

## Welcome to St. David's Co-operative Nursery School!

St. David's Nursery School is committed to providing only the best experience to all of our students and families. St. David's has been a part of our community for over 55 years! As an established childcare centre, we pride ourselves in our history and our continued growth. St. David's strives to build and foster strong and meaningful relationships with all of our past, present and future families. We truly enjoy being involved in our community and bringing our neighbours together. St. David's Nursery School is a non-profit organization, **our motivation is education!** Our goal is to ensure that your child receives the best educational experience and is provided with opportunities that will prepare them for school. We also focus on building social, emotional, cognitive and physical skills that will improve their everyday life.

Here at St. David's Nursery School we follow the four pillars of the *How Does Learning Happen Document?* We truly believe that all children are influenced by their caregivers, guardians and environments. Therefore, St. David's Nursery School continues to work to keep our staff and members up to date with the newest information and documentation. St. David's staff are extremely knowledgeable in the field of Early Childhood Education and are always continuing their studies and growth.

St. David's Nursery school is Governed by a Board of Directors. The Board of Directors is made up of volunteer parents from within our community and our establishment. Parents on the Board each play an individual role. Having a board of Directors is crucial for running our centre. The members of our board are decided through an election process. All parents and guardians are eligible to run for a position on the Board. Please join us in creating the best school for our students.

### Information:

St. David's Nursery School has multiple programs for your family's convenience.

PROGRAM	DAY	TIME	AGE GROUP
3 DAY programs	Monday, Tuesday, Wednesday	9:00 am- 12:00 pm	Toddler and Preschool ages
2 DAY programs	Thursday and Friday	9:00am – 12:00 pm	Toddler and Preschool ages
5 DAY programs	Monday-Friday	9:00 am – 12:00 pm	Toddler and Preschool ages
Afternoon program	<i>See Supervisor for more information</i>	12:30 pm - 3:30 pm	Preschool only

**Toddler:** St. David's Nursery School introduced our Toddler program in 2016. This program has been very successful, and we are very happy to have added this to our centre. The Toddler program does not run in the afternoons. We provide 3 program options for toddlers and guarantee your child will prosper here with us. All toddler programming is created based on the four pillars of the *How Does Learning Happen? Document*. Staff ensure that all implemented activities are age appropriate and specifically designed to ensure the best educational experience for each child. The

student teacher ratio for our toddler program is 1:5. Staff conduct regular diaper changes. Toddlers are exposed to basic life skills such as self feeding, good hand hygiene and cleaning up after themselves. We believe the earlier students are exposed to these situations the better the learning outcome will be.

**Preschool:** St. David's Nursery school prides ourselves in our long history of providing optimal care for our preschool students. St. David's started our centre with only our preschool programming and has had the option to expand. All of our preschool programming is based on the How Does Learning Happen? Document and the E.L.E.C.T document to ensure that all students receive the best education tailored to individual needs. The student teacher ratio for preschool is 1:8. Students in our preschool program are expected to be potty trained or well on their way to being trained. We provide every preschool student with the opportunity to learn basic life skills such as, good hygiene, self feeding, toileting, and cleaning up after themselves. This is wonderful practice before going off to school!

**Info:** St. David's does not provide diapers or wipes for children who are potty training. It is fully the parent's responsibility to provide these essentials. Parents are to also send an extra change of clothes in the event of an accident. St. David's staff will need to be informed of the current and most up to date information regarding your child's potty-training progress. Staff will try to follow the same bathroom routine the child follows while at home. Please be aware that St. David's staff do not provide rewards for students who are successful when using the toilet. We do praise the child and encourage the behaviour, but no physical reward will be given.

### Programming and Pricing:

Program	Monthly Tuition	Subsidy eligible
3 DAY Preschool	\$190.00	✓
2 DAY Preschool	\$130.00	✓
5 DAY Preschool	\$280.00	✓
3 DAY Toddler	\$210.00	✓
2 DAY Toddler	\$140.00	✓
5 DAY Toddler	\$330.00	✓

**Family contribution Fee:** this \$100.00 fee is required from every family. In addition, we host multiple fundraisers and events during the school year. These funds are used for school activities and educational materials when needed.

**Registration Fee:** All members are to pay the registration fee of \$30.00 at the time of registration. Once this fee is paid your childcare space will be saved until your child's start date.

