Wellesley & District
Cooperative Preschool

Parent Handbook and Program statement

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Wellesley Cooperative Preschool

Introduction

Welcome to Wellesley Co-operative Preschool! We are pleased to partner with you in creating a warm, inclusive, and engaging learning environment for your child. We are a half-day preschool program operating Tuesday through Friday from 8:30 a.m. to 12:00 p.m., with families having the option to register for either two or four days per week. Our play-based program is designed to nurture curiosity, creativity, and social growth through meaningful hands-on experiences. Each day, children enjoy a healthy snack, opportunities for outdoor play, and a variety of thoughtfully planned activities that support all areas of development. We welcome children ages 2.5 to 6 years, with up to three spaces available in each class for younger children between 2 and 2.5 years of age. We look forward to building strong partnerships with families as we support your child's early learning journey.

Program Statement

Wellesley Cooperative Preschool's program is guided by **How Does Learning Happen? Ontario's Pedagogy for the Early Years** and the **Minister of Education's Policy Statement on Programming and Pedagogy**. We view children as **competent, capable, curious, and rich in potential**, and recognize families and educators as partners in learning.

Our Philosophy

Children learn best through **play, exploration, inquiry, and relationships**. Our play-based program supports the **whole child**, including physical, social-emotional, cognitive, communication, and self-help development. Learning is both **child-initiated and adult-supported**, with educators and families co-learning alongside children.

Our Cooperative Model

Wellesley Cooperative Preschool is a **non-profit, parent-run cooperative**. Families actively participate in the program, strengthening relationships, building community, and supporting children's sense of belonging. Parents, educators, volunteers, and students are all valued members of the teaching team.

Program Goals and Approaches

Our program strives to:

1. Goal: Promote children's health, safety, nutrition, well-being, and self-regulation

Approaches:

Children's **health** is supported through daily hand hygiene routines, illness monitoring, sanitization practices, and regular opportunities for active play and outdoor physical activity.

A strong commitment to **safety** is maintained by ensuring active supervision at all times, completing daily indoor and outdoor safety inspections, and following established emergency and licensing procedures.

Healthy **nutrition** is supported by providing a daily snack that includes foods from at least two food groups in accordance with Canada's Food Guide, while accommodating documented dietary needs and allergies.

Emotional and physical **well-being** is nurtured through predictable routines, supportive relationships, outdoor play, and environments designed to promote a sense of security and belonging. A quiet space is available for children who need a calm place to rest, relax, or take a break throughout the morning.

The development of **self-regulation** is fostered by educators who model calm behaviour, teach emotional literacy, provide co-regulation strategies, and tailor supports to individual developmental needs.

2. Goal: To foster positive relationships and communication among children, families, educators, volunteers, and students

Approaches:

Respectful **relationships among children** are encouraged through guided social interactions, collaborative play opportunities, and support with conflict resolution.

Strong **relationships with families** are built through open daily communication, shared documentation of learning, and opportunities for participation within the cooperative model.

Professional **relationships among educators, volunteers, and students** are supported through orientation processes, clear role expectations, mentorship, and ongoing teamwork.

Clear and responsive **communication** is modeled and practiced with both children and adults to ensure that all members of the preschool community feel acknowledged and valued.

3. Goal: To support children's play, exploration, and inquiry.

Approaches:

Meaningful **play** experiences are provided through extended periods of uninterrupted, child-directed activity using open-ended materials.

Opportunities for **exploration** are created by designing engaging indoor and outdoor environments that invite hands-on discovery and sensory learning.

Children's natural **inquiry** is extended when educators observe emerging interests, document learning, ask open-ended questions, and plan experiences that deepen understanding.

4. Goal: To provide inclusive, child-initiated and adult-supported learning experiences.

Approaches:

An inclusive learning environment is established by adapting materials, strategies, and experiences to reflect diverse identities, abilities, and family backgrounds, including implementing individualized plans where required.

Support for child-initiated learning is demonstrated when educators follow children's interests and ideas, allowing them to influence the direction of play and programming.

Intentional adult-supported learning occurs as educators scaffold development, introduce new concepts, model skills, and extend learning in response to observed needs and strengths.

5. Goal: To engage families, community partners, and educators in ongoing collaboration and professional learning.

Approaches:

Active **family engagement** is encouraged through participation in the cooperative model, classroom involvement, and shared decision-making opportunities.

Collaboration with **community partners** occurs when local agencies and resource professionals are invited to support children, families, and educators as appropriate.

Ongoing **professional learning** for educators, volunteers, and students is supported through orientation, policy review, reflective practice discussions, and access to professional development opportunities

6. Goal: To reflect on and evaluate program effectiveness.

Approaches:

Continuous **reflection** is embedded in practice through observation, documentation, and intentional planning cycles.

Regular **evaluation of program effectiveness** takes place through team discussions, family feedback, and ongoing review of practices to ensure alignment with stated goals and Ministry requirements.

Review and Implementation

All educators, parents, volunteers, and students review this Program Statement before participating in the program and whenever it is updated. The statement is reviewed **annually** to ensure it reflects current practice and legislative requirements.

References & Guiding Frameworks

- Minister of Education's Policy Statement on Programming and Pedagogy https://www.edu.gov.on.ca/childcare/programCCEYA.pdf
- How Does Learning Happen? Ontario's Pedagogy for the Early Years https://www.edu.gov.on.ca/childcare/pedagogy.html
- Early Learning for Every Child Today (ELECT) https://www.edu.gov.on.ca/childcare/oelf/

Quality Initiatives Program

Our preschool participates in the community standards program with the region of Waterloo called "Early Years Engage- Continuous Quality Improvement". It is a program designed for licensed childcare centres and as a government program that both recognizes and supports best practices in child care delivery. We have participated since 2017.

Roles of Parents in the Program

Wellesley and District Cooperative Preschool operates as a nonprofit, cooperative organization - jointly owned and democratically managed by its members. When you pay your membership fee, you become a shareholder in the cooperative, assuming the associated rights and responsibilities.

To conduct official preschool business, our bylaws require at least 55% of members to attend general meetings. These meetings are held twice per year, during the last week of May and August.

In a cooperative preschool, the success of the program depends on collaboration between the board of directors, staff, and parents. The Board of Directors meets monthly (except in December and July) to set policies that support the day-to-day functioning of the preschool. The teacher is responsible for designing and delivering a developmentally appropriate, play based program that meets the needs of the children. They also provide guidance and training to parents to help implement the program effectively.

Parents play an essential role in both the classroom and the broader cooperative environment. Understanding and supporting the Co-operatives philosophy, values, goals and operational policies is a key part of your involvement.

Perhaps the most valuable aspect of a cooperative preschool is the opportunity it offers for parents to be directly involved in their child's early learning experience. Your participation contributes to their rich, high-quality programming that sets the cooperative preschool apart. At no other stage in your child's education will you have such an active and influential role.

When volunteering in the classroom, you are assisting the teacher and supporting the children's learning. Your presence, cooperation, and engagement are vital. Please check the preschool calendar for your assigned volunteer days. If you are unwell or can not make your volunteer day, please notify the preschool by emailing one of the teachers or sending a text message to the preschool phone at 519-656-3132. Parents are also required to make alternate care arrangements for any non-enrolled siblings during their volunteer shifts.

In addition to classroom support, parents are encouraged to take on leadership (participating) roles by serving on the Board of Directors, The Board meets once a

month and works closely with the Supervisor/Teacher to make decisions that ensure a high quality experience for all families in the preschool.

Staff

The Registered Early Childhood Educators that are hired by the Wellesley and District Cooperative preschool are highly qualified professionals. They must undergo a vulnerable sector criminal reference check before being hired to teach at the preschool. RECE'S must also be a member in good standing with the College of Early Childhood Educators. They are also required to have an up-to-date certification in First Aid and CPR as required by the Child Care and Early Years Act as well as participate in continuous professional learning.

How Does Learning Happen?

At Wellesley Cooperative Preschool our approach to early learning is guided by *"How Does Learning Happen?* Ontario's pedagogy for the early years, developed by the Ministry of Education. This framework supports the development of programs that help children grow into confident, capable and curious learners.

