

**Waterloo Co-operative**  
**PRESCHOOL**  
“a place to grow”



# **Parent Handbook**

## **2023-2024**

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This Parent Handbook aims to provide you with the information you need about the programs the Preschool offers, how the Preschool operates and how to register with us. We hope that the information in this Parent Handbook will enable you to ensure your child and your family can make the most of the Waterloo Cooperative Preschool experience!

The Parent Handbook is available for download from the [Parent Resources](#) tab on the preschool website and a hard copy will be made available upon request. The most up to date version of the Parent Handbook is always available on-line. Families are asked to sign that they have read the Parent Handbook when they register. Preschool families receive email notification of updates to the Parent Handbook throughout the year and are asked to sign that they have read the updates to the Handbook.

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## **Welcome To The Waterloo Cooperative Preschool**

We are a non-profit co-operative preschool run for the children, by the parents. We are proud to have 2 caring and highly experienced Registered Early Childhood Educators who lead our programs with the needs and interests of our children in mind. We offer families the opportunity to play a vital role in their child's education by participating in the classroom once a month if they wish. We know you will love our preschool as much as we do! Waterloo Co-Operative Preschool has been in operation since 1969.

## **Philosophy**

We welcome you and your child to join us for an early learning adventure! Our philosophy is to provide 'a place to grow' in a safe and fun environment where children are treated responsibly with dignity, respect and care. Our teachers offer a program including child lead and free play elements that is designed to enrich your child socially, emotionally and intellectually.

## **Location**

We are centrally and conveniently located in Uptown Waterloo at the corner of Bridgeport and Albert St. (entrance off Albert St.). We occupy the lower level of Emmanuel United Church. Although we are not affiliated with the church, we are able to use much of the facility, including our main classroom, a full-sized gymnasium and a fully-fenced outdoor play area. Our location provides a cozy yet stimulating atmosphere for the children and we make the most of it in every class.

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

Waterloo Co-Operative Preschool is a parent co-op. Families work together to manage the successful operation of our school. Being part of a parent co-op is a very rewarding experience. Our preschool provides the opportunity to be involved with your child's early education and their day-to-day interactions. All of the members pool their resources to create a successful program. We as the parents are the assistant teachers, the administrators, the fundraisers, the maintenance crew and the organizers. Together, the families of Waterloo Co-Op have been running a successful program for over 45 years!

How we run the school is organized and administered by the parent members through the Board of Directors, and operated for them by our supervising teacher and other trained staff. It is non-profit and non-sectarian. The parents employ teachers, equip the school, maintain membership and meet the budget. Tuition fees are now funded in part by the Region of Waterloo. Parents are expected to meet the guidelines as outlined in this Parent Handbook.

Link To Board of Directors Manual Here:

<https://static1.squarespace.com/static/5c02957970e802a128c204b7/t/60ca97c11656ca5b78261de2/1623889859457/Board+of+Directors+Handbook+Aug+2019+%281%29.pdf>

The school is licensed by the Ministry of Education, who determine the maximum allowable number of children, and was incorporated under the Co-operative Corporations Act of 1973 on November 15, 1974. We follow all required policies, procedures, and best practices from all our governing bodies. Most of the policies and regulations of the school are formalized in the Articles of Incorporation, and more specifically, in the by-laws. They are also stored in the Policy and Procedure Binder and available on our website. Copies of the Policies and Procedures and by-laws are at the school, on our website or may be obtained from the secretary on request. Documentation may be kept in hard copy or electronically.

Online licensing manual:

<https://files.ontario.ca/edu-child-care-centre-licensing-manual-en-2021-04-21.pdf>

Childcare and Early Years Act 2014

<https://www.ontario.ca/laws/statute/14c11>

How Does Learning Happen

<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>

## **Quality Initiatives**

Our preschool participates in community standards programs within the Region of Waterloo. We are a licensed program that recognizes and supports best practices in child care delivery. We have participated in quality initiatives since 2005. Our achievement levels are posted on our parent information board for your viewing.

## **Licensing**

The school is licensed by the Ministry of Education, and adheres to all regulations and standards set down by the Child Care and Early Years Act (CCEYA). The Ministry determines the maximum allowable number of children in our programs. Waterloo Cooperative Preschool operates at a low child-adult ratio. Our license is reviewed annually and regularly inspected by our program advisor from the Ministry of Education.

## **Staff**

The staff at the Waterloo Co-Operative Preschool consists of two professionally trained Registered Early Childhood Educators. The Supervisor is a member of the College of Early Childhood Educators and they both have up-to-date First Aid and CPR certification. The Preschool supports the teachers in professional training and development as an opportunity for improving current work performance, providing the best care for the students and meeting future organizational needs.

Evaluation of the staff occurs through the Teacher Evaluation Survey and from observations of the Board of Directors. The staff sign a yearly contract and submit a copy of regular medical examination, TB Test, and Criminal Reference Check including vulnerable children's sector.

**Our Staff:**

***Tracey Marques:***

Tracey is our Educator/Supervisor. She joined Waterloo Co-operative Preschool in September 2013.

In 1995 Tracey graduated with her Social Services Diploma from Conestoga College and led life skills groups at the Canadian Mental Health Association for individuals with mental health concerns and volunteered with inmates at the Guelph Correctional Centre. Tracey began working with children at the Guelph YM/YWCA as a team teacher. She was promoted to team leader after obtaining her School Age Certificate (with distinction) in 1998 and eventually became School Age Supervisor with a team of 10 staff. After the birth of Tracey's first child, Tracey opened and operated her own licensed private home daycare for 10 years while her children were young, she continued to participate in workshops, attend conferences, and join panels to keep her skills up-to-date. Tracey continued her studies and became Registered in the field of Social Services Work in 2008 and a Registered Early Childhood Educator in 2010. Tracey has also worked as a child care centre supervisor; as an ECE in kindergarten with the Board of Education; and has been an inclusion facilitator for children with differing needs. Tracey has been involved in licensed child care for over 29 years now and is always ready for a challenge.

Tracey is the mother of two beautiful young ladies. Her family has been very involved in soccer and hockey, horses and ball. Tracey volunteered to coach when the girls were young and to fundraise as they got older and became more competitive. Her girls are now a RVT and a RSSW. Tracey enjoys cottaging, fishing, four wheeling in the sand dunes, hiking, snowmobiling and loves her kitties and her border collies Crosby and Vinnie. Tracey stands on the board for the Whiskey Harbour Recreation Association and organizes several events over the summer at her cottage.

Tracey believes that developing close relationships with the families she partners with will enhance child development in a fun and enthusiastic way.

Tracey enjoys mentoring University students and Early Childhood Education students who come to Waterloo Cooperative Preschool to complete their placements. Tracey is thrilled to take part in partnerships within the community while fostering and promoting inclusion, open communication and diversity in our Preschool.

Tracey embraces the opportunity for you to allow your child to grow within our preschool. Tracey thrives on watching the children she guides grow into confident young people full of adventure and curiosity... with a love for learning.

### ***Patty Fallis-Robbins***

Patty is our assistant educator. She joined Waterloo Cooperative Preschool in January 2018.

Patty is very excited to be a part of the Waterloo Co-operative Preschool and looks forward to learning with your children, having fun, and new adventures.

In 2013 Patty decided to pursue her childhood dream of being an ECE. She took a supply position at Creative Beginnings in Baden and fell in love with the career. A position became available and she worked part-time in the after school program and enrolled in the distance ECE program at Loyalist College. Patty left Creative Beginnings after working a year to take a position at Inspiring Minds in Wellesley in their kindergarten after school program. She worked in the program for 3 years, working a year in the before school program too. More recently, Patty worked two full days a week, one day in the Toddler room and one in the Preschool room, while continuing to work in the after school program. At the end of August Patty left Inspiring Minds to finish her

ECE course, which was a placement in the Kindergarten classroom at Grandview Public School. During this time Patty was given an opportunity to work in Tavistock Preschool two mornings a week and in an after school program at Holy Family School in New Hamburg, all while still finishing her placement hours. On December 18<sup>th</sup> 2017 Patty finished her hours and her ECE course and registered to the College of ECE.

Patty currently lives in New Hamburg with her husband and three grown children.

## **Volunteers, Students and Partnerships in the Community**

The Preschool welcomes volunteers and psychology students into the classroom on a regular basis. Our students on placement are from Wilfrid Laurier University in the Psychology and Child Development program and various programs offered by The University of Waterloo. We mentor students from the ECE Program at Conestoga College while they complete their placement at Waterloo Cooperative. We also partner with Resource Consultants and other professionals, such as KW Habilitation and KidsAbility on a regular basis.

We strive to maintain positive relations with our partners in the community including the Waterloo Public Library, Wilfrid Laurier University, Waterloo University, Conestoga College and Adopt a Grandparent program.

Students and volunteers are interviewed by our Supervisor before they come into the classroom. All policies including the Child Guidance policy, prohibitive practices, goals and planned outcomes are discussed as well as the Preschool Program Statement. A clear Criminal Reference Check including Vulnerable Sector Check and up to date immunizations are required by all staff, students, volunteers, board members, participating parents, resource consultants and regular visitors before they interact with the children.

Training procedures are reviewed with each volunteer and student and Policies and Procedures are signed. Volunteers and placement students will be encouraged to participate to the level of their comfort but always under the supervision of staff and are never left alone with the children or counted in ratio.

## **Education Philosophy**

With *child lead learning* we introduce topics for learning and provide hands-on experiences to scaffold learning and encourage deep play within a safe enriching environment, with interesting activities for children to explore while we respond to individual interests. Educators are able to develop activities, decorate the classroom and prepare crafts that enhance learning. Parents are informed about the interests that the children are exploring so they can continue learning at home. See our [Program Statement](#)

*Emergent curriculum* is based on the children's and teacher's current interests and passions guiding the learning, play and activities. The children could be interested in the butterfly they saw while out on a walk, so they come in and discover butterfly life cycles. With interests emerging, one week it could be farm animals and next week it could be space.

At the Preschool, we use a hybrid approach that combines child lead learning with emergent curriculum to ensure the children and families are getting the most out of their preschool experience. Both educators inherently use the emergent and inquiry based curriculum philosophy when interacting with the children, letting the children's interests guide their time at preschool. They also believe that incorporating topics into the

classroom helps to ensure there is a good variety of ideas to use in learning that naturally occurs, adds fun activity possibilities and encourages parents to further enhance the learning at home. The educators use up to date research and documents such as “How does learning happen?”, “Early Learning for Every Child Today” and the Ontario Kindergarten Curriculum to guide them in planning and displaying documentation of learning that occurs.

The focus is not on teaching a body of knowledge or a predetermined set of topics. Nor is it centered on children’s achievement of a specific skill set. In the early years, programs are most effective when the content of learning is focused on supporting the development of strategies, dispositions, and skills for lifelong learning through play and inquiry. Through play and inquiry, young children practice ways of learning and interacting with the world around them that they will apply throughout their lives. Problem solving and critical thinking, communication and collaboration, creativity and imagination, initiative and citizenship are all capacities vital for success throughout school and beyond.



## **Waterloo Cooperative Preschool Program Statement**

Waterloo Co-operative Preschool (WCP) embraces the pedagogy set out by collaborating materials and research that helps set the standards on high quality programming. We believe that "children are competent, capable of complex thinking, curious, and rich in potential. They grow up in families with diverse social, cultural, and linguistic perspectives. Every child should feel that they belong, is a valuable contributor to their surroundings, and deserves the opportunity to succeed. When we recognize children as capable and curious, we are more likely to deliver programs and services that value and build on their strengths and abilities."

We follow and implement the newest research expressed in the document "*How Does Learning Happen?*" (<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>), which asks educators to be attuned to what children know, what they wonder about, and their working theories about the world around them. Educators engage with, observe, and listen to children. They discuss with other educators, as well as with children and families and caregivers, the possibilities for children's further exploration in increasingly complex ways. All are co-learners, constructing knowledge together using the environment as a third teacher.

**Waterloo Cooperative Preschool promotes the health, safety, nutrition, and well-being of the children and families enrolled at the preschool.**

### **Goals**

- For the children to explore and navigate through an enticing and safe learning environment that promotes independence and sense of competence.
- To enable children to aid in delivery of safe choices and take part in routines that promote safety.
- To prevent accidents and increase health, safety, nutrition and well being of children.
- To educate children about health and safety concerns (e.g., sanitary issues, healthy food choices, safe decisions, rule-making, keeping feet on the floor) and to scaffold their learning.
- To actively support during the washroom routine by listening to see if another staff needs help.

### **Approaches**

- Design environments to be child-friendly, safely set up and well thought out. For example, toys, equipment, and materials should be placed within reach of children to extend learning or foster curiosity.
- Regular head counts (before leaving an area, transitions)
- Allow children to aid in set up and delivery. For example, provide materials needed to set up snack tables such as table cloths, tongs, and classroom materials.
- Encourage children to make safe choices and have intentional decisions and discussions. For example, use walking feet and gentle hands, hold the railing, etc.
- Create a daily flow that allows for proper hand washing and use of the toilet.
- Post a menu that contains healthy food choices based on Eating Well with Canada's Food Guide that respects culture and food sensitivities.
- Sing the "tap the wall" song to maintain safety from playground to classroom.
- Have children contribute to create rules.
- Follow rules and regulations set out by regulating bodies such as health unit and licensing bodies.

- Maintain a clean, healthy environment, following health policies and logging and cleaning toys.
- Actively supervise children and enforce volunteer supervision policies to ensure safety.
- Review all policies, allergy lists, ISP plans and procedures with all staff and volunteers prior to any shift.
- Document in the daily journal and in other logs any events or issues that affect the well-being of staff, students, parents, volunteers, and children.
- Think of ways to prevent exposure to allergens
- Post allergies, preferences, medication information for easy access and instruction and keep copies in the binder.
- Keep children who use epi pens in the same group as the teacher with the backpack (if the group is ever split into more than one).

**Waterloo Cooperative Preschool prioritizes positive and responsive interactions among the children, parents, childcare providers, and staff.**

### **Goals**

- To build rapport and positive relationships with children and families.
- To operate as a cooperative preschool involving parents, children, and staff in all aspects of programming.
- To focus on the strengths of all parents, Board of Directors, and children as leaders.
- To enable the Board of Directors to actively participate in the operations.
- To provide opportunities for families to engage in a sense of community and belonging by offering events and opportunities to take part.

### **Approaches**

- Get down to children's level and provide a warm welcome each day.
- Teachers meet with new families, have small group orientations, and assess individual needs prior to joining classes.
- Daily chats with parents at the beginning or end of class, or scheduled meetings.
- Support students in their learning objectives.
- Provide supervision to students and volunteers, who are never left alone with children.
- Show value towards children's contributions.
- Foster positive relationships by truly getting to know each child and responding to their needs. Provide individual attention and care by the use of active listening (can be responsive in use of observation), responding to cues, or by adding materials to enhance play and relationship.
- Encourage parents to participate and adopt our cooperative preschool philosophy.
- Treat all individuals with respect and appreciate diversity.
- Promote constructive interaction.
- Request feedback through annual AGM surveys, regular feedback surveys, and staff evaluation surveys.
- Host planned events such as Family Fun Night, Train Trip and Mother's Day Tea.

**Waterloo Cooperative Preschool encourages children to interact and communicate in a positive way, and supports their ability to self-regulate.**

### **Goals**

- Focus on and establish close, meaningful relationships that support intrinsic motives and decisions.
- Create an atmosphere of role modelling positive interactions with others, showing respectful, meaningful interactions, labelling feelings, and encouraging ideas.
- Enable children to communicate to the best of their ability – scaffold their understanding of positive, reciprocal relationships and friendships.

### **Approaches**

- Feeling and friendship focus, practicing entrance to play skills.
- Predictable routine and structure and daily flow to promote self-regulation.
- Planned and spontaneous activities to give children opportunities to practice new skills while mastering old ones.
- Use of picture cues to enable communication as needed.
- Ensure sufficient gross motor and body movement opportunities.
- Provide opportunities where children are given choices to engage in activities that are of interest to them.
- Enforce our sharing philosophy and teach children to finish what they started and help them remember to give it to a peer who is waiting when done.
- Role model appropriate words to use, prompt speech, and aid in responsive reciprocal communication.
- Have children create the safety rules, be a leader and hold doors open for their peers, help serve snacks if desired, set up carpet activities, help give out props, or take part in reading/re-telling stories.
- Provide parents with helpful phrases and terms.
- Be positive with children and role model phrases they can use to communicate.
- Actively Listen to children and enable them to find ways to meet their own needs by providing the environment, routine, materials or words they need to achieve it.

