

Waterloo Co-operative
PRESCHOOL
“a place to grow”



Parent Handbook

2019-2020

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22 Bridgeport Rd. W. Waterloo, Ontario N2L 2Y3

Tel: (519) 884-3400

Email: waterloo.preschool@gmail.com

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 web site 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

ABOUT US

We are a non-profit cooperative preschool run for the children, by the parents. Waterloo Cooperative Preschool has been in operation since 1969 and our program has evolved over the years as we constantly strive to provide the best programs for our children. We are proud to have two highly experienced teachers who plan and implement our programs with the needs and interests of our children in mind.

We welcome diversity and celebrate all that our membership celebrates. Our inclusive programs ensure that individual supports are in place when necessary and KW Habilitation supports our staff with this. 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!

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, structured and fun environment where children are treated responsibly with dignity, respect, and care. Our teachers offer a program including both structured and free play elements that is designed to enrich your child socially, emotionally, and intellectually.

WHAT IS A CO-OP?

Waterloo Cooperative Preschool is a parent run 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 Cooperative Preschool have been running a successful program for almost 50 years!

The school is organized and administered by the parent members through the Board of Directors and operated for them by qualified staff. It is non-profit and non-sectarian. The parents employ teachers, equip the school, maintain membership and meet the budget. Tuition fees are based on the cost of operating the school. Parents are expected to meet the guidelines as outlined in this Parent Handbook.

The Preschool was incorporated under the Co-operative Corporations Act of 1973 on November 15, 1974. 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. Copies of the Policies and Procedures and by-laws are readily available at the school or may be obtained from the Secretary or Teachers upon request.

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. We value our sense of community and the partnership we have with the groups that use the church. Although we are not affiliated with

the church and have no religious affiliation, we are fortunate to use much of the facility, including our warm and welcoming classroom, a full-sized gymnasium, and a fenced-in outdoor play area. Our location provides a cozy yet stimulating atmosphere for the children and we make the most of it in every class.

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 Teachers, both are Registered Early Childhood Educators. The Supervising Teacher 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 teachers occurs through the Teacher Evaluation Survey and from observations of the Board of Directors. The teachers sign a yearly contract and submit a copy of regular medical examination, TB Test, and Criminal Reference Check including vulnerable children's sector.

OUR TEACHERS

Tracey Marques:

Tracey is our Teacher/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 a Registered Social Services Worker 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 25 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 more competitive. She enjoys cottaging, fishing, four wheeling in the sand dunes, hiking, snowmobiling and her cats and her dog Crosby. 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 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 teacher. 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 18th 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 are from Wilfrid Laurier University in the Child Development program and 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, Wilfred Laurier University, Waterloo University, Conestoga College and Adopt a Grandparent program.

Students and volunteers are interviewed by our Supervising Teacher 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.

TEACHING PHILOSOPHY

With *planned 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. Teachers are able to plan activities, decorate the classroom and prepare crafts that enhance learning. Parents also know what the children will be exploring so they can continue learning at home.

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 planned learning with emergent curriculum to ensure the children and families are getting the most out of their preschool experience. Both teachers inherently use the emergent 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 teachers 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 collaborated 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 he or she belongs, is a valuable contributor to his or her 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 the 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 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 to extend learning or foster curiosity should be placed within reach of children
- 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 clothes, tongs, and classroom materials
- Encourage children to make safe choices and have intentional decisions and discussions (use walking feet and gentle hands, hold the railing)
- Create a daily flow that allows for proper hand washing, use of toilet
- Post a menu that contains healthy food choices based on Canada's Food Guide
- Sing the "tap the wall" song to maintain safety from playground to classroom
- Have children contribute to creating rules
- Follow rules and regulations set out by regulating bodies such as health unit, licensing bodies
- Maintain a clean, healthy environment, health policies 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, children
- 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 teacher with backpack if ever splitting into groups

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 strengths of all parents, Board of Directors, children as leaders
- To enable the parent 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

Approaches

- Get down to children's level and provide a warm welcome each day
- Teachers meet with new families, have small group trainings, meetings and individual needs assessed prior to joining classes
- Daily chats with parents at the beginning or end of class or scheduled meetings
- Students are supported in their learning objectives
- Supervision is provided to students and staff, 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, providing individual attention and care, use of active listening (can be responsive in use of observation, responding to cues or by adding materials to enhance play and relationships)
- Parents are encouraged to participate and adopt our cooperative preschool philosophy
- Treat with respect and appreciate diversity
- Promote constructive interaction
- Annual AGM surveys, regular feedback surveys, staff evaluation surveys
- Planned Events such as Family Fun Night, Train Trip and Mother's Day Tea
- Other events that the teachers/the Board plan

Waterloo Cooperative Preschool encourages children to interact and communicate in a positive way and support their ability to self-regulate

Goals

- Focus on and establish close, meaningful relationships that support intrinsic motives and decisions
- To create the atmosphere and role model positive interactions with others showing respectful meaningful interactions, label feelings, ideas
- Revise child guidance to include enabling 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 will promote self regulation
- Planned and spontaneous activities will 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
- Enforcing our sharing philosophy and teaching 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, prompting speech, and aiding in responsive reciprocal communication
- Have children create the safety rules, be a leader and hold doors open for their peers, help serve snack 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
- 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

- To 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 in hall, 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

