

Richmond Co-operative Nursery School

Policies and Procedures Manual

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GENERAL INFORMATION

HISTORY OF RICHMOND CO-OPERATIVE NURSERY SCHOOL

Richmond Co-operative Nursery School (RCNS) is a non-profit pre-school, licensed by the Ministry of Community and Social Services under *The Day Nurseries Act*. The school is a member of the Ottawa Valley Co-operative Preschool Association.'

RCNS was opened on January 7, 1975 in Richmond at St. Paul's United Church. The school moved to its current premises, in St. Andrew's Presbyterian Church, in 1985.

WHAT IS A CO-OPERATIVE NURSERY SCHOOL?

As a co-operative, the nursery school is wholly owned and run by our parent members as a non-profit organization. An Executive Committee, comprised of parents and staff, is chosen each year. The Executive handles the business of running the nursery school and is assisted in the day-to-day operations and with special projects by committees made up of all the parents.

In order to keep our co-operative nursery school operating in an efficient and effective manner, parent responsibilities are divided into two categories: classroom duty days and committee participation. Consequently, each family (father and/or mother/and or designated adult) will be required to assist the Director/Teacher in the school during your child's class time to maintain the legal ratio of staff to children.

GOAL OF THE PROGRAM

Our goal is to broaden each child's learning experience through play, with group and individual activities, without the use of structured academics. By experimenting in play, music, and crafts, children develop socially, emotionally, physically, and intellectually. Children learn to co-operate with others; make friends; celebrate differences; share thoughts and toys; and take pride in their own unique accomplishments.

GUIDELINES FOR CHILDREN ATTENDING SCHOOL

1. School hours are from 9:00 a.m. until 11:00 a.m. for the 2/3 program and 9:00 a.m. until 11:30 a.m. for the 3/4 program. Children must be picked up on time – please see Late Pick up Policy for details.
2. Parents or guardians are responsible for seeing that the child is brought into the nursery school. The staff is not responsible for children left outside the school premises.
3. Please notify the school between 8:15 a.m. and 9:00 a.m. at 838-2575 if your child is ill and inform them of the nature of the child's illness. This allows the Director of the nursery school to track illnesses and, if necessary, report to the Health Unit and follow any of the Health Unit's Directives.
4. Closing of the school in inclement weather is subject to the Inclement Weather Policy.
5. The school is not responsible for transportation. Please see Pick Up Policy if your child is to be released to someone other than a parent at the end of the school day.
6. Children should be dressed appropriately in play clothes and outdoor clothing as indicated by the weather. All children must be well enough to play outdoors.
7. It is recommended that all children bring an extra set of clothes to school in the case of an accident or in the case that their clothes get wet or dirty during playtime. Please label all clothes clearly with child's name.

PARENTAL INVOLVEMENT

RESPONSIBILITIES OF PARENTS OF THE CO-OPERATIVE

As participating members of RCNS, you will take an active role in your child's first "school" experience. You will also be able to meet with and learn from other parents and the staff of the school. Every member is encouraged to contact the President or Vice-president about any issues for discussion by the Executive. All parents are welcome at any Executive meeting.

The following are the responsibility of each parent who is a member of the RCNS and are mandatory requirements of membership:

1. Each parent is expected to fulfill his or her duty days. Please see the Duty Day Policy and Procedure, found on page 11 of this document.
2. To attend the Parent Orientation Meeting held at the nursery school on the first Wednesday after Labour Day.
3. To attend at minimum two Executive Meetings throughout the year including, most importantly, the executive election meeting held in May.
4. To assist in the general administration of the nursery school by participating on the Executive or serving on a committee.
5. To pay the fundraising fee.
6. To ensure that all registration information, including permission forms and immunization records are completed and kept up-to-date. To provide changes in information to the school's Registrar.
7. To inform the school if your child is ill or has any communicable disease.

EXECUTIVE OR COMMITTEE MEMBERSHIP

The Committees and the Executive take care of running the business of the nursery school. You will be required to serve on one of the following Committees or to hold an Executive Position. Your participation is mandatory to facilitate the operation of the nursery school with *The Day Nurseries Act*. Please review the following Committee Information and Executive Positions. Choose a Committee or Executive position that will utilize your many skills and strengths and complete the Parent Participation Form. If you do not select a committee or an Executive Position, you will be assigned to the one where you are most needed.

EXECUTIVE POSITIONS

The Executive handles the business of running the nursery school and is assisted in the day-to-day operations and with special projects by committees made up of all the parents. The Executive is elected, according to the By-laws of the nursery school, from the members of the co-operative.

If you are interested in becoming a member of the Executive Board, please speak with the Program Director, a member of the current Executive Board or indicate your interest on the Parent Participation Form.

PRESIDENT

- The President is the Chief Executive Officer presiding at general, executive and special meetings and acts as the school's official representative in the community.
- Provides direction and leadership to other Executive Officers and staff.
- Calls special meetings.
- Keeps a general correspondence file and Corporate Book, responsible for staffing, leases, teachers' contracts, insurance, etc.
- Ensures all regulations of the nursery school By-laws are adhered to.
- Liaises between Executive, staff and parent members.
- Member of the Personnel Committee
- Be one of two (2) signing authorities
- Previous RCNS executive position experience required.

VICE PRESIDENT

- Assists the President with duties listed with specific attention to follow up with various committee members to ensure action has been taken.
- Acts as President in absence of the President.
- Liaises between Executive, staff and parent members.
- Maintain and keep current the nursery school By-laws and school Policy and Procedures Manual
- Responsible for coordinating housekeeping and grounds committee and overseeing the functioning of all other RCNS committees.
- Attends all Executive and special meetings.

SECRETARY

- Holds the Corporate Seal and Minute Book.
- Takes minutes at all Executive and General Meetings and ensures they are posted for public viewing and the highlights distributed by email in a timely fashion.
- Draws up Executive meeting agendas for the President's review.
- Updates the RCNS webmaster as necessary.
- Access to a computer and experience with word processing is necessary.
- Attends all Executive and special meetings.

TREASURER

- Manages the school's financial affairs, responsible for accounts payables and receivables, prepares annual budget, advises on feasibility of projected class size and structure, collects all fees and disburses the funds as directed.
- Manages payroll and employment records.
- Keeps accurate accounting records, prepares monthly financial reports and completes yearly Registered Charity Information Return (tax).
- A computer is highly recommended for completion of these tasks and experience with finance is necessary.
- Member of the Personnel Committee.
- Attends all Executive and special meetings.

REGISTRAR

- Responsible for all the registration forms and procedures throughout the year.
- Prepares and updates class lists; describes school programs and policies to interested parents.
- Upon a student's registration, assigns each family to the school committees.
- Informs Treasurer of any new registrations throughout the year.
- Member of the Personnel Committee.
- Attends all Executive and special meetings.

DIRECTOR OF PUBLICITY AND COMMUNICATION

- Responsible for keeping Richmond Co-operative Nursery School known in the community by coordinating the school's presence or participation at community activities, e.g. the Richmond Fall Fair, Santa's Parade, etc. where fundraising is not the primary objective.
- Informing parents and the community of special events.
- Co-coordinating the Publicity and Communications Committee.
- Co-coordinating the content of RCNS Web site.
- Advertising and publicity experience an asset.
- Attends all Executive and special meetings.