"How Does Learning Happen?" is based on four key foundations that are essential to a child's healthy development:

- **Belonging-** Fostering a sense of connection to others and contributing to their world.
- **Well-Being-** Nurturing physical and mental health and self-care habits.
- **Engagement-** Encouraging active exploration, play and inquiry.
- **Expression-** Supporting communication in all its forms, including, words, movement and creativity.

To make learning more visible and meaningful for families, we regularly share photos and documentation that capture the children's experiences and interests. These are communicated through daily pic collages, regular emails, and updates on our Google Classroom.

By highlighting what children are engaged in each day, we create a deeper sense of belonging, acknowledge their well-being, and promote open communication between educators, children, and families.

Licensing

The preschool is licensed by the province of Ontario and adheres to all regulations and standards set down by the childcare and Early Years Act. The license is reviewed annually, and regular inspections are made by a member of the Ministry of Education (MEDU).

Registration Policy

Applying to the Preschool

In accordance with the Child Care in Early Years act (2014), Wellesley Cooperative Preschool has developed a clear and transparent waitlist policy. This ensures that families understand how spaces are allocated and how waitlist information is managed.

Parents and caregivers must apply to the preschools waitlist by submitting an online application through **OneList Waterloo Region** at www.regionofwaterloo.onehsn.com. The online system provides program information and automatically generates an application date, which helps determine your child's placement on the wait list.

Once the application is submitted:

- An email notification will be sent to the preschool Supervisor and Membership Chairperson.
- The Membership Chairperson will review your application and respond within one week with a confirmation email and an estimate of potential wait times.

Parents and caregivers can log into OneList at any time to update information, view current applications, or withdraw from a list. There is no fee to apply, and families may apply up to 7 childcare programs simultaneously.

To ensure a smooth start and safe environment for all, the following requirements must be met before your child's first day of preschool:

- All necessary forms for your child and any volunteer parents must be fully completed and submitted to the Membership Chairperson **at least two weeks prior to the start date**. This includes immunization records and emergency contact information.
- **A Medical Certificate (Form A)**, must be completed by a parent/guardian **each school year**, including for returning children.
- The Co-op non-base fee and the first month's tuition must be paid in full before your child can be enrolled in the program.

Registration Process

Registration opens first to current preschool families and siblings. Afterward, new families are welcome via the OneList Waterloo Region platform.
To secure a space, families must:

- Complete the full registration package
- Pay both the first month's tuition and the $100 co-op service (non-base) fee, for the two annual general meetings.

Registration is accepted on a rolling basis until **March 1st**, provided spaces remain.

A space in the program is confirmed once we receive a **completed registration package**, along with **one month's tuition and the co-op service (non-base) fee**.

Non-payment by the start date, may result in loss of enrollment.

Age and Enrollment Restrictions

- Children aged **2 to 2.5 years of age** as of January 1st are not eligible to begin the preschool program after that date.
- No new students are admitted after **March 1st** of the current school year.

These policies reflect best practices and support smoother transitions and age-appropriate learning environments.

Fees and Payment Policy

Wellesley Coop Preschool has been approved in CWELCC. This means that Base Fees (Monthly Tuition) for children under the age of 6 years were reduced by 52.75% as of January 2023. CWELCC is provided by the Federal government and is being delivered through a partnership between the Ministry of Education and the Region of Waterloo. Non-Base Fees (Co-op Service Fee, Non-Sufficient Funds Fee, Late EMT Fee and fieldtrip costs) are not eligible for the CWELCC reduction.

Participation Levels and Monthly Tuition Fees (52.75% reduction applied)

	Participating	Non-Participating
General Meetings (AGM)	2 x $50 coop fee	2 x $50 coop fee
Volunteer Board Position	*	
Classroom Volunteer Days	Optional	Optional
Monthly Tuition with 52.75% reduction	1 or 2 days/week $76.59 3 or 4 days/week $153.18	1 or 2 days/week $101.59 3 or 4 days/week $203.18

As a member of a cooperative preschool, you are required to attend two general meetings per year. Meetings are typically held in May and August. A missed meeting fee of $50 per meeting will apply for any meeting not attended. Two posted dated cheques of $50 each dated June 1 (current year), and September 1 (current year) will be collected with your registration package or $100.00 EMT. The corresponding cheque will be returned to you following each meeting you attend or the appropriate funds by EMT at the end of the year. If you miss a meeting, without an appropriate reason (at the discretion of the board), your cheque will be deposited and EMT not refunded. This is known as the “Co-op Service Fee” (non-base fee).

Tuition and Payment Options

Monthly fees are due on the 1st of each month and are based on the family’s participation level and number of days attending.

Payments can be made by:

- Ten post-dated cheques, or
- Email Money Transfer (EMT)

Tax receipts are issued annually

NSF & EMT Policy

If paying by cheque:

- 1st NSF cheque: $15.00 fee
- 2nd NSF cheque: $30.00 fee

Note: NSF cheques must be repaid within **7 days** of notification.

If paying by EMT:

- 1st late payment: Reminder issued, payment due in 48 hours
- 2nd late payment: $15.00 fee, payment due in 24 hours
- 3rd late payment: $30.00 fee, payment due immediately; EMT option is revoked

Prepaid co-op fees via EMT will be refunded, if applicable, at the end of the year.

Financial Support Options

Subsidies are available through the **Region of Waterloo**. Contact the Membership Chairperson or Treasurer for details. All inquiries are confidential.

The Preschool also offers a **Compassionate Program**. This program allows the Board to waive tuition fees (partially or fully) in cases of financial hardship. Subject to a unanimous Board approval.

Withdrawal and Refund Policy

If you need to withdraw your child from Wellesley Cooperative Preschool before the start date, please provide **written notice** to the Membership Chairperson or the Supervisor. Refunds are provided as follows:

- **Notice given one month before the start date:** 100% of the first month's tuition refunded.
- **Notice given two weeks before the start date:** 50% of the first month's tuition refunded.
- **Notice given less than two weeks before the start date:** No refund.

Once the school year has started, families wishing to withdraw their child(ren) from the preschool program must provide **at least (4) weeks written notice** to the supervisor and/or membership chairperson prior to the child's final day of attendance. **Tuition fees remain payable during the four-week notice period,** regardless of whether the child attends.

If proper written notice is not provided, the preschool reserves the right to **charge tuition fees for the required notice period.**

If the preschool is able to fill the vacated space with another child earlier than the end of the notice period, tuition fees beyond the child's final day of attendance may be waived at the discretion of the board.

Waitlist Policy

In accordance with the Child Care and Early Years Act (2014), the following wait list policy was developed to provide a clear overview of how Wellesley Preschool determines the order in which children on the wait list are admitted into the program and how wait list information is managed. Parents/Caregivers are provided with their child's wait list status when requested and can review the preschool's Wait List Policy in the Parent Handbook.

Through the online application, some details regarding the program are available for parents. Once the application has been completed on OneList, an application date is automatically generated in the online system which will help to determine your child's status on the wait list at the preschool. In addition, once the application is completed, an email notification is generated to the preschool Membership Chairperson, advising them that a new application has been completed. The Membership Chairperson will log in to view the application and will send out a welcome email to the parent confirming that the application was received, and an idea of the potential wait list time, within 1 week of receipt of the application.

Parents can log in to their online application at any time to view their current applications, update any information, or withdraw their application. There is no fee charged to parents to apply to the wait list and parents/caregivers can apply to up to 10 childcare programs online.

Waitlist Procedure

The preschool Membership Chairperson, reviews wait list information online through the OneList Administration site on an ongoing basis. Any conversations with parents/caregivers on the wait list are noted in the comments section of the wait list application within the online administration site for reference purposes.

If a parent/caregiver enquires about the status of their application on the wait list, administrators will provide information about the program and spaces that are available, or that may be coming available, but personal information about wait list applications is never disclosed to maintain privacy and confidentiality for all families.

As childcare spaces become available at the preschool, administrators follow up with parents to offer childcare spaces in priority order.

Priority order is as follows:

1. Children already enrolled or siblings of children already enrolled have priority

2. Once a parent has been contacted regarding an available space, parents are asked to provide confirmation that they want to register within one week

3. If a response is not received from a parent within the specified time frame, the administrator may remove the application on the OneList Administration site.

4. Families that respond after the specified time has expired, and confirm that they want to register, would have their application moved back to "active" on the OneList Administration site, with their original application date reinstated, and be placed in priority for the next available space, if the original space offered has been filled.