- Rotation of toys regularly allow children to choose and take part in toy selection
- Foster play-based learning
- Enhance play and relationships by adding materials or items to further experiment

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 children's, 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, up to date research

Approaches

- Within a structured day, provide play based learning
- Can see a daily flow that meets individual needs
- Have a list of possible topics or ideas for discovery ready to combine with individual interests in order to provide a good variety of stimulating activities and ideas for learning
- Provide show and share opportunities and allow children to bring items from home to talk about and explore with their peers
- Based on observation of developmental needs, teachers have objectives that will be introduced with intention to expose children to interesting concepts, or movements that they will build on and experiment with, if interested
- Scaffolding learning
- Help children find words needed to sustain/enter play
- Use HDLH phrases in portfolios

Waterloo Cooperative Preschool plans for and creates positive learning environments and experiences in which each child's learning and development will be supported

Goals

- To promote a holistic approach that fosters social, emotional, physical and spiritual development
- To support children and families and their culture
- Value difference and similarities
- Create a sense of community
- Ensure program is inclusive and accessible and set up to promote experiences and learning
- Children are 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 next level
- Diverse toys/equipment set up in an inviting way
- Intentional learning opportunities set up at tables or on carpet or outside, designed for hands-on discovery
- Fostering 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
- Supported to ensure full active engagement
- Maintain low ratios, high-adult presence (volunteers, parents)
- Leadership is promoted among the children – giving 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, flow to allow for active gross motor play, music, drama, quiet activities, puzzles, books, building, and enquiry-based learning
- To use preventative and proactive approach – take time to plan day based on external issues and individual needs e.g., weather, emotions, health, interests, other needs and 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 (Not to disrupt play with too many transitions)
- Have 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, ensuring to have regular team meetings

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

Goals

- To provide annual AGM and training and foster ongoing open communication
- To provide a means for parents to communicate with teachers and the board
- To ensure teachers make time for brief updates after class, digital picture frame, white board memos
- To promote parent participation in various ways

- To 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
- Posters/info bulletin board pictures in hall and email addresses of teachers and Board of Directors
- Evaluation folder for each child
- Inviting parents to be guest speakers or share traditions with the class
- 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

Approaches

- Offer video resources/links on website
- Meet with church affiliate – share our vision
- Invite librarian and other partnerships into classroom
- Have guest speakers and utilize resources and professionals e.g., health unit
- Be open to trying new things
- Family fun night, Spring Fling
- Community partnerships, KW HAb, library, CLS students, ECE
- Link up with neighbouring community groups i.e. seniors yoga
- Maintain active involvement in community via food bank donations, OneList, professional resource centre, financial aid

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 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, planning

- Teacher to show Board of Directors workshops attended
- Regular teacher evaluation meetings with Board of Directors members
- Review and self evaluation of child guidance monitoring forms along with result from survey to build the basis for goal setting
- To 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

- Teachers will provide feedback
- Board of Directors will provide feedback
- Parents will provide feedback
- To conduct room evaluations and response
- The preschool will be open to ongoing feedback, comments and provide staff time to reflect on their practice
- 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

Approaches

- Observe documented feedback and discuss at board meeting and establish strategies to meet individual/group needs as they erupt
- 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
- Annual survey and children's observation reports and picture diaries
- Annual review of program statement during spring planning meeting
- Review of ongoing feedback provided by membership three times a year

PROGRAM STATEMENT IMPLEMENTATION POLICY

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

The Supervisor will conduct Training 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. Attendance of the September AGM and training 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. 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 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 behaviour management 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 KWhab 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 behaviour 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 him/her the choice between two areas (e.g. sand table or work bench).
- 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 a teacher, assistant teacher or participating parent strike a child, belittle a

child, or express themselves in an uncontrolled manner. This applies to duty 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 himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking 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 his or her 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 any bodily harm on children including making children eat or drink against their will.

HOW WILL CONTRAVENTIONS BE DEALT WITH?

If during observation or report that a staff or volunteer contravenes our program statement, policies, Individual Support Plans or child guidance practices it will be documented in the daily journal or 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 Teachers 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.

TODDLER PROGRAM

The toddler two-day program is designed to promote social skills and independence in the children.

A typical toddler class:

- **Gross motor activities** – either outside on our fully fenced playground or in the gym – children play with a variety of riding toys, balls etc. and are encouraged to play active games
- **Wash hands** for snack time, use washroom if toilet training
- **Snack time** – the preschool provides a nutritious snack midway through the 2 hour program
- **Playtime** in the classroom – activities include play dough, sand, puzzles, art activities, blocks, housekeeping centre and a variety of toys
- **Carpet time** – we tidy up as a group and sit together to sing songs and play games
- As the children develop their attention span and show interest the carpet time becomes longer and we introduce stories and some concepts such as numbers and taking turns in games

Tuesday and Thursday AM Toddler program details:

- For children aged 18 - 30 months
- Tuesday and Thursday mornings
 - 9:00 am - 10:30 am September-Thanksgiving
 - 9:00 am - 11:00 am Thanksgiving-June
- Maximum of 10 students per class. 1:5 teachers to students ratio
- Two day Program \$200/month full participation or \$250/month non-participation

PRESCHOOL PROGRAM

Preschool programs are offered two mornings or two afternoons per week. The program is designed to promote social skills and independence while setting the foundations for kindergarten.