**Waterloo Cooperative Preschool fosters children's exploration, play, and inquiry**

### **Goals**

- Foster children's natural curiosity and desire to learn and try new things.
- Provide a safe, nurturing environment with consistent teachers who have formed positive relationships.
- Teachers will observe, document and react to stimulate children's creativity and problem solving skills.

### **Approaches**

- Take pictures of the process of projects and steps children take when experimenting.
- Show parents these pictures (post on Seesaw, add to portfolios).
- Provide safe materials for children to explore, plan, manipulate, sort, experiment, re-discover and

master.

- Provide opportunities to act on children's interest to create projects that encourage inquiry.
- Rotate toys regularly to allow children to choose and take part in toy selection.
- Foster play-based learning.
- Enhance play and relationships by adding materials or items to foster further experimentation.

**Waterloo Cooperative Preschool provides child initiated and adult supported experiences.**

### **Goals**

- Provide a balance between child initiated (constructivist approach) and adult supported (instructivist approach) experiences based on both childrens and teachers interests.
- Find learning in everyday natural experiences.
- Foster a love for learning.
- Ensure safety within routines.
- Create experiences based on HDLH and pedagogical philosophy and up to date research.

### **Approaches**

- Within a structured day, provide play-based learning.
- Create a daily flow that meets individual needs.
- Have a list of possible topics or ideas for discovery ready, to combine with individual interests, to provide a good variety of stimulating activities and ideas for learning.
- Provide "All About Me ", show and share opportunities and allow children to bring items from home to talk about/explore with their peers.
- Introduce objectives to expose children to interesting concepts or movements that they can build on and experiment with (based on developmental needs).
- Scaffold learning.
- Help children find words needed to sustain/enter play.
- Use HDLH phrases in portfolios/ documentation.

**Waterloo Cooperative Preschool plans for and creates positive learning environments and experiences, in which each child's learning and development will be supported and which is inclusive of all children, including children with Individualized plans.**

### **Goals**

- Promote a holistic approach that fosters social, emotional, physical and spiritual development.
- Support children and families and their culture.
- Value differences and similarities.
- Create a sense of community.
- Ensure our programs are inclusive and accessible and set up to promote experiences and learning.
- Make children the main focus. The time they have there is about them – be attentive to their needs.
- Adults enhance the experiences and build relationships.

## **Approaches**

- Adapt activities to ensure all children can participate.
- Develop and follow Individual Support Plans.
- Keep up-to-date on best practices.
- Follow children's lead – challenge them with open-ended and higher level questions.
- Bring learning to the next level.
- Set up diverse toys and equipment in an inviting way.
- Set up intentional learning opportunities at tables, carpet, or outside, designed for hands-on discovery.
- Foster equity, inclusion, and authentic diversity; encourage children to bring things in from home, survey families about celebrations, practices, and traditions, and try to incorporate them into the classroom.
- Support full active engagement.
- Maintain low ratios, high-adult presence (volunteers, parents).
- Promote leadership among the children – give them comments that help them to share power.

**Waterloo Cooperative Preschool incorporates indoor and outdoor play as well as active play, rest, and quiet time into the day and gives consideration to the individual needs of the children receiving care.**

## **Goals**

- Ensure a balance in the routine and flow to allow for active gross motor play, music, drama, quiet activities, puzzles, books, building, and enquiry-based learning.
- Use a preventative and proactive approach – take time to plan a day based on external issues and individual needs e.g., weather, emotions, health, interests, and other needs. Adapt as appropriate.

## **Approaches**

- Set up in areas and time frames that enable children to engage in deep play.
- Flow from activity to snack to free play to group time (do not disrupt play with too many transitions).
- Have a sense of predictability to know what comes next – sense of security and control.
- Use of picture cues (via pictures on lanyards) and individual story books where needed.
- Collaborate with KW Habilitation and other resource consultants as needed. Have regular team meetings.

**Waterloo Cooperative Preschool fosters the engagement of and ongoing communication with parents about the program and their children.**

## **Goals**

- Provide annual AGM, orientation, and foster ongoing open communication,
- Provide a means for parents to communicate with teachers and the Board.
- Ensure teachers make time for brief updates after class, use the Seesaw app, and add white board memos, zoom meetings and Seesaw updates.
- Promote parent participation in various ways.
- Ensure the membership gives input.

## **Approaches**

- Email membership to invite to meetings and monthly newsletters providing updates, policy changes, events, and encourage open communication with the Board of Directors and teachers.
- Post information and pictures on our website and on Seesaw, in the hall
- Provide email addresses of teachers and Board of Directors.
- Create Seesaw Portfolios for each child.
- Invite parents to be guest speakers or share traditions, recipes and pictures with the class.
- Provide ongoing feedback (evaluation to be available to parents in order to promote timely responses and ensure membership satisfaction).
- Survey parents frequently and seek and respond to feedback given.

**Waterloo Cooperative Preschool involves local community partners and allows those partners to support the children and their families and staff.**

## **Goals**

- To see evidence of community partnership and involvements that support children, families and staff.
- To have a referral process in place for children and families to meet needs and partner with others to optimize experiences and outcomes.
- To have a community advisor on the board of directors and allow that partner to support the children and their families and staff and provide continuity as board members move on.

## **Approaches**

- Offer video resources/links on our website. [www.waterloopreschool.org](http://www.waterloopreschool.org)
- Meet with church affiliates – share our vision.
- Invite librarians and other partnerships into the classroom.
- Have guest speakers and utilize resources and professionals e.g., health unit.
- Be open to trying new things.
- Host Family fun night and Spring Fling events.
- Foster community partnerships with KW HAb, library, CLS students, ECE, etc.
- Link up with neighboring community groups i.e. seniors yoga.
- Maintain active involvement in the community via food bank donations, OneList, professional resource centre, and financial aid.
- Invite past board members to join BOD as an advisor to help with continuity.

**Waterloo Cooperative Preschool supports staff who interact with children in relation to continuous professional learning.**

### **Goals**

- To increase staff and parents' knowledge base by promoting ongoing Professional Development.
- To participate in continuous learning opportunities required by the region, College of ECE and other regulatory bodies.

### **Approaches**

- Offer information on newest research for parents/staff.
- Accommodate time set aside for staff reflection, team meetings, and planning.
- Have teachers summarize the workshops they attended for the Board of Directors.
- Have regular teacher evaluation meetings with the Board of Directors.
- Review and self-evaluate child guidance monitoring forms along with results from the survey to build the basis for goal setting.
- Promote employee wellness (emotional, physical and mental).
- Listen to children and enable them to find ways to meet their own needs by providing the environment, routine, materials, or words they need to achieve it.

**Waterloo Cooperative Preschool documents and reviews the impact of the strategies set out in the statement above on the children and families.**

### **Goals**

- Conduct room and Region evaluations and review results.
- Request Teachers to provide feedback.
- Request Board of Directors to provide feedback.
- Request Parents to provide feedback.
- Be open to ongoing feedback, and provide staff time to reflect on their practices.
- Review each year and plan ahead based on learned info/experiences and parent feedback.
- Stay up-to-date with new legislation, regulations and revise program statements annually.
- Ensure the Program statement is available online on the school website [www.waterloopreschool.org](http://www.waterloopreschool.org) and in the policy binder and is also discussed during orientation.

### **Approaches**

- Observe documented feedback, licensing and region visit summaries and discuss at board meetings.
- Establish strategies to meet individual/group needs as they come up.
- Use the child guidance program statement implementation record monitoring form for staff to aid in goal setting and measure effectiveness of program statement and training needs.
- Perform annual surveys, children's observation reports, and picture diaries.
- Perform an annual review of the program statement by January each year.

- Review ongoing feedback provided by membership three times a year.
- Have teachers ask children for their input/feedback.
- Ensure all staff, students, duty parents and volunteers review the statement prior to interacting with children and any time the statement is revised.
- Supervisor ensures the approaches set out are implemented in the operation of its program.

### **Program Statement Implementation Policy**

Waterloo Cooperative Preschool ensures that all new staff, students, and volunteers review the Program statement prior to interacting with the children and whenever it is modified.

The Supervisor will conduct orientation sessions prior to any active shift. Signatures will be required once these sessions are complete. Any revisions will be discussed at board meetings prior to being emailed to the membership and posted on the website. Attendance of the September AGM and orientation is mandatory.

Waterloo Cooperative Preschool shall ensure that the approaches set out in this program statement are implemented in the operation of its program with regular observation, evaluations, documentation, and review of the statement and its objectives each year during the Annual Planning meeting or during regular board meetings. Questions set out in regularly sent out surveys to the membership will aid in determining what revisions will be made to the program statement each year.

Staff and all volunteers will be monitored with child guidance reviews and the Supervisor will provide feedback. The Board will meet with staff after each staff completes a self and peer assessment and self-reflection tool which will then be used to create goals and objectives for the staff. These goals will be monitored on the staff child guidance and program implementation monitoring forms and during goal review meetings that are conducted several times a year. Staff will be required to participate in the College of ECE continuous professional learning self-reflection tools and other professional development workshops.

Waterloo Cooperative Preschool's child guidance policy reflects the prohibited practices as well as preferred best practices and strategies.

Parents will be provided video training tools, information in newsletter and links to aid them in finding up to date research on child development and adult-child interactions.

WCP will obtain consent from parents to partner with KWhabilitation resources to ensure an inclusive environment that responds to Individual Support plans. WCP will address individual needs and use child guidance practices and creative strategies to address behavior while working as a team.

Staff and volunteers are expected to be engaged with the children and make the needs of the children the primary focus while on duty.

While on duty, staff and volunteers are to greet children and parents, get down to children's level and focus on positive interactions.

It is expected that adults in the room will provide safe opportunities for children to explore open-ended materials.



Children are given opportunities to engage socially with their peers. They are actively supervised by trusted adults who help scaffold the children's learning to ensure positive interactions and outcomes.

Children are given the opportunity to explore freely with a balance of daily routine, adult-lead and child-lead activities.

Our actions are a reflection of the program statement. It is expected that staff and volunteers are familiar with the program statement and its goals and objectives and re-read it as needed.

### **Child Guidance And Prohibited Practices**

- At Waterloo Cooperative preschool our primary child guidance strategy involves redirection. A child will be redirected to an alternate activity giving them the choice between two areas (e.g. sand table or workbench).
- Adults will intervene and a child will be assisted in sorting out feelings and aggression. A child will never be left completely alone.
- Under no circumstances will an educator, assistant educator or participating parent strike a child, belittle a child, or express themselves in an uncontrolled manner. This applies to volunteer parents in their parent/child relationship when serving as an assistant in the school. Corporal punishment of a child is prohibited.
- Physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision is prohibited, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care centre for the purpose of confining a child, or confining a child in an area or room without adult supervision is prohibited, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- The use of harsh or degrading measures or threats or use of derogatory language directed at or used in presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth is prohibited.
- It is prohibited to deprive a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- It is prohibited to inflict bodily harm on children including making children eat or drink against their will.

### **How Will Contraventions Be Dealt With?**

If during observation or report, a staff or volunteer contravenes our program statement, policies, Individual Support Plans or child guidance practices, it will be documented in the daily journal and on tracking forms used to monitor compliance. At times it may be necessary for the supervisor to review the program statement or any other necessary policies with the staff or volunteer and have them re-sign their understanding of the expectations. Further professional development may also be advised if the supervisor feels it is necessary. Staff performance is reviewed during both formal and non-formal meetings (ie during debriefing and reflection

times just before or just after class).

## Program And Fee Structure

We offer Toddler, Preschool and KinderPrep programs. They are briefly described here. The educators are happy to provide more information or help decide which program is the best fit for your child.

Toilet training is **not** required for any of our programs. The preschool reserves the right to select and schedule appropriately screened supply staff as needed, at the discretion of permanent staff and/or the board of directors. All fees apply whether permanent staff or supply staff are in the classroom and for all absences.

### Toddler Program

The toddler two-day program for students 18-30 months of age and is designed to promote social skills and independence in the children. Toddler class runs Tuesdays and Thursdays from 9-10:30am in September and 9-11am from October to June.

### Preschool AM Program

Preschool programs are offered three mornings a week on Mondays, Wednesdays and Friday mornings from 9-11:30am from September to June. The program is designed for students 30 months to 4 years old and helps to promote social skills and independence while setting the foundations for kindergarten. Children should attend Preschool before they attend Kinderprep or meet with the teachers before signing up for KinderPrep

### Preschool PM Program

This class is offered two afternoons a week. It is offered for students 3-4 years old on Monday and Wednesday afternoons from 1-3:30pm from September to June

### KinderPrep Program

This enhanced program is designed to bridge the gap between preschool and kindergarten and is beneficial for 3-5 year olds. The program is designed for children who enjoy a bit more structure, group and table time and who are entering JK the following September. Children should have attended Preschool first before KP or have a meeting with the Supervisor to ensure suitability. KinderPrep is offered as a three afternoon a week program from 1-4pm from September-June.

The combination of two days of preschool and two days of KP classes can also offer an alternative to junior kindergarten for those children not yet ready for a full day of structured learning or those that choose not to attend. For those that want a slower transition into the school system there is the option of attending part-time in school and half days in Preschool.

## How Do We Register?

### Admissions Policy

Waterloo Co-operative Preschool is an all-inclusive program. We invite applications for children from all backgrounds, including, but not limited to, differing cultures, financial status, religion, family status, and abilities. Families interested in registering their child with us are invited to view our [website](#) and Parent Handbook online prior to applying on [OneList](#). For the most up-to-date registration information, email the Membership Officer ([waterloopreschool.membership@gmail.com](mailto:waterloopreschool.membership@gmail.com)).

Places at the preschool are available on a first come, first served basis and based on eligibility (ie. age and readiness). Registrations are accepted throughout the school year, based on availability. Pre-registration for the upcoming school year begins in the month of March and is open to current families for a two week period before being opened to the general public. Spaces for some classes fill up quickly, so getting the pre-registration form in early is advised. Additional applicants are placed on a waitlist ordered by date/time receipt of pre-registration forms.

For parents wishing to register their child in the class for an older age group, a written letter stating the child's age and any special accommodations/requests needed to ensure the child's health and safety will be required.

All applications are subject to approval by the teachers and the Board of Directors. Exceptions for eligibility can be made at the discretion of the teachers and the Board of Directors. Up to 20% of students per class can be under the age requirements as per ministry guidelines. In order to be accessible and reduce barriers to equal access to quality childcare, some spaces may be prioritized to those on subsidy or with special needs.

### Admissions (Registration) Procedure

#### 1. **OneList:**

An application to the Preschool is made via OneList (<https://regionofwaterloo.onehsn.com/>). A list of steps to ensure you find the Waterloo Cooperative Preschool on OneList is available on the 'Register' tab of the Preschool web page. You can also contact the Membership Officer for assistance at [waterloopreschool.membership@gmail.com](mailto:waterloopreschool.membership@gmail.com).

The Membership officer will contact you once your application is received. Where possible we will respond within 72 hours of application. Please note, our membership officer is a parent volunteer.

#### 2. **Tour:**

Applicants will be offered the opportunity to take a tour of the facility. Tours are usually held weekdays at 12 noon, but other arrangements can be made if necessary. Several families may attend the same tour. Please bring your child with you; children are encouraged to explore the classroom during a tour. We will give a description of the program(s) of interest, information about fees, medical requirements, participating options and the co-op involvement that is expected of the families. A tour is the ideal time to begin a discussion about any requests or special needs your child may have.

Open Houses will be held in November, April, and August, and any other time throughout the year should the need arise. Board members are encouraged to attend Open Houses to speak with prospective families and answer any questions about Board or co-op roles.

### 3. **Pre-registration form and Membership fee:**

To hold a space at the preschool, or to be added to the waitlist, please return a completed pre-registration form to the Membership Officer. Once a space is confirmed to be available, your non-refundable membership fee of **\$23.63** must be sent via e-transfer to the preschool at [wcp.etransfer@gmail.com](mailto:wcp.etransfer@gmail.com). Families who have been granted subsidy are not required to pay any extra fees including the membership fee, field trips, etc., however they must submit a letter or email confirming their subsidy status to the Membership Officer for these fees to be waived.