5. If a parent/caregiver confirms that care is no longer required or just requests to be removed from the wait list, administrators can remove the application, noting the conversation with the parent in the comments section.

Once enrolment forms are received for registration and the first months tuition and a start date is in place for the child, the child is "placed" in the program and removed from the "Active" wait list online within the OneList Administration site.

Participating Membership Policy

- All volunteer positions are typically selected at the **August General Meeting (AGM)**.
- **Participating-level spots** are limited each year and are reserved for families who volunteer on the **Board of Directors**. Once these spots are filled, families may only register as **non-participating members**.
- Families registering **after August 30th** for the upcoming school year will generally need to register as non-participating, as all board positions are likely already filled by that time.

Transitions and Classroom Support Policy

Teachers are committed to supporting each child's individual adjustment to preschool. While many children transition smoothly, some may need extra reassurance. Experience has shown that most children settle into the environment once their parent or guardian has left.

To help with this transition:

- Families are encouraged to visit the preschool prior to the first day.
- During the first week of September, a **staggered entry process** will be in place, requiring one adult to stay with the child on their first day.

In some cases, additional short-term staffing or teacher helpers may be used to support classroom needs during the transition period. This decision is made at the discretion of the Supervisor and requires Board approval.

Children with Disabilities Policy

Wellesley Cooperative Preschool welcomes children identified as having disabilities, as defined by the Ministry of Education. Enrollment will proceed once all necessary assessments, supports, and approvals are in place, ensuring a safe and inclusive experience for every child.

Volunteer and Students Policy

Volunteers and Students

Volunteers and placement students are valued members of her preschool community and contribute to a positive learning environment. The Supervisor or Classroom Teacher acts as their mentor providing orientation and ongoing feedback.

Adult volunteers, college students, and teachers who have direct contact with children, must provide a vulnerable sector criminal reference check (VSC). High school Co-op students are exempt but will always be supervised.

Volunteers and students are required to review the parent handbook, program policies and allergy information annually and sign a form confirming their understanding.

Volunteers and students are encouraged to participate within their comfort level but must always be supervised by staff and are not included in staff-to-child ratios.

Only preschool staff may have unsupervised access to children. Volunteers and students are never left alone with a child. They must report any injuries or concerns involving themselves or children immediately to the supervisor or teacher.

All volunteers must submit the following before participating in any volunteer days:

- A completed **Pre-Employment Health form**
- **Immunization records**, including proof of **Tetanus/Diphtheria vaccination within the past 10 years.**
- A **one step TB skin test** is recommended within one month of the start date but is not mandatory.
- **A Vulnerable Sector Check (VSC)**- must be dated no more than 6 months prior to the child's start date.

Once completed, a VSC is valid for **five years**, provided you remain an active member or associate member and submit an **annual offence declaration**. If a parent is exempt from immunization due to religious or conscious-based reasons, an exemption form may be requested from the membership chairperson.

Note- No one will be permitted to volunteer until all forms, including immunization, Form A and VSC are submitted and approved

Member Conduct and Standing

all preschool members are expected to be in good standing, which includes:

- Demonstrating a cooperative and respectful attitude
- Adhering to the preschool's Program Statement
- Communicating respectfully in all matters relating to the preschool

If a member is found not to be in good standing, efforts will be made to resolve the issue through respectful conversation. In extreme cases, membership may be revoked without notice, and any remaining fees will be refunded.

Associate Memberships Policy

Families who experience a one-year gap between children attending Wellesley Cooperative Preschool may apply for an associate membership. This option allows families to stay connected with the preschool community during the year, prior to their next child's enrollment.

An associate membership provides the following benefits:

- Stay informed and maintain communication with the preschool.
- Attend general meetings (note: voting privileges do not apply).
- Register early for the upcoming school year- alongside currently enrolled families and before registration opens to the general public.
- Participate as a classroom helper, provided the associate member was a general member in the previous year and has a valid **Vulnerable Sector Check (VSC)** on file.
- Serve on the **Board of Directors** or other special committees **with voting privileges**, if:
    - The member held general membership the previous year.
    - A valid VSC is on file.
    - No more than one year has passed since their last year of general membership.
    - The VSC is less than five years old, and an **Offence Declaration Form** has been completed.

Hours and Holiday Closures

The preschool is open Tuesday to Friday 8:30 am to 12:00 PM; September to mid-June and will follow the Waterloo Region District School Board public holidays (not including PD days).

The following holidays are observed:

Labour Day	Family Day
Thanksgiving	March Break
Christmas Break	Good Friday/Easter Monday
	Victoria Day

Inclement Weather and Emergency Closure Policy

The safety of our children, families, and staff is our top priority. During inclement weather, the following procedures will determine whether the preschool will operate:

1. **WRDSB School Closures**
   If **Waterloo Region District School Board (WRDSB) schools are closed due to inclement weather**, **Wellesley Cooperative Preschool will also be closed**.

2. **Bus Cancellations**
   If **school buses are cancelled in Waterloo Region**, the **Board of Directors will consult with the Supervisor** to determine whether the preschool will operate that day. All decisions will be made with careful consideration for the safety of our staff and families.

3. **Communication**
   Any closures or changes to the preschool day will be communicated by the **Board President via email by 7:30 a.m.** Families will be notified as soon as possible if circumstances change after that time.

Occasionally unforeseen circumstances, such as a funeral at the church, may result in a preschool closure. Other emergency closures may be made at the discretion of the Preschool President. All such updates will be communicated to families by email.

Please note: There will be **no reduction in fees** for any closures.

In the event of extraordinary situations (e.g., COVID-19), the preschool Board of Directors, reserved the right to **override the WRDSB schedule** regarding in-person or virtual learning. Any changes to the preschool schedule will be communicated to families as needed.

Safe Arrival and Dismissal of Children from the Program Policy

The Wellesley Preschool begins at 8:30 a.m. and ends at 12:00 p.m. The preschool will ensure children are released only to a child's parent/guardian or an individual that the parent/guardian has provided written authorization for. Wellesley Preschool will not release any children from care without supervision. As well, where a child does not arrive to the preschool as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Safe Arrival of Children and Dismissal of Children from the Program Procedure

Our morning preschool program, for children between the ages of 2 ½ to 5 years, operates between the hours of 8::30 a.m. and 12:00 p.m. If you arrive at the preschool prior to 8:30 a.m. you are requested to remain upstairs until 8:25 a.m. at which time you may proceed downstairs. Children must be brought directly to the classroom with their outdoor clothing removed and shoes put on by the parent. Under NO circumstances should a child be sent into the centre alone and expected to find the classroom. Parents must ensure that the teachers or a volunteer parent is aware of your child's arrival. The preschool's responsibility begins when the child is signed in. Every child shall wash their hands before entering the preschool room either at the sink in the washroom or with sanitizer at the downstairs coat rack.

The Preschool is also required to sign each child out at the end of the day. If anyone other than the parent/guardian or usual authorized individual is picking up your child, written notice must be given. Your child will only be released to persons on your authorized pick-up list and with proper photo identification. In the event of custodial disputes, the preschool must have legal documentation regarding child custody arrangements. An authorized person should be 18 years or older. Please make sure your child is picked up promptly by 12:00 p.m.

Accepting a Child into Care:

When accepting a child into care at the time of drop-off, staff in the room must:

- Where the parent/guardian has indicated that someone other than the child's parent/guardian or usual authorized individual will be picking up, the staff must confirm that the person is named on the child's pick-up list on file. Where the individual is not listed, staff must ask the parent/guardian to provide authorization for pick-up in writing (eg. Note, text or email)
- Document the change in pick-up procedure in the daily written record.
- Sign the child in on the classroom attendance record.

Where a Child has not arrived in Care as Expected:

Where a child does not arrive at the Preschool and the parent/guardian has not communicated a change in drop-off (eg. A voice message, text message or email) staff in the room must:

- Commence contacting the child's parent/guardian no later than 9:15 a.m. Staff shall send a text message to a parent/guardian and if no response is received by 9:25 a.m. another text message or phone call will be sent to an alternate contact.

- If by 9:30 a.m. no contact has been made confirming the child's absence, the emergency contact will be called with instructions to call the preschool back concerning the whereabouts of the child.
- Once the child's absence has been confirmed, staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.
- If staff are unable to contact any of the above-mentioned contacts and are unable to confirm the child's absence from the preschool by 9:45 a.m., the non-emergency police will be contacted at 519-570-9777.