**Vulnerable Sector Check:** There is one blank **Vulnerable Sector Check form** included in your registration package. You or anyone responsible for duty days must complete this form and hand it in to your local Police Station. The cost of this

is \$20.00 which is payable to the Niagara Regional Police. The process for a Vulnerable Sector Check can take up to 4-6 weeks to complete. *(There is a new option at the Niagara Falls site that can have the check completed on the spot.)* Once you have obtained the Vulnerable Sector Check you must bring the original copy to the Supervisor. St. David's will accept a copy of your receipt for the check as proof that it is in process. You must return the original to the school as soon as you receive the form.

You can also apply for your VSC online: <http://www.policesolutions.ca/checks/services/niagara/>. The cost is \$20.00 plus a \$9.95 processing fee. Once complete, this check will be mailed to you and the original must be handed in to the school.

**Duty Day Fees:** As a Co-operative Nursery School parents are expected to participate and/or volunteer at the centre. St. David's offers many options for parents to help at the centre. The main choice is Duty Days, if parents are unable to attend a Duty Day they are obligated to pay a penalty fee of \$50.00 (pricing subject to change) per day missed in addition to their monthly tuition costs.

## Withdrawals, Program changes and Refunds:

**Withdrawals:** If a parent chooses to withdraw their child from St. David's a written notice of withdrawal is required. This notice must state the reason for withdrawal and be dated 14 days before the expected end date. This notice must be sent to the Supervisor and forwarded to the Registrar. Charges will continue as per planned if no notice is given.

**Program changes:** In the event a parent would like to change programs (ie. move from 2-day to 3-day) the parents must inform the Supervisor by written notice. The Supervisor will inform the Registrar and all efforts will be made to accommodate these requests. These requests can only be processed if there is space available in the desired program.

**Refunds:** Refunds will be effective from the end withdrawal notice with the exclusive of registration fees. The Family Contribution fee is refunded on a pro-rated basis.

- No refunds will be given after May 1<sup>st</sup> of each year.
- No refunds will be made when the school is temporarily closed due to emergency conditions (snow storms, loss of heat, water problems, etc.)
- No refunds will be given for any days a child is home ill (ie. cold, lice, chickenpox, etc.)

**Dismissal:** St. David's holds the right to terminate a relationship with any client. In the event of dismissal, a rebate will be made from the child's last day, providing it is before May 1<sup>st</sup> (exclusive of registration fee). The reason for dismissal will be outlined by the Executive in consultation with the teachers and will be given to the parent in writing.

## Understanding a Co-op:

St. David's is a Co-operative Nursery school. Our centre thrives on the support from our parents and our community.

Parents are expected to assist in the operations of the school. There are many different options for how parents can participate. We offer parents the option to join our Executive Board of Directors, join committees or pay a higher monthly tuition in leu of Duty days. Parent participation is how our centre is able to offer our community such low monthly tuition prices.

**Duty days:** Once a month parents who are participating in Duty Days are scheduled to attend classes with their child. The duty parent is to report to the Supervisor for list of daily duties. These duties may include (but are not limited to):

- organization of classroom materials
- disinfecting of toys and classroom equipment
- delivering snack to classrooms
- collecting, washing and disinfecting snack dishes
- help staff implement daily programming
- Assist with transitions

**Committees:** St. David's offers parents the option to join committees in leu of Duty days. Some committees that we offer are:

- **Playdough committee.** When joining our playdough committee, you become one of the most popular parents in our centre! *Everyone loves playdough.* All we ask is that you make homemade playdough and bring it to the centre for the specific dates!
- **Handy-Helpers committee.** This committee is great for anyone who is handy! If we break it you fix it.
- **Events committee.** This committee is made up of people who can help with set up and tare down of special events and programs run by St. David's. These helpers would be expected to attend all events in leu of duty days.
- **Crafting.** Sometimes we need some help with decorating and creating! This committee is made up of crafty persons who can help us create banners, decorations or provide ideas for special crafts.
- **Sewing.** We love our teddy bears just as they are our own children. It takes a steady hand and special person to help us if they get a boo-boo. This committee is crucial! If Mr. Bear needs surgery, you will be our surgeons.

