



## **New families**

New families are introduced to the preschool and its staff at an open house, zoom meeting or a scheduled visit to the school during class time. Initial information including the parent handbook, program statement and information about the programs offered is obtained through the website, calling/emailing the Registrar or talking/emailing with the Supervisors or educators.

Parents are informed of the school's philosophy, program outlines, and community support available such as KW habilitation and Kidsability. They are also told about fees, subsidy, medical requirements, volunteer options and committee involvement that is expected of the parents as a Co-operative Preschool Program.

## **Member families**

The staff and Board of Director members are formally introduced at the Fall Annual Meeting. The board and educators talk about the school and give helpful information for families. They also make mention of the Child Guidance for Contravention of Children, Program statement and child guidance practices, Playground Safety and Anaphylaxis Policies that all families must read and understand. The actual policies are reviewed and signed off if a parent is volunteering on the board or in the classroom around the child's first day of school or before taking on a shift/role.

Parents in the cleaning committee are given a brief tour to locate the supplies for the school, conducted by the school improvement officer. WHIMIS and cleaning routines and checklists/expectations are shown during this tour.

## **Staff , Volunteers and Students**

Staff, volunteers and students will be introduced to the school following the Orientation Procedure. The Supervisor usually performs the Orientation for volunteers and non-participating parents during the week of staggered starts in September. New members receive an Orientation Tour after they join the school at an agreed upon time.

Orientation for staff, volunteers and students occurs as needed and at an agreed upon time. Orientation is typically done by the Supervisor. Policies are to be reviewed on our website at [www.waterloopreschool.org](http://www.waterloopreschool.org) and signed off on in the orientation binder once the review is complete. The orientation video is viewed and once both policies and the video is complete All staff, volunteers and students will have full files including immunization information, VSC and first aid (if applicable) and will complete the orientation questionnaire to show their understanding of expectations and best practices and sign off on all Emergency medical plans, Individual support plans, allergies before interacting with the children. The child guidance and program statement implementation record will be

provided prior to interacting with the children.

Also Reference: Staff development policy, child guidance practices, volunteer supervision policy, harassment policy

*Revised: November 2023 by Tracey Marques, Patty Fallis-Robbins and BOD.*

*Approved By: Sravani Tammishetti (Admin Assistant) on January 5, 2024*

*Seconded By: Matt McCarney (President) on January 8, 2024*