COMMITTEE MEMBERSHIP

As members of a co-operative school, families are required to assist on committees or to have a family member serve as a coordinator. Families serving as Executive Members are not required to fulfill additional committee work. All members will receive information confirming the committees to which they are assigned by September.

A. Scholastic Co-ordinator

- Reports to Program Director.
- Responsible for distributing Elf/See Saw Book Order Forms, processing orders and distributing book order to families upon delivery.

B. Housekeeping Co-ordinator

- Responsible for co-coordinating the Housekeeping Committee for Monthly Cleaning nights.
- Reports to Vice-President.

C. Housekeeping Committee

- Members of this committee are responsible for the Monthly Cleaning Evenings to ensure that the school, its toys and equipment are kept clean.
- Members repair and maintain indoor equipment as requested by the staff.
- This committee operates under the direction of the Vice-President.
- Members wash dress-up clothes, towels etc. Class laundry is washed on an as-needed basis rotating through the members of the committee. You are asked to please wash the laundry and return it as soon as possible.

D. Teacher's Aide Committee

- Members of this committee help the staff prepare materials for crafts and activities (cutting, colouring, and pasting) to be used at the nursery school.
- Members will find paper and instructions at your cubby. The teachers will request that you cut craft supplies as needed. There will be a due date on the instruction sheet.
- Members prepare play dough for use in the classroom. Recipe and instructions will be left on your cubby.
- This committee operates under the direction the Program Director.

E. Publicity and Communications Committee

- Members of this committee prepare advertising and publicity for fundraising and special events.
- Members will be asked to contact parents by telephone as necessary regarding class activities, cancellations etc.
- Members will be required to attend meetings called of the Publicity and Communications Committee.
- This committee operates under the direction of the Director of Publicity.

F. Grounds Maintenance Committee/Repair

- Members of this committee maintain the nursery school playground by cutting the grass, weeding the sand box and trimming the weeds/grass along the fence from May to September.
- The lawnmower and gas is supplied. Tools for weeding the sand box and trimming weeds are supplied by parent.
- During the winter months the committee ensures that the box of gravel for the parking lot is kept full of gravel.
- This committee operates under the direction of the Vice-President.

G. Personnel Committee

- Made up of the President, Treasurer and Registrar
- Responsible for staffing; including hiring and contract administration.

H. Finance Committee:

Duties:

- To audit the financial records of RCNS for the fiscal year ending August 31.
- To report findings to the membership at the annual general meeting.

Will be provided:

- RCNS deposit book and all supporting documentation on deposits
- RCNS bank statements
- All invoices and agreements entered into by the RCNS for the period
- Receipt books
- Financial statements and supporting bookkeeping for the period
- Payroll information and contracts for the period
- All expense and income summaries
- Copies of contribution & tuition receipts summaries
- Additional information as required

Procedure:

- Review the Audit plan with the Treasurer. Making adjustments as necessary.
- Perform audit according to plan. Develop a list of questions and discrepancies to be discussed and resolved with the Treasurer.
- Any material discrepancies that have not been resolved should be presented to the President as soon as possible.
- Any concerns or problems should be taken to the President or the Director.
- Audit report is signed by the auditor when he/she is satisfied that the audit plan has been completed and all questions and/or material discrepancies have been resolved.

DUTY DAY POLICY AND PROCEDURE

It is the parent's responsibility to be present on their assigned duty day. If upon receiving the duty roster, a parent knows that he/she cannot be present for their assigned day(s), the parent is to call another parent and switch duty days.

Our licensing requirements stipulate that duty parents do not bring siblings or other children into the school for duty days. Please arrange alternate care for these children.

Only parents or adults who have a valid Criminal Reference Check on file with the Registrar may participate as a Duty Day Parent.

- A) Duty Rotation
The frequency of duty days will be determined by the size of the class and the number of class days per week. This frequency does change as enrolment in the class increases or decreases. A parent volunteer is in charge of drawing up a duty roster and circulating to all parents within the class. Any preferences as to duty days should be discussed with the duty roster parent prior to its issue.

- B) Paid Substitutes
A parent can use a paid substitute to cover their duty day at a cost of \$25.00. It is the parent's responsibility to contact and book the paid substitute and also to inform the director and/or teacher of the switch. See Paid Substitute List on the Duty Day schedule for names to call. Payment is to be made directly from one family to the Paid Substitute Family. More than 24 hours notice to the Paid Substitute is appreciated.

- C) Emergency Absence - "Paid Granny"
If a duty day parent is unable to attend a duty day due to an emergency or a last minute illness, a Paid Granny service may be accessed by calling the person identified on the duty roster. This is only to be used in extreme circumstances when all other methods to cover the duty day have been exhausted by the parent. The family will pay a charge of \$25.00 directly to the nursery school. Abuse of this privilege may result in termination of the membership of the family. A "Paid Granny" is a former member of RCNS or volunteer, who maintains a valid CRC that is on file with the registrar, and is willing to fill in at the school on a last minute basis.

- D) Missed Duty Day with No Replacement
If a duty day is missed and no replacement is arranged, the family at fault will be charged \$35.00. This charge is to be paid directly to the nursery school.
For any subsequent missed duty days where no replacement is arranged, the family at fault will be charged \$50.00 and their

membership in the co-operative may be terminated under the school's By-laws. This charge is to be made directly to the nursery school.

- E) Special Needs Duty Day Exemption
The President of the Board, in consultation with the Executive Board, may grant an exemption to performing regular duty days to a family with a special needs child. Application must be made in writing to the President and the child must be receiving supports, or on a waiting list to receive supports, from Children's Integration Support Services. Duty day exemptions may not be granted when enrollment is at or below 85% of full capacity. Note that the Special Needs Policy applies.

POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR

Effective March 1, 1995, all agencies funded or licensed by the Ministry of Community and Social Services providing direct service to children are required to have Criminal Reference Check policies and procedures in place. A Criminal Reference Check is a precautionary measure designed to ascertain whether individuals providing direct service to children have a criminal history which could potentially make them unsuitable for certain positions of trust.

As a result of this directive, the Richmond Co-operative Nursery School has made it part of their policy to have all staff hired after March 1, 1995, all parents who will be participating in duty days and field trips and any other regular volunteers to undergo a Police Records Check for Service with the Vulnerable Sector (Form #306 with the Ottawa Police Services). This form may be downloaded from www.ottawapolice.ca or may be obtained at any Ottawa Police station.

The cost of obtaining a Police Records Check for Service with the Vulnerable Sector may be found at www.ottawapolice.ca or by calling the Ottawa Police Department. A letter from the nursery school, that indicates that the parent will be volunteering at the school as a duty day parent, will be provided with the registration package. This letter should be presented to the police in order to have the associated service charge waived.

It is the responsibility of the parent to submit a valid Police Records Check for Service with the Vulnerable Sector to the Registrar. If a parent is a returning parent and it has been more than two years since his or her last Police Records Check for Service with the Vulnerable Sector has been done, a new check must be completed and submitted to the Registrar.

In the case of a positive Police Records Check for Service with the Vulnerable Sector of a volunteer, said person will have two options. They can either explain the findings to a review Committee consisting of the President, Vice-President and Registrar, and if they are not related to the following offences, they will then be allowed to participate in the nursery school. If they are related to the following offences, then the said person will have to provide an alternate person (spouse, grandparent, aunt, uncle, cousin, friend) to act as the duty parent for their child. The offences that will not be accepted by this agency for a direct service position with vulnerable clients include, but are not limited to the following:

- Physical or sexual assault
- Pardons under Bill C-7 of the Criminal Records Act
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14 years.
- Offences under the Child and Family Services Act relating to the abuse of children
- Outstanding convictions or charges pending for any offence deemed violent, whether or not it involved weapons.

