliance by any individual can result in being asked to withdraw from the preschool.

HEALTH & SAFETY

HEALTH REGULATION

Immunizations

Proof of immunizations is required prior to enrollment. (Exemptions with proper documentation will be allowed- A Statement of Religious or Conscious Belief must be completed)

Communicable Diseases

All cases shall be reported at once to the ED.

Illness

If a child is at school and shows signs of ill-health the parents will be contacted and advised to fetch the child.

Head Lice

Cases shall be reported to the ED and the child will be removed from the school until medicated.

Medications

The educators at Grimsby Community Preschool do not administer medications to the children with the exception of chronic illness, anaphylactic, or asthma medication requirements; children must have a pre-approved medical plan. Medical plans will be developed in consultation with the family.

Administration of medication by GCP can include preventative measures for medical emergencies (for example: benadryl for allergic reactions) or treatments of medical emergencies (for example: Epi-Pens for anaphylactic reactions). These medications must be provided by the family and kept up to date, all expired medication must be replaced by the family.

- Before administration of medications are permitted, a parent/guardian must sign a waiver to remove all liability from the educators and preschool.
- Written instructions and training must be given on how to administer in an emergency.
- All medications must be clearly labeled with the child's name.
- All medication will be locked up in a cabinet in the administrative office.

Allergies

We are a NUT FREE Preschool!

If a child attending Grimsby Community Preschool has an allergy, the allergy will be posted in each playroom, as well as in the child's file. The staff will be aware of the allergy.

If it is a serious allergy, where an Epi-Pen is required, parents need to complete an Individual Anaphylaxis Emergency plan and hang it in the classroom.

Anaphylaxis Policy

This policy is in place in case of serious and rapid allergic reaction. This, if severe enough, can kill.

Sanitary Policy

Proper cleaning methods are always followed at the preschool. The play equipment, toys and laundry are cleaned on a regular basis. We encourage proper toileting and hand washing by all staff and children to help prevent the spread of germs.

Smoke Free and Vape-Free

We are a smoke free and vape free school. No smoking or vaping in the building or within 6 feet from any public entrance/exit.

INSURANCE AND LIABILITIES

All children and staff are covered by a blanket insurance policy, held with The Cooperator's General Insurance Company, which is reviewed each year.

FIRE DRILLS

Fire Drills are practiced each month by all classes. Posted in each classroom is the fire drill procedure for that area. The children are encouraged to walk quickly and listen to the educators. Parent Volunteers are expected to keep calm when the alarm sounds and assist the teacher in gathering the children.

MANAGING IMPAIRED PARENTS/CAREGIVERS AND VISITORS

If a parent, guardian, family member or visitor to the child care facility engages in disruptive or potentially dangerous behaviour, the person will be asked to leave the facility immediately.

In the unlikely event that a parent or caregiver arrives at the preschool to pick up their child while under the influence of drugs or alcohol or is physically or emotionally impaired in any way, the following guidelines will be followed:

- Alert the ED and other staff members of the situation.
- Remain polite and calm.
- Persuade the parent or caregiver to ask if someone else can be called to pick up the child. If a caregiver is the pick-up person whose behaviour is questionable, parents will be called to advise.
- If unsuccessful, offer to call a taxi and pay for the taxi.
- If the person becomes agitated or confrontational, call 911.
- Never put yourself or children at risk by physically trying to stop an irate or intoxicated parent from picking up their child.
- If the parent or caregiver decides to drive home, you must tell them that you will be calling the police and the Children’s Aid Society with their home address and licence plate number.

MANAGING SERIOUS OCCURRENCES

Serious Occurrence

Defined as:

- The death of a child while in attendance at a day nursery. (This includes death resulting from abuse, accident, suicide, medical or non-accidental causes.)
- Any serious injury to a child while in attendance at a day nursery.
- Fire or other disaster occurring on the premises of a day nursery.
- Any complaint concerning operational, physical or safety standards on the premises of a day nursery (i.e. negative reports from the fire or health department when corrective action has not been taken).
- Abuse of a child within the meaning of the CHILD WELFARE ACT by a staff member of a day nursery or by any other person while the child is attending the day nursery.

Procedure

The staff or any other witness should report the occurrence to the Director of Operations or supervisor at once. Note: Providing any person with immediate medical attention is first priority.

