North Gower Co-operative Nursery School



2026/27 HANDBOOK

~Updated August 2026

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WELCOME!

North Gower Co-operative Nursery School (NGCNS) is located in the North Gower R.A. Centre. Indoors, this facility features two spacious rooms with space for quiet play, circle times, snack tables, and larger equipment for development of motor skills. Outdoors, children enjoy various play structures, sand toys, tricycles and a gentle hill for winter sliding. We pay the R.A. for use of the building.

The school is a non-profit, self-supporting, co-operative venture that depends on tuition fees, fundraising revenue, a small City of Ottawa grant, and a small direct operating grant from the Ontario government to pay its way. With the exception of the teaching and cleaning staff, all work in the organization is voluntary. **The efficient running of the school depends on each parent/guardian cooperating contributing to the work of the various committees, which are established according to choices parent/guardians designate on forms at the time of registration. Parent/guardians are required to participate and be involved in school duties and activities (see Fulfillment of Co-operative Duties Policy). This approach is necessary to keep fees at a minimum while maintaining a high standard of care and programming for students.**

The school is an incorporated body, administered on a volunteer basis by parent/guardians who volunteer to serve a one-year term on the Executive. We are licensed by the Ontario Ministry of Education.

SECTION I: NGCNS PROGRAM STATEMENT

North Gower Cooperative Nursery School has a long history of serving families and children in our ever-growing village and surrounding communities. As a licensed child care center, our learning program is consistent with the Ministry of Education Child Care and Early Years Act (CCEYA) policies, pedagogy and curriculum.
"Pedagogy is "the understanding of how learning takes place and the philosophy and practice that support that understanding of learning". Curriculum (the content of learning) and pedagogy (how learning happens) in the early years settings are shaped by views about children, the role of educators and families, and relationships among them." (Page 5 of HDLH? Ontario's Pedagogy for the Early Years)

Some of the Ministry documents used as a reference to this statement include: *How Does Learning Happen? Ontario's Pedagogy for the Early Years
http://www.edu.gov.on.ca/childcare/howlearninghappens.pdf
*Ontario Early Learning Framework http://www.edu.gov.on.ca/childcare/oelf/
*Ontario Early Years Framework http://edu.gov.on.ca/childcare/OntarioEarlyYear.pdf
*Think Feel Act: Lessons from Research About Young Children

http://edu.gov.on.ca/childcare/research.html *Early Learning for Every Child Today (ELECT)
http://www.edu.gov.on.ca/childcare/oelf/continuum/continuum.pdf

CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL

NGCNS recognizes that each child is a unique individual who brings his or her own abilities to the program. They can realize their full potential by indulging in their capabilities and curiosities by trying new things and exploring new ideas. They grow up in families with diverse social, cultural, and linguistic perspectives. Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed.

Our school is set up to encourage self reliance by allowing choices in play materials, in routines such as dressing, toileting, washing, eating, and tidying up their play things. The physical set up is geared to the child's level with respect to cubbies, tables, toy shelves, toilets.

The child's program routine balances purposeful play, as well as inquiry-based provocations, gross motor and fine motor activities, planned spontaneous learning opportunities. We see all children to be critical and competent learners. We encourage the child to take the lead and focus on his or her interests through observation, interaction and engaged communication.

We know that children flourish in all areas of development when they are in supportive, caring, and responsive relationships with adults.

PLAN AND CREATE CHILD-INITIATED AND ADULT-SUPPORTED EXPERIENCES WHICH ARE INCLUSIVE OF ALL CHILDREN, INCLUDING THOSE WITH INDIVIDULIZED PLANS

Staff will observe the children and use that information to plan and create a positive learning environment that is based on the interests of the child and supported by all the adults in the childcare environment. Educators will be responsible for introducing new ideas, interests, facts, concepts, skills and experiences to widen the child's knowledge and experience.

HEALTH AND WELL BEING OF THE CHILD

All staff will promote the health, safety, nutrition and well being of each child by providing a safe, clean school environment, access to drinking water, limited transitions, eliminating stress causing environmental issues, any unnecessary disruptions to play. Staff will also familiarize themselves with any information they have concerning medical conditions, allergies, food restrictions, medications, exercise.

The North Gower Cooperative Nursery School follow the guidelines set out by the City of Ottawa Health Department and are in compliance with health care practices and procedures for children.

Staff will refer to the Guidelines for Communicable Diseases and other Childhood Health Issues for School and Child Care Facilities, City of Ottawa Public Health Unit, for specific illnesses and exclusion periods.

Children should be healthy enough to fully take part in the program. Refer to our handbook for specifics.

POSITIVE SELF-EXPRESSION, COMMUNICATION AND SELF-REGULATION

Staff encourage the children to interact and communicate in a positive way and support their ability to self-regulate. At nursery school the children learn about themselves; their strengths and their limits. A degree of independence is fostered, and enough freedom is allowed that the children are able to express themselves in a way best suited to each. Children learn to cope more effectively with their own feelings - to relax or control their emotions - knowing that an understanding adult will help when needed. They also realize, by being part of a group of children their own age, that others share their fears, curiosities and pleasures.

Self regulation is the ability to control one's physical, behavioural and mental impulses. It is how a child effectively and efficiently deals with, and recovers from, stress.

CHILDREN'S EXPLORATION, PLAY, AND INQUIRY

The staff foster the children's exploration, play, and inquiry by providing a variety of activities, and an environment rich in content, that encourages choices, active play, and involvement. There are times to be messy, to relax, to cook, paint, build, read, sing, talk, complete a puzzle. The staff provide an age appropriate, carefully considered craft or two each day. In engaging in these crafts, the doing is the important part, not the end result.

CREATE POSITIVE LEARNING ENVIRONMENTS AND EXPERIENCES

NGCNS programming is based on developmentally appropriate practices that provide opportunities for active involvement with other children and teachers in a safe and caring environment.

Creativity is encouraged through the provision of diverse materials, equipment and experiences that are not easily available in the home.

The school offers a variety of equipment to develop both large and fine motor skills within safe and well-supervised areas. Through climbing, jumping, running, building, children improve their skills and develop new one.

Field trips to the pumpkin patch and the fire station add to the list of new group experiences that develop self confidence.

INDOOR AND OUTDOOR PLAY, ACTIVE PLAY, REST AND QUIET TIME

"*Children thrive in indoor and outdoor spaces that invite them to investigate, imagine, think, create, solve problems and make meaning from their experiences - especially when the spaces contain interesting complex open-ended materials that children can use in many different ways."* (HDLH, page 20)

The school itself was built and designed as a school, and so it has interesting spaces. The tree house is a space where, after climbing up a ladder, children can read a book, wear headphones to listen to a story or music, or engage in puppetry. Underneath the tree house is a comfortable space that is transformed by the teachers on regular

occasions; it could be a hospital area, a school or office or a bus space. On an average day there is a couch, chair, a rack brimming with illustrated books of all types. The housekeeping area is well equipped with kitchen appliances and the readily available and ever popular play dough. There is a painting easel and an art project presented for the children to explore daily.
A free art shelf is stocked with items a child may choose to experiment and create with. Also, a shelf that is regularly switched up and supplied with puzzles and cognitive toys that develop fine motor skills.
Weather permitting, the staff and children go outdoors each day to enjoy the climber and the selected items from our well stocked outdoor shed.
Circle time is conducted each day for both the Senior and the Junior programs. Children enjoy the use of rhythm instruments to accompany the many songs, stories, and finger plays that make up this portion of the day.
Due to the length of our program, we are not required to provide sleeping areas or times for the children, however an area will be found for a child who needs a bit of quiet time.

FOSTER THE ENGAGEMENT OF AND ONGOING COMMUNICATION WITH PARENTS

*****Parents benefit from the cooperative element which allows them to be involved in their child's early learning at Nursery School, in the capacity of duty parent. They can be confident knowing that all staff are fully trained and consult with the teachers regularly.
*****Annual parent surveys ensure ongoing feedback is documented and analyzed to assess impact and to address or respond to deficiencies brought forward.
*Through the distribution of the monthly newsletter, parents are invited to offer feedback and communication.
*Teachers may be contacted to discuss with a parent/caregiver any issues or concerns they have.
*During the annual Orientation meeting in September parents/caregivers are made verbally welcomed to approach the teachers or members of the board at any point in the school year should they have questions or concerns.

COMMUNITY PARTNERS

To help support our children, their families and our staff and volunteers to ensure that each child's specific care and needs are being met we involve local community resource agencies that include but are not limited to: *Ontario Early Years Child and Family Centers
*Children's Integrated Support Services (CISS)
*First Words
*City of Ottawa
*Ottawa Children's Treatment Center (OCTC)

We support volunteers and students from the community and provide placement, training, learning opportunities and practical work experience in the areas of programming and administration. Volunteers and students on placement augment the high-quality care and individual attention given to the children in the programs.
Many individuals, organizations and agencies support NGCNS children and families. Our annual silent auction event is supported financially from literally hundreds of

businesses, individuals, and organizations in the community. Many local citizens also contribute to the annual e-waste fundraiser.
To connect children and their families and build their relationships with their community, they are encouraged to visit local libraries, grocery stores, parks and nature trails. Our annual trips to the local pumpkin patch and to the North Gower Fire Station make a solid connection of familiarity and belonging.
Our emergency shelter is provided by Main Street Automotive should the need arise.

SUPPORTING STAFF IN CONTINUOUS PROFESSIONAL LEARNING

"*Educators are competent and capable, curious and rich in experience. They are knowledgeable, caring, reflective and resourceful professionals. Educators are life-long learners. They take responsibility for their own learning and make decisions about ways to integrate knowledge from theory, research, their own experience and their understanding of the individual children and families they work with."* **How Does Learning Happen? Ontario's Pedagogy for the Early Years** (Ministry of Education, 2014). All Early Childhood Educators have made a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of practice. All RECE's hold themselves accountable and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice. NGCNS is committed to supporting continuous professional development in policy and practice for all staff.
Funds are provided to cover the cost of the required Standard First Aid Level C course, as well as for the annual fee for the renewal of the membership for the College of Early Childhood Educators.
Staff contracts include an amount allotted for workshops and/or training sessions.

PROGRAM STATEMENT REVIEW

The Program Statement is a document that all members of the NGCNS, caregivers and educators, students and volunteers will be required to sign off on prior to interacting with children and at any time the statement is modified.
The Program Statement is in alignment with our policies and procedures, which teachers are required to adhere to, and serve as a guide in their work with children and families. These policies and procedures, along with the Program Statement, are reviewed annually by staff and Board members to ensure that they are in alignment with **How Does Learning Happen? Ontario's Pedagogy for the Early Years. (**Ministry of Education).
The Program Statement is a "living document" that will be reviewed and updated at least annually. As mentioned above, any modifications must be reviewed and signed off on the statement and all related policies and procedures.

BENEFITS AND GOALS FOR THE CHILD

- A safe, stimulating environment to encourage natural love of learning.
- A developmentally appropriate environment that promotes the child's physical, social, emotional and cognitive development.
- Low teacher-child ratio.
- Support in learning to communicate and problem-solve with other children and adults in a respectful manner. Children learn to self-regulate in terms of sharing, interacting with others, learning to share, and managing emotions.
- Learn about nutrition from enjoying food with others, and therefore developing an interest in this area.
- Experiencing a vast selection of craft activities, of which there is a new one offered each school day.
- Develop independence; dealing in a positive and understanding manner with initial separation from primary caregiver(s), initiating experiences on their own.

Parents benefit from being involved in their child's education. They can be confident in knowing that all staff are fully trained with Standard First Aid and consult with the teachers at all times. The Program Director must be fully an Early Childhood Educator who is registered with the College of Early Childhood Educators. Also, it is a wonderful way to meet and create a support network with other parents in the community.