## Things to know:

**What to send to school:** Here at St. David's we believe that learning comes in many forms. Discovery, exploration and hands on experiences are our main focuses. Parents should expect that their child will come home with paint on their clothes, mud on their shoes and dirt on their skin! We advise that parents should always send their child in clothing that is acceptable for this type of play. **The messier we get, the more we learn!**

**Come prepared:** Parents are responsible for providing diapers, wipes, indoor shoes and extra clothing. Please send your child with labelled items in a backpack. Parents are also responsible for sending their children with the appropriate clothing for outdoor play. **In the summer** please send a hat and sunglasses. Parents are responsible for applying sunscreen before programming begins. **In the winter** please send: Hats, mittens, boots, snow pants, a warm winter coat and neck warmer **(no scarves OR mittens with strings are allowed)**

**Health:** St. David's follows strict policies regarding the health and well being of our students and staff.

An up-to-date medical record is required by law to be on file for each child before he/she can be admitted to school.

This form is included in the registration package.

If we are contacted by the Niagara Region Health department due to vaccinations not being up to date, your child will not be able to attend school until the issue is resolved between yourself and the Region and we are provided with an up to date vaccination record or exemption. No refund will be issued for lost days.

**A child must be kept home when showing any signs of illness for the following mandatory minimum times:**

- 24 hours symptom free since vomiting, the onset of a fever or signs of a cold
- 48 hours after beginning a prescribed antibiotic
- 7 days and only after the second treatment for head lice (St. David's is a lice and nit free centre)
- 48 hours after medication and no discharge for eye infections.

If a child is sent home ill, an illness notice will be sent home with the child. This notice will state the issue noted by staff and the potential return date for the child. St. David's Staff reserve the right to refuse admittance to any child who exhibits any sign of being a health risk to other children.

If your child is found to have any communicable diseases (i.e chicken pox, measles) parents are obligated to report this diagnosis to the Supervisor as soon as possible. This is mandatory as the Supervisor must follow public health regulations to stop the spread of disease to other children and staff.

**Our School Year:** Our school year is based on the District School Board of Niagara's school year. St. David's does NOT close on Professional Development days. We close all holidays and are not open during the Winter holidays or March break. *(Tuition does not alter during these months)*

**Inclement Weather:** St. David's follows the District school Board of Niagara for school closures. St. David's Nursery School holds the right to close the centre if at any point the weather is deemed dangerous to students, staff or volunteers. Please watch our Facebook page and check your e-mails for day to day updates for closures.

**School Closures:** St. David's Nursery School does not own the space in which we host our programming, very rarely there may be events that result in school closures such as, voting, funerals or church events. If there is a situation where programming is not able to run as scheduled, we will plan a school outing. If there is a situation where the school is to be closed and no event has been planned or time was not permitted to plan an outing the centre will close, and no refunds will be given.

***If there is an unforeseen closure the Supervisor will inform parents as soon as possible with information regarding the closure and the re-opening of the centre.***

### **Absences and Vacations:**

If a child is unable to attend Nursery School it is the parent's responsibility to inform the Supervisor of the reason for absence and the expected return date. Parents are welcomed to call the Centre or the Supervisor Directly. Parents are also provided with the Supervisors cell phone number and are welcomed to send a text message stating the relevant

information. Parents also have the option to send an e-mail to the office and or Supervisor.

If you are expected to be on vacation it is also the parent's responsibility to inform the Supervisor of the expected dates your child will be gone. You are still fully responsible for the full tuition cost in order to maintain your childcare space.

**Questions, concerns, comments:** St. David's has an open-door policy. We encourage parents to communicate any concerns or compliments with the Supervisor. Parents are a very important part of St. David's Nursery School and your opinion will always be heard. We want to know your thoughts and opinions and will always take them under advisement. Parents are welcomed to speak directly to the Supervisor at any time and are welcomed to speak with the Board of Directors.

## Policies & Procedures:

**Parents Issues and Concern Policy and Procedure:** Date Policy and Procedures Updated: April 2, 2018

**Purpose:** The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

### Policy

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

All issues and concerns raised by parents/guardians are taken seriously by Staff, Supervisors/Designate and Licensee and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

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

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

**Confidentiality:** Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

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

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

### **Concerns about the Suspected Abuse or Neglect of a child**

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

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the **Family and Children's Services Niagara (FACS)** directly.