The Membership Officer will send the pre-registration form with the email response to the email address listed on the OneList application. The form is also available from the [Registration](#) tab on the Preschool web page.

If your child is added to the waitlist, the membership fee will not be required until a spot becomes available.

### 4. **Pre-Authorized Debit Payments**

All enrolled families agree to pay fees (other than the Membership fee, the Deposit and the Obligation Opt-Out fee *if applicable*) via Pre-Authorized Debit directly from your financial institution/bank account. Fees are directly withdrawn from your account at no additional cost to you. Families must fill out a Pre-Authorized Debit Agreement included with the Registration Package. Returning families do not need to complete a new Agreement each year if one already exists and the information has not changed.

### 5. **Registration pack:**

Once the pre-registration form has been submitted, the Membership Officer will either send the full registration package and request that the membership fee be sent via e-transfer, or inform the family that the child is on the waitlist.

Once the completed registration package is returned to the Membership Officer and it has been confirmed to be complete, and the last month's tuition deposit has been sent via e-transfer, the child can begin class at the Preschool.

If a child has individual needs identified, a meeting will be arranged prior to the child starting school to ensure support is in place and accommodations made in order to be fully inclusive and allow the child the opportunity to succeed.

### **Applications For Kinderprep**

Any new families wishing to register their children for KinderPrep may need to meet with the teachers prior to registration to ensure that the program is a good fit for them. Children between ages three and four who register over the summer will first be placed in the afternoon Preschool class to determine readiness for the senior KinderPrep program. Once readiness is identified by the teachers, the child may be moved to the KinderPrep class. Any child over age four may be placed in the KinderPrep program initially once a Developmental Domains form is completed and returned to the teachers.

## Completing The Registration Pack

The registration pack contains the following:

- Registration Form. In our registration form there is a link to our [Parent Handbook](#), which contains our Program Statement.
- Pre-Authorized Payment agreement
- Region of Waterloo Public Health Parent Information Letter for children attending a child care centre in Waterloo Region.
- Region of Waterloo Public Health Parent Immunization Information Form (Form A for new children, form B for returning children).
- Offense Declaration for Applicants and Licensees (for Board Members and Classroom volunteers)
- Pre-employment Health Form (to be completed by participating parents only).
- Volunteer confirmation form (for participating parents to take to the police station).
- Hand sanitizer consent form
- Health Policies Recognition and Agreement
- SNAP referral consent form
- Development Domains form

Registration is complete once the Preschool has received a completed Registration package, two copies of your child's immunization records, and receipt of the membership fee and last month's tuition deposit. Family members wishing to become a classroom volunteer also need to present a clear Vulnerable Sector Check and to provide a completed Pre-employment Health Form, including vaccination history. Any family member interested in serving on the Board of Directors must present a clear Criminal Record Check, an offense declaration, and a non-interaction with children form. If interaction with children will occur then the board member should present a clear Vulnerable Sector Check.

Any child needs to have up-to-date immunizations before beginning class. Opt out forms are available for exemptions based on medical or conscientious grounds. These forms must be on Ministry standardized forms and signed by authorized individuals. A copy is provided to public health.

All records are kept on site locked in the filing cabinet. Files are kept for three years. Any written instructions outlining medical treatment, medication use, or instructions for diet, rest, or physical activity provided by the child's doctor must be submitted and signed by a parent. The local Medical Officers of Health provide direction regarding medical information, and are permitted to inspect records.

**Important Note Regarding Canada-Wide Early Learning Child Care (CWELCC)**

**Plan:** The eligibility of our application to opt-in to the Canada-wide Early Learning and Child Care System has been confirmed. This Fee Policy is subject to change based on CWELCC Plan terms and funding. More information will be provided as it becomes available.

CWELCC will impact our **Base Fees** (Registration/Membership fee and monthly tuition). Base fees are those fees that are required in order for the child to attend the Preschool. Our **Non-Base Fees** (Opt out fees, any fees that are charged due to missed Obligations [see below], late fees, field trips, etc) are those that are not required as families can choose to volunteer. These are not subject to CWELCC and therefore will not change in conjunction with the Base fees.

**Registration Fees**

To register your child for Waterloo Cooperative Preschool, a **non-refundable** Membership Fee of \$23.63 is required. There is only one Membership Fee per family, per year. **The Membership fee will hold an available place in your desired program until the Registration Package is completed.**

Upon submission of the completed Registration Package, all families must pay their last month’s tuition payment as a security deposit via e-transfer. **This Deposit is non-refundable after July 30th.** The Deposit will be applied to the last month’s tuition payment, subject to the [Service Termination/Withdrawal Policy](#).

**Pre-Authorized Debit Payments**

All enrolled families agree to pay fees (other than the Membership fee, the Deposit and the Obligation Opt-Out fee *if applicable*) via Pre-Authorized Debit directly from your financial institution/bank account. Fees are directly withdrawn from your account at no additional cost to you. Families must fill out a Pre-Authorized Debit Agreement included with the Registration Package. Returning families do not need to complete a new Agreement each year if one already exists and the information has not changed.

**Tuition Fees (Base Fee)**

Other than the last month's tuition deposit, tuition is paid on or about the first of each month via pre-authorized debit payments. Tuition Fees are dependent on the program as shown in the following table:

Program	Tuition Fee - as of April 12, 2023
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Toddler	\$118.13/month
Preschool AM - 3 days/week	\$156/month
Preschool PM - 2 days/week	\$118.13/month
KinderPrep - <b>2 days/week</b>	\$118.13/month
KinderPrep - <b>3 days/week</b>	\$177.19/month

Families receiving a subsidy must submit a copy of the fee assistance letter from the Subsidy Office to Waterloo Cooperative Preschool to ensure the correct amount is withdrawn from your account. Full fees are due until the letter is on file. Families are responsible for full tuition fees for days not covered by subsidy. Families are responsible to ensure the subsidy is renewed and a new fee letter is on file, before its expiry date or full fees are required. Subsidy information for the Region of Waterloo can be found [here](#).

### **Late Fee (Non-base fee)**

It is important children are picked up on time. A late fee of \$1 per minute may be charged at the discretion of the Board of Directors.

See [Safe Arrival, Departure, and Absence Policy and Procedures](#)

### **Field Trip Fees (Non-base fee)**

Field trip fees are required to be paid by all members who participate, with the exception of anyone receiving subsidy from the Region.

### **Board of Directors or Committee Obligation (non-Base Fee)**

As a co-operative, we rely on families to help with the operations of Waterloo Co-operative Preschool. To complete this obligation, Families may:

- A. Serve on the Board of Directors for the year; or
- B. Serve in any co-op role(s) in the Fall period (September-December) and Winter/Spring period (January-June).
  - For the **2023-2024 school year**, the “co-op role” can include classroom volunteering; see the Registration form for further details

**Only if families do not meet their obligation, a fee is charged.** The fee is \$200 for not meeting an obligation in the Fall period (charged in January or at notice of withdrawal, if withdrawing between September and December) and \$300 for not meeting an obligation for the Winter/Spring period (charged in June or at notice of withdrawal, if withdrawing between January and June). Families that



did not meet their obligation will be notified prior to the fee being charged. Please note that subsidized families are not charged any extra fees.

### **Yard Clean Up Obligation (non Base fee)**

Waterloo Co-operative Preschool relies on parents to help with one playground clean up. On set weekends in fall and spring, families come to help clean up the playground area. If families do not attend any of the scheduled clean ups or make alternate arrangements with the School Improvement Officer by May 31 of a school year, or before the last day attending if withdrawal notice is submitted before the end of the school year, **a fee of \$50.00 will be charged**

### **Obligation Opt-Out (Non-base fee)**

If families know ahead of time that they cannot serve their Board of Directors/Co-op Role and Yard Clean up obligations, they can Opt-Out and pay the **Obligation Opt-Out Fee**. The fee is assessed as \$50.00 multiplied by the number of months remaining in the school year, as per the table below. The Membership Officer can provide you with the correct Obligation Opt-Out Fee if you choose to Opt-Out. The Opt-Out Fee is payable by e-transfer only and is due **at the time of Registration**.

<b>Starting Month</b>	<b>Obligation Opt-Out Fee</b>
September	\$500.00
October	\$450.00
November	\$400.00
December	\$350.00

January	\$300.00
February	\$250.00
March	\$200.00
April	\$150.00
May	\$100.00

June	\$50.00
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### **Missed Payments (Non-Base fee)**

Families agree to pay their child's fee promptly. If payments do not go through, families will be expected to pay an NSF fee (non-base fee) of \$25. A child may be refused admittance if there is insufficient payment. A Board member will notify the family and it is the family's responsibility to immediately make payment of the outstanding amount and the administrative charge.

If you are aware of insufficient funds in your account please contact the Treasurer ([waterloopreschool.treasurer@gmail.com](mailto:waterloopreschool.treasurer@gmail.com)) as soon as possible. We will try and help find a solution.

**Please do not contact teachers about payments, as they do not deal with finances.**

### **Prorated Tuition Fees**

If your child starts part-way through a month, you must pay the prorated tuition fees for that month when submitting your completed Registration Package. This is in addition to your last month's tuition deposit. The prorated fee is calculated by taking the rate for the program and dividing by the number of classes in that month to find a price per class and multiplying by the number of classes your child will attend.

### **Absences due to Illness or Vacation**

Parents are asked to let the preschool know when their child will be absent and the details surrounding their illness or vacation. They can do this by submitting a [Reason for Absence form](#). In the case of extended illness or vacation, fees cannot be reduced or deducted and all tuition fees are due. Families must still complete their Obligation during absence unless an Obligation Opt-Out Fee is paid.

Participation on a committee/Board of Directors and yard clean up is still expected if a child is absent due to illness or vacation, unless the opt-out payment option is selected.

At WCP, we understand that unexpected events arise, particularly with young families. If faced with an illness (parent or child) or unexpected absence, please talk with the Membership Officer if you are unable to meet the above requirements and we will do our best to work out an arrangement that is acceptable to everyone.

### **Tax Receipts**

Tuition tax receipts will be distributed by email twice per year from

waterloopreschool.receipts@gmail.com.

Receipts are issued:

- In January, for monies received July 1 to December 31
- In July for monies received January 1 to June 30.
- Families are asked to keep track of these receipts as they will not be reissued.
- The receipts will be sent to the **primary** email address on file.

Please make sure the preschool has a valid email and/or forwarding address for tax receipt distribution in January and June. ***If you are not receiving emails from the preschool please contact the Communications Officer ([waterloopreschool.comms@gmail.com](mailto:waterloopreschool.comms@gmail.com)).***

**Important Note Regarding Canada-Wide Early Learning Child Care (CWELCC) Plan and Tax Receipts:**

The eligibility of our application to opt-in to the Canada-wide Early Learning and Child Care System has been confirmed. Once opted in, Tax Receipt Issuance may be delayed for the 2022 and 2023 years to ensure accuracy of refunds and charges based on CWELCC.

**Waitlist Policy**

Waterloo Co-operative Preschool invites all eligible families to apply for membership at the Preschool. Spaces at the Preschool are available on a first come, first served basis and are dependent on the child being eligible for the class based on age or readiness. Registrations are accepted throughout the school year based on availability.

To join our waitlist, families will be asked to apply to Waterloo Co-operative Preschool through OneList Waterloo Region, and complete our Pre-registration form.

There is no fee for being placed on our waitlist. Children will be offered a spot in a program once it becomes available and parents will be contacted at the last email address or phone number provided. The non-refundable Membership fee is to be sent via e-transfer once the spot is confirmed at the Preschool. Parents will have three (3) business days to respond and then the next person will be approached.

Parents of children on the waitlist can contact the Membership Officer to find out where they are positioned on the waitlist.

Waterloo Co-operative Preschool strives to be accessible to all families. As such, we reserve two spaces for subsidized families in each program, as per the standards set out by the Canada Wide Early Learning and Child Care plan and the Region of Waterloo.

## **Service Terminations / Withdrawal Policy**

Parents wishing to withdraw their child from Waterloo Co-operative Preschool must give one calendar month's notice and agree to pay for one full calendar month following the submission of the withdrawal form. Please note that no partial month's fees will be reimbursed for withdrawing before the end of the month. (Example: if you wish to have an end date of December 10, written notice must be given prior to October 31, and the full December's tuition will be charged.) Notice of withdrawal may be given by filling in the Withdrawal form, found [here](#). If proper notice is given, the last month's tuition will be covered by the last month's deposit paid upon registration.

Tuition reimbursements will not be given for withdrawals after April 30.

Families who register prior to July 31 and decide not to start at the beginning of the school year in September must provide notice prior to July 31 at which time any payment (excluding the non-refundable membership fee) will be returned. Withdrawal in this instance only may be done by email to the Membership Officer. One month's tuition will be charged for notice given after July 31.

If 30 days have passed since a child has last attended the school and written notice of withdrawal has not been provided by the member, the membership of the member shall be deemed to have terminated. If the child returns to the school before the end of the membership year, then membership can be reinstated for the remainder of that year without the payment of a membership fee, if approved by the Board of Directors.

Members will be asked to withdraw if:

1. They repeatedly fail to participate in the program as required.
2. They fail to pay their fees. If payments do not go through, families will be expected to pay an NSF fee of \$25.
3. It may be recommended that a child withdraw from the preschool or change classes if the use of outside resources have been utilized but the child has not adjusted to the program. This is left to the discretion of the teacher, in communication with the parents.

Membership and registration is non-transferable. If a family withdraws their child from the Preschool, membership for the rest of the school year may not be sold or transferred to another individual.

Committee and yard cleanup obligations must be met upon withdrawal. If the obligations have not been met, a fee will be withdrawn from the pre-authorized payment account, as indicated in the registration package and [Fee Payment Policy](#). Families that did not meet their obligation will be notified prior to the fee being charged. Please note that subsidized families are not charged any extra fees.

## The Wcp Community: Participating In The Classroom, Board Of Directors, Committee Work And Preschool Gatherings

At WCP, parents and families have the opportunity to be involved in their child's preschool experience. Parents can choose to assist in the classroom as a participating parent once per month. As we are a Co-Operative, parents assist in the governance and operations of the preschool by serving on the Board of Directors or as a committee member. We also offer the possibility to opt out of committee work for a fee, although there are limited opt out fee spots available. All parents assist in preschool governance by attending general meetings and we all have the opportunity to enjoy school-wide social events.

Whatever choices we make about our involvement at the preschool, we come together to form a community that gives our children 'a place to grow' and thrive at WCP!

### What Does A Participating Parent Do?

Participating means you will help out in the classroom once a month as a teacher's assistant. We use the term 'participating parent' but any adult family member can take on the role provided they can provide a full file with the required information, and follow all policies and procedures.

A participating parent's role includes assisting with snack preparation, setting up/cleaning up, and interacting with the class during the program. You may be asked to change diapers and take dishes up to the kitchen to be washed in the dishwasher.

Parents can expect to be scheduled for classroom volunteering about once a month, plus one back-up volunteer day (which will be made up in future months). Each month, participating parents are contacted (by email) by the Secretary to provide availability for the next month.

On your volunteer day you should arrive 15 minutes before class begins (or a \$25 late fee may apply) and are asked to stay 15 minutes after class ends. You will need indoor shoes and be prepared to be outdoors. All participating parents attend a full orientation and must have a completed file before they can do an active shift at the preschool.

To enable your enrolled child and yourself to get the most out of this special day, **please do not bring other children to school** on your volunteer day. This is a Ministry regulation.

### Criminal Reference Check (Crc) And Vulnerable Sector Check (Vsc)

Participating parents are required to provide an original clear Criminal Reference Check and Vulnerable Sector Check.

If you are a returning Preschool family and have been a participating parent with no breaks in attendance and

participation status in the past **2 years**, you do not have to re-do your CRC and VSC. Instead, an annual declaration will need to be signed within 15 days of the anniversary of your CRC and VSC confirming no new information or changes.