MEMBER QUESTIONS AND CONCERNS

Please feel free to ask questions or voice concerns to the Director and/or teachers via email at northgowercns@outlook.com, by phone at 613-489-4271 or in person. If the Director or teachers are unable to address your questions/concerns to your satisfaction, members are welcome to contact the Executive Board President, at president@ngcns.ca The formal Parent Issues and Concerns Policy and Procedure is located in Section III of this handbook.

CLASSROOM MANAGEMENT CODE OF CONDUCT

- The children of North Gower Cooperative Nursery School will be treated in a kind and respectful manner at all times. Of utmost importance is a child's self-esteem and confidence.
- Teachers must follow the regulated standards as issued by the Child Care and Early Years
  Act (CCEYA)
  Refer to PROHIBITED PRACTICES (page 21)

PARENT/GUARDIAN INVOLVEMENT

North Gower Co-operative Nursery School (NGCNS) operates under a co-operative philosophy. All families registered at the Nursery School are expected to actively participate in various aspects of the school to ensure the responsibilities are shared.

As members of NGCNS, families are expected to:

- Assume an executive or subcommittee role (and perform the duties required for that role).
- Assist with year-end clean-up (TBD)
- Sign up for a position and volunteer at the school's biggest fundraiser – Special Event and Silent Auction (TBD if applicable).

If it is determined that a family is not fulfilling their co-operative duties, the Director will contact the family and issue a verbal warning. At this point, the executive is notified. After the second incident, the President of the Nursery School writes a letter to the family stating that, should they not immediately begin to fulfill their duties, action will be taken. Upon a third incident, the executive makes a decision as to whether the family shall remain at the school. The executive may opt to expel the family from NGCNS.

Due to the cooperative nature of our Nursery School, volunteers are integral to the successful operation of the school. NGCNS reserves the right to refuse registration of any family who has proven unwilling to adhere to the above expectations.

SPECIAL EVENT AND SILENT AUCTION INFORMATION

In order to meet yearly budget requirements (while keeping tuition to a minimum), a main fundraising event/silent auction are organized by the "Special Event Committee". In the past, the main fundraiser has been a "dance and silent auction" or "Touch a Truck". The details are determined by the Executive. This is a large event that requires a great deal of planning, organization and cooperation. Fortunately, "many hands make light work" and when all families fulfill their responsibilities the load is light and the event is a great success.

Opt out/Failure to participate

Failure to fulfill your role does result in a fundraising fee. Failure to attend the Main Event will also result in the fundraising fee. If you wish to opt out of your participation or you do not fulfill your obligation in the role you were assigned, the following fee will be payable prior to the date of the event: $400.

THE EXECUTIVE TEAM

Position	Description
Past President	Oversee smooth transition of the Executive at beginning of school year.
President	Oversee executive meetings and operations of the school.
Vice President	Oversee all internal issues with the school. Set up committees. Work closely with president. Maintain Viability & Sustainability Plan and provide quarterly updates to the City as part of our reporting requirements.
Treasurer	Oversee financial operations of the school. Accounts payable and receivable, payroll, etc. (Accountant is hired to take care of monthly bookkeeping.)
Secretary	Take minutes at Exec meetings and distribute.
Special Event Chair	Oversee all aspects of the Main Fundraising Event. Work closely with Silent Auction Chair.
Communication Chair	Responsible for publicity for all school events (fundraisers, registration, etc.) by contacting media, placing ads, doing flyers, Facebook, webpage.
Fundraising Coordinator	Oversee general fundraising including Vesey's, MacMillan's and any new fundraising initiatives.

CONTACT INFORMATION

In the registration package, families are to provide contact information for parent/guardians and emergency contact. If this information changes at any point throughout the school year, it is essential that the Director of Education be informed immediately of the change.

FEES

Base Tuition fees are as follows:

- Junior program: $140 per month (2 classes per week) adjusted CWELCC fee $96
- Senior program: $195 per month (3 classes per week) adjusted CWELCC fee $144
- 5 mornings/week: $275 per month (Director discretion) adjusted CWELCC fee $240
- Registration Fee: $60 registration fee (per child) payable upon registration to NGCNS

On March 28, 2022, Ontario signed onto the new Canada-wide Early Learning and Child Care (CWELCC)(link is external) Agreement initiated and funded by the Government of Canada.CWELCC is a five-year plan to reduce the cost of child care to an average of $10 per day for eligible families. Childcare fee reduction is available for eligible families whose child care service providers have opted into the CWELCC System. NGCNS *has* opted into the CWELCC program. At the present time CWELCC has lowered the fees to $12/session. All reductions in tuition will be indicated on monthly tuition invoices.

All tuition is payable by, cheque, cash or online for; September 1st through June 1st, inclusive, (10 post-dated cheques made out to North Gower Co-operative Nursery School Inc. (or NGCNS) if applicable). Any payment not received for any portion of the school year will be considered a vacancy in the program.

For more detailed information please refer to the link below:

Canada-Ontario early years and child care agreement | ontario.ca

Please Note: Your child's position will be held upon receipt of the registration package and registration fee. After registration, you will have until July 31st to withdraw your child from our program for the school year. After that date, you will be required to pay the first month's tuition.

Non-Base fees are as follows:

NSF and Non-payment

There will be a $25.00 administration charge for any payment that is returned NSF, for whatever reason, unless the parent/guardian(s) can provide a letter of responsibility from the bank. The missing tuition fee and administration charge are due immediately upon notification, which will be given by the Treasurer in writing as soon as he/she is aware of

the problem. Should payment not be made within 30 days, the responsible parent/guardian(s) will be contacted by the President, in writing, and the rest of the Executive will be informed. Those with delinquent accounts of 60 days or more can be asked to remove their child from the program. If two payments are returned by the bank for the same family, further payments must be made by cash, certified cheque or money order.

Late Fees

It is important that children be picked up on time. Please arrive five minutes before the end of class to pick up your child and gather their belongings. If your child is late being picked up, the following action plan will be put into place.

- A Late-Fee of $1.00 per minute will be issued.
- The parent/guardian/designated pick-up person and teacher will sign a late form, indicating the child's name, what time the parent/guardian arrived and the late fee.
- The payment and late form must be returned to the Director of Education at the beginning of the next class.

Please make arrangements for alternate pick-up if you are going to be late picking up your child.

WITHDRAWAL

Current Members

Any member wishing to resign must notify the Director of Education and give one calendar months' notice in writing prior to withdrawing their child. The member is required to pay dues and participate in assigned duties up to the day of withdrawal.

Notice of withdrawal may be given no later than March 31st and no refunds can be made after that date.

Upcoming Members

Upcoming members have until July 31st to withdraw their child from the program for the upcoming school year. Notice of intent to withdraw must be given in writing to the Registrar on or before July 31st. After that date, the member will be required to pay the first month's tuition.

In the event that a family has paid a registration fee, the fee WILL NOT be reimbursed if the family chooses to resign from the North Gower Cooperative Nursery School.

No refunds will be made for holidays, or absenteeism.

If a child, for whatever reason, is having a detrimental or disruptive effect on the program, after consultation with the parent/guardians, the staff and executive have the right to make the decision that the child be withdrawn from the program.

SECTION II: PROGRAM INFORMATION

PROGRAMS

The North Gower Co-operative Nursery School offers three programs throughout the year. Programs are arranged according to guidelines set out by the Ministry of Education as stated in the Child Care and Early Years Act. Each class is offered on the day and time listed below and can vary from year to year subject to member preferences. All program availability is subject to enrollment numbers.

Toddler (Junior Program) Program

This program is offered to children who are 18 months by the time of enrollment. It runs twice a week on Tuesday and Thursday mornings from 8:30am to 11:30am. The enrollment in this program is limited to 15 children, with a minimum of 8.

Preschool (Senior) Program

This program is offered to children who will be 3 years of age by time of enrollment. It runs three mornings per week, Monday, Wednesday and Friday mornings from 8:30am to 11:30am. The enrollment maximum is 22 children, the minimum is 12.

PM Program — School Readiness

Is your child no longer napping? Perfect, sign them up for our afternoon program, which runs two afternoons per week, Tuesday and Thursday 12:30pm to 3:30pm. The enrollment maximum is 10, the minimum is 6.

HOURS

Junior Program

Tuesday and Thursday	8:30-11:30 am
Tuesday and Thursday (mixed ratios)	12:30-3:30 pm

Senior Program

Monday, Wednesday, and Friday	8:30-11:30 am

At the time of drop-off or pick-up please do not park in the fire lane. Please be mindful and hold your child's hand from the gate into the parking lot. The gate must be kept closed at all times.

If a person other than the regular driver is to pick up your child (who is not on the emergency contact list) the staff MUST be notified in writing; in advance. Best practice is to report the change on Brightwheel and ensure that all contact info is added to the approved pick-up list. The safety of your children is of utmost importance and they may not be allowed to leave if we do not know about alternate drivers.

It is equally as important that children be picked up on time. Please arrive five minutes before the end of class to pick up your child and gather his/her belongings. If your child is late being picked up, the following action plan will be put into place.

1. A late-fee of $1 per minute will be issued.
2. The parent/guardian and teacher will sign a late form, indicating the child's name, what time pickup occurred and the late fee.
3. The payment and late-form must be returned to the Director of Education at the beginning of the next class.

SCHOOL YEAR

Holidays, as outlined below, coincide with those followed by the Ottawa Board of Education. Field Trips will take place throughout the school year for the Senior Program.

Proposed HOLIDAYS FOR THE 2024-25 SCHOOL YEAR

HOLIDAY	**DATE(S)**
Thanksgiving	Monday, October 12, 2026
Winter Break	Monday, December 21, 2026-January 1, 2027
Family Day	Monday, February 15, 2027
March Break	Monday, March 15-19, 2027
Good Friday	Friday, March 26, 2027
Easter Monday	Monday, March 29, 2027
Victoria Day	Monday, May 24, 2027

The school may close occasionally during the year because of exceptionally bad weather conditions. **If OSTA buses are cancelled, or if the OCDSB closes their schools, then the Nursery School is closed.**

CALENDAR OF EVENTS (subject to change)

EVENT	**DATE**
Orientation Night/AGM	TBD
Senior (MWFAM) - First Regular School Day	Monday Sept. 9, 2026
Junior (TTAM) - First Regular School Day	Tuesday, Sept. 8, 2026
Mixed (TTPM) - First Regular School Day	Tuesday, Sept. . 8, 2026
Special Event/Silent Auction	TBD
Last week of school	Monday, June 21-24, 2027

BASIC SCHEDULE

Arrival
Outdoor Free Play
Tidy Up
Undressing
Circle Time (calendar, weather, concepts, songs)
Handwashing
Snack Time
Indoor Free Play
Tidy Up
Story Time
Pick Up

*Schedule is subject to change, based on Director approval

INDOOR FREE PLAY

Art Area
Children explore creativity and self-expression through open-ended materials like paint, crayons, and collage. The process—not the product—is valued, encouraging imagination, fine motor skills, and a sense of accomplishment.

Sensory Bin
Hands-on play with materials like sand, corn, or shredded paper etc. supports exploration, problem-solving, and language development. It calms emotions and strengthens fine motor coordination.

Treehouse
A cozy space for climbing, imaginative play, or quiet reflection. It supports gross motor skills, social interaction, and self-regulation as children make choices about how they play.

Carpet and Block Area
Children build, design, and collaborate using blocks, vehicles, and natural materials. This area promotes spatial reasoning, cooperation, problem-solving, and creative thinking.

Dramatic Play Area
Children take on roles and act out real-life or imagined scenarios. This nurtures empathy, communication, social understanding, and language development.

Circle Time
A gathering space for songs, stories, and shared discussion. It builds community, supports listening skills, and encourages participation and confidence in group settings.

Cognitive Tabletop Toys
Puzzles, sorting games, and manipulatives strengthen logical thinking, memory, and concentration through play. Children learn to plan, persist, and solve problems independently.

Water Table
Children explore cause and effect through pouring, measuring, and floating. This play builds scientific thinking, coordination, and social skills as children share space and ideas.