The ED is responsible for conducting a preliminary inquiry following the steps outlined below:

- Contact the parents.
- Ensures all persons having knowledge of the occurrence remain at the site until excused.
- Contact the President.
- Reports to the Program Advisor of the Ministry of Education through Child Care Licensing System (CCLS) within 24 hours
- A notification form of a serious occurrence will be posted on the bulletin board in the coatroom for 10 business days to inform parents of the occurrence.

EMERGENCY RESPONSE PLAN

The emergency response plan enables parents to know that the Preschool is equipped to deal with an emergency and that the children's safety is a priority and remains paramount at all times. There are many types of emergencies that can happen in Niagara such as floods, tornados, utility disruptions, as well as global threats, such as flu pandemic. In all cases you and the Preschool staff can play a role in keeping children safe by being prepared.

It is important that you provide the Preschool with up to date information; for example, if your phone number or work information changes, please remember to provide the Preschool the information, as soon as possible.

Evacuation Information

- The current President will be informed immediately of the emergency situation. She will begin the process of informing families.
- Emergency Contact would be the current President of the Preschool. During any evacuation, staff will remain with children at all times, while family/emergency contacts are notified of the emergency situation so that arrangements can be made for pick up.
- In the event that there is a need to ensure the safety and security of the staff and children due to a violent incident or severe weather conditions (hurricane, tornado etc.), the school will go into LOCKDOWN procedures. No one will be allowed in or out until the 'all clear' signal has been given by the authorities. After the 'all clear' parents/guardians will be informed of the situation.
- In the event the facility must be evacuated because of an emergency in the immediate area the children and staff will be taken to the off-site location: Central Public School on 10 Livingston, Grimsby.
- If necessary, children will be transported to this health care facility: West Lincoln Memorial Hospital, 169 Main Street East, Grimsby, (905) 945-2253.
- If possible local radio stations will be contacted with emergency situation information; 900 CHML AM, 1150 CKOC AM, News talk AM 610 CKTB, 105.7 FM EZ Rock.

Infectious Diseases, Outbreaks and Pandemic Information

- In the event of a pandemic, the Medical Officer of Health, Niagara Region Public Health will be the Authority in Charge and will have the authority to activate the Niagara Region's Pandemic Response.
- The Preschool will act according to outlines set by the Niagara Region Health Department – Health and Safety Manual for Child Care Providers.

For local information updates, click on www.niagararegion.ca or call the Niagara Region Public Health Department information line, (905) 688-8248 ext. 7765 or toll free 1-888-505-6074 ext. 776

SAFE ARRIVAL AND DISMISSAL POLICY AND PROCEDURE

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Grimsby Community Preschool will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to. Grimsby Community Preschool will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision. Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care

When accepting a child into care at the time of drop-off, program staff in the room must:

- Record the child's arrival classroom attendance record on Lillio.
- The parent/guardian must communicate at the arrival time any relevant information regarding a change in the child's departure routing. This can include a change in the scheduled departure time or that someone other than the child's parent/guardians will be picking up. The staff must confirm that the person is listed on the Parent Pick Up Consent, where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing and this will be documented (e.g., note or email).
- document the change in pick-up procedure in the daily written record

Where a child has not arrived in care as expected:

Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off by either leaving a voice message, marking them absent on Lillio or advising the staff the day before, the staff in the classroom will mark the child absent on Lillio. At the first opportunity when ratios allow, a message will be sent to the parent/guardian via Lillio to confirm the absence by the classroom supervisor or program lead. This communication will serve as the sole notification from the centre regardless of whether a response is received from the parent/guardian. Families may choose to opt out of notifications by indicating in writing to the Executive Director.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Staff will only release children from care to the parent/guardian or other authorized adult. Under NO circumstances will children be released from care to walk home alone.

Where a child has not been picked up as expected/not picked up and the center is closed: (the following procedure will be followed for both scenarios)

Grimsby Community Preschool closes at 3:00pm. After that time, a parent/guardian is late. The following steps will be taken for both when a child is not picked up as expected and or not picked up when the center is closed.

- Where a parent/guardian has previously communicated with the staff a specific time or time frame that their child is to be picked up from care and or the child has not been picked up by closing the Classroom Supervisor or Program Lead shall contact the parent/guardian with a phone call. The educators will try to determine if the parent/guardian is enroute.
- Where the staff is unable to reach the parent/guardian or the authorized individual, and there is no indication that the individual is on their way, staff must contact the next parent/guardian on the Parent Pick Up Consent list. They will then continue to call the emergency contacts as well.
- The educators will contact the center's Executive Director to inform them that the child has not been picked up from care and they are following the procedure.