You can obtain your CRC and VSC:

- By applying online at <https://www.ontario.ca/page/police-record-checks>. Once you apply you will receive an email when your CRC and VSC are ready to pick up. The pick up location is the Police Collision Reporting Centre located at 150 Maple Grove Rd, Cambridge, ON N3H 4R7
- Board members must provide an original copy within 10 days of becoming a board member and must be listed on the CCLS licensing website.
- If you live outside Waterloo Region you will have to go to your local regional police.

When you go to collect your record checks please take the Volunteer Confirmation form included in the registration pack so that you will receive a reduced rate. You also need to take at least two pieces of personal identification including proof of address (e.g., Driver's license, birth certificate, age of majority card, passport, utilities bill).

Email a PDF copy of your receipt after applying, then email a PDF of the VSC and any other declarations or confirmations required by the Ministry to the Supervising Teacher within a few days of being voted onto the Board as these documents will need to be uploaded into CCLS within 10 days. Bring the completed original record check to the Membership Officer or a Teacher to be placed in your file.

## Medical Requirements

Participating parents are required to complete the Pre-employment Health Form in the Registration Pack. A doctor's signature is not required for the form unless you have a medical exemption.

Your immunizations should be up to date and you should provide dates for your Tetanus (within past 10 years) and MMR immunizations. You also need to complete a TB screen. If you answer 'yes' to any of the screening questions you are required to take a TB skin test.

You can obtain the TB test by :

- Scheduling an appointment with your family doctor or public health
- Visiting a TB skin test provider:
  - <https://www.regionofwaterloo.ca/en/health-and-wellness/tuberculosis.aspx>

If your skin test is positive, you must provide us with proof of a clear chest X-ray.

If you have previously given us proof of a negative TB check, you do not need to repeat it unless you have traveled to Asia, Africa, Central and South America or Eastern Europe since your previous check.

## Orientation

Before you can participate in the classroom you must attend an orientation session. You will be given a tour of the facility, walking through tasks you may be asked to do on your volunteer day. You will also review and sign off on required policies and Individual Support Plans, allergy lists, and emergency plans for children with medical concerns.

## Notes For Participating Parents

- Participating parents are never left alone with children. This applies to all volunteers and students.
- The Criminal, Medical and Orientation requirements must be fulfilled before the first volunteer shift or you will be asked to make up the shift another month or pay participating fees for that month.
- Volunteer parents are to arrive at the school 15 minutes before class begins, and are subject to a penalty fee of \$25.00 if they are late or do not arrive at all for their scheduled volunteer day..
- Ill Participating Parent. A participating parent with a cold, fever, diarrhea, vomiting or infection should remain away from the preschool, trading their volunteer day with another volunteer parent.
- Back-up volunteer parents need to have child care in place for other children in the event they are needed to replace the volunteer parent or teacher due to illness or emergency.
- Volunteer parents and volunteers gain information about our students within the classroom setting. Volunteer parents are encouraged to share a child's positive experiences at school, however any other details of a child's day will be the teacher's responsibility to share. Adults in the classroom adhere to the confidentiality and Privacy policies.
- All staff, volunteers and volunteer parents are monitored to ensure that they comply with child guidance policy and procedures. Participating parents are assessed annually by the supervising teacher using the "Child Guidance Review and Program Statement Implementation Record" (reproduced in the "Forms" section for your review).
- Participating parents require comfortable clothing and shoes that allow for active play both indoors and out with the children. Wear things that you won't mind getting dirty! Also don't forget proper outdoor wear and your indoor shoes.
- If you are in doubt, ask a Teacher. We work together as a team. Have Fun!

## Caring For Small Children—Helpful Hints

At preschool, you are called an assistant

- Sit down on the floor, kneel or sit in a small chair to help or listen to the children
- Speak softly, calmly and move quickly to prevent accidents
- If something is escalating, move closer and ask if everything is all right or do you need my help?

A good assistant takes responsibility

- Do the job listed for you on the volunteer checklist near the kitchen counter.
- Never leave the children you are with unattended; call the teacher if you must leave the area you are supervising.
- Children learn by doing things for themselves; be patient and help foster independence
- Promote independence, be consistent, focus on strengths and give language to help children's interactions and problem solving. Set them up for success!

A good assistant is observant

- Show genuine interest in the children and what they are doing; give them a chance to solve their own problems; give suggestions starting with “I wonder if..” and then withdraw when the child is working on their own; do not impose your ideas
- Observe children's interests and curiosity and add materials to enhance play.
- Let the child choose his/her own toy, they can play with anything they wish. If they cannot find anything of interest, then offer a suggestion; “Have you tried a puzzle today?”

A good assistant is a role model

- Demonstrate how a toy could be used. Set the room up for success ie. place items in a helpful way.
- Offer ideas to inquire, inspire creativity and proficiency. “I wonder if... how can we...”
- Teach children to pick up toys when they are finished. By saying, “it looks like you are done, I'll help you”, children can begin to see it is their responsibility to help tidy up the classroom together.
- Scaffold and extend learning in play - children are competent and capable.

Accept the children for what they are rather than what you think they should be. Let the child know you understand his/her feelings and help interpret the feelings for other children to him/her. Avoid comparisons of one child with another

Forestall undesirable or dangerous situations by:

- Offering the child alternatives: i.e. if David is hitting Bobby, block him physically and direct David to the workbench and hammer
- Give positive, logical instructions: i.e. “The sand stays in the sandbox” or “Let's not waste the sand”
- Give reasons: i.e. “We wear aprons when we paint to keep our clothing clean”
- State the rule and expectation. “Hitting is not ok.”

Know whether you wish to offer the child a choice and accept his/her decision if you do. i.e. “Would you like to go outside now?” offers a choice; “It's time to go outside now” does not offer a choice.

Maintain a pleasant, courteous attitude. Children copy adults. In case of an accident, try to remain calm, avoid further injury, keep the kids safe and offer to record the details on report,

## Board Of Directors And Committee Work

A cooperative preschool only operates if the parents come together to maintain, clean, administer and fundraise for the preschool. The work is organized into committees, which are led by Board members who are responsible for allocating tasks and ensuring that you know how to do them.

It is a requirement of membership of the preschool that **all** families either take on a committee/Board of Directors (BoD) role or pay a one-time fee of \$500 to opt out of committee work. If you have more than one child attending the preschool, you are only asked to participate in one committee or BoD role.

Committee and BoD membership positions are a great way to get involved and make a difference in your child(ren)'s school!

A description of BoD and committee roles is given below. There is a board manual to read. In the *Committee and/or Board of Directors* section of the Registration Form, please mark a 1, 2, and 3 to indicate your first, second, and third preference for Committee Membership positions and/or BoD Membership. Also, let us know



if you have any past experience on a committee or special skills that would help with a specific position. If you plan on opting out, please check the appropriate box and be sure to include your opt-out fee.

The Membership Officer coordinates with you to assign your committee/BoD role. We make every effort to accommodate your preferences but please note that committee/BoD placements are allocated on a first come, first served basis and as needed. BoD members must be voted in.

If families know ahead of time that they cannot serve their obligation, they can Opt-Out and pay the **Obligation Opt-Out Fee**. The fee is assessed as \$50.00 multiplied by the number of months remaining in the school year. The membership officer can provide you with the correct Obligation Opt-Out Fee if you choose to Opt-Out. The Opt-Out Fee is payable by e-transfer only and is due at the time of Registration.

### Board Of Directors

The Board of Directors is responsible for the governance and operations of the preschool. The Board meets monthly with the Supervising Teacher to ensure that the preschool is operating smoothly, that the budget is met, that parental concerns are addressed, and that we are compliant with licensing and Ministry requirements. All members are encouraged to attend monthly meetings. We set a new schedule of meetings each year around the availability and preferences of the board members. Regular attendance is required. Typically the meetings last at least two hours. Each board member submits a brief written update once a month before meetings. Members of the Board are responsible for reading and following all policies and procedures and the monthly updates and any supporting documentation (e.g. the financial reports) so they can make well-informed decisions when we have matters to vote on.

Other points of note:

- Board of Directors term of office runs from July 1 to the end of the following June.
- Board members receive a waterloopreschool.xx@gmail email address and are expected to check and respond to email regularly.
- The Board of Directors requires, at minimum, a President, Secretary and Treasurer.
- The Board conducts an annual review of the preschool Policies and Procedures and shares a responsibility with the Supervising Teacher for keeping them up to date with licensing and regional requirements.
- Board members (except the School Improvement Officer) are exempt from yard clean up.

### Board Of Director Roles

Each Board is free to define roles according to their skill sets and preferences so long as they ensure all responsibilities are met. The typical breakdown of responsibilities is described below.

**President**

- Coordinates and/or oversees all activities of the Preschool
- Organizes and chairs meetings
- Ensures training of any Board Member who was not given proper handover at the beginning of their term (with Membership Officer)
- Ensures that all members are performing their volunteer responsibilities adequately and reliably and in good attendance of meetings
- Digests emails from Region (e.g. funding opportunities, expansion plans, updates to licensing, Early Years Engage) and report to Board so appropriate action can be taken
- Coordinates with teachers to update Early Years Engage documents and Preschool Policies and Procedures.
- Maintains or delegates the Board Handbook, revising as needed
- Point of contact for complaints against the teachers or preschool
- Has bank signing authority
- Communicates with families, authorities and media in event of emergencies (lock-downs, evacuations)

**Vice President**

- Head of personnel
- Liaises between staff and Board of directors
- Signs off on teachers' timesheets
- Assigns committee work
- Leads contract renewals
- Leads in hiring of new staff, if required
- Composes Teacher and Membership surveys and compiles the response
- Has bank signing authority
- 2 additional Board Members will be on the personnel committee to be consulted in hiring and contract renewals (likely, but not required, to be President and Treasurer)

**Treasurer**

- Has care and custody of all funds

- Corresponds with families about financial matters (late payment, NSF, etc)
- Signs off on expenses and signs cheques
- Pre-approves spending and purchases
- Point of contact for the Region of Waterloo and complete Region's compliance forms with the assistance of the bookkeeper
- Makes quarterly CRA and WSIB payments at bank
- Receive monthly financial statements from bookkeeper and present to BOD at meetings
- Collaborates with bookkeeper to create draft budget annually for the planning meeting
- Manages and provides guidance and assistance to the Assistant Treasurers (Deposits and Tax Receipts)

**Secretary**

- Takes minutes of all meetings of the Board of Directors and General Meetings
- Distributes minutes
- Prepares, updates and distributes the volunteer schedule
- Is responsible for ensuring volunteer parents have submitted all paperwork and have had their volunteer parent orientation.
- Participating parent preferred for their unique understanding of the volunteer schedule

**Communications Officer**

- Maintains preschool email list
- Responsible for communications to Preschool membership
- Responds to (or redirects appropriately) email/web enquiries
- Helps create the monthly newsletter with input from the teachers
- Leads committee for website maintenance

**Membership Officer**

- Registers all children in Preschool classes
- Maintains a master list of all active members and a wait list for each class

- Communicates with Teachers about student placements
- Handles inquiries via phone and email from potential members
- Updates and maintains One List
- On the financial team, works with treasurer, assistant treasurer and bookkeeper to maintain tuition spreadsheet
- Updates registration forms for following year and does pre-registration in the spring
- Arranges and tours for interested families, attends Open Houses
- Ensures Admin Officer has information required for class lists
- Ensures Communications Officer has information required for mailing list
- Two committee members who assist with:
  - Ensuring returned registration packs are complete (Secretary handles late participating parent paperwork)
  - Ensuring children's required immunizations are up to date or that exemption forms are completed
  - Completing forms for Public Health and delivers to Public Health
  - Entering child registration information into spreadsheet

#### **Operations Officer**

- Liaises with church
- Manages funding/grant applications for special projects, e.g. playground improvement (with assistance of committee member)
- Special Events/Fundraising Committee reports to Operations Officer to organize school-wide events (Family Fun Night, Spring Fling) and fundraising efforts (Scholastic Books, School Photos, ...)

#### **School Improvement**

- Prepares and monitors a schedule for school cleaning by the School Improvement Committee

- Responsible for purchasing all supplies required for cleaning and building maintenance
- Responsible for overseeing supplies and equipment repairs for cleaning and building maintenance
- Maintains monthly inventory and check lists
- Contacts snow removal company to remind them to keep playground gates cleared
- Coordinates, attends and manages the Spring and two Fall clean ups each school year

#### **Administrative Officer**

- Assists the teachers and other board members with administrative duties
- (classroom prep, special projects, laminating, photocopying, etc)
- - Keeps policy binder up to date (following policy updating protocols)
- - Updates contact lists (community members)
- - Updates parent contact list
- - Assembles kinderPrep duotangs (must be done in-class)
- - Keep class lists up to date (attendance, birthdays)
- - Edit forms, policies and letters as requested
- - Takes minutes of meeting if secretary is unable to attend
- - Assists the other board of director roles on an as-needed basis
- - Purchases office, classroom, and craft supplies
- - Helps teacher with craft prep
- - Assisted by two committee members ("Classroom Administrative Assistants")

#### **Member at Large**

- Assist with special project, grants or committee where help is needed
- Often filled later in the year by a current preschool member who will be on the BoD next school year

## Committees Roles

Committee work should take, on average, two hours per month. If you think you could help the preschool in a way not listed below, please include it on the Registration Form. We are happy to create a new committee role that takes advantage of your skills and experience if it benefits the preschool!

### **School Improvement (Reports to School Improvement Officer)**

- 8-12 members
- Time commitment: 3-5 hours, approximately once every 2 months
- Could include cleaning shifts scheduled for between Friday afternoon and Sunday night
- Could include coordinating and executing any building projects, minor repairs or maintenance as directed by the School Improvement Officer eg. Painting, sanding (based on skill)
- Could include steam cleaning carpets, sewing repairs and/or laundry
- One member in charge of inventory and supplies ("**Inventory**")
- Could include coordinating members for work on Friday afternoons to do classroom cleanup/prep for the following week. Includes rotating toys, cleaning toys and other duties as required.
- School improvement officers ensure new committee members are trained on safety procedures and WHIMIS.

### **Financial Team (3) (Reports to Treasurer)**

#### **Deposits**

- Time commitment: 2-3 hours/month July to June
- Ensures that all tuition, opt-out, fundraising, and membership fees are deposited and appropriately accounted for in a timely manner
- Updates spreadsheet to reflect fees paid
- Responds to inquiries and communicates with Treasurer, Membership Officer, Fundraising Officer and Preschool Administrator/Bookkeeper when needed
- Updates how-to guides yearly
- Has access to a computer and the internet, and access to a TD Canada Trust branch

### **Tax Receipts**

- Issues Tax Receipts in January and June.
- Performs other duties as requested and needed by the Treasurer.

### **Grant writing**

- Assists Treasurer in preparing grant applications
- Sporadic work

### **Snack (Reports to Teachers)**

- 2 members
- Time commitment: 1 ½ hours/month, alternating between members
- Purchase snack items using the shopping list provided by teachers (fees reimbursed upon receipt submission). Must drop off snack items on Monday by 9am. This role works best for a member in the Monday morning class.
- Costco membership preferred.

### **Membership Services (2) (Reports to Membership Officer)**

#### **Membership Assistant (Data Entry)**

- Enters information from registration packages into online Google spreadsheets.
- Requires access to a computer.
- Work completed mostly in the summer. 10 hours/month July and August and as needed throughout the school year.
- Completes files for Public Health

#### **Membership Assistant (Registration Packages)**

- Prints completed registration packages as needed

#### **IT and Web support (Reports to Vice-President)**

- Time commitment: 1-2 hours/month, throughout the month as needed
- IT support for preschool printer and laptop
- Update, add, delete content from the

website, post calendar pages, newsletters, duty schedules, and general website maintenance

- Comfort with computers/websites and have access to one (with internet)
- May be called upon to provide IT skills guidance for Teachers

#### **Classroom Admin Assistant (2) (Reports to the Administrative Officer)**

- Assist the Administrative Officer and Teachers as required
- Photocopying documents, compiling binders, typing up written notes

#### **Special Events (Reports to Special Events and**

#### **Social Media support role (reports to communications officer)**

- checks and posts to our various social media platforms
- work with photographer, teachers and other members to post

#### **Yard Clean Up**

To keep our playground safe and properly maintained, we hold one Spring and two Fall clean ups each school year. They are typically held on Saturday mornings and children are welcome to come and play in the yard during the clean up. Parents are asked to bring tools and anything they think may help get the job done.