A typical Preschool class:

- **Gross motor activities** take place either outside on our fully fenced playground or in the gym – children play with a variety of riding toys, balls, sports equipment and are encouraged to play active games. When playing outdoors, they are encouraged to put their outdoor things in their cubbies, assist with putting on indoor shoes upon returning inside and large classes are often organized into two small groups.
- **Carpet time** – we explore current interests through discussion, songs and games. We also include concepts such as numbers, matching & colour recognition as learning and discovery occurs naturally.
- **Snack time** – the children use the washroom, wash their hands, get their cup and sit at the snack table to enjoy a nutritious snack. Often children participate in this routine. After snack, the children put away their own snack supplies and wash hands again before playing.
- **Free play** – the children can choose from activities such as play dough, sand box, arts and crafts, puzzles, dramatic play, books, blocks and a variety of other toys
- **Tidy up time** – everyone helps tidy up the classroom
- **Group time** – during this time we reflect on our day of learning and capture interests with the use of books, songs, and expand learning on topics of interest. Starting in late October, we also introduce a letter each week from the Jolly Phonics program and may discuss the weather or month.
- Other activities in the preschool program include science experiments, baking, field trips and an occasional visitor from the community

Monday & Wednesday AM (& PM) Preschool Program details:

- 30 months and up
- 9:00-11:30 am September-June (1:00-3:30pm September - June)
- Maximum of 16 children per class. 1:8 teachers to students ratio
- \$150/month full participation or \$200/month non-participation

Friday AM Preschool Program details:

Offered only to children already enrolled in our two day Preschool program or KinderPrep program(s). Our Friday program will be similar to our regular preschool program.

- 30 months and up
- 9:00-11:30 am September-June
- Maximum of 8 children per class. 1:8 teachers to students ratio
- \$75/month full participation or \$100/month non-participation

KINDERPREP PROGRAM

This enhanced program is designed to bridge the gap between preschool and kindergarten and is beneficial for three to five 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.

The combination of two/three days of preschool and two days of enhanced 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.

A typical KinderPrep class:

- A **predictable flow** that usually begins on the carpet where we build on interests while exploring promotion of literacy skills through poems and rhymes, creating and retelling stories and trips to the public library.
- **Jolly Phonics** activities that offer further learning opportunities on top of the basics offered in the preschool class. E.g., Sounding out words and printing skills
- **Math skills** are developed through graphing, classifying, sorting and measuring. We will provide more opportunities to encourage number recognition and positioning.
- **Social development** will take place through group games, group activities and free play where children organize their own 'work'.
- Music and movement helps develop math and literacy skills. We will use singing and creative movement, as well as having musical guests visit the preschool.
- **Life skills** such as dressing, taking care of personal needs and serving own snacks will build self-confidence, independence and a sense of community.
- **Science activities** help discover, question how things work and promote experimentation.
- Intentional learning activities during **table time**.
- **Gross motor** group games and sports.

Tuesday and Thursday PM KinderPrep Program

- 3 years and up.
- 1:00-3:30 pm September to June
- Maximum of 12 children per class. 1:6 teachers to students ratio
- \$250/month non-participation only

HOW DO WE REGISTER?

ADMISSIONS POLICY

Waterloo Co-Operative Preschool is an all-inclusive program. We invite applications from all ethnic, financial and religious backgrounds. Members with special needs are also welcome. 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).

Places at the preschool are available on a first come, first served basis and based on eligibility. 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 opened to current families for a 1-2 week time frame 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 wait list ordered by date/time receipt of pre-registration forms.

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 children per class can be under the age requirements, if requested by parents and developmentally able to participate.

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 in the Registration tab of the Preschool web page. You can also contact the Membership Officer for assistance at 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.

2. **Tour:**

Applicants will be offered the opportunity to take a tour of the facility, Tours are usually held on Tuesday or Thursday mornings at 11:00 am. Other arrangements can be made if necessary. Please bring your child with you. Several families may attend the same tour.

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 committee involvement that is expected of the parents. A tour is the ideal time to begin a discussion about any requests or special needs your child may have.

At times of peak registration (March and January) we hold an Open House at the preschool.

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

To hold a space at the preschool, or to be added to the wait list, please return a completed pre-registration form and a (non-refundable) registration fee of \$50 (or a letter/email from the subsidy office notifying of award of subsidy) to the preschool. The form will be dated and time-stamped by the

teachers or a board member. If you come outside of class hours, you can leave the form and cheque in the mail box outside the classroom. Please do not leave cash in the hall mailbox.

The Membership Officer sends the pre-registration form with the email response to you OneList application. It is also available from the [Registration](#) tab on the preschool web page and can also be picked up from the *Registration Packs* box above the cubbies at the preschool.

If your child is added to the wait list, your cheque will not be cashed unless a place becomes available.

4. **Registration pack:**

Once the pre-registration form and fee are at the preschool, the Membership Officer will be in touch to make arrangements for pick up of a Membership Package or to inform you that your child is on the wait list.

Once the registration pack is returned to the preschool and it has been confirmed to be complete, your child can start 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.

Applications for KinderPrep over the summer

Children wishing to register for KinderPrep may need to meet with the teachers prior to registration to ensure that the program is a good fit for them. Over the summer break we will place KinderPrep applications on the wait list for both KinderPrep and a Preschool program until a meeting with the teachers can be arranged.