OUTDOOR FREE PLAY

Play on the climbing frames and ladders teaches children large muscle co-ordination. All of our outdoor play is useful in teaching children to co-operate, play together and to help. The children all help to put the equipment away and to set things up. In this way, they not only get exercise, but also experience a feeling of responsibility. The children learn to take turns, share, and communicate through play.

Staff will ensure that reduced ratios are not used during outdoor play. Policy (Section 8(4)3).

Playground Safety: NGCNS is responsible for ensuring that the outdoor play space, fixed play structure and surfacing under those structures meets Canadian Standards Association (CSA) standards.

NGCNS safety policy include the following requirements:

- That CSA standards will be met;
- The roles and responsibilities of employees regarding safety on the playgrounds;
- That daily, monthly and annual inspections are conducted in accordance to CSA standard;
- That a plan is developed regarding issues or problems identified at playground inspection;
- That a playground log repair will be maintained.

Field Trips and Special Events

In order for a child to participate in any walking field trip, an Offsite Authorization Form must be completed by the parent or guardian at registration. In addition, an individual authorization form will be distributed for each additional field trip.

DRESSING

The teachers assist the children with dressing and removing their outddor clothing and shoes; however, in an attempt to encourage self-help skills the children are given the necessary time and space to master these important independent skills.

CLOTHING

Please dress your child in comfortable play clothes for indoor and outdoor activities, well suited for the weather conditions.

Each child must have a pair of soft shoes or slippers with non-slip/waterproof soles and an extra change of clothes to be brought in each day in their school bag. Indoor shoes will be kept at school; however, due to cubby sharing backpacks will come to and from school with your child each day.

It is helpful to **LABEL** all items.

BRINGING TOYS TO SCHOOL

Parent/guardians are discouraged from allowing their children to bring their own toys to school.

SNACKS

Each child is responsible for his or her own snack and drink. All snack containers and snack bags need to be labelled.
Please do not send anything with peanuts or nuts. **We are a peanut/nut-free school**.
Please read labels! If an item is made in a factory that processes nuts/peanuts please do not send it to school.
We do not permit sharing as some children have allergies.

Dangerous snack items for this age group include whole grapes, hotdogs, raw carrots and hard candies, marshmallows, whole hardboiled eggs.

TOILET TRAINING

We will encourage the use of the toilet for those children in the process of being trained. An adult will be present to assist in making this endeavor a successful on If a child needs to be changed, the teachers will do so.
Leave a spare diaper in your child's bag, as well as a complete set of indoor clothing (socks too). Please label all items as well as the bag they are to be stored in.

CHILDREN WITH SPECIAL NEEDS

NGCNS works closely with advisors from Children's Integrated Support Services (CISS) to ensure a safe and inclusive classroom for all children in the program. In collaboration with the CISS advisor, the parents, the staff and child (when applicable) an Individualized Support Plan (ISP) will be created for the child with special needs and will be updated as deemed necessary.

SAFTEY

Parents and caregivers must notify the teachers on duty of your child's arrival.
Keep your child at your side coming into and leaving the school to ensure safety in the parking lot.
Park only in the allotted spaces, not in the fire lane next to the school grounds. We ask this for safety reasons also, as the visual for other drivers is then clear at the gated exit area.

Unless otherwise advised, your child will not be released to a person other than those specified on the registration form or by a parent or guardian in writing. Persons unknown to the teachers should be prepared to show photo identification.
Staff conduct monthly fire drills to ensure that staff and children are well prepared should an emergency situation arise.
Staff are also well versed on the lock down policy as stated in the parent handbook.
A comprehensive annual Fire Alarm System Annual Test and Inspection Report is conducted by a Star Life, a member of the Canadian Fire Alarm Association. A certificate of annual Inspection is posted in the school. This service is funded by the *City of Ottawa.* All employees, volunteers and students over 18 years of age are required to provide a Police Records Check called a Vulnerable Sector Check (VSC) before they can work in the program at **NGCNS.**

All regular staff are fully trained and current in Standard First Aid Level C training (see below).

As required by the Child Care Early Years Act (CCEYA), daily and monthly playground inspections are conducted. A fully comprehensive playground inspection is conducted annually. (See Playground Safety Policy in Policy and Procedure Manual)

In the event that the Director observes or is made aware of any practice that is not supported, they will address the issue with the staff member according to the strategies outlined in the Disciplinary Policy that is outlined in the Operations Manual.

STAFF FIRST AID QUALIFICATION REQUIREMENTS

As of September 2016, (Section 58| (2) & (3)) of the CCEYA: NGCNS shall ensure that the following persons have a valid 2-Day, 16-hour certification in Standard First Aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board:

- Every supervisor of NGCNS.
- Every employee of a child care centre who may be counted for the purposes of meeting the ratios.

Where a person is not able to obtain the standard first aid certification with infant and child CPR due to a disability, the NGCNS must request an exemption letter from the Ministry director and retain the letter on file for review.

Standard First Aid qualifications are valid for three years. Recertification is then required.

First Aid

NGCNS has ensured that the address of the Centre can be seen from the street, day or night to help in the event of an emergency at the School.

Staff are trained and up-to-date with their first aid and CPR for the appropriate age groups of the children enrolled in the School.

How NGCNS is prepared before injuries occur:

- Signed parental consent forms are kept on file to enable the staff and volunteers to provide emergency treatment or transportation if necessary; complete and up-to-date emergency contact information is also available for each child in their file – via brightwheel.
- A list of each child's medical history is available in each child's file, which includes immunizations, allergies, medications and serious illnesses; family's update forms once per year or whenever a change in information occurs; when away from the School, each child's emergency contact information and medical consent forms accompany the children and educators (Brightwheel).
- A back-up caregiver is available if medical transportation of a child is necessary
- Stocked first aid kit is available in the MAIN ROOM CUPBOARD TO RIGHT OF SINK in a labeled bin and IN THE STAFF BACKPACK; the first aid kit is out of reach of the children, but is easily accessible to staff; staff and volunteers are familiar with and know how to use the contents of the kit; first aid kit is checked monthly and restocked as necessary
- A first aid kit is available for field trips; this should also include a cell phone, blanket, flashlight and hand-washing supplies.
- Any special procedures individual children require are considered and supplies made available by the family (i.e. EPI pen, insulin, anti-seizure medication, etc.)

NGCNS does not include its volunteer/parents/teaching students as part of the child/staff ratio.

PROHIBITED PRACTICES

In accordance with O. Reg. 137/15 s. 48.1, NGCNS staff, students, and volunteers are prohibited from engaging in any of the following practices:
1. Corporal punishment of a child.
2. Physical restraint of a child for purposes of discipline or in lieu of supervision.
3. Locking exits or confining a child without supervision, except during emergency management.
4. Deliberate use of harsh or degrading measures that humiliate or frighten a child.
5. Deprivation of basic needs including food, shelter, clothing, rest, or toilet use.
6. Inflicting bodily harm on children including making them eat or drink against their will.
7. Sexual misconduct or abuse

The Prohibited Practices apply to all staff, volunteers, and students regardless of their relationship to any child in the program.

Staff Responsibilities

All employees, students and volunteers must:

- Read and understand this policy before interacting with children.
- Follow the policy at all times.
- Report any suspected or observed prohibited practice immediately to the supervisor or designated person.
- Cooperate with any investigation or follow-up.
- Complete and sign the staff acknowledgement form before beginning their duties and whenever the policy is revised.

Staff must not ignore, conceal or attempt to resolve a serious allegation informally

Reporting and Response Procedure

When a prohibited practice is observed, reported or suspected:

1. **Protect the child immediately.** Take appropriate steps to ensure the child's safety and well-being.
2. **Notify the supervisor or designate immediately.** If that person is implicated or unavailable, report to the licensee or Board-designated contact. If there is an immediate danger, contact emergency services.
3. **Document the concern.** Record the date, time, people involved, objective observations, actions taken and notifications made. Keep records confidential.
4. **Take appropriate interim measures.** The licensee will determine necessary steps to protect children while the matter is reviewed, including removing an individual from direct contact with children where warranted.
5. **Investigate and respond.** The licensee will review the information, document findings and take appropriate corrective or disciplinary action.
6. **Meet reporting obligations.** Notify the Ministry of Education and other authorities when required by applicable legislation or reporting procedures. Complete any required serious occurrence documentation.
7. **Follow up.** Provide additional training, revise procedures or take further action as appropriate. Document completion of follow-up measures.

- Nothing in this procedure limits an individual's duty to report a child protection concern to a children's aid society under applicable law.

Consequences of Non-Compliance

A breach of this policy may result in corrective action, retraining, a written warning, removal from duties, suspension or termination, depending on the circumstances and applicable employment requirements. Serious concerns will be escalated and reported as required.

POSITIVE ADULT/CHILD INTERACTIONS

At NGCNS, educators build caring, responsive, and respectful relationships with each child. Positive adult–child interactions are the foundation for learning and well-being, as described in *How Does Learning Happen?* Educators engage with children in ways that promote trust, belonging, and self-confidence by listening attentively, speaking kindly, getting down to the child's level, and acknowledging each child's thoughts and feelings. Through encouragement, gentle guidance, and meaningful conversation, educators support children's curiosity, problem-solving, and social development. Our goal is to create an inclusive environment where every child feels seen, valued, and supported in their growth.

HEALTH OF CHILDREN

Staff will familiarize themselves with any information they have concerning medical conditions, allergies, food restrictions, medications and exercise. Children should be healthy enough to fully take part in the program.

If any one of the following symptoms are exhibited the child will not be allowed to attend or remain at the center:

- fever of 38 degrees C (100F) or more
- vomiting
- diarrhea
- an undiagnosed rash
- symptoms of contagious illness
- severe runny nose, cough or cold
- excessive lethargy
- eye infection

A child may return when:

- symptoms of severe cold are not present
- There is a possible exclusion period for illnesses such as Conjunctivitis (pink eye), Measles, Mumps, Pertussis (whooping cough), Rubella (German Measles), as required by the City of Ottawa Public Health branch,
- children with head lice must be treated with a head lice product before returning to NGCNS.
- Children must be **fever-free for 24 hours without medication** before returning.
- Please keep your child home for **48 hours after the last episode** of vomiting or diarrhea as per OPH guidelines.
-

If your child comes down with a communicable disease, you **must** notify the Director of Education so other parent/guardians can be alerted to the symptoms. The Director of Education will notify any parent/guardian whose child becomes ill while at school so that he/she may be taken home.

You may be asked to provide a medical certificate of health from a doctor before returning to the program. All children's medical forms must be completed and returned before the children will be allowed to start school. (Please see Communicable Disease Plan)

Please refer to the "Guidelines for Communicable Diseases and other Childhood Health Issues for Schools and Child Care Facilities" (City of Ottawa Public Health Unit) for specific illnesses and exclusions periods.

Allergies

If your child has an allergy, this needs to be indicated on the registration form or reported to the Director immediately.
An allergy posting will be on display in NGCNS and will include the names of the children and their respective food allergies or restrictions as well as identifying photo.

An allergy list will be posted in each playroom and additionally any food allergies will be posted on their designated snack mats.

See Anaphylactic Policy and Procedures in Section III of this handbook

Immunization Record Exemption Forms are available and must be completed if your child is not immunized.

SECTION III: POLICIES AND PROCEDURES

ALCOHOL AND DRUG POLICY

Staff or parent/guardians are not allowed to consume alcohol or drugs, or be under the influence of alcohol and drugs, on Nursery School property or while attending a field trip at any time.

SMOKING POLICY

Staff or parent/guardians are not allowed to smoke inside the Nursery School at any time, regardless of whether or not class is in session.

Staff or parent/guardians are not allowed to smoke when they are outside with the children or on field trips.