Regardless of classroom participation choice, parents must participate in **one** playground clean up unless they have paid the opt-out fee or are on the BoD. A \$50 fee is charged to afford professional cleaning services if a family does not attend a clean up. We understand that things come up in young families, and you are asked to contact the School Improvement Officer if you are unable to participate in a clean up.

#### **Preschool Gatherings**

The Preschool community may come together twice annually for the Family Fun Night in the Fall and for the Spring Fling near the end of the school year. These special events are a chance for all the preschool families to socialize and perhaps to enjoy some fun activities to support the preschool.

Families are also encouraged to participate in special class events offered throughout the year. These include the Seasonal Celebration in November/December, Class Trips in the fall and spring, Mother's Day Tea and End of Year parties in May/June. All special events are subject to change.

#### **Fundraising**

#### **Fundraising Board Member)**

- 4-6 members
- Time commitment: 2 hours/month (heavier/lighter at specific times of the year)
- Assist in organizing preschool family events such as the Family Celebration and the Spring Fling
- One member in charge of Scholastic book ordering ("**Scholastic**")
- 1-2 member(s) to take and produce photographs of each preschool child as a fundraising event in the Fall and to take Class and child & teacher pictures in the Spring ("**Photographer**")
- Help with any fundraising initiatives by ordering and distributing products, recording fundraising activities

WCP families are not required to contribute to any fundraising efforts for the preschool: funding from the region and expected income from tuition fees meet our budget. However, fundraising activities may be arranged for family gatherings or throughout the year. They are intended as fun ways to enhance our community spirit or be mutually beneficial to both families and the preschool. Some examples include the sale of preschool child photographs at the Family Fun Night, Scholastic books sales, or the suggestion to use Loveable Labels (the preschool receives 40% of what you pay).

## General Meetings

There are two general meetings per year. Members are **required** to attend the Fall Annual General Meeting (AGM) that is held in the evening (7:00 pm) on the first Wednesday after Labour Day in September.

The staff and Board of Director members are formally introduced at the AGM. New members of the Board can be elected at this time if not all positions were filled in the Spring. A financial report is submitted to the membership. The teachers talk about the school and give helpful information for families. They also describe the Program Statement, Child Guidance, Playground Safety and Anaphylaxis Policies that all families must read and understand. The actual policies are reviewed and signed off before or on the child's first day of school.

Parents in the cleaning committee are given a brief tour to locate the supplies for the school, usually directly following the AGM in September.

Members are also asked to attend the Spring General Meeting in May/June where the election of the Board of Directors takes place. Other general meetings will be held only if necessary. General meetings are held at the preschool and preschool families are notified of all general meetings by newsletter and/or email

The Board of Directors meets at least monthly. Anyone in the preschool membership is welcome but not required to attend BoD meetings. BoD meeting minutes are posted at the school and on our website for general information.

## Getting Started At WCP

### Training Procedures

#### Preview Day

Preview day is designed to help acquaint or reacquaint your child with the teachers and the school. The children and parent(s) visit the teachers and play in the classroom for about an hour. It is also a good opportunity to meet other families at the preschool. This is a good time to discuss any separation concerns or other individual preferences, expectations, or needs. Special requests can be written up at this time, posted and placed in your child's file in regards to any emergency plans, Individual Support Plans or allergy details. Referrals can be made after written consent is signed if outside resources are needed. We partner with KW Habilitation and have a resource consultant assigned to our school. If an in depth meeting is required, please book a time with the supervisor. Zoom meetings can also be arranged. Preview Day takes place on the first Thursday after Labour Day in September during the assigned class times below. The children and their parents attend during their assigned class times.

Toddler classes:	9:00am to 10:00am
AM and PM Preschool class:	10:30am to 11:30am
PM Kinderprep:	1pm to 2pm

### Staggered Starts

To help both the children and parents become familiar with the routines at school, the children in Monday, Wednesday, Friday AM Preschool class and Toddler class may attend only one day during the first week of school. Parents are informed at the AGM which day their child attends during this week.

The children in the KinderPrep program will attend all of their classes the first week. There is no staggered start for this program as children in KP should be experienced with separation and have previous preschool experience.

Toddler classes end at 10:30am for the month of September in order to ensure a good transition and a positive, confident start. Preschool and KinderPrep programs will run their full length.

**Participating parents** are required to complete a Volunteer parent orientation session before being scheduled to start volunteering. This orientation will take place on a morning in September. There is no child care provided during this time. A teacher conducts a Volunteer Parent Orientation. Policies will be explained and read, a tour of the school and church is given and procedures/daily schedules and individual needs, allergies or medical plans will be explained and all must be signed off on.

If participating parents are unable to attend the orientation session, they will be asked to attend a future orientation session when it is offered, or watch the orientation on video if recorded

### Getting Used To School

Since preschool probably represents your child's first regular experience away from home, they may require a little time to adjust to this new and different environment.

- Saying an upbeat and brief good-bye (and then leaving) is encouraged, but sometimes a one-hour stay is enough for some children to begin with. Please do not drop off, then come back again. Leave once it has been decided you are going, even if there are tears, the teachers will comfort your child.
- You are welcome to stay with your child and withdraw gradually until they are secure. The length of time this takes may be worked out on an individual basis with the teacher. We often provide a chair at the edge of the classroom for parents to sit in and there is also seating in the hallway.
- If it is not your volunteer day, stay in the background, as it will be easier for your child to accept your departure if you do not take an active role.

Do not expect your child to immediately take an active role in school, no matter how friendly they are. Many children observe or play alone for some time until they feel secure enough to join a group. The teacher will encourage him/her in group activities but not force them.

On returning home from school, some children talk a lot about what they have done while others report almost nothing. Listen with interest but never make them feel compelled to talk about school.

On your volunteer day, your child may be at their worst - clingy, tearful or showing off. This is normal, especially if they find it initially hard to share you with other children. They will gradually become accustomed to letting you help others as well as themselves.

Do not hesitate to discuss with the teacher any problems concerning your child's adjustment to preschool.

### What To Send To School With Your Child

- ☐ Washable, practical, comfortable play clothes labeled with their names. Remember, it is more fun when it's messy! Aprons are available when painting. Socks and shoes are required.
- ☐ Outdoor clothing according to the weather. Boots/shoes that are simple enough for your child to manage by him/herself. Send sun hats, splash pants or snow pants to maximize enjoyment outside.
- ☐ All removable items of clothing should be clearly marked with your child's name.
- ☐ Velcro or easy slip-on shoes that your child can put on is required indoors. These remain at the preschool
- ☐ KinderPrep students can bring a backpack for artwork and other items
- ☐ A reusable water bottle labeled with your child's name.
  - If you order personalized labels at [www.wcp.lovablelabels.ca](http://www.wcp.lovablelabels.ca) you will be supporting the preschool!
- ☐ Change of clothing as well as diapers and wipes if necessary. This can be placed in a large ziplock bag with your child's name on it and will be left at the preschool

Due to limited hours at preschool, creams and medications are not administered on site. Parents are encouraged to send children with creams/sunscreens already applied as we do play outside when possible. If your child has an epipen or inhaler for asthma a medical plan must be created and filled out prior to a child attending class and all staff and volunteers must read and sign all Individualized Personal Plans (IPPs) and emergency plans.



## Daily Routines At Wcp

### Arrival, Departures And Release Of Children From The Program

WCP cannot be responsible for your child before and after class times. Please be sure to keep your child safe in the parking lot, church area and cubby area outside of the classroom before and after school. No Running!

#### ARRIVAL

- Volunteer parents and their child(ren) will arrive 15 minutes before class starts
- Children are encouraged to use the washroom prior to class. Parents please help children wash their hands before going into the classroom. This will help to reduce the spread of illness and ensure no common allergens (e.g., oils from nuts) are transferred to the classroom.
- Please hang your child's backpack in their cubby, place their indoor shoes on the bottom shelf and their water bottle in the basket.
- A sign outside the classroom indicates if the class is starting in the classroom, gym or in the playground. Please wait with your child in the hallway until 9:00 am or 1:00 pm when class begins. Teachers will open the red door or meet you and your child in the playground or gym. Please take your child to the playground or gym at 9:00 am or 1:00 pm and the teacher will greet your child. Children may not be left with students or volunteer parents.
- A teacher will greet the children as they enter the class and mark them in the attendance book with the time of arrival. At the same time, a visual health check can be done. Only come if well and able to play!

#### DEPARTURE

- Children are marked out by time in the attendance book as they are picked up by their parent, guardian or any authorized person.
- No child will be released without a parent's authorization. If a parent is concerned by a possible unauthorized person who may attempt to pick up their child, please inform a teacher and provide a photo of the individual and/or any court orders in place in regards to custody and access.
- It is important that you are on time to greet your child at departure. In the event that a parent is late to pick up their child, a teacher will remain with the child. The parents will be called within 5 minutes. If unable to reach a parent, the emergency contact person will be called.
- Parents should let the teacher know as soon as possible if they think they may be late.
- A late fee of \$1 per minute applies, to be charged at the discretion of the Board of Directors.

#### AWAY

- If your child will not be at school, please call or email and let the teacher know. A message indicating the child's absence can be left by emailing the supervising teacher at [waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com) . Please include details of any symptoms of illness by filling out our Reason for Absence form <https://forms.gle/PUoLTkowi8joVWr67>.

### Transportation To The Preschool

Each family is responsible for making arrangements for transportation of their children to and from school. It is the parent's responsibility to make arrangements amongst themselves. Children must be accompanied by an adult when coming to and from school. Children will not be released to anyone other than those indicated on the membership forms or car-pool driver without prior notice from the parent.

It has been recommended by our insurance agent that people in car pools notify their insurance company that they are transporting children other than their own. Some families do choose to work together, please be sure to list each other as pick up people on your child's file.

### Parking

Parking is available in the church parking lot. The entrance is located off Albert Street and it exits onto Dorset Street (one-way system). If the lot is full you should usually be able to find street parking nearby - try Dorset, Fountain, Spring and Young Streets.

If the parking lot is busy, please leave space for expectant mothers and those with infants. Thank you!

### Outdoor Play

We try to play outdoors every day. Please do not leave children until paid staff arrive on scene. Please try to send your child to preschool prepared for outdoor play: sun hats and sunscreen applied in Summer, splash pants, rubber boots and rain jackets in Spring and Fall, and warm outerwear, boots and mitts in Winter. Please label all outerwear with your child's name.

We will play in the gym or remain indoors due to the following conditions:

- Moderate to heavy rainfall
- For Toddler classes: A temperature of -10 Celsius or below, including the wind chill factor.
- For Preschool and KinderPrep classes: A temperature of -20 or below, including the wind chill factor. Going outside at a temperature below -15 will be at the discretion of the teacher, providing the weather and environment seem safe and providing children are comfortable
- If there is ice on the majority of the playground surface, stairs, or walkway
- A significant snowfall, such that the snow is too deep for the children to play
- Any condition that may potentially cause harm

### Snacks

WCP is committed to ensuring that healthy snacks are provided during class. A snack schedule is posted in the classroom, website and hallway. Any substitutions will be indicated on the menu in the hall and documented in the journal as a permanent record.

### **Snack Calendar**

	<i>Monday and Tuesday</i>	<i>Wednesday, Thursday, and Friday</i>
<b>Week 1</b>	Seasonal Vegetables** (toddler Class has cucumbers) Whole wheat tortilla	Bananas  Cheerios
<b>Week 2</b>	Seasonal fruit* Triscuit crackers	Seasonal Vegetables** (toddler Class has cucumbers) Unsalted rice crackers (toddler class has rice cakes)
<b>Week 3</b>	Apples Popcorn (toddler class has rice cakes)	Seasonal Vegetables** (toddler Class has cucumbers) Graham Wafers
<b>Week 4</b>	Seasonal Vegetables** (toddler Class has cucumbers) Unsalted rice crackers (toddler class has rice cakes)	Graham crackers  Apples

\*Seasonal fruit may include melon, bananas, apples, pears, mandarin oranges or clementines

\*\*Seasonal Vegetables are served raw and may include broccoli, cauliflower, peppers, cucumbers, and carrots (no carrots for toddlers).

All snacks contain a food that promotes good dental health and will contain at least two foods groups from Canada's Food Guide (ie. a carbohydrate and vegetable or fruit) respecting religious and individual nutritional needs. More than half of grain products are whole grain. Fresh and, when possible, local fruits and vegetables

will be included in the menu. Condiments such as margarine, ketchup, mustard, relish, mayonnaise, sauces, syrups, salad dressings, gravies, jams, fruit butters, pickles and olives will not be used for snacks. Hummus will be used as a dip. Products with a sodium content of 5% or less of the daily value will be chosen when they are offered (ie. rice cakes). Packaged food that contains industrial trans fat will be avoided.

Filtered and flushed tap water is available and accessible to children at all times. Children are to bring their own water bottle labeled with their name.

## Communication

WCP strives to build trusting relationships with parents/guardians at our preschool. We encourage parent participation on many levels while respecting parent/guardians diverse beliefs, values and child rearing practices.

We know that it is important to have regular information regarding your child's experiences. This is not always possible in the rush of drop-offs and pick-ups. There are many opportunities at the preschool to ensure communication and the sharing of information between parents/guardians and staff.

Open Communication: Our teachers will try to give small updates on the child's progress, or share stories about your child's day at drop-off and pick-up time. They try to rotate who they talk to each day but parents are asked to make an appointment with the teacher or email if they would like to discuss issues in more detail.

Newsletters: Newsletters are sent monthly via email and will be available on the school's website. They contain a letter from the teacher, reminders for the coming month, fundraising information, policy reminders or changes and messages from the Board of Directors.

If you are not receiving emails please contact the Communications Officer at [waterloopreschool.comms@gmail.com](mailto:waterloopreschool.comms@gmail.com).

Parent Communication Board/Website: There is a Parent Communication Board located outside the classroom. It contains helpful information including curriculum outcomes, pictures and other learning stories and documentation, interesting newspaper articles, minutes from Board Meetings, and event reminders.

White Board and Portfolios/SEESAW: To give you an idea of what your child did at school, when time permits teachers will describe little moments as they occur on the seesaw app or in your child's Portfolio. The white board might be placed outside the classroom at pick-up time. The photo frame may also be outside of the classroom on occasion to share pictures of the class. The teachers prepare individual picture portfolios and send them home or use SEESAW periodically throughout the year. Parents should send back the portfolio so teachers can continue to add to it. If you do not wish for your child's picture to be posted outside the classroom please be sure to indicate that in your registration package.

Parent/Teacher Conference/zoom meetings: Conferences / zoom meetings are available by request at any time. The supervisor can be reached at [waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com) for class-related discussions. We strive to meet individual needs and goals and work closely with families and Resource Consultants to ensure individual support plans are established and goals are met. If your child is involved in outside services (ie Kidsability) it is helpful to sign a consent form to share information. This will allow collaboration between parties to form strategies and create individual support plans so your child's individual needs and goals can be

better met.

Annual Parent Survey: Parents are requested to participate in a Member Survey periodically throughout the year and also offer their opinions in a Teacher Evaluation Survey. Feedback, comments and suggestions are welcomed at any time. Parents are asked to bring feedback to the teachers or any Board of Director member at any time. If you are unsatisfied with anything at all - please reach out right away!

#### Field Trips And Off-Site Activities

Several times a year, the Preschool and KinderPrep classes will have the chance to participate in local field trips. We find these excursions are a worthwhile and fun experience. It's a great opportunity for children to explore new environments and for parents to enjoy their children in different settings. Please wear appropriate clothing for the outing as most events are rain or shine. Please bring a closed water bottle and small backpack.

The children must be dropped off and picked up at the field trip site by parents/guardians. A sign up sheet/permission form and any fee collection will be organized before any trip. Emergency plans and Individualized Support Plans (ISPs) plans will be in place for any children with needs and will outline supports or other requirements to consider when on a trip.

#### Participating In Field Trips

- Each parent participating on a field trip may be assigned shared supervision for other children
- The parents will be briefed, in advance, of the route and destination and of any individual needs
- Each parent participating on the field trip is required to remain with the class for the duration of the trip
- No smoking during the field trip
- Parents are encouraged to join their child(ren) on the field trips

#### Holidays Observed

The Preschool is open on the week following Labour Day, usually on the Wednesday night for the Annual General Meeting, and then on Thursday during the day for Preview Day and an Open House. The Preschool traditionally closes the second last week of June.