The Police Records Check for Service with the Vulnerable Sector is to be treated as a highly confidential document given the sensitive nature of the information. After the members of the Hiring and/or Review Committee have reviewed the report, it will be stored in a locked filing cabinet at the nursery school.

SUPERVISION OF VOLUNTEERS AND PLACEMENT STUDENTS POLICY

To meet the requirements as outlined under regulation O. Reg. 262 of the Day Nurseries Act (DNA) and by the Ministry of Children and Youth Services for the development and implementation of the supervision of volunteers and placement students at Richmond Cooperative Nursery School (RCNS):

- No child is supervised by a person under 18 years of age
- Only employees of RCNS have direct unsupervised access to children, except in the case of this cooperative nursery school where, by policy, 2 participating parents may take the place of an unqualified staff.
- Volunteers, program assistants and placement students may not be counted in the staffing ratio.
- To fulfill ratio requirements, two Registered Early Childhood Educators (Director/Teacher and Teacher) and, at minimum, one participating parent are present during each session
- RCNS is responsible for orientation procedures to help participating parents, placement students and volunteers understand the operation of the program and the expectations for their placement/volunteer experience, including, but not limited to, reading the Policy and Procedures Handbook and signing that they have read it prior to participating/volunteering/placement in the program.
- RCNS is responsible for the implementation, review and evaluation process of this policy.

RESPONSIBILITIES

The Director is the designated person to supervise participating parents, volunteers and placement students.

The Director/Teacher and Teacher are responsible for the provision of effective orientation and mentoring of participating parents, volunteers and placement students under their supervision.

Staff, participating parents, volunteers and placement students are required to read the Policy and Procedure Manual (which includes this policy) on an annual basis. They must acknowledge they have read the manual by signing and dating a letter stating this fact. (The letter is found on the last page of this manual.)

This policy aligns with the College of Early Childhood Educators Code of Ethics and Standards of Practice and O. Reg. 223/08 under the Early Childhood Educator's Act, 2007, Professional Misconduct.

Policies and Procedures under the DNA Applicable to Volunteers and Placement Students

In respect of volunteers and placement students, O. Reg. 262 under DNA also provides that:

- The following policies and procedures are reviewed with the volunteers or placement students who will be providing care or guidance at the day nursery before they begin providing that care of guidance and, at least, annually thereafter:
 - Behaviour management policies and procedures*
 - The individual plan for a child with anaphylaxis and emergency procedures.

*There is a written procedure for monitoring the behavior management practices of volunteers and placement students who provide care or guidance at a day nursery.

- Criminal reference checks are required for all volunteers having direct contact with children in licensed child care programs.
- The ministry criminal reference check policy does not apply to students placed in the child care program by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care.

HEALTH AND SAFETY

HEALTH POLICY

Children should not be in attendance at the nursery school when they are ill or have a contagious disease. Children who are ill do not benefit from or enjoy the program to its fullest and they also put other children, duty day parents and the staff at risk of becoming ill. If you are unsure if your child should attend school, please call the Director during office hours.

If your child has any of these symptoms they should remain at home until they are symptom free for 24 hours;

- An elevated temperature.
- A cold with coloured nasal discharge (green) or cough.
- Vomiting or diarrhea (**must** be symptom free for 48 hours before returning to school).
- Red or discharging eyes or ears.

Children should remain at home until they have been symptom free for at least 24 hours. These guidelines will help to protect other children, duty parents, and staff from becoming ill. Should you have any questions please feel free to contact the school at any time.

If your child is ill, please call the school and inform them of the nature of the child's illness. This allows the Director of the nursery school to track illnesses and, if necessary, report to the Health Unit and follow any of the Health Unit's Directives.

Please refer to "Guidelines for Communicable Diseases and other Childhood Health Issues for Schools and Child Care Facilities" (City of Ottawa Public Health Unit) for any specific illnesses and exclusion periods. A copy of this document is available in the Director's Office at the nursery school for consultation.

ADMINISTRATION OF MEDICATION AT SCHOOL

If medication is required while a child is at school, the parent must complete a Medical Authorization Form each time the medication is required. This form can be obtained from the Program Director.

In cases of potential emergency, such as asthma, anaphylaxis, allergy, where medication may be required in an emergency situation, parents can complete the Emergency Medication Authorization Form once, indicating the condition under which the medication may be used. Parents must indicate, in writing, that they permit the School to use their best judgment in deciding to administer the medication. Such medications will be kept at the school in a locked box or in the possession of one of the teachers (i.e. Carried in a fanny pack by the teacher). Please note: Medication must be labeled with the child's name and in the original container.

SNACK POLICY

Richmond Co-operative Nursery School is a nut-free school. Please do not send any snacks to school with your child that contain or may contain nuts or traces of nuts.

With the introduction of the Anaphylaxis Policy- (see Anaphylaxis Policy Section) it may be necessary to ban other items from the nursery school if any student or teacher is severely allergic.

All children are to bring their own snack and drink to school. Please send your child's drink in a reusable container to help promote an awareness of the environment. Please make sure that the snack is manageable for your child. Please ensure that all containers are well labeled.

Please see the teaching staff for a list of "safe" and appropriate snack suggestions if you are interested.

FIELD TRIP POLICY

Throughout the year, field trips may be made to special places of interest. The "Activities and Field Trips Consent Form" is completed as part of the registration package. Details for field trips requiring transportation will be sent home prior to the trip itself. If transportation is required for a field trip, it is the parent's responsibility to provide transportation to and from the destination of the trip. Parents must remain with their child on all field trips. Depending upon the field trip, siblings may or may not be able to join us.

Field trips also include walks of less than three blocks when our playground is not operational (e.g. too wet). Walks of less than three blocks are at the Director's discretion and do not require advance notice. A portable first aid kit will be taken on all field trips, regardless of distance.

TOY AND EQUIPMENT CLEANING PROCEDURES

Daily Cleaning of Toys and Equipment:

Cleaning and sanitizing of toys and equipment is done daily by duty day parents on a rotational schedule at the staff's discretion.

A log of cleaned toys and equipment is kept.

If a child in attendance is diagnosed with a communicable disease, toys and equipment are disinfected.

A sanitizing solution of 5 ml of household bleach to each litre of water is used to clean toys.

Washing of Dress-Up Clothes:

The members of the Housekeeping Committee wash the dress up clothes on an as-needed basis and, at minimum, once per month.

Monthly Clean Up:

Monthly clean up is performed by members of the housekeeping committee and involves helping to clean and sanitize the classroom and equipment.

The sanitizing solution and procedures as outlined under "Daily Cleaning of Toys and Equipment" are used when cleaning the toys and equipment.

- The dates of the Monthly Clean Up nights are established in advance.
- The Housekeeping Co-ordinator or a member of the Executive is present for each Monthly Clean Up Night to supervise the cleaning of the classroom and equipment.
- The Housekeeping Co-ordinator or the Executive Member in charge keeps monthly logs of parents involved in clean up and toys/equipment cleaned.