Releasing a Child from Care:

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or usual individual that the parent/guardian has provided written authorization that the preschool may release the child to. Where the staff does not know the individual picking up the child:

- Confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a Child has not been Picked Up as Expected (before centre closes)

Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up within 30 minutes of expected time, staff will send a text message to the parent/guardian and advise that the child is still in care and has not been picked up.

Where the staff has not heard back from the parent/guardian or authorised individual who was to pick up the child, the staff shall wait until the program closes and then refer to procedures under "where a child has not been picked up and program is closed".

Where a Child has not been Picked Up and the Center is Closed

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 12:05, staff shall ensure that the child is given an activity to do, while awaiting their pick-up.
- Staff shall proceed with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first, then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.

- If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the emergency contact person on file for the child.
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file by 12:30, the staff shall proceed with contacting the local Children's Aid Society (CAS) in Kitchener at 519-576-0540. Staff shall follow the CAS's direction with respect to next steps.

Pick Up Policy

Authorized Pick up and Release of Children

Children will only be released to parents/guardians or individuals **listed on the authorized pickup list** and who provide valid photo identification. Authorized pick up persons **must be 18 years or older.**

If someone other than the usual authorized person will be picking up your child, please **provide written notice ahead of time** (note, text, e-mail) or call the preschool to inform staff.
In cases of custodial disputes, the preschool requires legal documentation outlining custody agreements.
Staff supervising the child pick up will verify the identity of the person collecting the child and **confirm authorization before release**. If uncertain, staff will contact the parent/guardian for confirmation. Children will not be released without proper authorization.

Late Fee Policy

- Children must be picked up **promptly by 12:00 p.m.** to avoid distress and disruption.
- **A late pick-up fee of $1.00 per minute**, will be charged past the dismissal time, based on the preschools phone clock. Late fees are not covered under CWELLC and are charged as a non-base fee. Parents will be asked to sign a late pick-up form, and fees must be paid before the child can return to preschool. Any disputes should be directed to the preschool President.
- If you are late due to an emergency, please call the preschool to inform staff.

Late Pick Up Fee Procedure

1. On the first occurrence, the parent will be asked to sign the late pick-up form when they arrive to pick up their child. This signed warning will stay in a binder that the teacher will maintain. Late fees are required before the child may return to preschool.
2. Upon the second occurrence, the parents will receive a second written notice. Late fees are required before the child may return to preschool. Should payment of the fines become an issue it will be the responsibility of the Treasurer to collect them.
3. If parents continue to be late, the Executive has the option to ask the parents to withdraw their child from the preschool.

Parking Policy

To help keep arrival and dismissal times safe and organized for all children and families, we ask that you follow our parking guidelines:

1. **Designated Parking Only**
   Families must park in the designated parking spaces provided. Please do not block other vehicles or leave cars idling for extended periods of time.

2. **No Parking Along the Playground Fence**
   For the safety of children and to maintain clear access, parking is strictly prohibited along the playground fence. Please respect all posted **"No Parking"** signs in this area.

3. **Drop-Off and Pick-Up Safety**
   - Always walk your child to and from the preschool doors using safe pathways.
   - Please drive slowly and with caution in the parking lot, watching for children and families at all times.

4. **Respect and Courtesy**
   We ask families to be patient and considerate during busy drop-off and pick-up times. Following these guidelines helps ensure a safe and smooth process for everyone. We appreciate your cooperation in keeping our parking lot safe and accessible for all families.

Fundraising Policy

Fundraisers will be done from time to time at the discretion of the Board to generate funds for the preschool. These funds will be used to support the program with items and services for the children that are not otherwise covered by government funding.

Health and Safety

Health, Safety and Reporting Policy

At our preschool the safety and well-being of every child is our highest priority. In accordance with Ontario's Child and Family Services Act and the Early Childhood Educator Code of Ethics, our staff have a **legal duty** to promptly report any concerns of suspected child abuse or neglect to the Children's Aid Society. All staff are trained to recognize signs of abuse and follow strict policies to ensure children are protected.

Illness and Health Practices

While some illnesses are inevitable in group settings, we work hard to minimize their spread through good hygiene practices. Children and staff wash their hands upon arrival, toys are disinfected regularly, and the preschool is cleaned thoroughly.

If your child is too ill to participate comfortably in regular activities either indoors or outdoors, they should stay home. If your child becomes ill during preschool hours, we will contact you to arrange for immediate pick up.

Hand Hygiene and Washroom Assistance

To maintain a healthy environment, children wash their hands with soap or sanitizer when entering the preschool room, after using the washroom, and before snack time. An adult escorting a child to the washroom will also wash their hands afterwards.

We encourage children to be as independent as possible. Physical assistance in the washroom is provided only, when necessary, for example if a child soils their clothing or is unwell. In these cases, the teacher will inform the parent. We kindly ask parents to dress children in clothing that is easy for them to manage independently.

When children are playing outside and need to use the washroom a teacher assistant will escort the child and enough other children to maintain proper supervision ratios. Volunteers are never alone with a child in the washroom.

Illness and Exclusion Policy

To help maintain a healthy environment for all children, families, and staff, anyone experiencing symptoms of illness must remain at home. This is especially important if they are experiencing **diarrhea, vomiting, or fever**.

Return-to-School Guidelines:

- **Vomiting, diarrhea, fever (2 or more of any in a 24hr. period):** Children must stay home for **48 hours after the last episode** of vomiting, diarrhea or fever.

- **Fever:** Children must stay home for **24 hours after the fever has resolved** *without the use of fever-reducing medication*, and other symptoms must be improving.

Other Illnesses and Infections:

For any other illness or suspected infection, families must **notify their child's teacher** to confirm when the child is able to return, as different conditions may require different exclusion periods.

Head Lice Policy

The Wellesley Cooperative Preschool is committed to keeping all staff, volunteers and students protected from the spready of Head Lice. Therefore, all staff, volunteers and parents will comply with the following procedure if a case of head lice occurs at the preschool.

Head Lice Procedures

1. If a child or staff or parent volunteer reports a case of head lice, then that person may not return to preschool until they are nit free.

2. All soft, material items will be bagged for two weeks and/or washed in hot water.

3. All children, staff and parent volunteers will have their heads checked for nits or lice before entering the preschool room for two weeks after the last reported case of head lice.

4. Once two weeks have passed without a new case of head lice being reported, all soft material items may be returned to the room.

Absence Reporting Policy:

If your child will be absent or arriving late, please notify the preschool via phone or text. The ministry requires us to follow up with a reason for the absence **and if sick the symptoms of illness**. Please provide us with this information when you notify us of the absence. Families are required to **text or call the preschool phone at 519-656-3132** to report their child's symptoms.

For all illnesses, the preschool must be notified of the reason for absence

Children may return to the program only after meeting the required exclusion periods and being well enough to fully participate in daily activities.

Each day, we perform a health check when your child arrives to help keep everyone healthy. We follow guidelines from Public Health and the Child Care and Early Years Act for illness and exclusion.

Children with communicable diseases, like untreated pinkeye or undiagnosed rashes, must remain at home until diagnosis is made and if applicable, treatment has started for at least 24 hours before returning to preschool.
Please inform your child's teachers of any changes to your child's medical history or if there are any communicable diseases in your household.

Immunization Requirements

The Ministry of Education requires all children to complete an immunization information form upon registration. If your child is not immunized due to religious beliefs or personal conscience, you must sign an exemption form, available from the Membership Chairperson.

Please be aware that in the event of an outbreak or a vaccine preventable disease, children who are not immunized, may be required to stay at home until the outbreak is over. Unfortunately, no fee refunds or reductions can be made during this time.

Accidents and Emergencies

Children are naturally active, and accidents do happen. If your child is injured at preschool, a written accident report will be completed and must be signed by the adult who picks up the child. A copy will be given to you, and another will be kept in your child's file.

In the case of a serious injury requiring medical attention, we will contact you immediately to arrange for pick up or meeting at a medical facility. If you cannot be reached, we will call your emergency contact- someone, you provide at registration who is authorized to care for your child in your absence.

Please note that any medical costs incurred in emergencies are the responsibility of the parent. All our staff are certified in First Aid and CPR (infant and child) in compliance with the Child Care and Early Years Act.