The Preschool follows the Waterloo Region School Board public school holidays (except P.A./P.D. Days). The following holidays are observed:

- Thanksgiving (October)
- Christmas Break (December/January)
- Family Day (February)
- Spring Break (March)
- Good Friday and Easter Monday (March/April)
- Victoria Day (May)

## Unusual Circumstances

### Illness In A Child

#### Fever, Productive Cough, Sore Throat Or Severe Runny Nose

If a child has a fever, productive cough, sore throat or severe runny nose, they cannot attend school until the period of infection has passed. It is important that parents help to protect not only their own child but also the other children and staff in the school. It is up to the discretion of the teacher as to whether the child should be accepted if illness is apparent. If your child contracts a communicable disease, the parent is required to notify a Teacher, who will notify the Ministry of Health immediately. The parents of the affected class will be advised.

Children must remain absent for a minimum of 24 hours AFTER the last episode of vomiting, diarrhea or fever. Children and staff must be fever-free and unmedicated for at least 24 hours prior to returning to class. This may be increased to 48 hours if required by a local medical officer of health.

#### Unvaccinated Children

If a child is not vaccinated and someone in his/her class contracts a serious communicable disease, the parents must keep the child home for two weeks or as directed by the Minister of Health.

#### Head Lice

If a child contracts head lice, treatment must be complete and nits removed before the child may re-enter school. The teacher will discreetly check the child

#### Individual Anaphylaxis Policy

The parents of a child with anaphylactic reaction or serious health concerns will be required to fill out an Individual Anaphylaxis Policy form, or Emergency medical plan which all volunteer parents/teacher/volunteers/students will review and sign.

It is the policy of the Waterloo Co-Operative Preschool to use the following procedures to ensure the wellbeing of children with anaphylactic reactions:

1. Before attending the preschool the supervising teacher will meet with the parents to obtain information about any medical conditions, including if they have an anaphylactic allergy. If they do have an anaphylactic allergy, an individualized plan will be developed with the parents including a description of symptoms that are specific to their child and the procedures to be followed in the event of allergic reaction.
2. All staff, volunteer parents and volunteers will sign off that they have read and understood the individual plan for each child with an anaphylactic reaction. A notice for each child with an anaphylactic allergy will be posted in a visible area in the main preschool room and kept in the health section of the attendance binder.
3. Details in the child's file and Emergency Medical Plan will indicate medications used for each child with a Plan. This may include bringing a non expired epi pen to be kept at school, and stored as per instructions in the Emergency Medical Plan.
4. All staff, volunteer parents and volunteers will be made aware of any child or children with severe allergies in the class and strategies to reduce the risk of exposure to any allergens- such as:
  - a) requiring families to wash hands before coming to Preschool
  - b) not serving foods where its ingredients or location of purchase are not known
  - C) If required - as indicated on an Emergency plan or Individual support plan - to bring food from home, then staff will label any food sent from home with the child's name, store properly and ensure that food sent from home is not shared with any other children.
  - D) checking allergy charts every day before serving.

5. All staff and volunteer parents (if ever operating in ratio) will obtain and keep up to date Level C Standard First Aid CPR training.

6. All staff, volunteer parents and volunteers will check snack products and other materials and spaces used during program time for the allergen. A playground check will be conducted daily before use.

7. In the event of a reaction, the following procedures have been put in place. More detailed procedures will be noted on each child's individual plan. The supervising teacher shall administer the medication and /or epi-pen and first aid.

- The assistant/volunteer will mark down the exact time the epi-pen or Benadryl was administered on the Medication log associated with the child. The supervising teacher will instruct the assistant teacher or volunteer parent to call 911 and summon an ambulance. Following this, the parents will be contacted. If the parents are unavailable, the emergency contact person will be called. "Our address is 22 Bridgeport Rd West in the lower level in doors off of Albert street." An AED machine is located on the upper level close to the gym main doors.

- Either a volunteer parent or volunteer will be required to travel to the hospital via ambulance with the child. Those remaining will stay on the carpeted area in the classroom until the emergency has been handled. The supervising teacher will follow the procedures to report a serious occurrence to the Ministry of Education any time a life threatening injury or accident occurs.

8. It is important to remain calm in such an emergency. All parents and staff must be aware of the other children in the room, address their needs and help them to remain safe and calm.

#### Illness In A Staff Member

If the teacher/ volunteer parent contracts an infectious illness, they need to follow the same Public Health recommendations as for the children at the centre.

Staff members who are ill should not be at work. If the staff member is unwell, but well enough for work, he/she should ensure they are not in close contact with others and hand washing is done more frequently. Staff members who are ill cannot work with food or serve the snacks. Absences of staff members will be recorded in the daily journal, and on the staff members' timesheet

#### Administration Of Medications Policy

Waterloo Co-operative Preschool will only administer emergency medications (Epi-pen, asthma inhalers, or medication for allergic reactions) due to the limited time the child is in the program. Please arrange to administer all non-emergency medications before or after the program. Please note: Tylenol can not be administered to mask an illness. Emergency medications will be stored in their original container/packaging and clearly labeled with the child's name, name of drug, dosage of medication, date of purchase, date of expiration, and any instructions for storage. These medications will be stored in the first aid box in the classroom or in the backpack, and consent forms, logs and emergency plans will be stored in the binder. All medications will be administered by the teacher indicated on the Administration of Medication forms or Emergency plan, unless parental permission is signed to allow the child to self administer a puffer or epi-pen, or has signed to allow the child to carry their own puffer or epi-pen in a carry pouch. Where there is no set schedule to give a child meds, the form must include specific signs and symptoms to observe to define the need to administer the medication. Where a child's Individualized Plan includes written authorization from a parent to administer drugs/med and sets out all the info required in the medical authorization form (ie. name of med, dose, schedule, signs and symptoms and parent signature) the medical authorization form is not required. No other medication can be carried by a child. If emergency treatment is required, the teacher will record it on the medication log with the time, date, dose and reason for administration, as well as a note in the daily journal and child's permanent record. Medication should be kept as per manufacturing instructions and dispensed in a well-lit area and, where possible, it is preferable to remove a child from the activity area to

administer medication in a quiet environment with the least possible interruption. Leftover medication or surplus of medication should be returned in the original container to a parent of the child or safely discarded with parental permission. For more information see: Safe Disposal of Prescription Drugs Ontario Medications Return Program (OMRP) Ontario Sharps Collection Program (OSCP) Any accidental administration of medication (e.g., medication administered to the wrong child or error in dosage given) is a serious occurrence and must be recorded and reported to the supervisor, who should then notify a parent of the child. If adverse symptoms are evident upon accidental administration of medication, staff will call emergency services and follow the serious occurrence policy.

Waterloo Cooperative Preschool does not permit over the counter products such as , sunscreen, lotion, lip balm, bug spray, as well as diaper creams, to be used during class due to the limited amount of time children are in the program. Please ensure no medications, creams etc, of any kind are left in your child's bag and that sunscreen or bug spray is applied prior to drop off.

Due to the short time at the Preschool, Diaper creams for acute symptomatic treatment should be applied at home before or after the program. Waterloo Cooperative Preschool prefers to use soap and water to wash hands, however, hand sanitizer may be used during field trips or when outside. Please sign for permission in the enrolment package to allow your child to use the hand sanitizer supplied by the preschool when soap and water is not easily available.

#### Standard First Aid Policy

Waterloo Co-operative Preschool maintains all standards as required by all governing bodies. All staff, volunteer parents, and volunteers who are counted towards ratio requirements need to have a valid standard infant and child Level C CPR first aid certificate, issued by a trained agency and recognised by the Workplace Safety and Insurance Board. If there is a reason that is justified that an individual cannot obtain their certification prior to employment, then an extension within 3 months of employment may be granted. Staff must renew their certificate before expiry to ensure no lapse of certification. If someone is on-site without certification, then they must work alongside someone who does have up to date first aid. Waterloo Co-operative Preschool will not count volunteer parents or volunteers towards ratio requirements unless they have a standard CPR first aid certificate. Volunteer parents and volunteers without a standard CPR first aid certificate will act as helpers in the classroom and the teachers will fulfill ratio requirements

#### Emergency Medical Treatment Consent

In the case of an emergency, we will always attempt to contact the parents first and the alternate contact person second. Please ensure your emergency contact is local and available if called due to an emergency. In the case that we are unable to reach anyone, the signed "Emergency Medical Treatment Consent" section of the Registration Form gives permission for a qualified medical practitioner to make decisions as to the care of your child, and a Teacher or volunteer Parent to accompany your child in the ambulance on the way to the hospital. Teachers cannot take children in their vehicles.

#### Emergency Management

Emergency Management Policies and Procedures are in place. Please ensure your contact information, both email and phone numbers, are up to date in order to be reached as soon as possible in the event of an emergency. In the event of an emergency the primary parent will be contacted first by phone and then email as soon as possible once all children are deemed safe and it is safe to do so. Our emergency evacuation location



is Waterloo Public Library, 35 Albert St, Waterloo. Please see <https://www.waterloopreschool.org/s/Emergency-Management-Policy-2019-February.pdf> on our website for the full Emergency Management Policy.

### Serious Occurrence Policy And Procedures

Waterloo Co-operative Preschool is committed to the safety and well-being of the children enrolled at the preschool. The Serious Occurrence Policy and Procedure exists to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. The policy ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are reported, tracked and followed up on.

A serious occurrence is defined as:

1. the death of a child who received child care at a child care centre
2. abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,
3. a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,
4. an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or
5. an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre.

### Inclement Weather/Emergency Closure

School will be closed due to inclement weather when the Waterloo Regional Schools are closed, the school and city buses have been canceled or if the teachers cannot make it safely. The school will be closed if it is unsafe for children and staff, for example if there is no power or water at the preschool. The decision to close the school is made by the Teacher(s) and is done so with both the students' and volunteer parents' safety in mind. Once a decision to close the school has been made you will be notified by telephone or email.

### Parental Issues And Concerns Policy/Complaint Resolution

WCP has steps to follow to address any issues or complaints. Parents are encouraged to promptly approach a teacher; the supervisor or the Parent Board of Directors in person or by email should a concern arise. Parents are also encouraged to complete online surveys throughout the year in order to provide feedback.

Any concerns will be documented and discussed at the next monthly board meeting unless it is indicated that it is of urgent matter. Any urgent matter will be dealt with within 24 hours or by the end of the next business day by either the Supervisor or the BOD to rectify any immediate concerns. If, after speaking with the Supervisor in regards to a classroom or program concern, the parent is not satisfied then the BOD will further address the concern. If the complaint is in regards to operations or policy or hired staff the parent can expect that the BOD will address it at the next board meeting or during an emergency meeting if needed.

The parent can expect a phone call or email once the concern has been discussed.

Parents are invited and welcome to attend monthly board meetings and are expected to attend our September Annual General meeting to obtain important information regarding our program statement and policies.

## Forms

Here are reproductions of the Parents' Agreement, Acknowledgment of Support Services, and Notice with Respect to the Collection of Personal Information forms from the Registration Pack for your information throughout the school year. The Child Guidance Review and Program Statement Implementation Record follows.

### **Parents' Agreement**

I hereby make an application for active membership in Waterloo Co-operative Preschool Inc., and have enclosed the required membership fee with my pre-registration form, refundable only in case of non-acceptance by the school.

I will let the school know prior to July 31, 2022 if I do not intend to enroll my child at Waterloo Co-Operative Preschool, at which time any payment (excluding the non-refundable membership fee) will be returned to me. Withdrawal in this instance only may be done by email to the Membership Officer.

I agree to pay my child's fee promptly. Pre-authorized payment information must be provided at the time of registration. (If you would like to make an alternate arrangement with regards to payment, please contact the President of the Board of Directors). I agree that Pre-authorized payments for tuition will be debited starting September 1, 2022, and will be withdrawn on the first of every month until May 1, 2023.

I agree to pay last month's tuition and the \$50 membership fee via e-transfer at the time of registration. I understand that my enrollment is not considered to be complete until all fees have been received, or an alternate arrangement has been approved.

I agree to be charged the committee obligation and yard clean up fees in January 2023 and June 2023 via pre-authorized debit if I do not fulfill my obligations. My child will not be allowed to continue to attend class until these payments are made.

I agree to pay my child's tuition fees promptly with pre-authorized payment or a special arrangement. If in default, I will be expected to pay any fees charged by the bank. I will be notified by a Board Member and it is my responsibility to immediately correct this situation (please do not contact the teachers).

If it becomes necessary to withdraw my child from the school, I will give one full month's notice in writing and I agree to pay for one full calendar month following the submission of the letter. Note: No partial months' fees will be reimbursed for withdrawing before the end of the month. If I need to withdraw after April 30, I shall not receive any fee reimbursement. I understand that committee obligations must be met or my committee obligation fee may be charged.

I will make every effort to be prompt in bringing my child to school and in picking him/her up after school closing. I understand that a late charge of \$1.00/minute may be levied against parents failing to pick up their child at the prescribed school closing time.

I will not send my child to school if there is any question of illness, nor will I come myself if I am ill. I will contact the school if my child is not attending and indicating specifics of illness. If my child contracts a communicable disease, I will notify the Teacher(s) immediately. If my child is involved with KW Hab, I will contact the resource consultant as well as the school on the days they are absent.

In the event of severe weather conditions, I understand the parents will be notified of preschool cancellation. It is the parents' responsibility to check email and notify promptly in writing on any changes made to my contact information.

I authorize the Teacher(s) or another responsible adult to obtain emergency medical treatment for my child by qualified personnel if I am unable to be reached.

I will direct any questions about my child's progress, or the program of the school to the Teacher(s). I understand that the Teacher(s) are not directly involved with the administration of the preschool and I will direct queries or suggestions about administration of the Preschool to the Board of Directors.

Telling the Teacher(s) of any event or change of routine at home may help with my child's preschool experience.

In case of injury to my child while in care, custody or control of the school, I hereby waive all claims against the Waterloo Co-operative Preschool Inc. in excess of public liability insurance carried by the Preschool. A copy of any incident report will be provided to the parents.

I understand that parents must also participate in the operation of the school and its programs. I will serve on the Board of Directors or on a Committee. If I do not fulfill my committee obligations, I understand one or two of my committee obligation fees of \$200 (to be charged January 2023) and/or \$300 (to be charged June 2023) may be debited. I will participate in either the spring or fall playground clean-up and attend the General Meetings in September and May/June or have my \$50 clean-up pre-authorized payment debited.

If I choose to accompany my child and their class on a field trip, I will not bring along any other children (eg. siblings) who are not enrolled in the program unless the field trip is promoted as a "family" field trip.

I agree to be a good member, communicating in a respectful and appropriate manner and in a cooperative spirit.

I understand the program statement and other policies are regularly updated and I will be notified as changes are fully approved and asked to sign that I have read the updates.

I, the undersigned, have read this Parents' Agreement carefully and agree to follow it to the best of my ability. I understand that I will be the participating, voting member for our family.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**There is a copy of this Parents' Agreement in your Parent Handbook for your information throughout the school year.**

## Acknowledgement of Support Services

The Waterloo Region's Special Needs Resourcing Collaborative (SNRC) supports licensed child care programs to identify and meet the diverse needs of all children and their families. All children, regardless of their abilities, are supported to thrive in quality inclusive early learning environments.

As a licensed Early Learning and Child Care in Waterloo Region, our program is fortunate to be supported by Resource Consultants and Therapists from the Special Needs Resourcing Collaborative. The Resource Consultants and Therapists visit and observe our classrooms regularly and provide resources, training and support to our team. Consultation is provided to support all children in the group on topics related to children's development, developmental and/or behavioral strategies, classroom management, classroom environment and general program strategies.

This support is provided for general classroom consultation only and may not be specific to your child. While Resource Consultants and Therapists are in our program, they may find that some children would benefit from extra support with certain areas of their development. If this happens, a conversation may take place between yourself and the Educator/Resource Consultant/Therapist.

Should there be a specific concern or question about your child's development that requires more individualized consultation or further assessment of any kind, a referral to SNAP can be completed with your consent. This could occur in collaboration with your Educator/Caregiver, however, you are also welcome to contact the Educator/Resource Consultant/Therapist directly to discuss any concerns or questions you may have regarding your child's development.