**Phone:** 905-937-7731

**Toll Free:** 1-888-937-7731

**Fax:** 905-646-7085

**TTY:** 905-937-8105

**Email:** [info@facsniagara.on.ca](mailto:info@facsniagara.on.ca)

Persons who become aware of such concerns are also responsible for reporting this information to FACS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

## Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<b>Program Room-Related</b>  E.g: schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the classroom staff directly or</li> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised within 24 hours.</li> </ul> and/or <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within 3 business days.</li> </ul> <p>If issue/concern is regarding a Supervisor, contact Board of Directors immediately (board@stdavidsnurseryschool.org).</p> <p>Document the issues/concerns in detail. Documentation should include:</p>
<b>General, Centre- or Operations-Related</b>  E.g: childcare fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the individual directly or</li> <li>- the supervisor or licensee.</li> </ul> <p>If issue/concern is regarding Supervisor, contact Board of Directors immediately (board@stdavidsnurseryschool.org).</p> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the Supervisor or Board of Directors as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>



Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<b>Student- / Volunteer-Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> <li>-</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to The Board of Directors (board@stdavidsnurseryschool.org).

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

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

**Contacts:**

*Supervisor:* 905-734-4440 or 289-968-8005 [rae@stdavidsnurseryschool.org](mailto:rae@stdavidsnurseryschool.org) OR [office@stdavidsnurseryschool.org](mailto:office@stdavidsnurseryschool.org)  
*Board of Directors:* [board@stdavidsnurseryschool.org](mailto:board@stdavidsnurseryschool.org)  
*Police:* 905-688-4111  
*FACS:* 905-937-7731

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

**Regulatory Requirements: Ontario Regulation 137/15**

**Parent issues and concerns**

**45.1** Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding,

- (a) the steps for parents to follow when they have an issue or concern to bring forward to the licensee;
- (b) the steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; and
- (c) when an initial response to the issue or concern will be provided. O. Reg. 126/16, s. 31.

**Parent handbook**

**45.** (1) Every licensee shall have a parent handbook for each childcare centre or home childcare agency it operates which shall include,

- (a.2) a copy of the licensee's policies and procedures required under section 45.1 regarding how parents' issues and concerns will be addressed;

**Intent**

This provision is intended to provide licensees and parents with a clear and transparent procedure to follow when a parent has brought forward an issue or concern, they wish to have addressed by the licensee

## Behaviour Guidance Policy and Procedure:

1. Children will be guided in a positive manner that is appropriate to their age and development.
2. Guidance will assist the children to learn self-discipline and appropriate behaviour.
3. Limits or rules of activity or play area will be clearly outlined to all children. They will be repeated as needed
4. Regular staff intervention will be in the form of praise, hugging, encouraging comments and reminders to children of acceptable behavior. Where possible intervention will permit logical consequences
5. Staff will use soft, supportive voices, model acceptable behavior and not discuss the children's misbehaviour in front of them or anyone.
6. Children in attendance will be supervised by staff/volunteer/student at all times.
7. **Snacks/meals** – Children will be encouraged to feed themselves and to at least taste all foods. Force-feeding or withholding food and drink is not allowed.
8. **Washrooms** – Children will be assisted through the washroom routine according to the amount of adult help they require. Hands must be washed after going to the bathroom and before eating.
9. **Transitions** – Children will be streamed in small groups to the washroom and will not be made to wait without teacher directed activities. Children will sit on the bench in the hallway while waiting for their turn to use the facilities.
10. If anyone feels herself/himself losing patience with a child or a situation, it is important to ask someone for help or relief. This is not viewed as a weakness but rather as professionalism. It happens to everyone occasionally but should never be reason to penalize a child.

### Methods to positively Guide Behavior

Below are strategies St. David's Co-Operative Nursery School educators will use to positively guide behavior in the classroom while using the strategies to manage their classroom. We will support children in developing coping skills, regulating their behavior and interacting positively with others. They recognize all children's capacity to self-regulate and their right to be supported to develop these skills.

#### ☐ **Redirection**

- This strategy will always be used first when guiding young children into positive behaviors. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity.

#### **Examples:**

"Kate, would you please help me water the flowers."