Serious Occurrences Policy

At Wellesley Cooperative Preschool the safety, health, and well-being of every child is our highest priority. We are committed to providing a safe, nurturing, an engaging environment for all children in our care. Despite our best efforts and precautions, serious incidents can occasionally occur. In accordance with the Ministry of Education and our commitment to transparency, in the event of a serious occurrence, a notification form will be posted **on the parent information board for 10 business days**. Whenever a serious occurrence takes place this form provides families with general information about the incident, the actions taken by the preschool and any outcomes, while respecting the confidentiality and privacy of those involved.

Serious Occurrences May Include:

- A serious injury to a child
- A fire or other emergency situation at the preschool
- An allegation or complaint related to the preschools service standards and policies

In addition to immediate follow up, the preschool will also outline any long-term steps taken to help prevent similar incidents from happening again. It's important to understand that a serious occurrence does not necessarily indicate non-compliance with licensing standards or that children are unsafe in our care. Many factors may lead

to a serious occurrence, some out of our control but we committed to addressing each situation with transparency, responsibility and care.

Guiding Children's Behaviour- Program Standards

Wellesley Preschool is committed to supporting children social and emotional growth through respectful, positive, and developmentally appropriate guidance. In alignment with the Childcare and Early Years Act (CCEYA), our behavior guidance practices reflect the values outlined in our program statement and the principles of "How Does Learning Happen" Ontario's Pedagogy for the Early Years.

We believe discipline should promote self regulation, safety, respect for others, and care for materials. All children are treated with kindness, empathy, and fairness. Behavior guidance is always tailored to each child's age and individual needs.
Parents who are volunteering in the classroom are expected to guide behavior using the same respectful and consistent approach that would be applied to any child in the program.

Staff and Volunteer Responsibilities

All staff are observed once per year to ensure their interactions with children are consistent with the preschools program statement, "How Does Learning Happen?" framework and all behavior guidance policies.
If a teacher or volunteer does not follow the program statement or engages in a prohibited practice, the following steps will be taken:

- **1st instance:** Verbal reminder
- **2nd instance:** Written reminder; your volunteer status will be reviewed by the Board of Directors
- **3rd instance:** Volunteer privileges will be revoked

Volunteer Guidelines for Supporting Behaviour

When volunteering:

- Be observant and engage with the children positively, without directing or imposing your own ideas.
- Always supervise children closely and notify a staff member if you must leave the room.
- Allow children the opportunity to solve problems independently. If support is needed, guide gently and then step back, once the situation is under control.

- Except each child as they are- avoid comparison or judgment.
- Support children and understanding their own emotions and the emotions of others.
- Do not discuss a child's behavior in front of them or others.

Behaviour Guidance Practices Used at the Preschool Include:

The following are acceptable methods of guiding children's behaviour and which are deemed appropriate and reasonable:

- **Logical and Natural Consequences:** Helping children understand how their actions affect themselves and others.
- **Limit Setting:** Establish clear, consistent boundaries.
- **Quiet Time:** Offering brief moments away from an activity for reflection and support from a teacher.
- **Anticipating Trouble:** Preventing issues through planning and thoughtful environment set-up.
- **Ignoring Minor Behaviour:** Redirecting attention toward positive behaviour when appropriate.
- **Positive Reinforcement:** Encouraging desired behaviour with meaningful, timely praise.
- **Removal from the Situation:** Gently removing the child from a situation when safety or emotional regulation requires it but remaining with the child until they are calm.

Communication and Follow Up

All behaviour guidance must be appropriate for the behaviour being addressed. All guidance practices should be followed by a discussion with the parent of the child involved, along with an explanation to the child about the reason for the guidance. If a parent volunteer is not comfortable using these approaches or is unsure how to respond to a situation, they should seek support from the teacher. Behaviour guidance is ultimately the teacher's responsibility.

Use of Prohibited Practice:

As stated in the Child Care and Early Years Act, the following forms of discipline are strictly **prohibited** at Wellesley Preschool:

1. corporal punishment of the child;
2. 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;
3. locking the exits of the child care 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;
4. 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;
5. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. inflicting any bodily harm on children including making children eat or drink against their will.
7. Sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Years Education Act, 2007).

If a staff member, volunteer or student is observed using prohibited practice he or she will be immediately removed from contact with the children. The president of the board will be contacted immediately and a meeting with all concerned parties will be arranged. The person will no longer be permitted to work in the classroom – for a parent volunteer, this may mean loosing your volunteer privileges. Depending on the circumstances it may be necessary to involve the Ministry of Education, Family and Children's Services and/or Waterloo Regional Police.

If the teacher has been observed using a prohibited practice the president of the board should be notified immediately. The teacher will be suspended from the classroom immediately and a meeting will be called with all concerned parties. If the teacher is found to have used a prohibited practice, her or his position will be terminated and the College of Early Childhood Educators will be notified.

Monitoring Compliance and Contraventions Policy and Procedure:

The Wellesley Cooperative Preschool is committed to providing a safe, stimulation environment. therefore, all staff, students, volunteers, supply teacher and volunteer parents are expected to follow the program statement, policies, procedures and individualized plans.

As required by the Child Care and Early Years Act, 2014, all policies and procedures and more specifically the below mentioned policies, will be reviewed before employment or placement, upon any revision and annually thereafter. The supervisor or a board member will document the dates the training took place on the current tracking form.

Contravention of any policy or procedure will be disciplined as outlined in the Program Statement Implementation Policy, under “Contravention of Policy”.

1. Each teacher, parent, volunteer, or student is responsible for his/her actions while at preschool.
2. All staff, volunteers and students are required to review all policies and procedures, and program statement before employment or placement begins.
3. Every adult on premises is responsible for the monitoring of the welfare of the children attending the program. Thus, they are required to submit a complaint verbally or in writing to the Board if they have firsthand knowledge that the Program Statement and/or Policies and Procedures have been violated. Said complaint is to be brought to the attention of any Board member within 24 hours of said occurrence. This way the complaint can be dealt with by the Board immediately, effectively, and confidentially.
4. Every adult is responsible for ensuring that complaints are dealt with in a confidential manner.
5. Every teacher and teacher helper will be observed once a year as to their interactions and whether they comply with the Preschool’s policies and procedures and program statement. These records will be kept in the filing cabinet for at least 3 years.

Playground Safety Policy

Outdoor plays an essential part of our daily program, providing children with valuable opportunities for physical activity, exploration, and social development. Weather permitting, we go outside each day. Outdoor play will be cancelled if the weather is deemed unsuitable by the teacher, this includes rainy conditions or temperatures **colder than -18°C.** If you prefer your child not to participate in outdoor play on a particular day, please arrange to pick up your child by 11:00 AM before we head outside.

From time to time, we may walk to a nearby park for a change of scenery. a notice will be posted on the door at the beginning of the day, so you are aware of the alternate pickup location if applicable.

Supervising During Outdoor Play

Staff are responsible for both ensuring childrens safety and promoting creative, active, and constructive outdoor play. Active supervision involves being fully engaged scanning the entire play area, positioning staff strategically and moving through the playground to maintain visibility of all children. **Staff to child ratios on the playground must meet the requirements set out by the Child Care and Early Years Act and cannot be reduced during outdoor play.**

Procedure for Moving Children to the Playground

Once children are dressed for outdoor play, they will line up along the inside wall. The teacher will:

1. **Take a head count** and confirm it against the daily attendance record.
2. **Check the Parking Lot** to ensure no cars are moving.
3. **Lead the Children** along the outside wall of the building to the designated meeting point at the corner of the preschool.

Staff positioning during transition:

- With **three adults:** One adult leads, one is in the middle of the line, and one follows at the back of the line.
- With **two adults:** One leads, the other follows at the back of the.
- With **one adult** (When attendance allows): The teacher will lead the group and maintain consistent visibility of all children.

Upon entering the playground, the teacher will again count the children and verify the numbers with the attendance record.

Playground Access

Only children currently enrolled in the preschool program are permitted to use the playground during preschool hours.

Playground Equipment and Maintenance

All playground equipment, including new installations, repairs or renovations must meet **CSA (Canadian Standards Association)**. Documentation confirming compliance and signed verification by a **certified playground inspector** will be kept on file.