Beginning of Year/End of Year Clean-up:

The staff cleans all toys, equipment and furniture in September and June.

Cleaning of Sinks and Toilets:

The duty day parents clean the sinks and toilets daily.

Cleaning of Flooring and Carpet:

The floor is swept and damp mopped every day.

Carpets are vacuumed daily and cleaned semi-annually.

Water Play:

Water in all water tables is disinfected with 1 ml of bleach per liter of water. The water in water tables is changed at least once per day.

SANITARY PRACTICES

HAND WASHING

- Students, staff and parents are encouraged to wash their hands at any time if needed.
- Adults, staff and children wash their hands whenever they use the toilet or after changing a child's diaper.
- Students, staff and parents use the pump-style soap dispenser when washing their hands and use disposable paper towels when drying their hands.
- Cloths and towels in the washroom are used only once. Separate linen is available for cleaning a child's face and hands. Soiled cloths and towels are washed at least once per week.

HAND WASHING PRIOR TO SNACK TIME

Prior to eating their snack, the children wash their hands using soap and water at the bathroom sink. They dry their hands with disposable paper towels.

The children eat their snack at a table that has been disinfected just prior to snack time using a solution of 5ml household bleach to 1 litre of water.*

*Note: Children must be 10 feet away from the table while it is being disinfected.

DIAPERING PROCEDURES

Please note that RCNS does not provide diapers. It is the parents' responsibility to provide all diapers for their child. All other supplies necessary for changing a diaper are found in the bathroom at the change station.

Staff and adults are to following this diapering procedure, as received from the Ministry of Children and Youth Services (May 2005):

1. Assemble supplies. Put on disposable vinyl gloves when changing a diaper.
2. Place child on a clean changing surface. Remove soiled diaper; fold soiled surface inward. If safety pins are used, close each pin immediately. Keep pins away from child.
3. Cleanse skin with disposable cloth, moving front to back. Remove all soil, don't overlook skin creases. Petroleum jelly, zinc oxide and other skin-care product should be used only if parent specifically request them (some doctors believe these products may interfere with proper skin cleaning).
4. Fasten fresh diaper in place.
5. Remove soiled matter in diaper in the toilet. Place soiled disposable diaper in waster container. Soiled cloth diapers should go into a plastic bag. Store in a labeled second plastic bag. Return soiled cloth diapers to parents at the end of the day.
6. Clean changing surface and soiled supplies with the sanitizing solution and disposable cloth. Let the areas dry to prevent irritation.
7. Staff and children must wash their hands thoroughly with soap under running water for at least 30 seconds.
8. Report abnormal skin or stool conditions, such as rash, unusual fecal consistency, colour, odour or frequency) to parents. Record appropriately.

Remember!!! Anything you touch before you wash your hands should be considered contaminated until cleansed. Wash hands after toileting and diapering. Where there are two or more staff, the person changing diapers should not prepare food.

PLAYGROUND SAFETY POLICY

Since 1990, there has been a voluntary standard in Canada for play spaces and equipment. The Canadian Standards Association (CSA), in consultation with industry, consumer groups and government agencies, has developed a standard for public play spaces. The standard was updated in 1998 and was republished under the title CAN/CSA-Z614 Children's Play spaces and Equipment. Richmond Co-op Nursery School commits to adhering to these standards.

In addition, in order to ensure the greatest safety for our students when outside in the playground, the following guidelines are followed:

1. Active supervision by staff members at all times. Staff members watch all the children and move through the play area regularly. Staff is positioned appropriately in the play yard with staff ratios to meet *The Day Nurseries Act*. Staff ratios are not reduced on the playground at anytime.
2. New equipment, renovations, repairs or replacements meet the CSA Standard. Confirmation is on file with the Ministry verifying that all changes meet the CSA Standard with written verification by a Certified Safety Inspector. Section 5(1) of Regulation 262 under *The Day Nurseries Act* requires operators to submit playground plans prior to initial installation, proposed alterations or renovations to the Ministry. Plans include layout of site and equipment.
3. The Playground Safety Log is kept up to date at all times. It includes the following:
 - (a) Playground injury or occurrence reports that include the date of occurrence, name of child involved, how occurrence happened, staff action, safety implementation, and staff members on duty.
 - (b) Daily inspection done by Director or person acting for Director, to include a check list as follows:
 - Gate and fence secured.
 - Roadway clear of debris
 - Garbage and litter removed.
 - Climber free of obstruction.
 - Sand area clear of debris.
 - Check for hazardous ropes, loose bolts, rocks, loose cement etc.
 - In winter, check unsafe build-up of ice, and then keep children off the equipment.
 - Check for damage caused by vandalism
 - (c) Monthly inspections done by the Director and one staff member on the first of every month, or the Monday closest to that date, include, but are not limited to, the inspection of:
 - All items listed on the daily inspection list (3b above);

- The inspection of all nuts and bolts, which are tightened if required;
 - Check for sharp points or edges or any bolts that extend;
 - Check for damage and wear;
 - Check stairs, ladders, rungs and handrails;
 - Check fencing, gates and sand box enclosure.
- (d) Seasonal inspections done by the Director and one staff member for the months of September, December, March and June include, but are not limited to, the inspection of:
- All items listed on the monthly inspection list (3c above);
 - All fencing and gates, as seasonal changes can cause shifting of these features of the playground.
 - The bike path for cement heaving with weather changes.
 - All surfaces with regards to providing acceptable shock-absorbing performances as set out in the CSA Standards, regardless of the age of the site. This requirement means that regular maintenance of surfaces (raking, lifting, re-distributing) must be provided on an ongoing basis.
4. Annual inspections are outlined and recorded in a comprehensive, written report. A C.S.A. inspector completes the annual report with the Director of the Richmond Co-operative Nursery School present. The annual inspection is done every year at the convenience of both parties involved. The Report includes date, time and weather conditions at time of inspection, analysis of age appropriateness of equipment and site, impact shock-absorbing performance test results, assessment of the critical fall heights, analysis of the entrapment areas, condition of retaining wall surrounding the zone, check in detail all inspection categories listed in Appendix 131.2, 132, and 133 of the CSA Standard document.
- Safety concerns and hazards are recorded immediately to assist with action plans. Comments or recommendations regarding CSA compliance and potential retrofit and upgrades for further consideration are included in the report.
5. All staff review the Playground Safety Policy prior to commencing employment and on an annual basis every September. A written record of this review is kept on file every year.
6. If any repairs are required, notify the President. It is the President's responsibility to contact a maintenance person to complete any necessary repairs as soon as possible. Children are kept off all unsafe equipment until repairs are complete.

PLAYGROUND SAFETY RULES

All parents will be informed of the Playground Safety Policy (contained in this manual) at the Orientation Meeting in the month of September. Every parent must have received, read and understood the Playground Safety Rules and agree to abide by them. Parents must sign an Agreement Policy form stating that they understand the Safety Rules and agree to abide by it

- No pushing, shoving or horseplay.
- Never run down slide beds.
- Never go down the slide head first.
- Slippery surfaces can cause serious injuries. The children are to wait until all structures are dry before playing on them.
- Hold handrails and grips.
- Always ensure that the play structure and equipment is not overloaded with too many children.
- Never jump from unsafe heights.
- Check children for loose strings, scarves, hat ties, threads, etc. for safety.
- Teach children how to play safe.
- Always have a first aid kit in the playground. It is to be carried by the teachers.
- In the event of a serious occurrence, the Serious Occurrence Procedure is to be followed. Please see the Serious Occurrence Procedure for detailed instructions.