"Let's go do a puzzle together."

“You have a few more minutes on the bike, then its Logan’s turn.”  
“It’s a little busy in the dramatic play center lets go find a tabletop activity”

#### ☐ **Logical Consequences**

These are structured consequences that follow specific misbehaviors. Helping a child understand what may happen when they perform an unwanted action is important in their development. The child should be able to see how the behavior and the consequence are directly related. The educator should label the action, state why they should not do it, and help the child understand the correct purpose.

##### **Examples:**

- “Throwing the blocks is not how we play with them, we may hurt one of our friends, we can build with the blocks making big towers or tunnels”
- “Walking with scissors is dangerous, we may trip and hurt ourselves, scissors stay at the table so we can cut paper and make beautiful crafts for our home”
- “Banging the dishes in the kitchen is too loud, you may break them, we use dishes to eat and prepare food on”.

#### ☐ **Participate in the Solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that.

##### **Examples:**

- If a child throws food onto the floor give him a broom and show him how to clean it up.
- If a child draws on the wall, give her a wet cloth to clean the wall. Even if the child cannot successfully clean up the entire mess alone, participating in clean-up teaches him that his actions have consequences.
  - Over time, experiencing consequences helps children learn self-control.

##### **Helping children learn how to apologize.**

Learning how to apologize is a skill. Young children have a hard time understanding another child’s feelings, but by the time they are 4 years old they should begin to recognize that apologizing is a good way to make up for hurting someone else. Keep it simple (e.g., "Lucas, I'm sorry I hit you.") With time and practice, children will not have to be prompted, and their apology will be more genuine. Teach preschoolers and school-age children the four basic steps of apologizing:

- Look at the other child.
- Say the child's name.
- Say "I'm sorry".
- Say why.

### **Helping children learn how to resolve conflict and solve problems.**

Help them recognize and name feelings, identify problems clearly, come up with ideas for solving the problem, and try possible solutions.

### **"Take a break"**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" by going to the "reading nook", or go to the "tabletop activities". This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior while still being involved in the classroom happenings. Once the child has calmed down, the educator will talk with the child about the actions that led up to and resulted in needing a break. In a situation that the child needs to be removed the educator should use a phrase like;" Hannah, we cannot hit our friends, it hurts. Please leave the blocks center and go find a tabletop activity, I will be there shortly to discuss your actions".

### **If these actions do not help in reducing or changing behavior the following will take place:**

1. Staff will report behavior and what strategies have been attempted to the Supervisor.
2. The Supervisor will observe the child and meet with the Educator to develop a guiding behavior plan.
3. The guiding behavior plan will be discussed with the parent and then put into practice.
4. The Supervisor, Teachers, and parents will evaluate the guiding behavior plan. If needed, adjustments will be made, or outside resources may be requested.

We will strive to provide an environment where children are competent, capable of complex thinking, curious, and rich in potential. Positive experiences in early childhood set the foundation for lifelong learning, behavior, health, and well-being. Child development provides a body of knowledge that can help us to recognize and articulate children's observed behaviors and discuss their emerging skills with families and others. Rather than reprimanding children for undesirable behaviors, we will assist them in finding new ways to achieve their goals (e.g., look for the

root cause of behavior; reduce stressors; support children's efforts to initiate and join in play with others; notice, acknowledge, and document positive interactions and attempts at self-regulation and share the information with children and families to gain new insights).

**\* If a child's behavior becomes physically threatening to themselves, other children, staff or educators, the child will be removed from the classroom and possibly the program for a period of time. This will be the only time a child is removed from the classroom by themselves with an educator.**

### **Criminal Reference Check Policy:**

#### Policy Statement:

A clear vulnerable sector check is required for all employees / volunteers / students before they begin their employment or interaction with the children in the school.

#### Policy:

This Criminal Reference Check Vulnerable Sector must be requested through the police services where the applicant resides. The original cleared check must be provided to the school and the Supervisor will sign a declaration that he / she has seen the original. A copy of the cleared check will be kept on file at the school and noted as confidential. If any statute of Ontario or Canada prohibits the disclosure of information contained in a vulnerable sector check in respect of an employee / volunteer / student, the requirement for a check may be met by obtaining a criminal reference check. \*Please refer to the Child Care and Early Years Act (2014) for regulations for persons under 18 years of age. St. David's Co-Operative Nursery School reserves the right to terminate its relationship with that person based on the nature of the conviction.