Playground Inspections

To maintain a safe outdoor environment, the following inspections are required:

1. **Daily Visual Inspection**
   Conducted each morning by the designated teaching assistant, this check identifies immediate hazards such as:
   - Debris or garbage
   - Vandalism or wear related damage
   - Unsafe objects (e.g. rope, tree branches)

All concerns are noted in the playground safety login addressed promptly.

2. **Monthly Maintenance Inspection**
   This inspection focuses on identifying hazards or wear that require repair or planning. Any issues are documented, and an action plan is developed.
3. **Annual Comprehensive Inspection**
   Performed by a staff member **each May**, this detailed inspection includes a written report submitted to the Board of Directors. Findings and plans for corrective actions are recorded in a permanent log, available for review by the ministry.

Please inform the teacher about any significant or permanent changes such as parental separation, immunizations, allergies, address changes, the death of a family member or pet etc.

Children's Belongings

Preschool is supposed to be fun and sometimes fun means getting dirty. Please dress your child in comfortable, washable clothes so they don't have to worry about ruining an outfit.
Please make sure your child always has a change of indoor clothing in their bag, in case of accidents. All removable items should be clearly labeled with the child's name. Any items without labels will be placed in the lost and found and after a period, any unclaimed items will be donated to a local charity.

Children are welcome to bring comfort items from home if needed. However, the preschool askes that very special items are kept home to prevent them from getting broken or lost. The teacher and or preschool will not be responsible for ensuring that personal items are not lost or damaged if you choose to send it to preschool with your child.

Children will be given a preschool bag in which their personal belongings are to be brought to preschool each day (extra clothes, snack items, shoes). These bags are to be hung up on the coat rack downstairs where their name and picture are posted.

Snack Policy

Snacks which follow Canada's Food Guide recommendations for healthy eating, will be provided by the preschool, but parents are responsible for sending a water bottle, a clean spoon and container with a lid for their own child daily. All containers, lids, etc. must be labelled with the child's name. Reusable water bottles (filled with water from home) will be available throughout the session.

If a child has special dietary needs, or such severe allergies which cannot be accommodated by the preschool, then parents may request, in written form, that they will provide their child's snacks (either all or in part).

Parents will be made aware of any allergies or food restrictions that children may have. **Please note that the preschool is a peanut aware center and food items with peanuts or any nut products are not allowed.** The teacher and helpers will take care by reading labels before any snack is served.

For children who will be bringing their snacks from home, extra non-perishable snacks shall be kept on hand at the preschool in case the child forgets to bring a snack. If a snack from home contains allergens, it will be returned home and a safe snack kept at the preschool will be given to the child after obtaining permission from the parents/guardians.

Tables will be cleaned with a mild disinfectant prior to and after serving snacks. All fresh fruits and vegetables must be prepared, peeled and cut at the preschool by the Teacher or Teacher Helper. Hands must be thoroughly washed before preparing and serving snack. Fruits and vegetables are to be washed and prepared in the preschool kitchen and brought back to the snack area to be served.

Snack Procedure

1. Teacher or helper preparing snack is to wash their hands using the handwashing sink in the preschool kitchen.
2. Snack items such as fruit, etc. are to be washed in the preschool kitchen, prior to the start of preschool before children arrive.
3. Each snack table is to be washed with a bleach and water disinfectant and a cloth.
4. Children are to be supervised during the handwashing routine.
5. After washing their hands, children will pick up their water bottle and snack containers on the way to the snack table. In the event a child has forgotten their water bottle, a paper cup will be provided for them and bottled water. In the event a child has forgotten their container, or it is dirty, a sterile paper towel will be provided for them to put their snack onto.
6. During snack, serving utensils will be used to avoid touching any food directly and to put food into each child's container.
7. When children are done snack, they will put their water bottles and snack containers back where they belong. If necessary, they can wash their hands and face in the washroom.
8. Children can then re-enter free play in the preschool room.
9. At the end of the day, after the children have left, a teacher helper will take the serving dishes to the preschool kitchen and wash the dishes according to Public Health Standards which are posted on the wall. Serving dishes will then be stored in preschool the cupboard.

Administration of Medications and Individual Medical Plans (allergies, diabetes etc.)

At Wellesley Preschool, children's health and safety or a top priority. As a general policy, **medications will not be administered** during program hours, with the exception of emergency treatment (example, EpiPen for anaphylaxis). In the event emergency treatment is provided, it will be documented and added to the child's file.

For children with medical needs such as allergies, asthma, diabetes or seizures, an **Individualized Medical Plan** will be created in collaboration with the parents/guardians. This plan outlines the child's specific needs, symptoms, emergency procedures, and required supports.
The plan must be:

- Signed by a parent/guardian
- Posted in the classroom for staff reference
- Updated regularly as the child's needs change

Upon enrollment, parents are required to **provide written details of any allergies or medical conditions.**

All confirm allergies will be:

- Reported in the preschool newsletter (with sensitivity and privacy)
- Posted in key locations including classroom, kitchen, emergency binder and outdoor play area.

Parents are responsible for informing the preschool if:

- Their child develops a new allergy or medical condition.
- There are changes to an existing medical plan or treatment.
- Their child no longer requires medication or has outgrown an allergy.

Sunscreen will be considered a medication at the preschool and will not be applied to the children by the teacher, volunteer parents or other staff. Sunscreen should be applied to children before coming to preschool.

Other over the counter products that are provided by the child's family, such as moisturizing skin lotion, lip balm, insect repellant, hand sanitizer and diaper cream will be administered to a child only if a parent/guardian of the child has given written authorization for the administration of the item. The products must be labelled with the child's name and the name of the product and stored in accordance with the instructions for storage on the label. These items will only be administered to a child

from the original container or package and administered in accordance with the instructions on the label and any instructions provided by the parent of the child. Sanitizer will be provided by the preschool, but all other products must be provided by the parents/guardian.

If there is a child with medical needs (ie. asthma, seizures, diabetes, etc.) then an individualized plan will be made in consultation with the child's parent or guardian. This plan will then be signed and posted in the classroom and in the emergency binder. The plan will include:

- steps to be followed to reduce the risk of the child being exposed to any causative
  agents or situations that exacerbate the condition.
- a description of any medical devices used by the child and any instructions related to its use.
- a description of the procedures to be followed in the event of an allergic reaction or medical emergency.
- a description of the supports that will be made available to the preschool
- any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip.

Individual Medical Plan of Action Policy

Wellesley Preschool has an obligation to ensure the safety of all our members. This policy and procedure outlines the responsibilities of staff, parents and child and to ensure the safety and wellbeing of children who have an anaphylactic allergy and/or a chronic or acute medical condition that require additional supports, accommodations, or assistance.

The Preschool will:

- involve parents/guardians of each child as well as any health care individuals the parents/guardians feel should be involved in setting risk-management strategies for their child.
- make sure all staff members, duty parents and other adults at the Centre have adequate knowledge of the condition being planned for and the procedures to be followed in the event of a related emergency.

An Individual Plan of Action will include:

- Steps to reduce the risk of causing or worsening an allergic reaction or medical condition
- A description of medical devices and how to use them
- Procedures to follow in the event of an allergic reaction or medical emergency

- Consent to administer medications for allergy reaction or medical emergency
- Expiry date of medications for allergic reaction or medical emergency
- Supports available to the child while at the childcare centre
- Procedures to follow during an evacuation or off-site field trip
- Emergency contact information

The Individual Plan of Action will be reviewed with parents/guardians on an annual basis and updated as required. All staff, volunteer parents, students and volunteers are required to read and review all allergy lists and individual plan of actions before working at the preschool. Updates to any of the above information will be reviewed and signed off by staff, volunteer parents, students and volunteers as they occur.

Individual Medical Plan of Action Procedure

1. Prior to enrolment or when a child is diagnosed with an allergy or medical condition, parents/guardians will meet with the preschool to discuss the plan of action to ensure the safety and wellbeing of their child.
2. Parents/guardians of an enrolled child will be provided with a copy of the Individual Plan of Action that is agreed upon.
3. Parents/guardians will be provide a training session with staff. This training will include how to recognize signs and symptoms of the condition and administer medication. The supervisor will provide the necessary training to the duty parents, students and volunteers at the preschool.
4. Parents/guardians will provide all necessary equipment and medications to ensure wellbeing of child enrolled in the preschool.
5. Parents/guardians will be responsible for administering or arranging for administration of insulin injections.
6. All parents/guardians will be required to sign a release and waiver.
7. One parent/guardian agrees to be on-call during the child's time at preschool should any questions or concerns arise.
8. Staff and volunteer parents will follow the individual plan of action and record results as per required.
9. Staff will discuss age-appropriate materials with all children, taking into consideration the developmental level of the children and the level of comfort of the child with the medical condition and his/her family.