SAFE ARRIVAL AND DISSMISSAL POLICY

Purpose

This policy and the procedures will help support the safe arrival and dismissal of children receiving care in our childcare program.
This policy will provide educators, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the Nursery School as expected, as well as steps to follow to ensure the safe dismissal of children.
This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

NGCNS will ensure that any child receiving childcare at NGCNS will only be released to the child's parent/guardian, emergency contact or additional approved pickups, as listed on the child's profile. Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below. Any persons whom the staff has not met before will be required to show one piece of photo ID before the child is released. Children will only be released to authorized persons over the age of 16 It is the responsibility of the staff to document any attendance messages (early pick up, absence and reason etc.) in the daily logbook and on the daily attendance record.

Procedures

Accepting a child into care

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

- greet the parent/guardian and child.
- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the child's emergency file. If the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing by way of email to northgowercns@outlook.com or by sending a message through Brightwheel (parent portal).
- document the change in pick-up procedure in the daily written record.
- sign the child in on the daily attendance record, noting the time and any notable health changes (ex. Bump on the left side of forehead).

Where a child has not arrived in care as expected:

It is the responsibility of the parent/guardian to inform NGCNS no later than 9:30 am if their child will be absent for any reason. The preferred method of communicating absences is by way of the Brightwheel App (parent portal) Absences logged there are immediately visible to all staff. You can also phone and leave a message at 613-489-4271 or email northgowercns@outlook.com . If you will be consistently dropping off at the centre after 9:30am/1:30pm, please send us an email or Brightwheel message letting us know your preferred drop off time. When a child does not arrive at the childcare centre by 9:30am/1:30pm the child will be marked absent on the daily attendance record. Staff may use the Brightwheel messaging app to confirm the absence and inquire about the reason for the child's absence. Any additional information about the child's absence can be noted in the daily logbook.

Releasing a child from care

The program staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the childcare may release the child to. Where the staff does not know the individual picking up the child (i.e. parent/guardian or authorized individual),

- 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 Program Staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up, the Program Staff shall contact the parent/guardian by a phone call and advise that the child is still in care and has not been picked up.

- Where the Program Staff is unable to reach the parent/guardian, they must call again and leave a message for the parent/guardian. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
- Where the Program Staff has not heard back from the parent/guardian or authorized individual who was to pick up the child, the staff will 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 centre is closed

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 12:00pm/4:00pm, program staff shall ensure that the child is given an activity, while they await their pick-up.
- One staff shall stay with the child, while a second staff proceeds 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 and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
- If after 15 minutes and 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 authorized individuals listed on the child's file. The child will be provided with a snack while waiting. Staff will notify the Supervisor/Executive Director or designate. If an alternate pick-up person is available to pick up, staff will confirm their identification before the child is released. Staff will leave a message on the parent's telephone to let them know who has picked up their child and at what time this occurred as well as a message on Brightwheel with the same information.
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file by 12:45pm/4:45pm the staff shall proceed with contacting the local Children's Aid Society (CAS) 1-800- 461-4236. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. **Under no circumstances will children be released from care without an authorized adult.**

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.
Parent/guardian: A person having lawful custody of a child

VOLUNTEER POLICY

When the volunteer parent/guardian arrives at the school, they are not counted as part of the teacher/student ratio.

Parent/guardians are responsible for reporting all incidents to the Director.
Parent/guardians are only to intervene if a child is in jeopardy, otherwise make a teacher aware of any situations the need immediate attention and let them deal with it.

ALL VOLUNTEERS MUST HAVE A CURRENT POLICE RECORD CHECK (see policy below)

SUPERVISION OF VOLUNTEERS AND STUDENTS POLICY AND PROCEDURES

Purpose

NGCNS welcomes both placement students and volunteers into the various programs offered in our childcare program. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.

Students and volunteers will not be counted in staff to child ratios.

Student and Volunteer Supervision Procedures: Roles and Responsibilities

The licensee/designate must:

Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.

Ensure that all students and/or volunteers have been trained on each child's individualized plan.

Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.

Ensure that expectations are reviewed with students and/or volunteers including, but not limited to

how to report their absence;

how to report concerns about the program;

Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.

Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities.

Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising staff must:

Ensure that students/volunteers are never included in staff to child ratios.

Ensure that students/volunteers are supervised at all times and never left alone with children.

Introduce students and/or volunteers to parents/guardians.

Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.

Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.

Provide students and/or volunteers with feedback on their performance.

Work collaboratively with the student's practicum supervising teacher.

Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

Students and/or volunteers must:

Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.

Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).

Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.

Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required.

Review allergy lists and dietary restrictions and ensure they are implemented.

Respond and act on the feedback and recommendations of supervising staff, as appropriate.

Report any allegations/concerns as per the "Duty to Report" under the *Child and Family Services Act*

Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre's criminal reference check policy.

Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

Additional Procedures

- Any school assignments that require written observations of the children must only include first and last initials.
- Any school assignments that require photos of the children must first be approved by the director; who will only approve children based on written parental consent.

FIELD TRIP POLICY

Our nursery school values opportunities for children to explore and learn beyond the classroom through safe, developmentally appropriate field trips. Field trips are carefully planned to enhance the learning experiences offered in our program and to align with the interests and abilities of the children.
Prior to each outing, parents and guardians will receive written notice outlining the destination, date, time, mode of transportation, supervision plan, and any costs or items to bring. A signed **permission form** is required for each trip before a child may participate. Children without signed permission will remain at the centre under staff supervision.
All trips are supervised by qualified staff and volunteers in accordance with (CCEYA) ratio requirements. Head counts are conducted frequently, and staff carry emergency contact information, first aid kits, and any necessary medications or medical plans.
Parents are welcome to volunteer on field trips, subject to the centre's volunteer and screening procedures. Safety, inclusion, and meaningful learning are always our top priorities. In the event of poor weather or unforeseen circumstances, field trips may be rescheduled or replaced with indoor special activities.

All adults in attendance must have a Vulnerable Records Check when in attendance on a field trip in compliance with CCEYA. (see below)

POLICE RECORD CHECK POLICY AND PROCEDURES

Purpose

The purpose of this policy and the procedures outlined is to provide clear and transparent rules and processes for regularly collecting and using information in police record checks, offence declarations and attestations for staff, students and volunteers and other persons who provide child care and other services to children.

This policy is intended to help protect the health, safety and well-being of children, families and those involved with the child care centre by setting out measures to verify that individuals involved in providing child care in positions of trust are not prohibited doing so under the *Child Care and Early Years Act, 2014* (CCEYA) and do not have a criminal history that may put children in care at risk.

This policy sets out additional measures to protect children while a vulnerable sector check is being obtained, which help to reduce risk where there is a gap

between the time an individual starts interacting with children and the time they provide their vulnerable sector check (VSC).

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for staff screening and police record checks for a child care centre.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Vulnerable Sector Checks (VSCs)

NGCNS will obtain a VSC from the following individuals in accordance with the timelines indicated below.

Individual

Employees, volunteers and students who interact with children

Timeline

Before beginning employment or otherwise interacting with children;

On or before the 5th anniversary after the date the most recent VSC;

After any break in the relationship with the licensee that has lasted 6 or more months, before the relationship resumes; and

After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, before the relationship resumes.

All VSCs will be reviewed by the Director to ensure that they are:

conducted by a police service from the city or town in which the person lives, where applicable;

prepared no earlier than six months before the day it was obtained by the child care centre, for employees (see exception below for students and volunteers);

the original documents (i.e. not a photocopy, see exception below for students and volunteers);

not altered;

clear and legible;

provided in English and/or French (otherwise a certified translated copy into English and/or French must be provided);

complete (i.e. no information missing or cut off);

inclusive of all information required about Criminal Code (Canada) convictions as set out in section 9 of the CCEYA.

The following exceptions will apply to volunteers and students only:

VSCs for volunteers and students that are performed more than six months before the day they are provided to the child care centre will be accepted as long as the VSC is less than 5 years old from the date it was performed to the child care centre. In these cases, the volunteer/student will also be required to provide the child care centre with an offence declaration addressing the period since the day the VSC was performed.

The child care centre will accept a photocopy of a VSC from a volunteer or student as long as it is less than 5 years old from the date was performed.

A criminal record check (CRC) will only be accepted in the place of a VSC where:

any statute of Ontario or Canada prohibits the disclosure of information contained in a VSC in respect of a person (e.g. information about persons under 18 years of age, pardoned offences, etc.);

a police service will only issue a CRC, not a VSC, for an individual; and/or

a licensee is a corporation and the director or officer does not interact with children at the child care centre.

A Criminal Record and Judicial Matters Check will be accepted in place of a CRC but will not be accepted in place of a VSC.

Any person who turns 18 while in a position where they interact with children at the child care centre will be asked by the Director to provide a statement disclosing every previous finding of guilt under the Youth Criminal Justice Act (YCJA) if they received an adult sentence. Where the individual confirms that there are no such findings, the Director will document the request and the individual's confirmation in their file.

Any person who turns 19 while in a position where they interact with children at the child care centre will be asked by the Director to apply for a VSC within one month after their 19th birthday. That person must provide the child care centre with evidence that they have submitted a VSC application.

All VSCs provided to the child care program must be intended for the position that the individual will hold (i.e. employee and volunteer positions). Where the VSC has not been provided for the correct position, it will not be accepted.

There will be no exceptions made for individuals to obtain a police record check (e.g. for medical reasons).

Offence Declarations (ODs)

The Director is responsible for obtaining an OD from the following individuals in accordance with the timelines indicated below.

Individual

Employees, volunteers, students (including international students)

Timeline

Annually, no later than 15 days after the anniversary of the most recent VSC or OD;

Where a VSC has been provided by a student or volunteer that is more than 6 months old and less than 5 years old before the individual starts interacting with children; and

After any break in the relationship with the licensee that has lasted less than 6 months, only if an OD would have been required during the break, before the relationship resumes.

Individual

Other persons who provide child care or other services to children at the child care centre

Timeline

if an attestation is not otherwise provided, prior to interacting with children; and

annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such child care/other services).

ODs will be obtained from the individuals mentioned above every calendar year except if the individual has to provide a VSC that year.

Any individual from whom the child care centre is required to obtain a VSC must provide ODs to the Director at the child care centre as soon as reasonably possible any time they are convicted of any offence under the Criminal Code (Canada).

Where the templates in Appendix A are not used, the Director will ensure that every OD includes all of the following information:

the name of the individual who is making the offence declaration;

the date of the last VSC or OD, or date of 18th birthday (whichever is most recent);

a list of all of the individual's convictions for offences under the *Criminal Code* (Canada), if any, from the date of the last VSC or OD (whichever is most recent), or a statement that the individual has not been convicted of any offences under the *Criminal Code* (Canada);

the date the OD was made; and

the signature of the individual who is making the offence declaration.

The Director who received an OD from an individual will review it and keep it on file at the child care centre in a secure location for three years after it was created.

Attestations

The Director is responsible for obtaining an attestation from the following individuals in accordance with the timelines indicated below.

Individual

Other persons who provide child care or other services to children at the child care centre

Timeline

If an offence declaration is not otherwise provided, prior to interacting with children; and

Annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such child care/other services).

All attestations will be from the person's employer or the person/entity who retained the person's services (e.g. a child's parent).

Where the template in Appendix B is not used, every attestation will include the following confirmations:

the employer, person or entity has obtained and reviewed a VSC from that person;

the VSC was performed within the last 5 years; and

the VSC did not list any convictions for any offences under the Criminal Code of Canada which are listed in subparagraph 1 ii of subsection 9 (1) of the CCEYA.

The Director who received an attestation from an individual will review it and keep it on file at the child care centre in a secure location for three years after it was created.

- Where an individual needs to keep their original attestation, the Director will review the attestation and create a true copy to keep on file at the child care centre.