If a person's relationship with St. David's Co-Operative Nursery School terminates for longer than 6 months, a new vulnerable sector check is required.

A copy of the cleared check will be kept on file at the school and noted as confidential. If any statute of Ontario or Canada prohibits the disclosure of information contained in a vulnerable sector check in respect of an employee / volunteer / student, the requirement for a check may be met by obtaining a

criminal reference check. \*Please refer to the Child Care and Early Years Act (2014) for regulations for persons under 18 years of age.

Offence Declarations Vulnerable sector checks must be re-obtained on or before every 5th anniversary of the most recent check. In each interim calendar year, each person who has provided a check must complete an offence declaration (current to within 15 days of the anniversary date of the previous check or declaration, and addressing the period since that most recent check or declaration).

Any person required to provide a vulnerable sector check to St. David's is required to provide the school with an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the Criminal Code of Canada.

*Exceptions* St. David's Co-Operative Nursery School may permit an employee, volunteer or student to begin their position without having provided a vulnerable sector check if:

- a) The person has applied to obtain a vulnerable sector check and provided a valid receipt from the police department
- b) The length of time required to obtain a vulnerable sector check justifies it; and
- c) The person is supervised by a staff member, when the person is in the presence of children.

## **Waitlist Policy:**

### **Child Care Centre Waiting List Policy and Procedures**

Name of Child Care Centre: St. David's Nursery School

Date Policy and Procedures Updated: April 2, 2018

#### **Purpose**

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

## **Policy**

### ***General***

- St. David's Nursery School will strive to accommodate all requests for the registration of a child at the child care centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

Information needed when contacting Registrar ([registrar@stdavidsnurseryschool.org](mailto:registrar@stdavidsnurseryschool.org))

Name of parents/guardians, name of child, birthdate of child, 3 day, 2 day or 5 day, morning or afternoon, any relevant information.

## **Procedures**

### **Receiving a Request to Place a Child on the Waiting List**

The licensee or designate will receive parental requests to place children on a waiting list via online application, e-mail, telephone, in-person meeting.

### **Placing a child on the Waiting List**

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.

Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

### **Determining Placement Priority when a Space Becomes Available**

1. When space becomes available in the program, priority will be given to children on the waiting list in chronological order, based on the date and time that the request was received and based off the age group (toddler or preschool).



Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

### **Offering an Available Space**

1. Parents of children on the waiting list will be notified via e-mail, telephone, or in-person that a space has become available in their requested program.

Parents will be provided a timeframe of one week in which a response is required before the next child on the waiting list will be offered the space.

Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

### **Responding to Parents who inquire about their Child's Placement on the Waiting List**

1. Registrar and/or Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.

Registrar and/or Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **Maintaining Privacy and Confidentiality**

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

## **Regulatory Requirements: Ontario Regulation 137/15**

### **Waiting Lists**

75.1 (2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,

(a) explain how the licensee determines the order in which children on the waiting list are offered admission; and

(b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families.

## **Prohibited Practices Policy:**

### **Policy Statement:**

Volunteers and students play an important role in supporting staff in the daily operation of licensed child care programs. This policy for the supervision of volunteers and students is in place to help support the safety and well-being of children attending the school.

Requirements under the Child Care Early Years Act (CCEYA)

Subsection 6.7– Prohibited Practices Ontario Regulation 137/15 48. No licensee shall permit, with respect to a child receiving child care at a child care center it operates or at a premises where it oversees the provision of child care,

### **Policy:**

Prohibited Practices CCEYA regulates the behavior of individuals who provide care and interaction to ensure the safety and well being of all children in a preschool setting. St David's Co-operative Nursery School adheres to these principles and practices. As such, the preschool will not permit the following as acceptable methods of guiding behaviour: a. corporal punishment of the child; b. physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent; c. locking the exits of the child care center or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures; d. use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth; e. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or f. inflicting any bodily harm on children including making children eat or drink against their will.

Intent This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. It sets out clear direction regarding prohibitive practices to support the overall well-being of children. These practices are never permitted in a child care centre. Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behavior.