Please note: these rules also apply to play in the activity room when the children are using the climber or any other equipment.

FIRE DRILL PROCEDURES

The smoke detector is located in the main playroom.

The Nursery School has three emergency exits in the following locations.

1. The main door to the nursery school, located in the cubby area.
2. The door on the opposite side of the room from the main door.
3. The door in the activity room.

In the case of a fire, use the door furthest from the fire.

In Case of Fire:

- Assistant teacher and duty parent(s) assist the children to the emergency exit furthest from the fire.
- The duty parent(s) holds the door open and assists the children.
- The Teacher leads the children up the stairs to the outside of the building in an orderly fashion.
- The Director checks the bathrooms, activity room, office and closets to ensure all children are out of the nursery school.
- The Director ensures they have the attendance book prior to exiting the facility
- The Director shuts the door upon leaving.

Once Outside:

- The Teacher leads the children and duty day parent(s) to the playground
- A duty day parent calls 911.
- The Director takes attendance to ensure that all children are present.
- Once the attendance has been taken, the children are led to the designated place of shelter, Richmond Public School, where the Director again takes attendance.
- Parents of the students are contacted and asked to come and pick up their child immediately.

SERIOUS OCCURRENCE PROCEDURES

Incidents that are classified as serious occurrences and must be reported to the program advisor are as follows:

- Serious injury or illness of a child.
- Any incident resulting in the death of a child while participating in the RCNS Nursery School program.
- Abuse of a child within the meaning of the Child Welfare Act by a staff member or any person while the child is in attendance of the school.
- Flood, fire or other disaster occurring on the school premises.
Note: In such a circumstance, the parents are notified that the school is closed until the facilities are deemed operational.
- An adverse water quality sample reported by the lab
- Any complaint concerning the operational, physical or safety standards of the Nursery School.

Should a child become seriously injured or ill:

- A staff member applies first aid and remains with the child;
- The second staff member* telephones the child's parents or the emergency contact for the injured/ill child to inform them of the situation and the action being taken (ex. ambulance called, etc)
- The second staff member removes a copy of the child's Emergency Information Form in case the child must be transported to the hospital. Note: The Emergency Information forms are located in the office.
- The Duty Parent(s) gathers the other children in the program away from the injured/ill child and remains with the children until they are told otherwise.

*If, due to low enrollment, there is only one staff member at the time of a serious occurrence, a duty day parent performs the roles of the second staff member.

The Director:

- Ensures that all persons having knowledge of the serious occurrence remain at the site until excused.
- Contacts the President of the Nursery School Executive.
- Reports the incident to the Program Advisor at the Ministry of Community and Social Services (MCSS) within 24 hours.
- Submits a Serious Occurrence Inquiry Report to the Ministry of Community and Social Services within seven working days after the initial notification of the serious occurrence.
- Completes an Annual Summary and Analysis Report annually.

Serious Occurrence Notification Form (effective Nov 1, 2011):

- Following submission of the Serious Occurrence Initial Notification Report (INR) to The Ministry and within 24 hours of becoming aware of an occurrence or when the Director deems the occurrence to be serious, the Director completes a Serious Occurrence Notification Form to communicate information to parents about serious occurrences that have occurred in their child care centre.
- The Notification Form is posted in a conspicuous place at the entrance of the Nursery School near the child care license and Licensing Summary chart.
- The form remains posted for a minimum of 10 business days. If the form is updated as additional actions are taken, the form remains posted for 10 days from the date of the update.
- The form is retained for a minimum of two years following the date of the occurrence and is available for current and prospective parents, licensing and municipal children's staff upon request.
- No identifying information is included in the Serious Occurrence Notification Form, e.g. child name, staff name, age or birth date of child, age group/class
- If the serious occurrence relates to allegations of abuse, the Serious Occurrence Notification Forms is posted when the following have been concluded: The Children's Aid Society (CAS) has concluded its investigation and the allegation is either verified or not verified; or CAS has determined that an investigation will not be conducted; and The Ministry has investigated any associated licensing non-compliances.
 - Once investigations are completed, the description section will include information about whether CAS conducted an investigation and identify that The Ministry conducted an investigation into compliance with related licensing requirements and what the outcome of these investigations is.
- See Appendix 2 for Serious Occurrence Notification Form.

For less serious accidents, such as bump to the head or mouth, pinched finger(s), fall from the play structure, bite wounds:

- The staff member who handled the serious accident fills out an accident report and informs the Director. The accident report forms are kept in a binder in the office.
- If the Director deems it necessary, a staff member or the Director calls the parent(s) and explains the situation to the parent(s).
- When the child's parent/guardian arrives to pick up their child, a staff member has them read the accident report and asks them to sign the report as proof that they have been informed of the accident.

- The signed accident report is filed in the binder containing the registration information for that school year. It is kept in the nursery school files for the proper amount of time according to ministry guidelines.

**Any medical health problems, which are considered an outbreak, must be reported to Public Health

**Any signs of child abuse, physical or verbal, outside of the school should be reported to:

The Children's Aid Society	and	The Program Advisor
613-737-1717		613-787-5277

REGISTRATION

REGISTRATION POLICY

A child is only considered registered once the Registrar has confirmed availability of space and received the following:

- Completed registration forms found in the Registration Package, including immunization forms.
- Tuition fees (10 post-dated cheques dated the first of each month for September to June or one lump sum payment for the yearly fee)
- Membership fee of \$37.00 (non-refundable)
- Criminal Reference Check or a written note that receipt of Criminal Reference Check is pending due to processing time. *Please note that a copy of a valid CRC must be presented before a duty day can be completed

If a child registers for a program after the 15th of the month, the family is charged half the tuition fee for that month only.

SUBSIDIZED SPACES POLICY

Subsidized spaces are available at the nursery school. Please contact the Program Director regarding subsidized spaces.

NSF CHEQUE POLICY

For a first NSF Cheque, the family will be informed and asked to write another cheque. Any charges that are incurred by the nursery school will be the responsibility of the family at fault.

For any subsequent offenses, there will be a \$35.00 charge for any NSF cheque, in addition to any bank charges incurred by the school.

INTEGRATION

Richmond Co-operative Nursery School is an inclusive school. We welcome children with a variety of special needs and make every effort possible to integrate them into our program. We work together with Children's Integration Support Services (CISS), a division of the Andrew Fleck Child Care Agency to ensure that all children receive a developmentally appropriate program. The Program Director will assist families requiring assistance from CISS. Children with identified special needs will be assessed by the teaching staff and the Program Director, in advance of registration, to determine what program would be best suited for the child and to arrange for assistance, if required, from CISS.

The number of children with special needs admitted to our programs is dependent upon the ability of the staff to provide all children in the program with adequate attention and supervision. The number of children with special needs admitted to our programs is also dependent upon the identified child being provided adequate support from CISS. For these reasons, the number of children with identified special needs in each group/program will be limited.

It is ultimately the Program Director, in consultation with staff, Executive and/or Integration Advisor, who will make the decision on the number of children with special needs that each program is able to accommodate.