Using Information Revealed in a VSC, OD and/or Attestation and Confidentiality

No individual will be hired as an employee, accepted as a volunteer or student, or be allowed to otherwise interact with children at NGCNS if their VSC, OD and/or attestation reveals any of the following findings:

Any conviction for an offence under the CCEYA;

Any conviction under the following sections of the *Criminal Code* (Canada):

Section 151 (sexual interference);

Section 163.1 (child pornography);

Section 215 (duty of persons to provide necessaries);

Section 229 (murder); and/or

Section 233 (infanticide);

In addition, a person with other convictions under the Criminal Code (Canada) for offences that pose a high risk to the health, safety and well-being of children, families and other representatives of the child care centre will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre. These include, but are not limited to:

Physical or sexual abuse or assault;

Manslaughter;

Indictable criminal offences for child abuse;

Convictions for any violent offence, whether or not it involved weapons;

Offences which indicate a pattern of behavior which could create risk in terms of the role the individual is expected to play; and

Current prohibitions or probation orders forbidding the individual to have contact with children under 16 years of age.

Any person with a work permit or work visa that indicates that the individual is not permitted to work with children will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre.

Information about an individual's criminal record and history will be treated confidentially and every effort will be made to protect the privacy of staff, students, volunteers and any other person mentioned in this policy except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

All CRCs, VSCs, ODs, attestations and statements of findings of guilt under the YCJA will be kept in the filing cabinet in the office. The filing cabinet will be locked when the Director is not onsite.

Additional Measures to Protect Children

Where appropriate, a person who has not provided a VSC will be allowed to start their employment or volunteer position, or otherwise start interacting with children if they apply to obtain a VSC as soon as possible and provide evidence of their application to the director.

Until a VSC is obtained, the child care centre will put additional measures in place to protect children who interact with a person who has not yet provided their VSC. Examples of the additional measures that will be used may include, as appropriate:

verifying of the candidate's credentials (e.g. their standing with regulatory bodies) and three references;

obtaining an offence declaration from the individual until a VSC is obtained;

ensuring all interactions between the person and children are supervised at all times by an employee who has provided a clear VSC;

monitoring and documenting the individual's behaviour and interactions with children on a weekly basis, at a minimum, by the supervisor, designate or lead RECE in the program room(s) in which the individual works, where appropriate;

ensuring the individual is not left alone with children; and

conducting informal interviews with staff who work with the individual at the child care centre to collect their observations of the individual's behaviour with children, parents and colleagues.

If a VSC is not provided within 2 weeks of their start date, NGCNS will put their employment/volunteer position on hold, except in extenuating circumstances where evidence is provided that indicates that the delay for obtaining a VSC is out of the individual's control.

Police Record Check Procedures:

A. Obtaining a PRC (i.e. VSC or CRC as applicable)

Process and Responsibilities

1.The person from whom a PRC is required must:

2.apply for a PRC from the local police department where the individual resides, submit the required fee for a PRC; and

3.provide the evidence of application (where there is a delay in processing the application) to [insert position] ; or

4.provide the original PRC to [insert position] for review prior to starting the position or otherwise interacting with children, or within [time period] if the person has been allowed to start their position or interact with children.

5.Upon receipt of a PRC, [insert position] must:

i. confidentially review the PRC to ensure that it meets the requirements outlined in this policy;

6.where the individual needs to keep their original PRC, create a true copy of the document to keep on file at the child care centre for three years after the true copy was created; and

7.place the PRC (original or true copy, where applicable) in a secure location at the child care centre with limited access.

8.6 months before a new VSC is required, [insert position] must:

i. notify the individual(s) who need to provide a new VSC in writing and require them to apply for a new VSC; and

9.obtain a new VSC from the individual(s) no later than the 5-year anniversary date of the most recent VSC.

How to create a true copy of a PRC:

1. Make a complete and legible photocopy of the original PRC;

10. Make a true copy statement on the photocopy by:

i. Writing “Original received and reviewed by:” and printing the full name of the individual who received and reviewed the original PRC;

11. Writing “Date received and reviewed:” and printing the full date the PRC was received and reviewed; and

12. Signing the true copy statement (the signature must be that of the individual who received and reviewed the PRC).

B. Submitting an Offence Declaration

Process and Responsibilities

1. The Director or designate must:

i. Make the OD template available at all times at the child care centre to individuals who are required to complete an OD; and

13.When the anniversary date for a previous OD is approaching provide a reminder to the individual in writing and the OD template.

14.The individual who is required to provide an OD must:

i. Complete either the template available online or at the child care centre, or complete their own OD that contains all the required information;

15.Provide the completed OD to the director.no later than 15 days after the anniversary date of the most recent OD.

16.Upon receipt of an OD, the director must:

i. confidentially review the OD to ensure that it meets the requirements outlined in this policy; and

17.Place the OD in a secure location at the child care centre with access limited.

C. Obtaining an Attestation

Process and Responsibilities

1. The director. must inform any ‘other person’ that an attestation is required prior to interacting with children.

Upon receipt of an attestation, the director must:

i. confidentially review the attestation to ensure that it meets the requirements outlined in this policy; and

18.Place the attestation in a confidential file in a securely locked cabinet with access limited to the licensee or designate only.

Where the immediate health and safety of the children are a concern (e.g. a PRC, OD or attestation reveals that an individual has been convicted of child pornography), the licensee or designate will:

follow the serious occurrence policies and procedures;

notify the local Children’s Aid Society immediately in accordance with “duty to report” obligations under the *Child, Youth and Family Services Act,* 2017 or subsequent legislation; and

notify other authorities (e.g., College of Early Childhood Educators, Consolidated Municipal Service Manager/District Social Services Administration Board, local police service, local public health, etc.), as applicable.

Glossary

Attestation: A written declaration provided for an 'other person' who provides child care or other services to children in a child care centre, completed by the person's employer or the person or entity who retained the person's services (e.g. a parent/guardian of a child). See the Attestations section of this policy for information on what needs to be included in an attestation.

Break in a Relationship with the Licensee: The ending of a relationship between the licensee and an individual from whom a VSC is required (i.e. employee, student or volunteer) that is later restarted. Examples of breaks in relationship include, but are not limited to:

- The end of an employee's contract and the start of a new contract after a period of time has passed.
- A student's placement ends and the student is hired as an employee the following week.
- A volunteer completes their volunteer hours and starts volunteering again after a period of time has passed.

Breaks in relationship do not include vacations, parental leaves or sick leaves where the person intends to return to their position after a period of time.

Certified Translated Copy: A copy of a police record check that is signed and dated by a translator certified with a body belonging to the Canadian Translators, Terminologists and Interpreters Council (CTTIC), that certifies that the translated copy is a true copy of the original document.

Police Record Check: A document concerning an individual that was prepared by a police service or service from national data on the Canadian Police Information Centre system and contains information concerning the individual's personal criminal history. There are three types of police record checks: (1) Criminal Record Checks (2) Criminal Records and Judicial Matters Checks (3) Vulnerable Sector Checks.

19.*Criminal Record Check (CRC):* A basic type of police record check that is not intended for people who are seeking positions working with vulnerable persons.

20.*Criminal Records and Judicial Matters Check*: A type of police record check that may include criminal convictions, findings of guilt under the Youth Criminal Justice Act (Canada), outstanding charges, warrants and judicial orders, absolute discharges, conditional discharges and other records as authorized by the Criminal Records Act (Canada). This check is not intended for people who are

seeking positions with vulnerable persons and cannot take the place of a vulnerable sector check.

21. *Vulnerable Sector Check (VSC)*: An enhanced type of criminal record check for persons who may hold positions of trust or authority over vulnerable persons, that is performed at the request of an organization responsible for the well-being of a child or vulnerable person to protect children and vulnerable persons, as governed by section 6.3(3) of the Criminal Records Act (Canada). A VSC verifies whether an individual has a criminal record and any record suspensions for sexual offences and local police records for information relevant to the VSC.

Employee: An individual paid directly by the licensee (not a third party) to provide a service in the child care program (e.g. program staff).

Interacting: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

Offence Declaration (OD): A written declaration signed by an individual that lists all of their convictions for offences under the *Criminal Code* (Canada), if any, during the period stated in the declaration.

Other person providing child care or other services to children at the child care centre ('other person'): Any person who provides child care or other services to a child who receives child care at the child care centre, other than an employee, student or volunteer (e.g. resource teachers, nurses, occupational therapists, speech pathologists, entertainers, sport/activity instructors, etc.). This would not include Ministry of Education program advisors, fire/health inspectors, CAS investigators, quality assurance analysts or other inspectors.

Student: An individual who is on an educational placement with the child care centre and interacts with children in care.

True Copy: A photocopy or digital copy of an original document that is signed and dated by the individual who reviewed it, confirming that the original was reviewed and that the photocopy matches the original document. **True copies may be kept in hardcopy or electronically.**

Volunteer: An individual who participates in the child care program and interacts with children in care but is not paid by the licensee (e.g. parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.).

Vulnerable Person: A person who, because of his or her age, disability or other circumstances, whether temporary or permanent is:

a. in a position of dependency on others; or
b. is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

PRIVACY POLICY

The North Gower Cooperative Nursery School is committed to protecting the privacy of the personal information of its members, and other stakeholders. We value the trust of those we deal with 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 collection of information for membership purposes, we gather personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

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: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Photography

If parent/guardians do not want pictures taken of their child during the course of the school year, or during graduation, field trips and other special events, please notify staff.

Privacy Practices

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

PAYMENT POLICY

Fees/CWELCC

On March 28, 2022, Ontario signed onto the new Canada-wide Early Learning and Child Care (CWELCC)(link is external) Agreement initiated and funded by the Government of Canada.
CWELCC is a five-year plan to reduce the cost of child care to an average of $10 per day for eligible families.

Child care fee reduction is available for eligible families whose child care service providers have opted into the CWELCC System. NGCNS *has* opted into the CWELCC program. All reductions in tuition will be indicated on monthly tuition invoices.

All tuition is payable by, cheque, cash or online for; September 1st through June 1st, inclusive, (10 post-dated cheques made out to North Gower Co-operative Nursery School Inc. (or NGCNS) if applicable). Any payment not received for any portion of the school year will be considered a vacancy in the program.

Please Note: Your child's position will be held upon receipt of the registration package and registration fee. After registration, you will have until July 31st to withdraw your child from our program for the school year. After that date, you will be required to pay the first month's tuition.

For further information on Base and Non-Base fees please refer to page 12

TAX RECEIPTS

Tax exemption receipts for families will be in cubbies or mailed out prior to tax season.

The Nursery School is a registered charitable organization. If any person is interested in donating to the School (whether goods or money), please speak to the Treasurer about obtaining a charitable donation tax receipt.

Tax receipts will not be issued to families in lieu of work done for fundraising activities (i.e. those families choosing a buyout option for the special event).

POLICY OF SUBMISSION OF DOCUMENTS FOR REGISTRATION

There is limited space available for registration at the Nursery School. On many occasions, the registrar has had to start a waiting list for families interested in joining the Nursery School. As a result of this wait list and to make the registration process more efficient, it is essential that all required paperwork (including post-dated cheques, if applicable, to June of the school year and immunization forms) be submitted with the registration package. A child will not be considered registered until all paperwork is received by the registrar. Registration priority will be given to families who have

submitted the required paperwork. Unfortunately, due to space limitations and a lengthy waitlist, the Nursery School will no longer be able to hold a spot for families with incomplete registration packages.

Addendum to Policy of Submission of Documents for Registration

It is important that a completed police check form be submitted for each person volunteering to help at the Nursery School. Prior to your scheduled duty day, families must ensure that they have returned the police check confirmation to the Nursery School. (see Police Record Check Policy above)

Due to circumstances beyond our control, the waiting period for the police check is usually 6 weeks or more from the time the request form is submitted until the completed check is returned to the individual. In order to meet Ministry requirements, where a completed check has not been returned to the school by an individual and that individual is required to do a duty day, proof of application for the Criminal Reference Check (completed form and 2 pieces of identification as submitted to Ottawa police) must be provided to the school. It is also recommended that, without a completed Criminal Reference Check, volunteering should be performed by individuals known to the school (i.e. returning families or the parent/guardian who has the most contact with the teacher(s).
Approved at Orientation Meeting, September 18, 2007.