COMPLETING THE REGISTRATION PACK

The registration pack contains the following:

- Registration Form
- 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)
- Envelope for tuition and committee obligation cheques
- Pre-employment Health Form (to be completed by participating parents only)
- Volunteer confirmation form (for participating parents to take to the police station)

A registration is complete once we have received a completed Registration Form and Immunization Information Form, as well as two copies of your child's immunization records and all fees. Participating parents also need to present a clear Criminal Record Check with Vulnerable Sector Check and to provide a completed Pre-employment Health Form.

Your child should have up-to-date immunizations. Opt out forms are available for exemptions based on medical or conscientious grounds.

PRIVACY PRACTICES

- Personal information gathered by our organization is kept in confidence. Our teachers and Board Members are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Access to personal information is limited to the board members who need to access this information as part of their position. They sign a separate confidentiality agreement specific to our member's personal information.
- Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to prevent it from being lost or destroyed. Teachers keep all student files in a locked filing cabinet within the classroom and restrict access. Online data storage is password protected, and access to the information is limited.

FEE PAYMENT POLICY

The following fees must be submitted for the registration to be considered complete:

1. \$50 Registration/Membership cheque dated the day your pre-registration form is handed in (or a letter/email from the subsidy office notifying of award of subsidy). There is only one registration fee per family. If a place in your desired program is available this cheque will be cashed to hold the place until the Registration Pack is completed. We will not cash your cheque if you are placed on the wait list.

The registration fee is refunded only if the family moves out of the area before school begins, or if the application is not accepted.

2. For enrollment beginning in September, a series of 10 post-dated cheques dated August 1 and then October 1 to June 1 **or** one cheque dated August 1 for tuition payment in full

For enrollment after September, please provide post-dated cheques for the remaining number of months dated the 1st of each month though June **or** one current date cheque for tuition payment in full.

Families receiving subsidy should pay the amount advised on the fee assistance letter from the Subsidy Office and ensure we have a copy of that letter/email.

Families enrolling in April or later may, at the Board's discretion, be offered only non-participating status. It may not be feasible to offer training at that point in the year and scheduling, which is done a month ahead, can be problematic.

3. Two \$200 committee obligation deposit cheques dated Dec 31 and May 31 and one \$50 yard clean-up deposit cheques dated May 31. These cheques will be shredded if committee work and one yard clean-up is done. *Or* one \$400 opt-out fee, with current date.

Families enrolling in April or later may, at the Board's discretion, be asked to pay the pro-rated committee opt-out fee. It may not be feasible to allocate and provide training for committee work by that

point in the year.

Families agree to pay their child's fee promptly. If a cheque is returned in default, families will be expected to pay any charges returned by the bank. A Board member will notify the family and it is the family's responsibility to immediately correct this situation. Please do not contact the teachers, as they do not deal with finances. If you are aware that sufficient funds will not be in the bank for a few days, please contact the Treasurer (waterloopreschool.treasurer@gmail.com) and we will work with you to find a solution.

PRO-RATED FEES

If your child starts part way through a month we may, at the Board's discretion, offer a pro-rated tuition fee for that month. The pro-rated fee is calculated by taking the **non-participating** 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.

Committee obligation/opt-out cheques may be pro-rated to \$40 per month. This decision is left to the discretion of the Membership Officer and will be communicated when the membership package is distributed or at time of withdrawal from the Preschool. Typically, a family starting in January or later would be asked to provide one \$200 committee cheque (and participate in half of the committee duties).

CASH PAYMENT

If you cannot pay by cheque, please talk with the Membership Officer to make alternate arrangements to pay with cash. Cash payments should be paid in advance of each month of service and deposited in the locked mail box in the classroom by the 20th of the month

Committee obligation/opt out and yard clean-up cash deposits should be paid before the child takes up a place at the preschool.

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. In the case of extended illness or vacation, fees cannot be reduced or deducted.

If a child is away for an extended period of time, all tuition fees are due. If a participating parent is not able to come into the classroom because of illness or vacation, the non-participating tuition rate is to be paid for the month, or the parent can arrange to take another duty parent's shift during another month. An exchange is the responsibility of the parents to arrange.

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. In January, for monies received July 1 to December 31, and 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 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).**

Waterloo Cooperative Preschool is funded in part by the Region of Waterloo

WAITLIST POLICY

Waterloo Co-operative Preschool invites all eligible members of the community to apply for membership at the preschool. Spaces at the Preschool are available on a first come, first served basis and are based on the child being eligible for the class. Registrations are accepted throughout the school year based on availability. For the most up to date information parents of those on the waitlist can contact the membership officer.

Waterloo Co-operative Preschool keeps an up to date listing on OneList indicating open spaces and the membership officer maintains a wait list in order of pre-registration forms and fees received.

The Registration fee is only cashed once your spot is confirmed at the preschool. There is no fee for being placed on our wait list. Children will be offered a spot once it becomes available and will be contacted at the last email or phone number provided. Parents will have 3 business days to respond and then the next person will be approached. Parents of those on the waitlist can contact the membership officer to find out where they are positioned on the waitlist.

Waterloo Cooperative receives funding in part from the Region of Waterloo.