- If the child has not been picked up 30 minutes after the communicated time or by 3:30pm, and we have not heard from a parent/guardian or emergency contact, the educators will continue to try and reach them for another 30 minutes or until 4:00pm.
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 4:00pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) 905-937-7731. Staff shall follow the CAS's direction with respect to next steps.

MEMBERSHIP

DUTIES OF MEMBERS

Attendance at the General Meetings is required.

Participation in the Registration Week is compulsory. This is the last week of August. Parents are required to come into the school during this week to:

- hand in tuition payment form and post-dated cheques where applicable,
- complete all enrolment requirements, and
- review any of the above information and policies to ensure that all requirements are complete and all aspects of the preschool are understood.

The Annual General Meeting will be held in September. If you cannot make it, please try to find a stand-in or you will forfeit your \$50 meeting cheque to the Preschool.

- Parents will be responsible for obtaining information missed at the meetings.
- Absence at the meeting must be reported to the President or ED prior to the meeting.
- As a trial, required fundraising fees are on hold for the 2023-24 school year.
- Failure, without just cause, to fulfill your obligations as a member, will result in your membership being reviewed. Parents must participate, as fully as possible, in school activities.

ASSOCIATE MEMBERS

- Any individual interested in supporting the objectives of the Community.
- Receive notice of all meetings.
- Have the option of receiving the Newsletter.
- Receive pre-registration privileges if they have an eligible child.

BOARD OF DIRECTORS

As a not-for-profit, the organization relies on a volunteer Board to oversee parts of the organization. We are always looking for positive, engaged, and strategic-minded individuals to join the volunteer team.

The board consists of 3-11 directors, who meet bi-monthly to represent the best interest of the preschool and the membership.

If you have questions about volunteering on the Board of Directors, please contact the president (president@grimsbycp.org) for more information!

PARENT AND STUDENT VOLUNTEERS

We encourage parents to come and visit the preschool whenever they like. We would appreciate not more than 2 parents per class at a time.

- Volunteers will be asked to follow the Teacher's lead in the classroom
- Be the extra set of hands to the teacher
- Fill/replace supplies
- Cleaning where necessary throughout the classroom
- Assist with keeping the children engaged and involved in the activities
- At no time will the volunteer be unsupervised or left alone with any of the children at the centre
- The volunteer will be monitored by the ED/Supervisor

Above all, BE YOURSELF.

PARENT ISSUES AND CONCERNS

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the preschool licensee and staff to use when parents/guardians bring forward issues/concerns. This Policy was developed on July 1st, 2017.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee, ED, Supervisor, Assistant Supervisor, Educators (ECE).

Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Grimsby Community Preschool and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

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

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be

disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act. For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.asp>

PARENT ISSUES AND CONCERNS PROCEDURES		
Nature of Issue or Concern	Steps to Report Issue/Concern:	Steps for Staff and/or Preschool in responding to issue/concern:
Program Room-Related E.g: schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> • The Supervisor or the classroom staff directly or • the ED. 	<ul style="list-style-type: none"> • Address the issue/concern at the time it is raised or • arrange for a meeting with the parent/guardian within three business days. <p>Document the issues/concerns in detail. Documentation should include:</p>
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> • the ED 	<ul style="list-style-type: none"> • the date and time the issue/concern was received; • the name of the person who received the issue/concern; • the name of the person reporting the issue/concern; • the details of the issue/concern; and • any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
Staff-, Supervisor-, and/or Preschool	Raise the issue or concern to <ul style="list-style-type: none"> • the individual directly or • the ED. <p>All issues or concerns about the conduct of staff, etc. that puts a child's health, safety and well-being at risk should be reported to the ED as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
Student- / Volunteer-Related	Raise the issue or concern to <ul style="list-style-type: none"> • the staff responsible for supervising the volunteer or student or • the ED and/or preschool. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the ED as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Escalation of Issues or Concerns

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to The Board of Directors.

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act, 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

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

Contacts

Ministry of Education, Licensed Child Care Help Desk:

1-877-510-5333 or childcare_ontario@ontario.ca

Executive Director - Melissa McLauchlan:

info@grimsbycp.org

Board President

president@grimsbycp.org