POLICY ON OUTSIDE FUNDRAISING

To reduce the fundraising burden on our families, only Executive-approved fundraising will be done through the school. Other businesses are welcome to advertise on the community bulletin board for a limited time. In these cases, it must be made clear that the Nursery School does not endorse such fundraising.

POLICY ON USE OF THE PREMISES

North Gower Cooperative Nursery School is a private co-operative organization owned and operated by its members. On the premises of the Nursery School are confidential documents pertaining to past and present families, in addition to personal belongings of the families. (For more information please refer to the Privacy Policy) Equipment at the school must meet Standards set by the Ministry of Education (Child Care & Early Years Act) and must remain free of allergens (i.e. peanuts) because of life-threatening illnesses of some students. The school is usually set up for program the day before and is cleaned on a bi-weekly basis.

To ensure the privacy of the members of the North Gower Cooperative Nursery School, and to meet the guidelines set forth by the Ministry, the premises should only be used by members and staff for business pertaining to the Nursery School.

To maintain our commitment to the Community, the Nursery School may be used in conjunction with the RA Centre (where necessary) in the event of a State of Emergency in North Gower. The caretaker of the Alfred Taylor RA Centre shall also have access to the Nursery School for the storage of items (i.e. chairs).

BAGGED SNACK POLICY AND PROCEDURES

Purpose

To further foster our goals of learning about nutrition, enjoying food with others, and school preparedness; parents/guardians are responsible for sending an individual snack and water for their child each school day. Recognizing the importance of a balanced diet and to further support the child's healthy development, the expectation is:

Procedures:

Parent and Guardian's Responsibilities

- The bagged snack adheres to Canada's Food Guide.
- Snack is provided in containers, labelled with the child's name using an ice pack when needed to preserve food temperature.
- All snacks are **PEANUT/NUT FREE.** Reminder to read all food labels.
- Grapes and cherry tomatoes need to be cut in half to help prevent choking.
- Send in a labelled water bottle for your child daily.
- Food allergy lists are posted in all playrooms and in the attendance binder. We ask parents to keep us updated in writing regarding your child's food allergies/restrictions.

Staff Responsibilities

- All surfaces will be cleaned with a cleaning solution prior and after the children have their lunch. (The cleaning solution is approved by Ottawa Public Health)
- Staff will ensure children was their hands prior to eating snack.
- Prior to consumption staff will check snacks to ensure **NO** food contains nuts or has the warning label "may have come into contact with nuts".
- An alternate snack will be provided if a child forgets their snack or cannot consume due to possible allergens. A courtesy call/email to the parent or guardian will be made and the food served will be recorded in the daily log book.

- Staff will encourage children not to share snacks.
- Staff will supervise closely any child that has a life-threatening allergy by sitting next to them or across from them during snack time.
- Staff will monitor each child's snack and should a child's snack consistently not adhere to Canada's Food Guide then they will work with the parent to provide sample menus.

ANAPHYLACTIC POLICY AND PROCEDURES

Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at the child care centre.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for child care centres. The requirements set out in this policy align with Sabrina's Law, 2005.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies

Before attending the child care centre, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.

Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation (the form in Appendix A may be used for this purpose).

All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the

procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.

The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.

All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre. One copy will be kept in the attendance binder under "allergies" tab. A second copy will be posted above the sink in the main room (eating area). A third copy will be posted on the light switch wall of the reading room.

All individualized plans and emergency procedures will be reviewed with a parent of the child bi-annually to ensure the information is current and up to date.

Every child's epinephrine auto-injector must be carried everywhere the child goes.

Epinephrine is kept in the staff backpack at all times.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

Do not serve foods where its ingredients are not known.

Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.

Ask the caterer or cook to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.

In cases where a child has food allergies and the meals and snacks provided by the child care centre cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.

Ensure that parents label food brought to the child care centre with the child's full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.

Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.

Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)

Do not use craft/sensory materials and toys that have known allergens on the labels.

Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.

Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.

Refer to the allergy list and ensure that it is up to date and implemented.

Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

- Update families when changes to allergies occur while maintaining the confidentiality of children.

Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.

Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre via email and in person at the orientation meeting (if allergy is known at that time).

A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.

Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child

describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.

Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.

The caterer, cook, individuals who collect groceries on behalf of the child care centre and/or other food handling staff, where applicable, will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the child care centre and will work together on food substitutions to be provided.

The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

Drug and Medication Requirements

Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.

Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

Training

The Director of Education will ensure that the supervisor/designate and/or all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.

Where only the supervisor/designate has been trained by a parent, the supervisor/designate will ensure training is provided to all other staff, students and volunteers at the child care centre.

Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.

A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked and follow-up is completed where an individual has missed or not received training. The form in Appendix B may be used for this purpose.

Confidentiality

Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Additional Policy Statements

Children with anaphylaxis, who arrive at school without their epinephrine will not be accepted for attendance until epinephrine is on site.

Circumstance	Roles and Responsibilities
A. A child exhibits an anaphylactic reaction to an allergen	2.The person who becomes aware of the child's anaphylactic reaction must immediately: 3.implement the child's individualized plan and emergency procedures; 4.contact emergency services and a parent/guardian of the child, or have another person do so where possible; and 5.ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy). 6.Once the child's condition has stabilized or the child has been taken to hospital, staff must: i. follow the child care centre's serious occurrence policies and procedures; 7.document the incident in the daily written record; and 8.document the child's symptoms of ill health in the child's records.
B. A child is authorized to carry his/her own emergency allergy medication.	1. Staff must: i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication; 9.ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack); 10.ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and 11.Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.

Additional Procedures

Placemats of Children with Allergies will have an allergy notation written directly on their laminated snack mat which is identified with the child's name.

Glossary

Anaphylaxis: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

Skin: hives, swelling, itching, warmth, redness, rash

Breathing (respiratory): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness/swelling, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and watery eyes, sneezing), trouble swallowing

Stomach (gastrointestinal): nausea, pain/cramps, vomiting, diarrhea

Heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock

Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste in mouth

(Source: http://foodallergycanada.ca/about-allergies/anaphylaxis/)

Causative Agent (allergen/trigger): a substance that causes an allergic reaction

Epinephrine: A drug used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g. EpiPen or Allerject).

Staff (Employee): Individual employed by the licensee (e.g. program room staff).

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

DRUG AND MEDICATION ADMINISTRATION POLICY AND PROCEDURES

Purpose

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment. For the purpose of this policy, drugs and medications fall into the following two categories, unless otherwise specified:

Prescription, intended for acute, symptomatic treatment; and

Over-the-counter, intended for acute, symptomatic treatment.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a child care centre.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Parental Authorization to Administer Medication:

Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.

Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written

authorization to do so by completing the child care centre's Authorization for Medication Administration (the form in Appendix A may be used). The Authorization for Medication Administration form must be accompanied by a doctor's note for over-the-counter medications.

The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.

Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:

- 'when the child has a fever of 39.5 degrees Celsius';
- 'when the child has a persistent cough and/or difficulty breathing'; and
- 'when red hives appear on the skin', etc.

Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration.

Authorization for Medical Administration Forms will be reviewed with parents annually to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).

A long as sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:

must have a blanket authorization from a parent on the enrolment form;

can be administered without an Authorization for Medication Administration form; and

do not require record-keeping

Drug and Medication Requirements

All drugs and medications to be administered to children must meet the following requirements:

All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.

All drug or medication containers must be clearly labelled with:

The child's full name;

The name of the drug or medication;

The dosage of the drug or medication;

Instructions for storage;

Instructions for administration;

The date of purchase of the medication for prescription medications; and

The expiry date of the medication, if applicable.

The information provided on the written parental authorization must match with all the requirements listed above.

Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.

Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.

Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer).

Drug and Medication Handling and Storage:

All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:

Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.

Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).

In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.

Emergency medications will be brought on all field trips, evacuations and off-site activities.

Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.

All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.

Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.

Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.

Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily log book), and the drug or medication m be returned to a pharmacist for proper disposal.

Drug and Medication Administration

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.

  Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).

  A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.

  A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).

  To support the prompt administration of emergency medication:

Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre; and

Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.

Drugs or medications that are expired (including epinephrine) will not be administered at any time.

Record-Keeping:

Records of medication administration will be completed using the Records of Medication Administration (the form in Appendix B may be used) every time drugs or medications are administered. Completed records will be kept in the 'Drug/Medication' File as well as noted on Brightwheel in the Child's File under 'Meds'. Additionally please note in the daily log book.

Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).

If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily log book) and in the child's symptoms of illness record. A parent of the child will be notified.

Confidentiality

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Additional Policy Statements

Lock Box will be kept above Director's Desk. Keys will be kept in the Main Room Cupboard beside the sink.

Parent will be required to pick up medication within 2 weeks of child's discharge date.

DRUG AND MEDICATION ADMINISTRATION PROCEDURES

Scenario: A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug or medication.

Roles and Responsibilities

(i)Staff must:

i. provide the parent with the appropriate form to complete to obtain written authorization to administer the medication from Appendix A as applicable;

ii. verify that drug or medication:

is accompanied by a doctor's note (for over-the-counter medications);

is in its original container as prescribed by the pharmacist or in the case of over-the counter medications is in its original package; and

is not expired.

iii. obtain the appropriate dispenser, where applicable;

iv. review the medication administration form and (and doctor's note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label.

Where errors are found on the form or the label is incomplete, the form/medication must be returned to the parent to make and initial corrections;

v. sign the form once it is complete and accurate;

vi. take the drug or medication and dispenser and store it in the designated locked storage space in accordance with the instructions for storage on the label; and

vii. log the receipt of the authorization form and the drug or medication for the child in the appropriate staff communication book (e.g. daily written record).

Scenario: A child is authorized to carry their own emergency allergy medication.

Roles and Responsibilities

1. Staff must:

i. ensure that written parental authorization is obtained to allow the child to carry their own emergency medication;
ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the child care centre (e.g. in the child's cubby or backpack);
iii. ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and

(ii)Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

Scenario: A prescription or over-the-counter drug or medication must be administered to a child.

Roles and Responsibilities

1. **Where a non-emergency medication must be administered,** the person in charge must:

(iii)prepare the medication dosage in a well-lit area in the appropriate measuring device, where applicable (e.g. do not use a household spoon for liquid medications);

(iv)where possible, remove the child from the activity area to a quiet area with the least possible interruption;

(v)administer the medication to the child in accordance with the instructions on the label and the written parental authorization;

(vi)document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);

(vii)store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form; and

(viii)where applicable, document any symptoms of ill health in the child's records.

(ix)Where a medication is administered on an "as needed" basis, notify a parent of the child.

(x)Where a child is absent, document the absence on the Record of Drug/Medication Administration (Appendix B).

(xi)**Where an emergency allergy medication must be administered due to a severe allergic reaction,** the staff who becomes aware of the emergency situation must immediately:

i. administer the emergency medication to the child in accordance with the emergency procedures on the child's individualized plan;

(xii)administer first aid to the child, where appropriate;

(xiii)contact, or have another person contact emergency services, where appropriate; and

(xiv)contact, or have the supervisor/designate contact a parent of the child.

After the emergency situation has ended:

i. document the administration of the drug or medication on the medication administration record (see Appendix B);

(xv)document the incident in the appropriate staff communication book (e.g. daily written record).; and

(xvi)document any symptoms of ill health in the child's records, where applicable.

(xvii)**Where a child is authorized to self-administer their own drug or medication**, the person in charge must:

i. supervise and observe the child self-administer the drug or medication to ensure that the proper dosage and procedure for administration is being followed;

(xviii)where the child asks for help, assist the child in accordance with the parent's written authorization;

(xix)document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);

(xx)store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form, unless the child is authorized to carry his/her own emergency allergy medication (in such cases, follow the steps outlined in Scenario C [a child is authorized to carry their own emergency allergy medication]);

(xxi)where applicable, document any symptoms of ill health in the child's records; and

(xxii)where there are safety concerns relating to the child's self-administration of drugs or medications, notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

Scenario: A child has a reaction to an administered drug or medication.