SERVICE TERMINATIONS / WITHDRAWAL POLICY

Parents wishing to withdraw their child from Waterloo Co-operative Preschool should give one month's notice and agree to pay for one full calendar month following the submission of the letter. For example, parents who decide not to start at the beginning of the school year in September should provide notice prior to July 31st to avoid paying tuition fees in September.

Please note that no partial month's fees will be reimbursed for withdrawing before the end of the month. You will not receive any fee reimbursement for withdrawals after April 30th.

Notice of withdrawal may be given by email or written notice to the Membership Officer waterloopreschool.membership@gmail.com

Members who provide written notice of withdrawal, but who intend to return before the end of the membership year may request that a spot in the classroom be held until their return. In such a case, the membership is terminated from the date of withdrawal. If approved, the classroom spot can be held as long as tuition fees are paid in full and no registration fee will be due upon return.

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 re-instated for the remainder of that year without the payment of a registration fee, if approved.

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. The President and/or Treasurer have authority to give notice to any NSF cheque bearer that he/she will have 3 banking days to cover the cheque, plus handling fees, by cash or certified cheque or they will have to withdraw from the school.
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, you may not sell or transfer your membership for the remainder of the school year to another individual.

Committee obligations must be met upon withdrawal. Your committee deposit may be cashed if you have not participated throughout the year (or a pro-rated amount depending on the month of withdrawal).

Unused tuition cheques will be shredded by the Assistant Treasurer or returned to the family or request.

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 as involved as they wish in their child's preschool experience. Parents can choose to assist in the classroom as a participating parent once per month or choose to be non-participating. As we are a cooperative, 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. 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?

At our preschool, you may choose to be either participating or non-participating. Participating means you will help out in the classroom once a month as a teacher's assistant in return for a reduction in tuition fees. We use the term 'participating parent' but any adult family member can take on the role.

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 duty about once a month, plus one back-up duty 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 duty 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 training 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 duty day. This is a Ministry regulation.

HOW DO I BECOME A PARTICIPATING PARENT?

To sign up as a participating parent when registering your child at the preschool, select the participating option in the *Program Preference* section of the Registration Form. Contact the Membership Officer if you want to switch from non-participating to participating status (or vice versa) during the school year.

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:

- 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. Wait time depends on volume of requests, **usually between 3 and 4 weeks**.
- By visiting any of the Waterloo Regional Police stations. Wait time depends on 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.

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).

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 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
- 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 travelled to Asia, Africa, Central and South America or Eastern Europe since your previous check.

TRAINING

Before you can participate in the classroom you must attend an training session. You will be given a tour of the facility walking through tasks you may be asked to do on your duty day. You will also review and sign off on required policies and Individual Support Plans.

NOTES FOR PARTICIPATING PARENTS

- Participating parents are never left alone with children. This applies to all volunteers and students.
- The Criminal, Medical and Training requirements must be fulfilled before the first duty shift or you will be asked to make up the shift another month or pay participating fees for that month.
- Duty 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 duty day. If this happens more than three times, the parent will be asked by the Board of Directors to change to non-participating status and pay the difference in tuition fees.
- Ill Participating Parent. A participating parent with a severe cold, fever, diarrhea, vomiting or infection should remain away from the preschool, trading their duty day with another duty parent.
- Back-up duty parents need to have child care in place for other children in the event they are needed to replace the duty parent or teacher due to illness or emergency.
- Duty parents and volunteers gain information about our students within the classroom setting. Duty 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 duty 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 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 small chair to help the children
- Speak softly, calmly and move quickly
- If something is escalating, move closer and ask if everything is all right.

A good assistant takes responsibility

- Do the job listed for you on the duty 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.

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 and then withdraw when the child is working on their own; do not impose your ideas
- Observe children's interests and curiosity.
- 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 i.e. place items in a helpful way.
- Offer ideas to inspire creativity and proficiency. "I wonder if..."
- Teach children to pick up toys when they are finished. By saying, "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.

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 and 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 lead 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 \$400 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. 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.

All families who do not opt out of committee work will provide two post-dated cheques for \$200 (one dated Dec 31 and one dated May 31). These cheques will only be cashed if committee responsibilities are not fulfilled (assessed in December and May). This is in order to provide fairness to the families who have opted out of committee work and to cover the cost of hiring professional services to do the required work. Unprocessed cheques will be shredded by the Asst. Treasurer.

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 Board 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 member submits a brief written update once a month before meetings. Members of the Board are responsible for reading 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 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.
- Members of the Board of Directors may be expected to act as substitutes for the teacher as required and in accordance with the By-Laws.
- Board members (except the School Improvement Officer) are exempt from yard clean up duty

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 duties 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 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' time sheets
- 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

Treasurer (cont.)

- 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 duty schedule
- Is responsible for ensuring duty parents have submitted all paperwork and have had their duty parent training.
- Participating parent preferred for their unique understanding of the duty 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 calendar and 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

Membership Officer (cont.)

- 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 organise 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

School Improvement (cont.)

- 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 kinder-prep duotangs (must be done in-class)
- - Keep class lists up to date (attendance, birthdays)
- - Edit forms 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 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**”)
- A few members who are required to do work Friday afternoons to help with classroom cleanup/prep for following week. Includes rotating toys, cleaning toys and other duties as required. (As a few members would share this role you would not be required every week)

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 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 and assembles registration packages for future year (March – June)
- Printing Parent Handbook and other forms/files as necessary

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 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

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. We ask families for a \$50 deposit cheque (dated May 31 of the school year) 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. Unprocessed cheques will be shredded by the Assistant Treasurer.