In the event that a child identified with special needs demonstrates great difficulty integrating and/or adjusting to the set Nursery School program or the Program Director feels that the program is no longer meeting the needs of all children, the Program Director will meet with the parents of the identified child to discuss all concerns. The Program Director will also notify the Board of all concerns and the action that has been taken. If the concerns continue, the Program Director may recommend to the Board that the family be given written notice of the termination of their membership.

If the Director deems termination is necessary, written notification of termination will be given from the President to the member. A verbal message of expulsion is not considered official notification. Upon termination, any remaining monthly tuition fees will be returned and all membership rights and responsibilities will cease. The membership fee will NOT be refunded as in Article 2.1.3.

WITHDRAWAL AND DISCHARGE POLICY

Withdrawal Procedure:

One month's written notice must be given to the Registrar prior to withdrawal or one month's fee will be forfeited. **No refunds will be made after April 1st** or for holidays or absenteeism. (E.g. if you wish to withdraw your child on December 1st, written notice must be given no later than November 1st, or the December fee will be forfeited).

Summer program: During the summer program two weeks notice must be given prior to withdrawal. No refunds will be given after the first Tuesday in August.

The registration fee is non-refundable in the case of a withdrawal from the Richmond Co-operative Nursery School Program.

If insufficient notice is given, the full fee will be charged for the two week period. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Please refer to the Enrolment Policy for more information.

Discharge Procedure:

It should be noted that not all children are suited for group care. Please bear in mind that our staff members are not trained to work with severe emotional or developmental delays in children. We will endeavour to do everything possible to help each child adapt and integrate into our program, using community resources which may be available to us. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, the director may recommend to the executive that the child and the family be discharged.

Richmond Cooperative Nursery School will give parents a minimum of two (2) weeks notice that the child will be discharged. Some (but not limited to) possible reasons for ineligibility to remain in the program could be:

- The child is beyond the licensed age limits.
- The parent or guardian does not abide by the Policies and Procedures of the Richmond Cooperative Nursery School.
- The parent or guardian has demonstrated abusive, harassing and/or inappropriate behaviours towards any staff members or other parents.
- The parent or guardian has not paid the fees.
- In the opinion of the Director, the program does not or can not meet the needs of the child. Steps listed below should be followed before any decision is reached.

In the case of a discharge of a child, the final decision will be made by the Executive. The decision will be presented to the parent or guardian in writing and may be delivered by regular mail or in person as is suitable to the situation. The letter will contain the reason(s) for the decision. The decision of the Executive is not subject to

appeal. Richmond Cooperative Nursery School will not knowingly contravene any Human rights Legislation and/or Case Law. The steps below should be followed as part of the process to determine if a child should be discharged from the program.

If the child's ability to function in the program is in question, the following steps will be completed in any discharge process:

Step 1:

The parent or guardian and staff member(s) involved will attempt to work on a mutually agreeable strategy to deal with the issues/ problems. It is imperative that the staff member(s) document all significant occurrences, noting times and dates of all observations.

Step 2:

If the issue/problem has not been satisfactorily resolved through Step 1, the parent will be requested to meet with the program staff and the Director in an attempt to reach a solution. Minutes of the meeting will be taken and a time frame shall be determined for the satisfactory resolution of the problem. The Director will advise the Executive of the situation at the first available opportunity (i.e.: the next Executive meeting).

Step 3:

If the issue/problem has not been satisfactorily resolved by the time limits specified in Step 2, then the situation will be referred to the Executive. A minimum of two (2) weeks (10 working days) notice will be given to the parent or guardian. Notwithstanding this, should the safety or well-being of the children, staff or other parents is felt to be in jeopardy, the Executive has the right and ability to enforce a discharge date of less than two (2) weeks with proper notification to the parent/guardian. The Director will inform the Program Advisor with the Ministry of Children and Youth Services of this situation.

Step 4:

If the child in question was occupying a subsidized space, the Supervisor will notify the Children's Services Department of the municipality of the discharge.

If the issue/problem stems from a Parent/Centre or a Parent/Staff conflict, the following steps must be completed in any discharge process:

Step 1:

The parent or guardian will meet with the staff member involved in an attempt to resolve the issue or conflict. If for some reason, those involved are not satisfied with the results of Step 1, they will proceed to Step 2.

Step 2:

The parent or guardian and the staff member involved will meet with the Director in a further attempt to resolve the issue. Full documentation of these meetings will be recorded and placed on the child's file. If for some reason, those involved are not satisfied with the results of Step 2, they will proceed to Step 3.

Step 3:

If the issue is still unresolved, it will be referred to the Executive who will develop an action plan. The Director will notify the Program Advisor with the Ministry of Children and Youth Services of this situation. All persons involved in this matter will follow the action plan and will report the progress accordingly to the Executive.

If the Executive has determined that the action to be taken is a Notice of Discharge, then the formal notice will be given to the parent/ guardian stating the 2 week notice and the last day of service to the child. Notwithstanding this, should the safety or well-being of the children, staff or other parents is felt to be in jeopardy, the Executive has the right and ability to enforce a discharge date of less than two (2) weeks with proper notification to the parent/guardian. If the parent chooses to withdraw the child prior to the date specified on the Notice of Discharge, the parent is still liable for the fees for the 2 week period.

Step 4:

If the child in question was occupying a subsidized space, the Director will notify the Children's Services Department of the municipality of the discharge.

RELEASE OF STUDENTS

PICK UP POLICY

Children will only be released to parents/legal guardians, or to those persons indicated on the Enrolment Form under Child Release, unless alternate arrangements are made. If a person indicated on the Enrolment Form under Child Release, other than the parent, is to pick up the child, verbal notice at drop-off time is requested

If alternate arrangements are required and a child is to be released to a person other than someone indicated on the enrolment form, written permission and verbal permission must be made. Parents are to call the school and inform the Director and/or Teacher of who will be picking up their child from school. The parent is also to send a written note to the Director informing the school of this change in release of their child. This note can be sent with their child or with the individual picking up the child. In the case of an emergency, exceptions will be made at the sole discretion of the Director.

Individuals who are arriving at the school for the first time to pick up a child must be prepared to show a piece of photo identification. This aids in ensuring the release of the child to the appropriate individual.

LATE PICK UP POLICY

Children are to be picked up on time. The children in the 2/3 program are to be picked up at 11:00 a.m. and the children in the 3/4 program are to be picked up at 11:30 a.m.

If a parent or a person picking up the child is late, the first offence will be met with a verbal warning to the parent from a staff member.

A second offence will result in a written warning from the Executive Board, along with a fine of \$5.00 for any part of the first 5 minutes and \$1.00 per minute for every minute thereafter.

A third offence will result in the same fine and may be considered grounds for expulsion under the nursery school's by-laws.

INCLEMENT WEATHER POLICY

The Richmond Co-operative Nursery School will be closed and classes cancelled when school buses are not running to the Public School Board. Such school bus cancellations are announced on the local radio stations and parents are encouraged to listen to the radio stations for this information.

This decision was made based on the safety of the children of the school, as well as siblings and parents, while en route to the school. Please note classes cancelled due to inclement weather will not be made up or added onto the school year. If on any “snow day”, you are unsure as to whether or not classes are cancelled, please call the school.