Anaphylaxis Policy

Anaphylaxis is a serious allergic reaction that can be life threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc. It requires avoidance strategies and immediate response in the event of an emergency.

The Wellesley and District Cooperative Preschool is committed to reducing the risks associated with Anaphylaxis. This policy is intended to help support the needs of a child with a severe allergy and ensures procedures are in place to address anaphylaxis in the Preschool, which includes providing information, guidance and instruction on anaphylaxis and on the administration of medication to staff, volunteers and parents.

When a child is enrolled at the Wellesley Preschool, the parent will provide a written explanation of allergies. All allergies will be reported in the newsletter and posted at all designated areas. (preschool room, kitchen, binder, playground). Parents are to advise the preschool teacher if their child develops an allergy and requires medication; if there is a change to the child's individual plan or treatment or if their child has outgrown an allergy and no longer requires medication.

If a child has special dietary needs, or such severe allergies which cannot be accommodated by the preschool, then parents may request, in written form, that they will provide their child's snacks (either all or in part). All containers, lids, etc. must be labelled with the child's name. Parents will be made aware of any allergies or food restrictions that children may have. **Please note that the preschool is a peanut aware center and food items with peanuts or any nut products are not allowed.** he teacher and helpers will take care by reading labels before any snack is served. For children who will be bringing their snacks from home, extra non-perishable snacks shall be kept on hand at the preschool in case the child forgets to bring a snack. If a snack from home contains allergens, it will be returned home and a safe snack kept at the preschool will be given to the child after obtaining permission from the parents/guardians.

An individual plan, with input from the child's parent/guardian and physician, will be developed prior to the child starting school. This plan will be posted on the wall near the block room entrance.

Anaphylaxis Procedure

Strategy to Reduce the Risk of Exposure to Anaphylactic Causative Agents

The Preschool shall implement the following:

a) Communication plan to provide information on life-threatening allergies to employees, parents, volunteers and preschool children.

b) Regular anaphylaxis training for all employees, volunteers and parents who are in direct contact with anaphylactic preschool children on a regular basi.s

c) A requirement that the Executive ensure that, upon registration, parents, guardians and preschool children shall be asked to supply information on life-threatening allergies.

d) A requirement that the Executive, in cooperation and consultation with the teacher and the parent, develop an individual plan for each preschool child who has an anaphylactic allergy.

e) A requirement that the Executive, in cooperation and consultation with the teacher, maintain a file for each anaphylactic preschool child.

The Preschool shall, at the beginning of the school year and periodically throughout the year, make a voluntary community appeal to help keep the preschool environment allergy-safe by not sending specific allergens in snacks (eg. peanuts and nut products).

Depending on the allergies of the children attending the Preschool, the Preschool shall avoid food and other causative agents (e.g.-latex, fabrics, medicines, chemicals, etc.) that may be used for craft and sensory programming or for cleaning, and that commonly produce allergic reactions.

Communications Plan

1) The supervisor states whether there is an enrolled child with an anaphylactic allergy.
2) All Preschool employees, parents and volunteers in regular contact with anaphylactic preschool children shall be familiar with the Preschool's Anaphylactic Policy. If applicable, they shall also be familiar with the individual plan for children under their direct supervision, including the emergency procedure to be followed if the child has an anaphylactic reaction.
3) Information about anaphylaxis and strategies that reduce the risk of exposure to triggers of anaphylaxis within the Preschool environment shall be shared with the entire Preschool community.
4) Anaphylaxis information provided by the Preschool shall present a balanced picture of anaphylaxis to avoid unnecessary anxiety or unrealistic expectations. While anaphylaxis has the potential to cause death, fatalities are rare.

5) Anaphylaxis information provided by the Preschool shall be easy to understand for everyone.
6) The Preschool shall provide on-going Anaphylaxis reminders in newsletters, bulletins, and during information events.
7) The list of banned foods and other causative agents will be posted and supplied to the Preschool community and will be revised as necessary, depending on the life-threatening allergies of the children enrolled.

Anaphylaxis Training

1) All Preschool employees, parents and volunteers who are in contact with preschool children with life-threatening allergies must have regular Anaphylaxis training from a physician or a qualified parent on the procedures to be followed if a child has an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication. It is acceptable for an employee to be trained by a physician or parent of the child with the allergy, and in turn that employee can train all other employees, parents and volunteers.
2) As a new child starts in a class where there is another anaphylactic child, his/her parent must receive anaphylaxis training. Every time a new anaphylactic child starts at the Preschool, that child's physician or parent must train a staff member, who in turn will train all other staff, parents and volunteers.
3) The Executive shall keep a log of staff, parents and volunteers who have completed anaphylaxis training.
4) Training shall include risk reduction strategies, an overview of signs and symptoms and what to do in case of an emergency.
5) All Preschool employees, parents and volunteers who are in contact with anaphylactic children should be encouraged to practice with an epinephrine auto-injector trainer device throughout the year.
6) Substitute teachers must review the individual plans for anaphylactic children in their class.

Individual Files

1) Individual files shall be kept for, and be specific to each child with an anaphylactic allergy, with input from the child's parent and the child's physician including the emergency procedure that includes:
    - a description of the child's allergy
    - monitoring and avoidance strategies
    - signs and symptoms of an anaphylactic allergy

- action to be taken by preschool staff in the event the child has an anaphylactic allergy
- parent consent that allows the preschool staff to administer the allergy medication in the event their child has an anaphylactic reaction
- emergency contact information (parent/emergency services

2) The Preschool Executive shall request at the time of registration that parents provide information on life-threatening allergies.
3) It is the obligation of the child's parent to ensure that the information in the child's file is kept up to date, including any changes to the child's individual plan or treatment or if their child has outgrown an allergy and no longer requires medication, or if their child develops an allergy and requires medication.
4) The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed as follows:
   a) by all employees with documentation made as such in their file before they begin their employment and at least annually afterwards, and documentation made as such in their file.
   b) by parents and volunteers who will be providing care or guidance at the Preschool before they begin providing that care or guidance and at least annually afterwards, and documentation made as such in their file.

Other Considerations

Where the child does not self-administer their allergy medication, the Preschool staff will have the allergy medication accessible and taken on field trips. For those children who carry their own asthma medication or emergency allergy medication, the parent's permission is required for the child to self-administer allergy medication, and a copy kept on file. Staff should ensure that this child has the required medication in their possession prior to leaving the Preschool (e.g.-field trips, etc.)

Sun Safety

The preschool does not supply sunscreen for your child. The preschool recommends a sun protection factor (SPF) of 30 with protection against UV A and UV B rays. Parents should apply the sunscreen at home prior to bringing your child to preschool as sunscreen does last several hours. Parents are also encouraged to supply a hat each day.

Personal Electronic Device Policy

To ensure a safe, focus, and engaging environment for all children, the use of personal electronic devices (including cell phones, tablets, smartwatches, etc) by employees and volunteers is not permitted during class time except, in emergency situations or with prior approval from a supervisor.

Personal phone calls, texting and use of devices for non preschool related purposes during programming hours can interfere with supervision, staff performance and child safety. Employees and volunteers are expected to inform friends and family of this policy and plan accordingly.

All personal devices must be silenced at least 5 minutes before class begins and may not be used again until the class session ends, unless authorized.

Please note:

- Wellesley Preschool is not responsible for lost or damaged personal electronic devices.
- Any violations of this policy may result in a verbal or written warning from the Board of Directors and may lead to further disciplinary action.

Photography Policy

Parents who are not volunteering may use their personal electronic devices during special events but may **only photograph their own child(ren)**. This is in accordance with our privacy and confidentiality policies.

Photos taken at the preschool by volunteers or parents **must not be posted online or shared on social media in any form.** This includes pictures shared by the preschool directly. This policy is in place to protect the privacy and safety of all children and families in our care.

