



# Program Equipment and Supplies Management Policy

The Waterloo Co-operative Preschool will have an adequate number of toys, craft supplies, equipment and furnishings for the licensed capacity. The toys, equipment and furnishings will be age appropriate and include sufficient numbers for rotation as well as for gross-motor activity in the playground, indoor gymnasium and classroom (if required). Equipment will be purchased to aid in individual children's needs or as recommended by Resource Consultants.

The Preschool will ensure that the equipment and furnishings are maintained in a safe and clean condition, and are kept in a good state of repair. Toys are checked each month for safety and cleaned monthly with hot soapy water and sanitized with bleach and water during September to November and March to June when temperatures are above 0 degrees as per Public Health.

The Preschool will assess the equipment and supplies regularly. The toys, craft supplies, furnishings and equipment will be assessed to identify if any items are broken, worn out, are no longer appropriate, or unsafe. These items will be removed from the preschool premises. These items will be decommissioned or fixed if repairs can be completed in a timely manner.

The Preschool will have appropriate storage measures. The Preschool will keep equipment and supplies stored in a tidy, organized and safe manner. The Preschool will only keep items onsite that are used regularly, that can be properly stored, and that are easily retrieved.

The classroom will be organized and presented in an inviting, clean, and uncluttered manner with play materials, equipment, and furnishings set out appropriately. Rest areas will be provided as needs require it ie. comfy quiet location near books and play houses.

This policy helps to provide a positive program experience, as well as maintain compliance with the Ministry of Education.

## **Safety**

The Preschool will use the Health Canada Product Safety Program as a tool to ensure that the equipment, toys, and furnishings continue to be safe and comply with CSA standards.

Purchases will be made from reputable companies.

When purchases of supplies, toys and equipment are made at discount and "dollar" stores, educators and parents will be mindful when purchasing these items that some of the items may not meet Canadian standards ie. lead paint on toys. If there is any doubt, the safety of the children must

supersede any perceived savings.

### **Budget and spending**

The Preschool will set an appropriate budget to fulfill this Policy. The Preschool budget and financial statements provide a line item called “school improvement” that includes monies for furnishings, equipment, and larger toys.

There is a “crafts and program supplies” budget that also includes monies for smaller toys.

The Preschool has developed a reserve fund for some of the larger items and their eventual replacement.

### **Decision-making**

The Board, with recommendations from the educators, will approve purchases that will be expensed to the “school improvement” line item in the budget.

The educators will submit order requests to the board regarding requirements that will be expensed to the “craft and program supplies” line item in the budget.

No items purchased shall reduce the required square footage per child. No equipment or playground renovations will take place without prior approval from our Ministry of Education Program Advisor, except for logs and other moveable items that enhance a natural playground.

### **Responsibilities**

#### Educators

The lead and assistant educators:

- Will do a daily safety check before classes each day.
- Throw away toys and broken or unsafe equipment.
- Close doors to Clean up room, Custodian office and ensure cupboards in washrooms are locked.
- Prepare crafts and weekly materials, make requests to supervisors for needed equipment
- Rotate toys

The Supervisor and Assistant Supervisor:

- Maintain supplies (submits order requests when required)
- Ensure upkeep of the classroom, playground and all areas of the preschool

#### School Improvement Officer and Cleaning Committee

This Board of Directors Officer supervises the Cleaning Committee, as well as ensures the general maintenance of the Preschool. If there are any issues flagged - for example a chair is broken during a weekend clean by a Cleaning Committee member - these concerns should be brought to the attention of the School Improvement Officer and the Supervisors. .

During the thrice-yearly (spring and two fall) playground cleanups, one of the activities should include the assessment, and inventory of all outdoors items stored in the Preschool’s shed.

## Decommissioned items

The Preschool should not hesitate to decommission items. During the assessment process, there should be a policy of “when in doubt, throw it out”. Once a decision has been made to decommission an item, it should be removed from the school as soon as possible. Appropriate ways for decommissioning, depending on the situation, could be:

- Disposal in the church dumpster
- Recycling bin for some plastic items
- Donated to a member family
- Taken to a local thrift or charity shop
- Call a charity that picks up used, but useful items

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*Revised: November 2023 by Britney Stewart (Administrator), Patty Fallis-Robbins (Assistant Supervisor) and Tracey Marques (Supervisor)  
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