## *Compliance Indicators*

None of the following practices are observed in the program: a. corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching); b. physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent); c. locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency; d. use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth; e. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or f. inflicting any bodily harm on children including making children eat or drink against their will.

Staff have verbally confirmed that these practices are not allowed and do not occur in the program. Rather than setting out practices to be used to manage children's behavior, we have read and set out in our program statement how we will support positive interactions between children, families, staff and the community.

**Contravention of Policies and Procedures** Everyone on the premises is expected to comply with St David's Co-operative Nursery School's policies and procedures and the requirements of CCEYA. All complaints regarding prohibited practices made by anyone, including parents, children, and employee will be investigated and acted upon by the Supervisor and/or the Executive. Serious occurrence procedures will be followed when required.

Failure to comply with St David's Co-operative Nursery School's self regulation policy and procedures and the use of prohibited practices could result in the following:

**For Employees** A Minor Contravention of Policies and Procedures 1. A verbal warning, noted in personal files and a review of policies and discussion of acceptable practices. 2. A written warning, noted in personal files. 3. Dismissal

## A Major Convention of Policies and Procedures (use of physical force)

1. Immediate relief of child care responsibilities on site.
2. Review of incident
3. Dismissal if warranted

Disciplinary measures normally follow a three step process. An exception can be made for certain kinds of conduct whose seriousness justifies omitting one or more of the steps. When determining which disciplinary measure(s) will be taken, The Preschool Executive will take the following into account:

1. The seriousness of the offence.
2. The actual or potential risk or harm to the child
3. The past and recent performance of the staff
4. The frequency of occurrence
5. Previous disciplinary action taken

For all others, including parents and volunteers

1. A verbal warning and a review of policies and a discussion of acceptable practices. For volunteers and others if applicable, a report to their outside agency.
2. In the case of parents helping in the classroom, a move to non duty participation with fee changes if deemed appropriate by The Preschool Executive.
3. Other action including, but not limited to the person being barred from the premises. When action is necessary, all parties will be informed and action will be taken immediately by the Preschool Executive in the case of employees, parents, volunteers and others.

Monitoring Behaviours of Staff, Volunteers, and Others in the Classroom The following monitoring will help ensure Prohibited Practices are not evident and preferred classroom management practices and the practices of Program Statement by staff are being implemented.

1. A comprehensive discussion with each employee will take place during the hiring process to ensure compatibility with the St David's Co-operative Nursery School's Program Statement and the requirements of the Child Care and Early Years Act.
2. The Behavior Guidance Policy and Procedures will be reviewed with the supervisor by all employees, volunteers, students and others in the classroom prior to working with children for the first time and at

least annually thereafter. Each review merits a dated sign off of understanding.

3. At least yearly, a performance appraisal of teaching staff's, volunteers' and parents' classroom interactions for monitoring of prohibited practices and compliance with practices of the program statement will take place. This will be reviewed and signed by involved parties and placed on file.
4. All staff will receive a review of their current year at the preschool's year end for their personnel files.

5. The Executive will review annually all related self regulation policies and procedures to ensure their relevancy and their continued reflection of the CCEYA.

### **Other helpful practices:**

1. Employees will meet as a group along with the Supervisor for ongoing discussions to address concerns, strategies and actions needed to be implement the preschool's program self regulation policy and maintain a safe environment for all.
2. Staff will be encouraged to continually upgrade their skills by seeking participation in outside training courses that help children gain self management skills and foster positive interaction between peers. Staff will keep a personal log of these courses.
3. Notice of community speakers, support agency events and courses of interest to parents to refine their interaction skills with children will be posted at the preschool.

### **Informing Parents**

1. Parents are informed in the Orientation Handbook that St. David's Co-operative Nursery School approach to discipline is based on using positive reinforcement (rewarding the child for good behaviour rather than punishing bad behavior) and redirection (instructing the child to move toward another area of activity).
2. Should a child's behaviour cause harm to another child or staff member staff will act in accordance with the Health & Safety Policy – Children and / or the Serious Occurrence Policy. Staff will contact the parents / caregivers of the responsible child to explain what has happened.
3. Persistent disruptive behaviour, which lasts over a period of time, shall be brought to the attention of the which lasts over a period of time, shall be brought to the attention of the Board by the Supervisor.