Roles and Responsibilities

1. Where adverse symptoms appear upon medication administration, the person in charge must immediately:

i. administer first aid to the child, where appropriate;

(xxiii)contact emergency services, where appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention;

(xxiv)notify a parent of the child;

(xxv)notify the supervisor/designate;

(xxvi)document the incident in the appropriate staff communication book (e.g. daily written record); and

(xxvii)document any symptoms of ill health in the child's records, where applicable.

Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.

Scenario: A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given).

Roles and Responsibilities

1. The person in charge must immediately:

i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and

(xxviii)contact the parent of the child to report the error;

(xxix)report the error to the supervisor/designate;

(xxx)document the actual administration of the drug or medication on the medication administration record (see Appendix B); and

(xxxi)document the incident in the appropriate staff communication book (e.g. daily written record).

Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.

Scenario: A drug or medication is administered to the wrong child.

Roles and Responsibilities

1. The person in charge must immediately:

i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and

(xxxii)contact the parents of the children affected to report the error;

(xxxiii)report the error to the supervisor/designate;

(xxxiv)document the incident in the appropriate staff communication book (e.g. daily written record); and

(xxxv)administer the medication to the correct child per Scenario B (a drug or medication must be administered to a child).

Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.

Scenario: Surplus or expired medication is on site.

Roles and Responsibilities

1. Where possible, the surplus or expired medication must be returned to a parent of the child.

(xxxvi)Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal.

Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.

Additional Procedures

While awaiting pick up, a child demonstrating symptoms of ill health can rest comfortably in the Reading Room. One staff member will position themselves at the RR door, so that they can maintain line of sight for both the ill child and children in the main room.

GLOSSARY

Drug Identification Number (DIN): An eight-digit number assigned by Health Canada to a drug product prior to being marketed in Canada. It uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada.

Drug or Medication: Any product with a drug identification number (DIN), with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment. Drugs and medications fall into the following two categories, unless otherwise specified in this policy:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment.

Emergency Medication: Prescription drugs or medications that are used in case of an urgent medical reaction that requires immediate treatment. Emergency medications include medications used to treat asthma (e.g. puffers) and anaphylactic allergies (e.g. epinephrine).

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

Person who is in Charge of All Drugs and Medications (a.k.a. the 'person in charge'): The individual at the child care centre who is responsible for administering medication to children. The person in charge may be one designated person per program room or age group. In the absence of the person in charge, they may temporarily delegate this responsibility to another person.

SANITATION PRACTICES POLICY AND PROCEDURES

Policy

NGCNS strives to provide a safe and sanitary environment for its students and staff by adhering to the guidelines provided by Ottawa Public Health. https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-providers.aspx

Procedures:

Washing

- Children are required to wash their hands with soap and dry their hands using disposable paper towel directly before snack and after using the toilet. Two foam soap dispensers are adhered to the wall adjacent to both child height sinks.

- Staff are required to wash their hands before and after diapering, using the washroom facilities and before and after snack time.

Equipment and Furnishings

- A disinfectant is used to clean table surfaces, before class begins, following snack time and following messy activities.
    - Disinfectant is stored in the cupboard beside the sink. It is labeled with a Safety Data Sheet that includes but is not limited to: Contents, concentration and usage instructions.
- Floors are swept and vacuumed daily.
- Equipment and furnishings are wiped and disinfected a minimum of 2x/week by cleaner and as required by teachers.
- The floors are washed a minimum of 2x/week by cleaner and as required by teachers.
- Bathrooms are disinfected daily.
- Garbage/compost/recycling is emptied a minimum of 2x/week by cleaner and as required by teachers.

Toys and Equipment

- Toys are washed by teachers on an ongoing basis.
- “Mouthed” toys are removed from rotation until they have been disinfected.
- Toys are disinfected by the cleaner weekly, on a rotating schedule.
- When in use, Water Tables are filled with fresh water, emptied and disinfected each day.
- Children are discoursed from drinking water in the water tables.
- A thorough classroom, outdoor shed and toy cleaning is executed by parent volunteers at the end of each school year.

Diapering

- Assemble supplies needed.
- Ensure the diaper area has been disinfected prior to commencing.
    - Disinfectant is stored in the hanging shelf behind bathroom door. It is labeled with a Safety Data Sheet that includes but is not limited to: Contents, concentration and usage instructions.
- Staff are required to wear disposable gloves while changing a diaper.
- The soiled diaper is disposed of.
- The diaper area is disinfected following the diapering routine.

- Children are required to wash their hands after using the toilet and/or following the diapering routine.
- Staff is required to wash their hands following the diapering routine.

Sanitation Practices Policy and Procedure ~ Created November 2019

COMMUNICABLE DISEASE OUTBREAK PLAN

Prevention (To control the spread of any disease)

- Staff practice cough and sneeze hygiene with the children (into crook of arm)
- Frequent and proper hand washing of staff, parent/guardians and children (i.e. after sneezing or coughing, before and after eating, after going to the washroom etc.)
- Toys disinfected immediately after contamination (i.e. put in mouth)
- Adults use disposable gloves when cleaning up contagious items (i.e. blood, vomit, feces, etc.)
- Highly used surfaces disinfected frequently with City of Ottawa Public Health approved disinfectant (i.e. door knobs and tabletops)
- Keep hand sanitizer dispensers filled
- Adults and children need to be symptom free for 24 hours prior to returning to school

Communication

- Parent/guardians must inform the Director of Education when their child is absent from school due to illness
- Parent/guardians will be informed when there is an outbreak and the Director of Education will make resources/information on the disease accessible to them. Information may be provided by email.
- Director will inform Ottawa Public Health of outbreaks following their guidelines.
- Parent/guardians will be informed of class cancellation or school closure via our Emergency Telephone volunteers

Maintaining the program

- Supply teachers will be hired when staff are ill
- In the event that supply teachers are not available, parent/guardians will be asked to volunteer in the classrooms. If ratios cannot be maintained or if the safety of the program is a concern, classes will be cancelled. *There must be at least one ECE qualified staff present during the program.*
- We are mandated by the City of Ottawa's Public Health Department. Should they request a closure of our school, we must comply.
- If the circumstances require that the school be closed for a substantial amount of time, the teachers will continue to collect their salary. Dues will be collected as per usual from families.

CHILD CARE SUBSIDY WITH THE CITY OF OTTAWA - Referred to as the Waitlist

The North Gower Cooperative Nursery School believes that preschool education should be available and accessible to all. The school maintains the lowest possible tuition fees in order to assist all families, including low income families, to gain better access to early childhood education. Volunteer cooperative responsibilities and yearly fundraising play a crucial role in this low-cost delivery of high-quality programming.

NGCNS is aware that there is a shortage of child care spaces and that there are long wait periods to gain access to this service through the City of Ottawa. The Ottawa Child Care Registry and Waitlist is an online application for parents looking for licensed child care. To register you will be required to complete an application for subsidy. Please go to https://onehsn.com/Ottawa (this is an external website, outside of ottawa.ca), once logged in then proceed to follow the steps indicated on their site.

If applying for a subsidized space, please be sure to register your child in the program in order to hold your spot while your application is being processed. A full refund is available up until the 31st of July prior to the start of the school year.

WAITING LIST POLICY FOR NGCNS

The North Gower Cooperative Nursery School believes that preschool education should be available and accessible to all. The school maintains the lowest possible tuition fees in order to assist all families, including low income families, to gain better access to early childhood education. Volunteer cooperative responsibilities and yearly fundraising play a crucial role in this low-cost delivery of high-quality programming.

NGCNS has created a waiting list policy and practices that are fair, transparent, and consistent.

NGCNS maintains a centralized list for its programs. To gain access to our waiting list, families must complete registration requirements online or call the school at 613-489-4271 to obtain a registration package from our Registrar.

Waiting List Priorities:

- Returning families: Families with a child who is presently enrolled and is returning in September are given the opportunity to register that same child, and/or a sibling, a month prior to the Open House and Registration evening when registration is open to the public. The time span between the withdrawal of a family and their new registration must not exceed two years to be given the opportunity to register no more than one month earlier.
- Special consideration may be given to families on the NGCNS waiting list who risk losing their newly granted fee subsidy if they do not secure a child care space within a specific time frame.

- Registration packages will be dealt with in order of the date on which they were received meaning that the earlier registration dates will be at the top of the list.

NGCNS Waiting List Management:

1. The date that the registration form was received by the Director will be clearly noted and will reflect the date the registration form was received by the School.
1. A family who refuses a space upon a first offer or fails to call back within one week will retain priority on our waiting list.
2. A family who refuses a space when offered a second time or fails to return a second call within one week will be placed at the end of the waitlist.
3. A family who refuses a third offer for a space or fails to return a third call within one week will be withdrawn from the NGCNS Waiting List. Once withdrawn from the waiting list, a family must forward a new registration form to the Registrar to be placed back on the waiting list.
4. The waiting list is managed by the Director of Education. The information provided is treated as private and confidential. To inquire about the position of their child, a family can submit a request to the Registrar by email or phone who will then make contact to confirm the position of their child on the list. No other information from the waiting list will be provided as to ensure the privacy and confidentiality of the children listed on it.

Offer of Space:

When a space becomes available, the family at the top of the waiting list will be contacted.

The family will either accept the child care space by starting the child in the School or pay the tuition until they are ready for their child to start, or decline the spot, in which NGCNS will go to the next child of the appropriate age on the waiting list.

NGCNS cannot always guarantee a space at the time of application. Notification of an offer of a space will be given as early as possible.

EMPLOYEE TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

Training and Development is defined as any initiative to increase or improve employee job skills, enabling employees to enjoy maximum levels of career achievement and job satisfaction.

NGCNS is committed to providing the highest quality child care through ongoing employee training and development. It is our belief that the quality of the program depends on employees having knowledge of current theory and practice in the early

childhood profession. It is the responsibility of the Director to ensure that opportunities for employee training and development occur. Employee training and development can occur through orientation, regular supervision, special workshops or meetings, and through attendance at courses or conferences.

NGCNS will support employees in relation to continuous professional learning.

NGCNS will make available funds, in amounts to be approved by the Board, for employee training and development. Employees wishing to pursue training and development opportunities will submit a request to the Board, which may or may not grant the request at its discretion. Employees will be required to reimburse **NGCNS** for funds paid out for employee training and development opportunities which they do not attend.

Approval for courses is at the discretion of the Director and/or the Board, and payment is upon successful completion of the course. A receipt and certificate of completion or a pass mark must be provided.

In-Service Training

It is the aim of the Director and the Board to provide regular in-service training. Performance evaluations will be used as a tool for identifying employee training and development needs of the individual as well as the Centre as a whole.

NGCNS meetings

All employees are required to attend regular meetings at which:
Resources, skills, ideas, professional development experiences and expertise are shared. Group professional strengths are identified and whole group goals for professional development are set.
Employee decisions are made with regard to seeking support and advice of resource people to further help them develop their skills and knowledge.

NGCNS ensures that all new employees, students and volunteers review policy prior to commencing work; and, that all employees, students and volunteers review this policy at any time that it is modified or at least annually.

WRITTEN PROCESS FOR MONITORING COMPLIANCE AND CONTRAVENTION POLICY

All employees, students and volunteers of NGCNS are expected to comply with the policies and procedures of the Centre, as well as the requirements of the Child Care and Early Years Act.

Please Note: Compliance also applies to children's individualized plans. An individualized plan is a written plan that indicates how NGCNS will support the child and is developed in consultation with parents/guardians and other professionals.

All employees, students and volunteers will receive written documentation of all policies, procedures and handbooks to review prior to commencing employment. When revisions to these documents has been made, the current version of each revised document will be provided to each employee, student or volunteer to review.

When necessary, training and development courses will be provided in addition to the written policies and procedures.