PRESCHOOL GATHERINGS

The Preschool community comes 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 Trip in the fall and spring, Mother's Day Tea and End of Year parties in May/June.

FUNDRAISING

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) is held in the evening (6:00 pm) on the first Wednesday after Labour Day in September. The staggered start dates are distributed at the AGM.

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 on the child's first day of school.

Other groups make use of facilities within the church building. So that families are aware of who they may see at the preschool, representative of these Emmanuel Community Centre groups are introduced at the Fall Annual Meeting.

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 for general information.

* **Members are parents or guardians of each child currently enrolled and may include parents or guardians of children not currently enrolled should they wish to pay the membership fee. There shall be one vote per family, and only the parent who has signed the membership application form is entitled to this vote. No vote is allowed.**

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 the other families at the Preschool. This is a good time to discuss any separation concerns or other individual expectations/needs. 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.

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. This is a good time to talk about any separation issues that may arise once classes start. For a more in depth discussion with the Teachers, please make an appointment with them.

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 Preschool class and Toddler class may attend only one day during the first week of school (2nd week after Labour Day). Parents are informed at the AGM which day their child attends during this week.

The children in the KinderPrep program will attend both days of the first week. There is no staggered start for this program

The children in Friday morning Preschool class attend the first week.

Toddler classes end at 10:30am until Thanksgiving (in October) in order to ensure a good transition and a positive, confident start. Preschool and Kinderprep programs will run their full length starting the second week after Labour Day.

Participating parents are required to complete duty parent training before being scheduled for duty. This training will take place the morning of the first Friday after Labour Day in September. There is no child care provided during this time. A teacher conducts a Duty Parent Training. Policies will be explained and read, a tour of the school and church is given and procedures/daily schedules will be explained.

If participating parents are unable to attend the training session, they may be required to pay non-participating

rate for September and ask for more information when future training sessions will be offered.

Non-participating parents are asked to return to the school 15 minutes early on their child's first day of school. The teacher will show you the policy binder to read at your leisure, give a brief school tour, and explain procedures with the school.

GETTING USED TO SCHOOL

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

- Saying an upbeat and brief good-bye (and then leaving the classroom) is encouraged, but sometimes a one-hour stay is enough for some children to begin with.
- You are welcome to stay with your child and withdraw gradually until he/she is 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 seating in the hallway.
- If it is not your duty 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 he/she is. 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 him/her feel compelled to talk about school.

On your duty day, your child may be at his/her worst - clingy, tearful or showing off. This is normal, especially if he/she finds 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. Remember, it is more fun when it's messy! Aprons are available when painting.
- Outdoor clothing according to the weather. It should, if possible, be 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 slip-on shoes for indoors
- A backpack for art work and other items
- A cup with your child's name written with permanent marker or a label.
 - If you order personalized labels at www.wcp.lovablelabels.ca you will be supporting the preschool!
- Change of clothing as well as diapers and wipes if necessary

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 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 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.

ARRIVAL

- Duty 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 cup in the basket.
- A sign outside the classroom indicates if the class is in the classroom, gym or in the yard outside. If your child's class begins in the classroom, please wait with your child in the hallway until the teachers open the red door. If starting in the yard/gym, please take your child to the yard/gym and wait while they play until a teacher comes. Children cannot be left with students or duty parents.
- A teacher will greet the children as the class begins and mark them in the attendance book. At the same time a visual health check is done. Children should only return from an illness if they have been well for at least 24hrs.

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
- 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 15 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 on the school's answering machine or by emailing the supervising teacher at waterloopreschool.teacher@gmail.com . Please include details of any symptoms of illness so the supervisor can track illnesses and report to Health Department as required

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.

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 try send your child to preschool prepared for outdoor play: sun hats and sun screen 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 and hallway and is emailed to the membership with the September calendar. Any substitutions will be indicated on the menu in the hall and documented in the journal as a permanent record.

	Monday & Tuesday	Wednesday, Thursday & Friday
Week 1	Seasonal vegetables ** (Toddler class has cucumbers) Whole wheat tortilla with apple butter or garden vegetable hummus	Bananas Cheerios
Week 2	Seasonal fruit* Triscuit crackers or melba toast with apple butter or hummus	Seasonal vegetables** (Toddler class has cucumbers) Unsalted rice crackers (Toddler class has rice cakes) with hummus
Week 3	Apples Popcorn (Toddler class has rice cakes)	Seasonal vegetables** Graham wafers with apple butter
Week 4	Seasonal vegetables** (Toddler class has cucumbers) Unsalted rice crackers (Toddler class has rice cakes) with hummus	Apple sauce Graham crackers

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

**Seasonal vegetables 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. Apple butter and hummus will be used as spreads and dips. 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.

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 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 Vice President at waterloopreschool.vp@gmail.com

Calendar: The school calendar is distributed at the Annual General Meeting in September, or when a new member joins the preschool. It lists special activities, typical topics for discovery, field trips, reminders and contact numbers.

Parent Communication Board: 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 Photo Frame: 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 white board. This board is placed outside the classroom at pick-up time. The photo frame will also often be outside of the classroom on occasion to share pictures of the class.