As members of our team, our Resource Consultant and Therapists follow specific confidentiality policies and are aware of our behavior guidance policies.. Should you have any further questions regarding the role of the Resource Consultant or Therapist, our Supervisor/Director, Resource Consultant or Therapist would be happy to review this with you.

I acknowledge that the support services provided by the Waterloo Region's Special Needs Resourcing Collaborative have been reviewed with me, and I understand that this will be a valuable part of my child's experience in a licensed child care program.

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Child's Name

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Parent Guardian Name (Printed)

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Parent/Guardian Signature

---

ELCC Representative

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Date

Funding for the Special Needs Resourcing Collaborative is provided by the Region of Waterloo and the Province of Ontario.

- **SNAP** - Special needs access point
- **KidsAbility** -(Speech-Language Pathology/Occupational Therapy/Physiotherapy/Kinesiology)
- **K-W Habilitation** - Early Learning, Child Care and Family Resources

## Notice with Respect to the Collection of Personal Information

**Any person on whose behalf a request for director approval has been made must complete this form.**

In administering and enforcing the *Child Care and Early Years Act, 2014* (CCEYA), Ministry of Education inspectors, program advisors and the director under the CCEYA may collect and review personal information about staff employed by a licensed child care centre or employed by or associated with a licensed home child care agency under the authority of s. 30, 31, 67(1) and 69(1) of the CCEYA and s. 53, 54, 55, 56 and 57 of O. Reg. 137/15 under the CCEYA to ensure that the licensed child care centre or home child care agency is complying with the CCEYA and O. Reg. 137/15.

This form is required to be kept for the ministry's review at the child care centre where you are employed or the head office of the home child care agency.

Your personal information may be provided by your employer in connection with an application for approval of a Supervisor, a person to take the place of a Registered Early Childhood Educator, a Home Child Care Visitor or a Resource Teacher, if applicable.

Information collected in the licensing process about Registered Early Childhood Educators may be shared with the College of Early Childhood Educators if necessary for the enforcement of the *Early Childhood Educators Act, 2007*.

Questions concerning the direct or indirect collection of personal information may be addressed to the:

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Child Care Quality Assurance and Licensing Branch Early Learning Division  
Ministry of Education  
900 Bay Street, 24th floor, Mowat Block

Toronto, ON M7A 1L2 416-314-8373

Please retain the form on file for the program advisor to review at the time of licensing. A copy of the form should also be given to the person who completes it.

#### Child Guidance Review And Program Statement Implementation Record Form

We complete a Child Guidance Review and program statement implementation record form for every staff member, student and volunteer, which includes participating parents. This is required by the Ministry to ensure that our program statement and child guidance practices are being followed and implemented. It is also used as proof during licensing that the supervising teacher monitors compliance with the program statement and child guidance practices. The Child Guidance Review and Program Statement Implementation Record is reproduced below. It can help staff and volunteers set and progress towards goals.

Prohibited practices are also indicated on the form and are monitored to ensure these things do not occur.

**Child Guidance Review**  
**+ Program Statement Implementation Record**

*Rank between 1- 5*

Area of Focus	1-5	1-5	Self Reflection/challenges	Connection to Program Statement /accomplishments	Goals
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**Promotes the health, safety, nutrition, and well-being of the children:**

Promotes independence in children Professionalism , healthy relationships boundaries not violated, obtain consent,					
Encourages children to make safe choices					
Uses natural consequences					
Prevents/is proactive about potential hazards/accidents reads allergy chart					
Knows when to ask for help					
Follows rules, regulations, procedures, policies, program statement,governing bodies					
No Prohibited practices					
Keeps blue door open - not alone with children					

Makes self aware of and implements strategies in ISP plans and emergency medical plans					
Counts number of children/head counts, knows how many children there are					
Follows transition, playground, safety and supervision policies					
Washes hands					

**Has positive and responsive interactions with the children:**

Builds positive, authentic relationships with children					
Focuses on child strengths and feelings					
Actively listens to children					

Gets down to child's level					
Uses a calm voice					
Actively supervises when engaged					
Promotes Inclusion					

**Encourages children to interact and communicate positively:**

Role models positive interactions w/ others					
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Gives positive language tools to children					
Is consistent in their approach					
Follows through and is predictable					
Supports ability to self regulate					
<b>Area of Focus</b>	<b>Yes</b>	<b>No</b>	<b>Self Reflection</b>	<b>Connection to Program Statement</b>	<b>Goals</b>

**Fosters the children's sense of exploration, play, and inquiry:**

Observes each child's interests/curiosity					
Offers ideas to inspire creativity/proficiency					
Scaffolds/extends learning in child's activity, educators as co learners					
Redirects children if required Follows through, consistent					
Supports, meets, and responds promptly to individual needs of children					
Environment as 3rd teacher Reflective practice and collaborative inquiry					

**Overall Comments:**

Does the reviewee support... give examples of learning through exploration, play and inquiry,  
Pedagogical Documentation

Social	Cognitive
Emotional	Physical Development

*The following practices are prohibited: Corporal punishment, physical restraint of children (except to prevent self-harm, harm to others, until risk of harm/injury is no longer imminent), derogatory language/tone, deprivation, and confinement. Should anyone breach these prohibited practices, the board/supervisor will follow the policy. Or a colleagues designate that oversees behav guidance will act upon and directed the person on next steps ie pd add pd needed to form, protection of children*

*Signatures represent that the above information has been reviewed with me and I understand the areas of focus discussed:*

Reviewee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix: Policies And Procedure

Some of the information given in this Handbook is a condensed, more readable, version of formal WCP policies and procedures. The full versions of those policies and procedures are reproduced here. All of our policies and procedures are available in the Policies and Procedures binder in the classroom.

### Criminal Record Check, Vulnerable Sector Check, And Offense Declaration Policy

In keeping with both the requirements mandated by the Ministry of Community and Social Services, and with the philosophy of Waterloo Co-Operative Preschool for providing a safe and healthy environment for children, the following are guidelines for acquiring, presenting, recording and accepting Police Records Checks. Police Records Checks are mandatory for those providing direct and indirect service to the students of the preschool. This includes all duty parents, members of the Board of Directors, staff, supply teachers, volunteers and field placement students.

All volunteers, staff, duty parents must obtain a criminal record check (CRC) including vulnerable sector check (VSC) within 10 days of employment and must be less than 6 months old. If there is a break in service (excluding holidays), a new VSC must be obtained before they can return to work. A vulnerable sector check is not required for staff and volunteers less than 18 years of age. A police check is acceptable in this case. A vulnerable sector check is required within one month of a volunteer or staff member becoming 18 years of age. If a volunteer or duty parent has requested a CRC including a vulnerable sector check, but has not yet received it, the following measures will be put into place

- They must show a receipt to prove the CRC has been requested.
- The volunteer or duty parent must never be left alone with the children. All Board of Directors are required to produce an initial declaration stating they do not have a criminal record, sign a confidentiality form and provide an original CRC not older than 6 months within 10 days of being voted in. If a vulnerable sector check is not obtained, then a letter of non-interaction needs to be signed stating that the individual will not interact with children, and they acknowledge that they will obtain a full vulnerable sector check before they have any interaction with children. If a police check cannot be obtained within 10 days, then a receipt must be provided and section A of the confirmation of non interaction form signed. Once obtained, the Board Member and the Supervising Teacher must sign section B and the Supervising Teacher must upload again into CCLS. Annual declarations must be signed within 15 days of the anniversary. New police checks must be obtained every 5 years.

### Offense Declarations

A criminal record check is valid for 5 years of continuous service at Waterloo Co-operative Preschool. Maternity leave and summer holidays are not considered breaks in service. In the years that a VSC is not required, individuals must sign an offence declaration. An offence declaration is a written declaration signed annually by an individual that lists all of the individual's convictions for offences under the Criminal Code (Canada), if any, during that period of time. The offence declaration is to be dated no later than 15 days after the anniversary date of the previous offence declaration or vulnerable sector check, whichever is most recent. If a volunteer or staff

member is convicted of an offence under the Criminal Code an offence declaration must be provided to Waterloo Co-operative Preschool as soon as reasonably possible.

Obtaining a Police Records Check You can obtain your CRC and VSC:

- From the Police Reporting Centre (150 Maple Grove Road, Cambridge). The checks are performed while you wait.
- Online at <https://recordcheck.wrps.on.ca>. A credit card is required. Ensure you select both Criminal Record Check and Vulnerable Sector Check if you have any contact with children. Wait time depends on the volume of requests, usually between 3 and 4 weeks.
- By visiting any of the Waterloo Regional Police stations. Wait time depends on the volume of requests, usually between 3 and 4 weeks.
- If you live outside Waterloo Region you will have to go to your local regional police. You will need to indicate that you work directly with children and are associated with Waterloo Co-Operative Preschool (using the provided form). You will need to present two pieces of identification. If you applied online or visited a police station, the Police Department will call you when your Police Records Check is complete. Then you must go, in person, to the Police Department and show the same two pieces of identification to obtain a copy of your record. The parent(s) will be responsible for any cost associated with this procedure. EXEMPTIONS: If there are exemptions in place we should continue to rely on police record checks and other screening measures, such as reference checks, and checking the College of Early Childhood Educators website, the Ontario College of Teachers website, and the online Registry of Child Care Violations. Remitting a Police Records Check Within 10 days of becoming a staff, board member or volunteer, the member will send a PDF copy to the supervising teacher and present the original current Police Records Check to the Membership Officer or the Supervising Teacher, who will determine and record the status as either ACCEPTABLE or NOT ACCEPTABLE. If it is determined that a Police Records Check would render a parent's status "UNACCEPTABLE", the decision would be made by the Membership Officer in conjunction with the President. The original copy of the criminal record check must be kept on file at Waterloo Co-operative Preschool for all staff. If a copy of a vulnerable sector check is accepted for a volunteer instead of the original document, the following is then required:
  - An offense declaration to address the period since the day the vulnerable sector check was performed. If this period is longer than 6 months then a new vulnerable sector check is required.
  - The original copy must be brought to the Membership Officer or Supervising Teacher. A form will be signed to indicate that the original document has been presented. The Criminal Record Check will be kept in a locked file. The Membership Officer has signed an Oath of Confidentiality to ensure members' Police Records Checks and personal information remain private. As well, the President and the Vice-President have also signed an Oath of Confidentiality to ensure the Police Records Check and personal information of staff and supply teachers will remain private. Criminal record deemed 'Not Acceptable' A criminal record of any SEXUAL OFFENSES will be deemed to be NOT ACCEPTABLE and that person will not be able to participate in the Waterloo Co-Operative Preschool in any capacity involving children or serving on the Board of Directors. Alternate arrangements for participation would need to be made prior to the child's enrolment. If alternate arrangements are not made, WCPS reserves the right to deny a family's application. As above, any decision

regarding the denial of admission of a child to the school, based on a parent's Police Records Check would be made as a result of consultation between the Membership Officer and the President of the Board of Directors.

## Health Policy

WCP is committed to ensuring the health and well-being of children at the preschool. To effect this, we must keep on record certain medical information and follow certain protocol in the case of illness. Parents are required to contact the school as soon as possible to provide details for the reason of absence. Whenever there is a new staff member, student, volunteer parent or volunteer, they must provide the date of a health assessment prior to working, indicating they are safe and capable to work around and with children.

## Medical Information

Child's medical information:

- Parents are required to submit a completed Immunization Form or Immunization Update Form (included in the Membership Package) for their child, as well as 2 copies of the child's immunization records before the first class is attended. Immunization Opt-out forms are available. Parents are also asked to complete a medical and personal information form included on the first page of their Membership Package. A doctor's signature is required on the Exemption form if you have a medical exemption for immunization.

Participating parent's medical information:

- Participating parents are required to submit a health form, which includes a screen for TB and proof of Tetanus shot (valid for 10 years), COVID-19 immunization
- If required the TB skin test can be obtained by either:
  - Scheduling an appointment with a family doctor
  - Contacting a TB skin test provider<https://www.regionofwaterloo.ca/en/health-and-wellness/tuberculosis.aspx>

## Individual Anaphylaxis Policy and Emergency Medical Plans

- The parents of a child with anaphylactic reaction or serious health concerns will be required to fill out an Individual Anaphylaxis Policy form, or Emergency Medical Plan which all volunteer parents, teacher, volunteers and students will review and sign when developed and whenever there are changes.

See prevention procedures in [Nutrition policy](#).

## Illness Protocol

We follow recommendations and directions given by a medical officer of health; and reference the documents on Guidelines for Prevention and Management of Infectious Diseases in Schools and Infectious Diseases Exclusion Guidelines for Childcare Providers and Schools. Complete daily [health screening](#) before coming.

## Outbreak

If a child is too unwell to engage in the class they should not come to school. Over the counter medication, such as Tylenol, can not be given to mask illness and enable the child to participate. Parents must use their own good judgment when considering whether to send their child to school; they must protect not only his/her own child, but also the other children in the school. However, it is also up to the discretion of the teacher as to whether the child should be accepted if illness is apparent.

If a child is thought to have a communicable disease, such as the flu or pink eye, they should be kept at home until no longer infectious and 24 -48 hours have passed after the first dose of medication. If a child contracts a communicable disease or enteric outbreak (2 or more cases with a common link within a 48 hour period meets the definition of enteric outbreak) , the parent is required to notify public health and the supervisor who will follow protocols. The parents of the affected class will be advised about the concern without being informed of any identifying information. Staff will follow directions given from public health and maintain up to date line lists to track, monitor and report the status of the outbreak as required. Attendance records will clearly indicate the reason for absence and symptoms.

#### Fever

- If a child has a temperature of 37.8°C (100°F) or higher they should be kept at home until the child has been fever-free for at least 24 hours. If fever continues a healthcare professional should assess if there is an underlying illness and should remain absent until ready and able to actively participate in the program.

#### Diarrhea (Enteric)

- Keep the child home until solid stools have been formed for at least 24 or 48 hours, and there are no other ill symptoms, or until your doctor has approved a return to the program. If there is an outbreak of illness at the preschool, the teachers may request children be kept home for a minimum of 48 hours after the diarrhea subsides

#### Vomiting (Enteric)

- Keep the child home until at least 24 - 48 hours have passed after the last bout of vomiting. If there has been an outbreak of sickness at the preschool the teachers may request children be kept home for 48 hours after the last bout of vomiting.

#### Rash

- A child with an undiagnosed rash must stay at home. Doctor's approval, confirmation it is not contagious and a diagnosis is required to come to school with a rash.
- Any medical conditions must be indicated on the child's file ie eczema

#### Severe cough or cold symptoms

- Green or copious nasal discharge is a reason to stay at home. Ask your doctor about a severe cough as it may be a sign of a contagious illness, or may be related to asthma or allergies. Children should be well enough to attend and are able to actively participate both indoors and out.

#### Sore throat

- If your child has a sore throat or has been diagnosed with strep throat, they must stay at home for at least 24 hours after starting antibiotics or the complaint has subsided.

#### Mild cold or respiratory symptoms

- So long as nasal discharge is clear and not continuous and the child feels well enough to participate there is no reason to stay at home.

#### Headache and earache

- Unless the headache or earache prevents the child from participating or there are other signs of illness, there is no reason to stay at home.

#### Head Lice

- If a child contracts head lice, treatment must be complete and nits removed before the child may re-enter school. The teacher will discreetly check all children in this instance.

#### Ill Volunteers

- A volunteer parent or other volunteer with a cold or signs of infection should remain away from the school.

#### Illness in a Staff Member

- If the teacher contracts an infectious illness, she needs to follow the same Public Health recommendations as for the children at the centre.
- Staff members who are ill should not be at work. If the staff member is unwell, but well enough for work, he/she should ensure hand washing is done more frequently.
- Staff members who are ill cannot work in the kitchen.
  - Absences of staff members will be recorded in the daily journal, and on the staff members' timesheets.

#### Unvaccinated children

- If a child is not vaccinated and someone in his/her class contracts a serious communicable disease, public health will require the parents to keep the child home for 2 weeks.
- Any unvaccinated child must have an official notarized letter on file.

#### Administering medication

- The school will not be responsible for administering medication with the exception of emergency medication (i.e. epi-pen or medication required for an allergic reaction or asthma prescribed by a doctor). Please see medication policy.