BEHAVIOUR MANAGEMENT POLICY AND PROCEDURE

- ✓ I wish discipline to imply something more positive than punishment
- ✓ I wish to encourage the teaching of children about desired behaviour
- ✓ Discipline must be consistent
- ✓ It must be appropriate to the age level of the child
- ✓ It should be implemented as soon as possible
- ✓ It should be related to the nature of the behaviour
- ✓ A calm and quiet manner should be used
- ✓ It must not be of a punitive or demeaning manner

Permitted:

Redirect the child to a new activity.

Speak to the child about his/her behaviour.

Remove the child for his/her own safety or the safety of other children.

Have the child sit for a few minutes doing a meaningful activity.

Not Permitted:

NO corporal punishment.

NO deliberate, harsh or degrading measures that may destroy self-esteem.

NO deprivation of a child's basic needs of food, drink and clothing.

NO isolation of a child in a separate area or locked room.

Contravention of Behaviour Management Practices:

Staff and helping parents are expected to comply with our program's stated policies and procedures. These policies have all been strongly suggested in the "*Day Nurseries Act Guidelines*" that we, as a licensed childcare facility, must abide by.

Failure to comply with our program's stated policies and procedures could result in a verbal warning, a written warning and, if necessary, dismissal from the school.

Please Note: If you do not feel comfortable or are unsure of how to deal with a child's behaviour please approach a teacher for assistance.

PRIVACY POLICY STATEMENT

OUR COMMITMENT

At the Richmond Co-operative Nursery School ("RCNS"), we are committed to protecting the privacy of the personal information of our contributors, employees, volunteers, students, suppliers and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our day-to-day activities, special events and other activities, we frequently gather and use personal information. If we collect such information from you, you may expect that it will be carefully protected and that any use of, or other dealing with, this information is subject to your consent.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions that are not considered personal information include business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories.

Where an individual uses his or her home contact information as business contact information, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

PRIVACY PRACTICES

Personal information gathered by the RCNS is kept in confidence. Our personnel are authorized to access such personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure that the integrity of this information is maintained and to prevent its being lost or destroyed.

We offer individuals we deal with the opportunity to opt not to have their personal information shared with our personnel and third parties for purposes beyond those for which it was explicitly collected. All listings of RCNS program volunteers, program participants, Board of Directors, staff, financial contributors and other volunteers are considered strictly confidential and shall not be released for use by others outside the RCNS without prior written and specific authorization or as may be required by law.

A. Collecting Your Personal Information

The RCNS collects personal information for the primary purpose of conducting our day-to-day operations, special events and other activities. The RCNS collects details such as your name, address, telephone and facsimile numbers and email addresses. For an individual under the legal age of consent, we require the consent of the individual's parent or legal guardian to the collection of information about that person.

When personal information is collected for a specific purpose such as fundraising or other special events, registration forms, websites, newsletters, sponsor sheets or other documents will provide details of the purposes for which the information is collected and is to be used.

B. Withdrawing Your Consent

If you do not consent to all of the disclosures set out above then you can inform us that you do not wish to have your personal information used or disclosed by us, by contacting the school as set out below. The RCNS will then ensure that your personal information is not disclosed or used for the specified purpose except where such disclosure is authorized by you or required by law.

If you do not object to the uses or disclosures as stated above, we will assume that we have your express consent to all such uses and disclosures

C. Accessing Your Personal Information

You may, upon written request, access the personal information that the RCNS has obtained about you. To arrange access, please contact the school's director for details on how to make your written request.

D. Changing Personal Information

The RCNS endeavors to ensure that personal information held by it is accurate, complete and up-to-date. Where you believe that personal information held by the RCNS is not accurate, complete or up-to-date, please advise the Registrar as set out below and every effort will be made to correct the information.

E. Updating and Changes to the Privacy Policy

We regularly review our privacy practices and may amend this policy from time to time. If substantial changes are made in the way that we use personal information, a notification will be placed on our Web site. Please check the RCNS Web site at www.rcns.ca on an ongoing basis for information on our most up-to-date practices.

F. Lodging a Complaint

For any purpose associated with privacy matters including the lodging of a complaint, please contact the school as set out below.

G. Contact Information

We hope that you find the information in this policy statement helpful. Copies of this privacy policy are available from our office, the RCNS Web site or by mail by contacting us as set out below. Questions, concerns or complaints related to the RCNS' privacy policy on the treatment of personal information should be forwarded to the attention of the school's director.

Further information on privacy and your rights in regard to your personal information may be found on the Web site of the Privacy Commissioner of Canada at www.privcom.gc.ca.

This Privacy Statement was last amended on 2007-09-23

The Richmond Co-operative Nursery School
3529 McBean Street
P.O. Box 629
Richmond, ON K0A 2Z0
(613) 838-2575
info@rcns.ca
www.rcns.ca

CONFIDENTIALITY POLICY

To be signed by all persons who may gain knowledge of private information through their dealings with the Richmond Co-operative Nursery School.

The sharing of private information is an integral part of conducting the business of the Richmond Cooperative Nursery School; all program staff (including directors, teachers, program assistants and supply teachers), students, program advisors, Board members, parents, “duty parents” and other volunteers must observe the confidentiality of this information.

The purpose of this policy is the protection of all forms of communication, related to children, program staff or students and their respective families, at all times. Confidential information is to be shared, “behind closed doors”, on a need-to-know basis only. Confidential information acquired may not be disclosed through informal discussions or casual conversations. Shared information is to be stated objectively, without judgmental statements or bias.

Each person is responsible for the security of confidential information collected and/or stored by him or her. Information obtained and stored must be relevant to the overall operation of the Nursery School or to an individual program. Parents/guardians, “duty parents”, program staff, volunteers and students have the right to access any stored information about themselves or their children.

When an outside agency or individual requests confidential information about the students of the Richmond Co-operative Nursery School, the written consent of the child’s parent/guardian is required prior to the release of information.

Breaches of confidence as they relate to this Policy may result in disciplinary action.

CORPORATE SPONSORSHIP/RCNS BENEFACTOR MEMBERSHIP

The running of the nursery school relies also on generous donations from businesses, family members and friends. We would like to thank and acknowledge those who generously donate to our school.

Corporate Sponsorship/RCNS Benefactor Membership Levels

Bronze Level (\$0 - \$99)

- Newsletter appreciation (2 times per year)
- Tax Receipt
- Recognition at all nursery school events (mom to mom sale, bake sale etc.)
- Recognition on plaque and at community event

Silver Level (\$100 - \$249)

- Newsletter appreciation with logo (2 times per year)
- Tax Receipt
- Recognition at all nursery school events (mom to mom sale, bake sale etc.)
- Recognition on plaque and at community event
- Advertise on Bulletin Board at top of stairs twice per year
- Advertise in cubbies – December and March
- Logo on Website with link to business website

Gold Level (\$250-\$499)

- Newsletter appreciation with logo (2 times per year)
- Tax Receipt
- Recognition at all nursery school events (mom to mom sale, bake sale etc.)
- Recognition on plaque and at community event
- Advertise on Bulletin Board at top of stairs (4 times per year)
- Advertise in Cubbies 2 times per year (December & March)
- Logo on website with link to business website
- Advertise in Newsletter – business card ad 4 times per year (October, December, March, April)

Platinum Level (\$500 +)

- Newsletter appreciation with logo (2 times per year)
- Tax Receipt

- Recognition at all nursery school events (mom to mom sale, bake sale etc.)
- Recognition on plaque and at community event
- Advertise on Bulletin Board at top of stairs monthly (September – August)
- Advertise in Cubbies four times per year (October, December, February, April)
- Logo on website with link to business website
- Advertise in Newsletter – business card ad monthly

ANAPHYLAXIS POLICY

INTENT

To create a safe and healthy environment for children enrolled in programs at Richmond Cooperative Nursery School (RCNS) through a cooperative effort by staff, parents, and related agencies.