Parent/Teacher Conference: A progress report for each child is prepared by the teacher to be sent home. Conferences are available by request at any time. The supervisor can be reached at 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.

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.

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 and 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 of for any children with needs.

PARTICIPATING IN FIELD TRIPS

- Each parent participating on a field trip may be assigned responsibility 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. Actual holiday dates and first/last day of school are found on the school calendar, which is distributed by email.

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 left up to the discretion of the parent to protect not only their own child but also the other children 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 vomiting, diarrhea or fever. Fever-free and unmedicated for at least 24 hours prior to returning to class. This may be increased to 48 hours if required by local medical officer.

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.

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, which all duty parents/teacher/volunteers/students will review and sign

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' time sheet

ADMINISTRATION OF MEDICATIONS POLICY

Waterloo Co-operative Preschool does not administer medications or apply creams due to the limited time the child is in the program. Please arrange to administer all medications before or after the program. Parents must make their own arrangements for medical treatment (other than emergency first aid – eg. Epi-pen, asthma inhalers, or medication for allergic reactions). Medications will be stored, in their original packaging, in the first aid box in the backpack with consent forms and emergency plans in the binder. Only the teacher will administer the medications indicated on administration of medication forms or emergency plan unless, parental permission is signed to allow the child to self administer puffer or epi-pens, or has signed to allow the child to carry own puffer, an epi-pen in a carry pouch.

No drugs will be dispensed.

When emergency treatment is required, the teacher will record it in the medical log with the time, date, dose and reason for administration, as well as a note in the daily journal and child's permanent record.

Please refer to anaphylactic policy and follow all emergency plans.

EMERGENCY MEDICAL TREATMENT CONSENT

In the case of 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 Duty 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. Our emergency evacuation location is Waterloo Public Library, 35 Albert St, Waterloo. Please see the policy binder in the classroom to review any policy or procedure.

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.

An annual review will be conducted of any serious occurrences that took place over the last calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future.

INCLEMENT WEATHER/EMERGENCY CLOSURE

School will be closed due to inclement weather when the Waterloo Region Schools are closed or the school and city buses have been cancelled 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 duty 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 have steps to follow to address any issues or complaints. Parents are encouraged to 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 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, 2018 if I do not intend to enroll my child at Waterloo Co-Operative Preschool, at which time any post-dated cheques 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. Payment must be in the hands of the Membership Officer by post-dated cheques (10) or one lump sum payment at the time of application. (If you would like to make an alternate arrangement with regards to payment (eg. cash), please contact the President of the Board of Directors.) I understand that my enrollment is not considered to be complete until all cheques have been received, or an alternate arrangement has been approved.

I agree to pay my child's tuition fees promptly with the required number of post-dated cheques or one lump sum 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 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, 2020, I shall not receive any fee reimbursement. I understand that committee obligations must be met and my committee deposit may be cashed.

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 or provide the opt-out fee (\$400). If I do not fulfill my committee obligations, I understand one, or two of my committee obligation cheques of \$200 (postdated December 31 2016, and May 31, 2017) may be cashed. 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 cheque cashed.

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 revised regularly. I will be notified as changes are fully approved and will sign off on policy updates as requested.

This section for participating families only:

On my participating days, I will arrange to arrive 15 minutes before school opens and stay after school closing if required. To enable my enrolled child and myself to get the most out of this special day, **I will not bring other children to school.** This is a ministry regulation. If I cannot participate on my scheduled day, I will trade my scheduled day with another parent and notify the Duty Scheduler and Teacher(s) of said change. If I am late for my duty shift (i.e. not present 15 minutes before school opens), I may be subject to a \$25 late fee.

I agree, as a participating parent, to abide by the behavioral and first aid guidelines as posted at the School and written in the Parent Handbook. I understand that in the classrooms and on the playground, the Teacher(s) have overall responsibility for program teaching methods, discipline and health and safety measures. On my participating days, I am one of their assistants. I also understand that information regarding the students is confidential. I will not reveal sensitive information to any outside party, including members of the school.

For all preschool families:

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.

ACKNOWLEDGEMENT OF SUPPORT SERVICES

Acknowledgement of Support Services

The Waterloo Region's Special Needs Resourcing Collaborative (*) 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 safely participate in quality inclusive services.

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 staff. Consultation is provided to support all children in the group on topics related to children's development, developmental and/or behavioural strategies, classroom management, classroom environment and general program strategies.

This support is provided for general classroom consultation only and is not specific to your child. However, if you have a specific question about your child's development or behaviour, you are welcome to contact the Resource Consultant/Therapist directly. If your child requires any individual consultation, or further assessment of any kind, a referral to Special Needs Resourcing can be completed with your consent, in collaboration with your Early Childhood Educator.

As members of our team, our Resource Consultant and Therapists have reviewed and signed all of our centre's confidentiality and behaviour 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 licensed child care.

Child's Name

Parent Guardian Name (Printed)

Parent/Guardian Signature

ELCC Representative

Date

(*) The following three agencies, along with the Region of Waterloo Children's Services Division, form the Waterloo Region's Special Needs Resourcing Collaborative and include:

- **Family and Children's Services** - Preschool Support Program
- **KidsAbility** - SPOT (Speech-Language, Physiotherapy, Occupational Therapy and Kinesiology)
- **K-W Habilitation** - Early Learning, Child Care and Family Resources

NOTICE WITH RESPECT TO THE COLLECTION OF PERSONAL INFORMATION

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 FORM

We complete a Child Guidance Review 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. 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.