#### Cream/ointment

- Due to the limited time at the preschool, creams, lip balms, sunscreen and bug spray must be applied at home if desired. Please see permission form to apply hand sanitizer when handwashing is not available.

#### Asthma

- Emergency Forms must be completed and medication log ready.

#### Absence from school

- Parents are asked to notify the teachers before school begins if their child will not be at school.
- Consider wearing a mask when returning if tolerated.

Parents must complete the Reason for Absence Form found below describing all symptoms or reason for absence. <https://forms.gle/PUoLTkowj8joVWr67>

For specific concerns Public Health website.

- Outbreaks: refer to Serious Occurrence Policy in regards to reporting timelines.

#### WHMIS, Cleaning, Health and Safety Policy

It is the policy of WCP that all staff must keep up to date on current Health and Safety Practices and ensure the board representative is informed of standards that affect their volunteers in the cleaning committee. As a requirement for work; staff will maintain up to date Safe Food Handling and WHMIS certificates. Every individual must complete and sign off on a full orientation including WHMIS information before completing a shift. All cleaning committee members must be informed by the School Improvement Officer on the location of fire exits and extinguishers in the area they work.

The School Improvement Officer must orient committee members on the safe and proper usage of chemicals in the classroom and washrooms. For example, 1 tsp of bleach should be added to the squirt bottle full (250ml)= 1000ppm of water to be used in the classroom, and the accelerated disinfectant is to be used in the washroom only. No chemicals that do not have a DIN are to be used in the classroom except for bleach and water unless it is to help disinfect urine on carpet. In that case, the bathroom spray can be used on the carpet spot and stamped out (usually with feet). This spray should be returned to the upper basket in the toddler washroom - out of reach of children at all times. Children cannot help with sanitizing procedures

WHMIS Material Data Sheets are available in the blue binder above the microwave. The cleaning committee will be aware and oriented on the use of other products, such as floor cleaners, toilet cleaners, and products used in the steam cleaner. Staff and volunteers must all be aware and respond to all health and safety issues or concerns that erupt and document all such events in the daily journal.

If the custodian door is open to the office by the washroom it needs to be closed unless occupied. The custodian cart containing hazardous materials and products must be kept out of reach of children at all times. If it is seen in the hallway unmanned, it must be moved to an inaccessible location such as the clean up room or custodian office with the doors closed. If a cleaning committee member becomes aware of health or safety issues during their cleaning shift, it must be documented on the weekly clean chart. The clean chart should be

inspected and issues addressed by the School Improvement Officer each week.

If parents are dropping their child off or picking up and notice open doors, or hazardous materials are accessible to children, they should take the initiative to remove it to keep our community safe. All spray bottles, including the bleach-water mixture in the classroom, must be clearly labeled and kept up and out of reach of children at all times. Children may not accompany duty parents or cleaning crew into these hazardous areas i.e. upstairs kitchen, clean up room or custodian room, or the area in the gym for which the gym toys are stored. No children are to go on the stage in the gym.

## Volunteer Parent, Volunteer And Student Policy

### INTERVIEW

Before a student or volunteer is introduced to the program at the Waterloo Co-Operative Preschool, a brief interview to determine the viability of the placement will be conducted. Goals and planned outcomes will be discussed and if deemed appropriate, the Teacher will initiate the following procedure prior to placement commencement.

### Requirements

All volunteers including High school (over the age of 18), University and College Students, Adult Volunteers and Volunteer Parents: *Criminal Reference Check including Vulnerable Sector Check* and a completed *Pre-employment Health Form* required for everyone having direct access to children. An annual declaration is signed each year within 15 days of the record anniversary. Individuals must indicate if there are any new charges and list them on this form as required. Police checks should be obtained between September and June 15th in order to get the declaration signed within the 15 days of the police check anniversary, as the preschool is closed during the summer.

### Orientation

Full orientation will be delivered to all Volunteer Parents, Volunteers and Students using the Orientation Checklist. This will be completed at the Fall Orientation Meeting for Volunteer Parents and on an individual basis thereafter. The Teacher will be responsible for this orientation being completed before the volunteer begins working in the classroom and whenever updates are made. Volunteer Parents, Volunteers and Students will be supervised at all times by the supervisor and will not be left alone with children. Any assignments will respect the privacy of children and only the use of initials will be used, not names. Orientation is completed by the supervisor. The supervisor is responsible for mentoring volunteers and monitoring and implementing all policies. Children are not to be left on the playground or gym when a paid teacher is not on duty. All participating individuals must read the parent handbook and program statement prior to orientation found on our website.

### Policy And Procedure Review

- All Policies and Procedures and other documents are to be reviewed with all Volunteer Parents, Volunteers and Students who will be providing care or guidance in the program before they begin providing that care or guidance, whenever changes are made and annually thereafter: The following are some of the policies and procedures that will be reviewed.
  - Parent's Handbook,
  - Program Statement,
  - Prohibited Practices listed in the Child Guidance and program implementation record,
  - Child Guidance Practices,
  - Child Guidance and Program statement Implementation Record
  - Confidentiality and privacy
  - Serious Occurrence Policy, Accident Reports policy
  - Anaphylaxis and Emergency Policy,
  - Snack Policy and preparations
  - Sanitary practices and procedures, other health and safety practices ie WHIMIS
  - Volunteer Parent, Volunteer and Student Policy

- Playground Policy, Gym Safety Policy
- Transitions, safety and supervision of routines Procedures,
- all Emergency management Plans and Procedures, ie fire drill/exits
- Individual emergency plans (ISPS) for children with medical needs
- Inclusion policy
- Expressing concern and discriminatory incidents
- Health policy
- All Policy reviews will be followed by written sign-off of understanding by each Volunteer Parent, Volunteer and Student.
- A Child Guidance Compliance Observation will be completed for every Volunteer Parent, Student and Volunteer. This will be done annually by the Teacher.

#### Placement/Volunteer Hours – Program Interaction/Expectations

All students/volunteers will be actively involved in interactions with the children and staff. Course requirements for students will be completed at the convenience of the programs and will not interfere with the quality or value of play and programming the children receive. Assessment and evaluation of the placement will be done by the Supervisor on a weekly basis and careful consideration will be given to the observations documented to determine the continuance of a placement or interactions with the programs. A brief overview will be noted in the daily journal regarding the placement progress. The Supervisor will have overall supervision responsibility for the duration of the volunteer/ student placement. Students and volunteers are to report absences by texting the supervisor, emailing the supervisor or leaving a message on the centre's answering machine. University students are in community service learning courses such as: community psychology, developmental psychology, psychology and exceptional youth and should record their hours using the appropriate format. College students completing their Early Childhood Education from Conestoga, and Apprenticeship ECE students, are also mentored.

[https://docs.google.com/document/d/1dhXMNmADv39zRqEwGk4ZD0Br61rY6k60\\_AF\\_chhMnUI/edit?usp=sharing](https://docs.google.com/document/d/1dhXMNmADv39zRqEwGk4ZD0Br61rY6k60_AF_chhMnUI/edit?usp=sharing)

#### Child Care Supervision Policy

- Every child in attendance shall be under the supervision of an adult at all times.
- No child is supervised by a person less than 18 years of age.
- Direct unsupervised access to children is only permitted for staff of the Waterloo Co-Operative Preschool.
- Two Volunteer Parents with up to date level c standard first aid in the Co-Operative may take the place of an unqualified staff if working alongside a qualified ECE staff. At that time they may be required to provide direct supervision to the children if they feel confident to do so.
- Volunteers and Students will not be left alone with a child.
- Volunteers and Students may not be counted in the staffing ratios.
- Students will not do diaper changes or administer medication.
- Students and volunteers are not financially compensated for their time.
- Monitoring and support is ongoing.
- Review of information and strategies by staff and volunteers is done when ISP or emergency plans information changes.
- Any contravention of child guidance or program statement is documented in journal and on monitoring form, and reviewed if issues arise.
- Feedback is provided regularly, and documented on the monitoring form.
- Supervisor is notified of any safety or well being issues, volunteer misconduct, or contraventions i.e. left alone with a child - see monitoring compliance and contravention sheet.

- An environment is provided that facilitates and supports student/volunteer learning and professional development.

## Role Of Volunteers And Placement Students

Volunteers and placement students will be encouraged to participate to the level of their comfort but always under the supervision of staff.

All volunteers and placement students need to complete the following before permitting to help in the childcare program.

1. Read the parent handbook and be prepared to implement the full program statement
2. Take part in a physical tour of the facility by the supervisor, who will answer any questions concerning the self-orientation.
3. Read and sign Child Guidance Policy, Outdoor and Gym Safety Policies, Anaphylaxis Policy and Snack Policy, along with all other policies, ISPs and emergency plans initially and any time there are revisions made.
4. Complete a Volunteer/Student form that includes contact information.
5. Complete Health Assessment and fill in standardized health forms before commencing work.
6. Read all emergency policies (eg. Fire drill).
7. Have a valid vulnerable sector check and appropriate immunizations on file.
8. It is the volunteers and placement students responsibility to report to the supervisor any injuries or concerns to themselves or children they are working with as soon as possible.
9. No volunteer or placement student will have direct unsupervised access to children at the school at any time.
10. Report concerns to the supervisor in regards to any areas of the program.
11. Maintain professionalism.
12. Be a positive role model.
13. Maintain confidentiality at all times.
14. Respond and act to supervisors feedback.
15. Sign annual declaration and inform supervisor if convicted of a criminal code offense. See Duty to Report Policy.
16. Always check allergy charts, emergency plans and ISP.
17. Ensure any mouthed toys are put in the gray bin to be washed and sanitized, and wash dishes.
18. Volunteers are not included in class ratios and will not allow parents to leave their children with them when teachers are not present.
19. Volunteers are to introduce themselves to other volunteers and parents.

## Volunteer Parent Expectations

- A full orientation, all paperwork (CRC VSC, Immunizations) and policy review must be completed prior to your first shift and whenever changes are made to any policy or ISP or individual emergency plan.
- You should familiarize yourself with the [Volunteer Parent Check List](#) (available under Member Resources on the Preschool webpage).
- Volunteer parents are required to arrive 15 minutes prior to the beginning of class (8:45am or 12:45pm)

- Try to actively be involved with at least 3 children during your shift
- If you take a child to the washroom, please leave the blue door open so a teacher can supervise from the classroom.
- Toddlers: 5:1 ratio
- Preschool: 8:1 ratio
- The ECE teacher should remain in the class or on the playground during diaper changes/washroom use. Please leave the door open to ensure staff can properly supervise volunteers who are in the hall with children.
- Volunteer parents are often required to do diapering and dishes
- Please be sure to spread out and supervise different areas of the program within separate quadrants of other adults. Prevention of accidents and adult intervention to assist with positive peer relations is a priority
- In the classroom, try to keep your back to the wall to enable supervision of the entire room.
- Upon arrival, please wash your hands and wear indoor shoes.
- Check the list on the kitchen counter for the Volunteer Parent To-Do list that you check off as each chore is completed.
- Please review any policies and procedures that you may be uncertain of. If you are unsure, just ask.
- Please check the posted daily activity flow, curriculum sheet, allergy chart, ISPs, and emergency plans so you are familiar with how the day will unfold.
- Report concerns promptly to the supervisor in regard to any areas of the program.
- Maintain confidentiality at all times.
- Be a positive role model.
- Respond and act on the supervisor's feedback.
- Maintain professionalism.
- Sign annual declaration and inform supervisor if convicted of a criminal code offense See Duty to Report policy.
- Always check the allergy chart and emergency plans, ISP.
- Put mouthed toys in the gray bin to be washed.
- Volunteer parents are never included in class ratios. Help keep staff in ratio! Do head counts.
- The teachers will help you throughout your shift. Relax and have fun!

## Nutrition Policy

### Healthy Snacks

Waterloo Co-operative Preschool is committed to ensuring that healthy snacks are provided during class. A snack schedule is posted in the classroom and is emailed to the membership. Any substitutions will be indicated on the menu in the hall and documented in the journal as a permanent record.

All snacks contain a food that promotes good dental health and will contain at least two food groups from Eating Well with Canada's Food Guide <https://food-guide.canada.ca/en/> (ie. a carbohydrate and vegetable or fruit), while respecting religious and individual nutritional needs. They must meet recommendations set out in Health Canada documents. Snacks are served between meals and midway through the class time. Snacks are a snack, not a meal. More than half of grain products are whole grain. Fresh and, when possible, local fruits and vegetables will be included in the menu. Condiments such as margarine, ketchup, mustard, relish, mayonnaise, sauces, syrups, salad dressings, gravies, jams, fruit butters, pickles and olives will not be used for snacks. Hummus will be used as a dip. No sugary products will be served. Products with a sodium content of 5% or less of the daily value will be chosen when they are offered (ie. rice cakes). Packaged food that contains industrial trans fat will be avoided.

Filtered and flushed tap water is available and accessible to children at all times. Children are to bring their own water bottle labeled clearly with their name.

### Allergies And Restrictions

Allergy awareness procedures are available for parents to view at any time. Our allergy policy will be reviewed with Volunteer parents and volunteers during their orientation and whenever changes are made. All food allergies and restrictions are posted in the kitchen and classroom. Food labels are read to ensure products do not contain any ingredients on the posted list. No food containing a substance a child is allergic to is served in that child's class. The snack menu avoids common allergens and common culturally prohibited foods (nuts, dairy, egg, meat, fish).

Children with special dietary and feeding arrangements will be accommodated by following the written instructions of the parent, as provided on the child's ISP. Parents may send their own substitute labeled with their child's name on it if no substitute is available at the preschool and if it is required for a medical reason.

### Food Safety

The supervising teacher attends a menu assessment workshop every three years. Both teachers also maintain an up-to-date safe food handling certificate by attending training on safe food handling practices at least every five years. Our safe food handling policy is available for parents to view at any time. The policy will be reviewed with Volunteer parents and volunteers during their orientation. Food is stored, prepared and served so as to retain maximum nutritive value and prevent contamination. High risk foods such as undercooked meat, poultry or fish; milk products, juices or honey that have not been pasteurized will not be served. All food is purchased from a reliable source such as a grocery store (i.e not markets) and must have a label with listed ingredients or be otherwise trackable (i.e. items such as fruit will have a numbered sticker that can be tracked to a description on the grocery receipt). All receipts are kept on site.

Careful attention will be paid to avoid food that could cause choking when planning, preparing and serving snacks for the children. Food will be adapted to reduce the risk of choking (ie. toddlers have cucumbers instead of carrots). Children wash their hands before and after snacks.

### Creative Play And Teaching Activities For Children

Food-related books that feature healthy foods and eating behaviors will be chosen. Children will be given the opportunity to participate in age-appropriate snack preparation. Waterloo Co-operative Preschool will increase the amount of materials and resources that promote healthy foods and healthy eating and will make them accessible throughout the room. Eg. Posters, books, dramatic play props (pretend healthy foods, cooking and

eating utensils). Children will be taught about food customs of other countries and encourage them to experience and bring in pictures or samples of unfamiliar healthy foods.

#### Engaging, Supporting And Educating Parents And Child Care Staff

Staff training opportunities will be provided for safe food handling, how to assist if a child is choking and procedures for dealing with an allergic reaction. Waterloo Co-operative Preschool will work on developing and following written food and beverage policy statements and guidelines for functions, events and meetings. Appropriate training will be provided for staff to integrate nutrition activities into the curriculum. Feedback from staff, parents and children with regard to menu and program activities will be considered.

Nutrition screening with NutriSTEP is encouraged by providing access to the tool and follow-up services in partnership with public health services 905-546-3550. Link: [www.nutristep.ca](http://www.nutristep.ca). This information is shared in our newsletter.

Non-food options or healthy food options are promoted for celebrations.



## THANK YOU!

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Thank you for taking the time to read this Parent Handbook. We hope you have found the information helpful. Please do not hesitate to talk with a Teacher or Board of Director member at any time if you have any comments, suggestions or improvements. This is a preschool run for the children, by the parents. We look forward to sharing some great preschool times together!

The teachers look forward to meeting you!

*Revised: October 19, 2022 by Eliane Sabatino and BOD.*

*Approved By: Britney Stewart (President) on October 19, 2022*

*Seconded By: Travis Loveridge (Treasurer) on October 19, 2022*

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