RCNS will make every effort to minimize allergens within the child-care environment that could potentially cause a fatal allergic reaction, but recognizes that complete elimination of allergens is not a guarantee.

While there is no universally accepted definition, for the purpose of this policy, anaphylaxis will be defined as:

A severe allergic reaction to any stimulus, having sudden onset, involving one or more body systems with multiple symptoms, which may lead to death.

PROCEDURES FOR PARENTS

Parents are responsible for informing RCNS if their child has been diagnosed as being at risk of an anaphylaxis reaction, before their child is enrolled in any RCNS program.

Parents are required to provide the following information and signed documents to the Program Director **before** the child may attend the child care program:

- A medical doctor's (Allergist is recommended/preferred) written description of the
- Child's allergy/allergies, medication and dosage required for the child, and instructions for procedures to follow in case of an allergic/anaphylaxis reaction.
- To supply daily the required number of Epi-pens on site recommended by the medical doctor **(CHILDREN WILL NOT BE ACCEPTED FOR ATTENDANCE WITHOUT THEIR EPI-PENS)**.
- A list of allergens the child must avoid.
- A description of symptoms that the child may present with, when experiencing an allergic reaction.
- Completed and signed Anaphylaxis Emergency Plan and Consent to Administer Medication forms.
- Consent to inform other parents, children, school staff and related agencies who may be involved with the child.
- Consent to post information regarding their child's medical condition within the child care program.

- Encourage to enroll their child in the Medical Alert program.
- Plan, in cooperation with the Program Director, an initial training session for staff that will be presented by either the parent or a medical professional. Training will involve an overview of anaphylaxis signs and symptoms and a demonstration of the use of an Epi-pen. A training session will be done on an annual basis.

CHILD CARE PROGRAM

Anaphylaxis management is a shared responsibility; RCNS will put into place the following:

- An individual Anaphylaxis Emergency Plan for each child that will be posted in key areas of the school.
- Strategies to reduce the risk of exposure to allergens i.e.: hand washing, disinfecting of tables, no sharing of food.
- A communication plan is developed by the Program Director in cooperation with the parent to ensure that staff, volunteers and placement students are aware of the policies and procedures needed to protect an anaphylaxis child. Before taking part in the program, each of the aforementioned persons are required to sign an acknowledgement that they have read and understand the policies and procedures. The communication plan includes strategies to be used to educate parents and children, i.e.: sample letters to be sent to members, lists of safe foods, suggestions for snacks.
- Signs will be posted indicating avoidance of allergens within the programs.
- Signs will be posted describing anaphylaxis signs and symptoms and how to use an Epi-pen.
- Emergency Procedures will be posted by each telephone, and will be practiced by the staff at a minimum of twice a year.
- Ensure that non-perishable foods for the allergic child are available in case the child forgets their snack. These foods must be provided by the parent.

*RCNS does not accept, nor allow staff to administer “twin jet” Epi-pens.

*RCNS requires that children who have been identified as anaphylaxis visit their allergist on an annual basis to ensure that up-to-date medical information is being followed for the child’s protection.

SMOKING POLICY

INTENT: The intent of this smoking policy is to help protect the health of all the members of the nursery school by prohibiting smoking in all enclosed workplaces and grounds of the nursery school. Under the policy, smoking is prohibited at all times in and on the grounds of the nursery school whether or not children are present.

According to the Ontario Ministry of Children and Youth Services Day Nurseries Act:

Prohibition

(1) No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace.

Other prohibitions

(2) No person shall smoke or hold lighted tobacco in the following places or areas:

- A day nursery within the meaning of the *Day Nurseries Act*.
- A place where private-home day care is provided within the meaning of the *Day Nurseries Act*, whether or not children are present.

Employer obligations

(3) Every employer shall, with respect to an enclosed workplace or a place or area mentioned in subsection (2) over which the employer exercises control,

- a) ensure compliance with this section;
- b) give notice to each employee in an enclosed workplace or place or area that smoking is prohibited in the enclosed workplace, place or area in a manner that complies with the regulations, if any;
- c) post any prescribed signs prohibiting smoking throughout the enclosed workplace, place or area over which the employer has control, including washrooms, in the prescribed manner;
- d) ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray;
- e) ensure that a person who refuses to comply with subsection (1) or (2) does not remain in the enclosed workplace or place or area; and
- f) ensure compliance with any other prescribed obligations.

RCNS WEBSITE GUIDELINES

The RCNS web site (www.rcns.ca) has been implemented to:

- Publicize the school to potential members.
- Provide current members with information about ongoing activities and duties.
- Communicate information about the school to the community.

All content on the site should reflect these goals.

There should be no content that will put the staff or any of the children of the school at risk in any way.

All Web pages, which are under the purview of RCNS.ca, shall:

- Not link names of children with photos*.
- Not contain private information concerning any member or staff.
- Only contain content, images and links, which are in keeping with the values and spirits of RCNS. (i.e. everything is rated G).
- Not contain specific information (dates, locations, times, etc.) of any school outings** (NOTE: this means the Newsletter cannot be posted on the site).
- Not contain links, information, or images that are in any way sexually explicit.

External links:

- Are checked regularly to ensure that they are not outdated or pointing to inappropriate material.
- Do not espouse a particular political or religious position.

The Webmaster is someone who is a parent of a student at RCNS or someone who is known to and approved by the Executive.

* The media permission form includes permission to use pictures on the RCNS Web site (minus names).

** Pictures of these events may be posted on the site after the event.

Please note: Aside from our website, RCNS does have a Facebook page which we use to communicate events and market the school registration. At no time are photos of or comments about students (past or present) added to the Facebook page.

APPENDIX 1- Anaphylaxis Information Form

Student Anaphylaxis Information

Name of Child: _____

Name of Parent(s)/Guardian(s): _____

Allergens child is to avoid: _____

Signs and/or Symptoms child may present with when experiencing an allergic reaction:

Emergency Plan (What to do when child is known to have come in contact with allergen, or is experiencing an allergic reaction):

Medication to be left at RCNS and dosages to be given:

I give consent for RCNS staff to administer emergency medication, when needed, as outlined in this document. Yes ___ No ___

I give consent for RCNS staff to inform other parents, children, school staff and related agencies who may be involved with my child of my child's medical condition. Yes ___ No ___

I give consent for RCNS to post information regarding my child's medical condition within the child care program. Yes ___ No ___

Parent(s)/Guardian Name:
Signature:

Date:

Parent(s)/Guardian

APPENDIX 2: Serious Occurrence Notification Form

Serious Occurrence Notification Form	
Program Name:	
Date:	
Date of Occurrence:	
Type:	
Description:	
Action Taken by Operator/Outcome (add update if applicable)	
Signature:	



The Richmond Cooperative Nursery School

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I have read the Policy and Procedures Manual for Richmond Cooperative Nursery School.

In working towards a cooperative environment, I do agree to abide by these policies and procedures to retain my child's space in the nursery school program.

Signature of Parent/Guardian _____

Child's/Children's Name(s) _____

Class _____ **Date** _____