Child Guidance Review + Program Statement Implementation Record

Yes = meets requirements No = does not meet requirements

Area of Focus	Yes	No	Self Reflection	Connection to Program Statement	Goals
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Promotes the health, safety, nutrition, and well-being of the children:

Promotes independence in children					
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					
Prohibited practices					
Keeps blue door open - not alone with children					
Makes self aware of strategies on ISP plans					
Counts number of children/head counts, knows how many children there are					
Follows transition, playground, safety and supervision policies					
Washes hands					

Area of Focus	Yes	No	Self Reflection	Connection to Program Statement	Goals
---------------	-----	----	-----------------	---------------------------------	-------

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					
Gives positive language tools to children					
Is consistent in their approach					
Follows through and is predictable					
Supports ability to self-regulate					

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					
Redirects children if required					
Supports, meets, and responds promptly to individual needs of children					
Follows through					

Overall Comments:

Does the reviewee support...

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 practises, the board/supervisor will follow the policy.

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

Reviewee Signature: _____

Date: _____

Supervising Teacher 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 AND OFFENSE DECLARATION POLICY

A criminal record check including vulnerable sector check must be completed by all volunteers, staff, duty parents and board members within 30 days of employment and must be no more than 6 months old. A vulnerable sector check is not required for staff and volunteers less than 18 years of age. 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 criminal record check (CRC) including a vulnerable sector check but has not yet received it, the following measures will be put into place:

- A receipt must be shown to prove the CRC has been requested.
- The volunteer or duty parent must never be left alone with the children

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. An offence declaration is required in every calendar year, except a year in which a vulnerable sector check is obtained, and dated no later than 15 days after the anniversary date of the previous offense declaration or vulnerable sector check, whichever is most recent.

If a volunteer or staff member has been convicted of an offence under the Criminal Code an offence declaration must be provided to Waterloo Co-operative Preschool as soon as reasonably possible.

ACQUIRING, PRESENTING AND ACCEPTING CRIMINAL RECORD CHECKS

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.

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. Wait time depends on volume of requests, **usually**

between 3 and 4 weeks.

- By visiting any of the Waterloo Regional Police stations. Wait time depends on 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 are associated with Waterloo Co-Operative Preschool (using the provided form) and 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.

REMITTING A POLICE RECORDS CHECK

The member will then present the current Police Records Check to the Membership Officer or the Supervising Teacher, who will view the document and record the status – ACCEPTABLE or NOT ACCEPTABLE – of that document. 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 the original document, the following is required:

- An offence declaration is required 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 remain private. As well, the President and the Vice-President have also signed an Oath of Confidentiality to ensure the Police Records Check 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.

DUTY 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 Duty Parents: Criminal Reference Check including Vulnerable Sector Check required for everyone having direct access to children

TRAINING

Full training will be delivered to all Duty Parents, Volunteers and Students using the Training Checklist. This will be completed at the Fall Training Meeting for Duty Parents and on an individual basis thereafter. The Teacher will be responsible for this training being completed before the volunteer begins working in the classroom. Duty 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.

POLICY AND PROCEDURE REVIEW

- The following Policies and Procedures and other documents are reviewed with all Duty Parents, Volunteers and Students who will be providing care or guidance in the program before they begin providing that care or guidance and annually thereafter:
 - Parent's Handbook,
 - Program Statement,
 - Prohibited Practices,
 - Child Guidance Policy,
 - Child Guidance Implementation Record
 - Serious Occurrence Policy,
 - Anaphylaxis Policy,
 - Snack Policy,
 - Duty Parent, Volunteer and Student Policy
 - Playground Policy,
 - Transition Procedures,
 - Emergency Plans and Procedures,
 - ISP's.
- All Policy reviews will be followed by written sign off of understanding by each Duty Parent, Volunteer and Student.
- A Child Guidance Compliance Observation will be completed for every Duty 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.

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 Duty Parents with level c standard first aid in the Co-Operative may take the place of an unqualified 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 administering of medication
- Students and volunteers are not financially compensated for their time

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 complete the self-orientation sheet
2. Will be given a physical tour of the facility by the supervisor who will answer any questions concerning the self-orientation
3. Must 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
4. Must complete a Volunteer/Student form that includes contact information
5. Must read all emergency policies (eg. Fire drill)
6. All volunteers must have a valid criminal reference check and appropriate immunizations
7. 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
8. No volunteer or placement student will have direct unsupervised access to children at the school at any time

DUTY PARENT EXPECTATIONS

- A full training, all paperwork (CRC VSC, Immunizations) and policy review must be completed prior to your first shift

- You should familiarise yourself with the [Duty Parent Check List](#) (available under Member Resources on the Preschool webpage).
- Duty 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.
- Duty 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 Duty 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.
- 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 with the September calendar. 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 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. Apple butter and hummus will be used as spreads and dips. 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 duty parents and volunteers during their training. 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.

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 duty parents and volunteers during their training. 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 has not been pasteurized will not be served. **All food is purchased from a reliable source, grocery store, not markets and must have a label. 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 behaviours 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. This information is shared in our newsletter.

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

THANK YOU!

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!

Waterloo Cooperative Preschool is funded in part by the Region of Waterloo