Field Trips and Special Events

Parents will be informed of all planned field trips and off-site activities through regular monthly communications such as newsletters, calendars, and email updates.

For scheduled trips, **parents are responsible for arranging transportation** to and from the field trip location for their child.

Occasionally, spontaneous off-site activities, such as, neighbourhood walks, may occur in response to the interest or needs of the children. In these cases, **a notice will be posted on the preschool door** to inform parents and guardians of the updated pick-up location if applicable.

Throughout the year, we also plan special events and celebrations that invite family members to participate in the preschool experience. Details about these events will be shared in advance through our ongoing communication channels.

Parental Issues and Concerns Policy

The welfare of our children and community are important to us as a preschool and therefore, items of concern need to be dealt with in a confidential manner. Parents/Guardians are encouraged to take an active role in the preschool and regularly discuss what their child(ren) are experiencing with the program. As supported by the preschool's 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. If you have any issues or concerns regarding the preschool, feel free to contact the teacher, supervisor or any member of the Board of Directors confidentially.

Procedure for Addressing Parental Concerns

1. **Initiate Contact**
   A parent may contact the teacher, supervisor or any member of the Board of Directors in person or by email. All issues and concerns raised by parents/guardians are taken seriously by the preschool and will be addressed. If the issue or concern is not resolved, it will then be taken to the next board meeting with written documentation provided by the parent.

2. **Documentation**
   Any staff member, if contacted about an issue/concern, should note the issue/concern in the daily logbook as well as communicating the issue/concern to the supervisor or a board member.

3. **Confidential Discussion**
   The teacher/Board of Directors/parents are only to discuss problems with the appropriate individuals and in the forum of a board meeting. Parents should not discuss the nature of the problem with others except for the Board Members to clarify the issue or to bring the complaint to the attention of the appropriate people.

4. **Resolution Timeline**
   After the Board has met and discussed the problem brought forth the parent will be given a response as to how the issue or concern will be resolved within 2 days of the meeting by the original board member or teacher contacted about the problem. Issues/concerns may also be reported to other relevant regulatory bodies (eg. Local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, College of Social Workers, etc.) where appropriate.

5. **Escalation to External Authorities**
   If necessary, concerns may also be directed to the appropriate external agencies, such as:
   - Local Public Health Department
   - Ministry of Education or other relevant ministries
   - Police or Dire Department
   - College of Early Childhood Educators

Emergency Management and Fire Safety Procedures

As outlined in the Child Care and Early Years act, we are required to conduct a monthly fire drill to ensure the safety of all children.

In the event of a real fire, whoever discovers the fire pulls the alarm. The children are to be gathered in one group, do a head count and exit the building as quickly as possible. The teacher will take the attendance book, emergency backpack and preschool phone. Once outside the teacher will do a head count. A teacher is to call 911. The children will be taken to a designated emergency shelter as stated on the posted fire drill procedure downstairs. The preschool has an Emergency Management policy, and parents will be notified by phone, text or e-mail if any emergency occurs.

In the case of an environmental emergency (tornado), the children will be gathered into the block room, away from windows and doors.

Power Outage Procedure

In the event of a power outage, staff will prioritize the safety, supervision, and comfort of all children.

1. Gather and account for the children

- Staff will gather the children together at the bottom of the stairs.

- The teacher will take the attendance and complete a headcount to ensure all children are accounted for.
- The teacher will then lead the children upstairs to an area with better lighting.

2. Bring emergency supplies

- The second staff member will bring the cell phone, keys and emergency backpack.
- The second staff member will follow the children upstairs and assist with supervision.

3. Assess the situation
Once upstairs, staff will assess the environment and determine whether it is safe and appropriate to continue the program. Staff will consider:

- Whether there is adequate lighting to safely supervise the children;
- Whether the temperature and conditions inside are appropriate;
- Whether the playground can be used safely; and
- Any information available from the utility company regarding the expected duration of the outage.

4. Determine whether the program can continue

- If it is safe and appropriate to continue the program, staff may continue to supervise the children upstairs or in the playground while waiting for the power to return.
- Staff will wait **30 minutes** to determine whether power is restored.
- If the power is not restored within 30 minutes, or if the utility company provides an estimated restoration time of more than 30 minutes, parents/guardians will be contacted to arrange for their child(ren) to be picked up.
- If at any time conditions become unsafe or unsuitable for the children, parents/guardians will be contacted immediately for pickup.

5. Communication with families

- Parents/guardians or emergency contacts will be contacted by phone.
- Staff will continue to supervise the children until they are safely released to an authorized parent/guardian or emergency contact.
- Attendance will be maintained throughout the process and updated as children are picked up.

6. Closure and Serious Occurrence Reporting
If program closes due to an emergency, relocation, or an unplanned disruption of service that poses a risk to the health, safety, or well-being of the children, the

supervisor/designate will determine whether the situation meets the criteria for a **Serious Occurrence** and complete the required reporting in accordance with the centre's Serious Occurrence Policy and Ontario requirements.

Communication Policy

Wellesley District Cooperative preschool staff and board members will strive to build trusting relationships with parents and guardians involved in our preschool.

The preschool will encourage parent participation while respecting each families diverse beliefs, values and child rearing practices.

The preschool knows that it is important to have regular information regarding your child's experience. This is not always possible in the rush of drops offs in pickups. However, there are many opportunities for the preschool to ensure communication and the sharing of information between parents guardians and staff.

1. **General Meetings**- It is mandatory that all members attend the August meeting, (vulnerable sector criminal reference checks handed in, payments submitted, teacher information handed out, orientation given) and spring meeting (election of the Board of Directors).

2. **Family Events**- Families are encouraged to participate in special events offered through the year. Parents are invited to visit the preschool in participate in the program whenever possible.

3. **Program Evaluation**- Parents are requested to complete an evaluation at least once annually. Feedback, comments and suggestions are welcomed and encouraged at anytime. Members may also be asked for input on other matters as they arise. A suggestion box is located on the bookshelf at the entrance to the preschool room.

4. **Newsletter/Calendars**
   Calendars and newsletters are distributed monthly. Your contributions and suggestions are welcomed.

5. **Open Communication/Documentation**

The preschool believes that your child's education experience must be shared between parents and staff. A variety of opportunities will be provided to ensure effective communication between you and the teaching staff.

6. **Information and Reference Materials**
   Parents will receive several policies and other materials for reference upon registration and periodically thereafter. Guest speakers, CPR courses, etc may also be offered. The preschool also has a selection of books in the parent library.

7. **Daily pic. Collage**- These are sent home daily so you can see what the children have been doing during the day (daily learning, songs, stories, etc.).

8. **Portfolios**- A portfolio is kept for each child throughout the year with pictures and anecdotes outlining their learning. This portfolio will be given to each child at the graduation ceremony.

Changes in Your Childs Life

It is important to let the preschool teacher know of any changes in your child's life that could affect his or her behavior at preschool.

Confidentiality Policy

At Wellesley and District Cooperative preschool, we are committed to protecting the privacy and confidentiality of all children, families, staff, and volunteers. The collection, use, and disclosure of parental information is handled in accordance with applicable privacy laws and best practices in early childhood education.

What We Consider Confidential

Confidential information includes, but is not limited to:

- Personal details of children and their families (e.g. addresses, phone numbers)
- Health or medical information
- Developmental or behavioral assessments
- Emergency contacts and authorization forms
- Any conversations or observations regarding a child or families circumstances

Access to Information

Only preschool staff and, when appropriate, board members have access to personal information necessary for the operation of the preschool. This access is provided on a

need-to-know basis and solely for professional purposes related to the care and education of children.

Volunteer and Student Expectations

All staff, volunteers, and placement students are required to:

- Sign a **confidentiality agreement** upon becoming a staff member, board member or volunteer member of the preschool.
- Maintain confidentiality during and after their involvement with the preschool.
- Refrain from discussing children, families, or staff outside of professional settings.

Legal Exceptions

information may be shared without consent only when required by law, such as:

- If a child safety is at risk
- When a report is made to Child Protective Services
- In compliance with a subpoena or legal investigation

In such cases, we are obligated to act in accordance with provincial legislation and child protection protocols.

Commitment to Respect

We ask that all families also respect the confidentiality of others within the preschool community. This includes refraining from sharing photos, videos, or personal details about other children or families without their permission.

We look forward to being involved in your child's educational growth!