Compliance

Compliance with all policies and procedures of NGCNS will be monitored on an ongoing basis and documented in a written format, which will be discussed with the individual employee, student or volunteer, or as a group as a whole, including the Board of Directors as deemed necessary.

Monitoring of NGCNS policies, procedures and individualized plans by the Centre will take place at least once per year, or as necessary as changes to policies and procedures occur.

As well, all policies, procedures and individualized plans will be reviewed as follows:

- With employees, before they begin their employment
- With volunteers or placement students who will be interacting with the children at NGCNS, before they begin to volunteer or before they begin their educational placement
- With all employees, volunteers and placement students at least annually after the first review and at any other time when changes are made to a policy, procedure or individualized plan

What is Monitoring?

Monitoring is a proactive compliance action. A monitoring activity may assess compliance with the policies and procedures in a general sense, or it may target particular responsibilities or obligations.

Monitoring will be conducted by the Director of the NGCNS, and in the case of the Director, monitoring will be conducted by a member of the Board of Directors.

Monitoring activities may include:

Type	Description
Information and guidance	Providing guidance on how to comply with policies and procedures, as well as how to improve in these areas. Employees, students and volunteers might be directed to helpful resources that support professional development.
Targeted	Monitoring for a specific compliance issue, such as one policy or procedure.
Unscheduled	Monitoring of an employee, student or volunteer's actions/activities will take place without notice or warning.
Scheduled	Monitoring of an employee, student or volunteer's actions/activities will take place with notice or warning.

Information gathered through monitoring activities can be used to identify strengths, weaknesses, opportunities, or concerns with regards to an individual employee, student or volunteer, or of the childcare program as a whole.

All written records of compliance will be stored appropriately to ensure confidentiality in individual employee, student or volunteer files, in a secure location within the office for at least three (3) years from the date created.

Contravention

Failure to comply with the policies and procedures of NGCNS could result in the following:

For employees, students and volunteers:

Minor Contravention of the Policies and Procedures

a) A verbal warning.
b) A written warning.
c) Dismissal.

Major Contravention of the Policies and Procedures

a) Immediate Dismissal.

Disciplinary measures for employees, students and volunteers normally follow a three (3) step process. An exception is made for certain kinds of conduct whose seriousness justifies omitting one or more of the steps. When determining which disciplinary measure(s) will be taken, the Supervisor/Board of Directors, will take the following criteria into account:

1. The seriousness of the offence.
2. The actual or potential risk or harm to the child(ren) and/or other employee, students or volunteers.
3. The past and recent performance of the employee, student or volunteer.
4. The frequency of occurrence.
5. Previous disciplinary action taken.

When action is necessary, it will be taken immediately by the Director in the case of employees, students or volunteers. And to the Executive Board in the case of a Supervisor.

PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to provide a transparent process for parents/guardians, the NGCNS and staff to use when parents/guardians bring forward issues/concerns.

DEFINITIONS:

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care agency it operates (i.e. the operator). **Child Care Provider**: North Gower Cooperative Nursery School. **Staff**: Individual employed by the licensee.

GENERAL

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

All issues and concerns raised by parents/guardians are taken seriously by NGCNS and will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 3 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

PROCEDURES:

Nature of Issue or Concern

1. Program Related Issues or Concerns: (e.g. schedule, toilet training, indoor/outdoor program activities, etc.) Parent should raise issue or concern to the child care provider directly *or* the President of NGCNS.

2. General, Agency or Operations-Related: Raise the issue with the President of the NGCNS.
3. Provider, Staff and/or Licensee-Related E.g. conduct of provider, agency head office staff, etc.: Raise the issue or concern with the individual directly *or* the licensee.

All issues or concerns about the conduct of the provider or staff that puts a child's health, safety and well-being at risk should be reported to the Program Advisor as soon as parents/guardians become aware of the situation.

4. Related to Other Persons on NGCNS Premises: Raise the issues or concerns to the child care provider directly *or* the President of the NGCNS and/or the licensee.
5. Student/Volunteer Related: Raise the issue or concern to the person responsible for supervising the volunteer or student *or* to the President of the NGCNS and/or licensee.

Steps for the Provider, Staff and/or Licensee in Responding to an Issue or Concern

- Address the issue/concern at the time it is raised; or
- Arrange for a meeting with the parent/guardian within **3** business days.

Document the issues/concerns in detail. Documentation should include:

- the date and time the issue/concern was received;
- the name of the person who received the issue/concern;
- the name of the person reporting the issue/concern;
- the details of the issue/concern; and
- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

Provide contact information for the appropriate person if the person being notified is unable to address the matter.

Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.

Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Confidentiality

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

Conduct

Our agency maintains high standards for positive interaction, communication and rolemodeling for children. Harassment and discrimination will therefore not be tolerated from any party.

First Aid Policy (Staff)

Under subsection 58 (2), Every licensee of a child care centre or home child care agency shall ensure that the following persons have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board:
1. Every supervisor of a child care centre.
2. Every employee of a child care centre who may be counted for the purposes of meeting the ratios required under section 8 or 8.1.

Staff in child care centres are expected to have their **standard first aid**, including **infant and child CPR**, before they begin supervising children. However, licensees can allow staff three months to obtain their certification as long as there is always at least one first aid certified employee in the centre and close enough to the children that they can respond to an emergency. The person who is not yet certified has to obtain their first aid certification as soon as reasonably possible.
To ensure training covers certain topics and meets certain standards, first aid training courses must be offered by providers that are approved by the Workplace Safety and Insurance Board (WSIB).

EMERGENCY MANAGEMENT POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Definitions

***All-Clear**:* A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

***Authority**:* A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

Emergency Services Personnel*:* persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

Evacuation Site*:* the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Meeting Place*:* the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site or returning to the child care centre if evacuation is not necessary.
Staff: Individual employed by the licensee (e.g. program staff, supervisor).

Unsafe to Return*:* A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

Policy and Procedure for Immediate Response Procedure

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response; 2.
Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: The parking lot in front of the Alford Taylor Recreation Centre, the building in which the NGCNS is located.

If it is deemed ‘unsafe to return’ to the child care centre, the **evacuation site** to proceed to is located at*: Main Street Automotive, 2319 Community Way, P.O. Box 37, North Gower, Ontario, K0A 2T0 613-489-0948*

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.
If any emergency situations happen that are not described in this document, The President of the NGCNS will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the current Director of the NGCNS in the daily written record.

Additional Policy Statements

Regular reviews will be conducted for staff for training and practice purposes two (2) times during the (10 month) school year: immediately prior to the commencement of the new school year in September as well as in February. The training session dates will be recorded on the
EMERGENCY MANAGEMENT POLICY AND PROCEDURES form by the Director, then signed by each participant. This form will be found in the Staff binder

PHASE 1: An Emergency Situation

Lockdown

When a threat is on, very near or inside the child care centre. E.g. a suspicious individual who is considered a threat.

1. The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.
2. Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.
3. Staff inside the child care centre must:
   - Remain calm;
   - Gather all children and move them away from doors and windows; - Take children's attendance to confirm all children are accounted for;
   - Take shelter in closets and/or under furniture with the children, if appropriate;
   - Keep children calm;
   - Ensure children remain in the sheltered space; - Turn off/mute all cellular phones; and - Wait for further instructions.
4. If possible, staff inside the program room(s) should also:
   - Close all window coverings and doors;
   - Barricade the room door;
   - Gather emergency medication; and
   - Join the rest of the group for shelter.

5. The Director of the NGCNS will immediately:
   - Close and lock all child care centre entrance/exit doors, if possible; and take shelter.

Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown

Hold & Secure

When a threat is in the general vicinity of the Nursery School, but not inside or on the child care premises. E.g. A shooting at a nearby building.

1. The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.
2. Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.
3. Staff in the program room must immediately:
   - Remain calm;
   - Take children's attendance to confirm all children are accounted for;
   - Close all window coverings and windows in the program room; - Continue normal operations of the program; and - Wait for further instructions.
4. The Director of the NGCNS must immediately:
   - Close and lock all entrances/exits of the child care centre;
   - Close all blinds and windows outside of the program rooms; and
   - Place a note on the external doors with instructions that no one may enter or exit the child care centre. **Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure**.

Bomb Threat

A threat to detonate an explosive device to cause property damage, death or injuries. E.g. phone call bomb threat or receipt of a suspicious package.

1. The staff member who becomes aware of the threat or Director of the NGCNS must: - Remain calm;
   - Call 911 if emergency services are not yet aware of the situation; - Follow the directions of emergency services personnel; and
   - Take children's attendance to confirm all children are accounted for.

Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.

Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

Disaster Requiring Evacuation

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

1. The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.
2. Staff must immediately:
   - Remain calm;
   - Gather all children, the attendance record, children's emergency contact information any emergency medication;
   - Exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions; - Escort children to the meeting place; and
   - Take children's attendance to confirm all children are accounted for; - Keep children calm; and - Wait for further instructions.
3. If possible, staff should also:
   - Take a first aid kit; and
   - Gather all non-emergency medications.
4. Designated staff will:

-Help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and

- In doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe area in the School or in the Community Centre and ensure their required medication is accessible, if applicable; and - Wait for further instructions.

5. If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.

Disaster – External Environmental Threat

An incident outside of the NGCNS building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, nuclear emergency.

The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.

If remaining on site:

1. Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.
2. Staff must immediately:
   - Remain calm;

- Take children's attendance to confirm all children are accounted for;
- Close all program room windows and all doors that lead outside (where applicable);
- Seal off external air entryways located in the program rooms (where applicable); - Continue with normal operations of the program; and - Wait for further instructions.

3. Director of the NGCNS must:
   - Seal off external air entryways not located in program rooms (where applicable);
   - Place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and
   - Turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).

If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the "Disaster Requiring Evacuation" section of this policy (above).

Natural Disaster: Tornado/Tornado Warning

1. The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.
2. Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.
3. Staff must immediately: - Remain calm;
   - Gather all children;
   - Go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;
   - Take children's attendance to confirm all children are accounted for;
   - Remain and keep children away from windows, doors and exterior walls;
   - Keep children calm;
   - Conduct ongoing visual checks of the children; and - Wait for further instructions.

Natural Disaster: Major Earthquake

1. Staff in the program room must immediately:
   - Remain calm;
   - Instruct children to find shelter under a sturdy desk or table and away from unstable structures;
   - Ensure that everyone is away from windows and outer walls;
   - Help children who require assistance to find shelter;
   - For individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
   - Find safe shelter for themselves;
   - Visually assess the safety of all children; and - Wait for the shaking to stop.
2. Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.
3. Once the shaking stops, staff must:

- Gather the children, their emergency cards and emergency medication; and
- Exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.

4. If possible, prior to exiting the building, staff should also: - Take a first aid kit; and
   - Gather all non-emergency medications.
5. Individuals who have exited the building must gather at the meeting place and wait for further instructions.
6. Designated staff will:
   - Help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
   - In doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
   - If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe area in the Nursery School or in the adjoining Community Centre and ensure their required medication is accessible, if applicable; and wait for further instructions.
7. The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.

Lost Child Procedure

1. Inform the Supervisor, or in the case of their absence, their delegate, immediately.
2. Alert all staff members, students and volunteers
3. Provide a description of the child and how the child is dressed.
4. The Supervisor or delegate will: - Take charge of the situation;

- Direct staff members, students and volunteers available to search the Nursery School premises, playground and surrounding areas; - Inform the Director of the Centre (if applicable);

5. A staff member who is not searching the premises will immediately contact the family (this is especially important as the family might have additional information about the child's whereabouts);
6. If the child is not found within a reasonable amount of time (when the immediate areas have been searched quickly, efficiently and thoroughly), the local Police will be notified;
7. Record all actions taken and the times they occurred;
8. Notify Board of Directors;
9. Report as a Serious Occurrence to the Child Care Licensing System within twenty-four (24) hours; complete a written Serious Occurrence report; copies should be sent to the Children's Services, Board of Directors, and Director; two (2) copies should be kept on file at the Centre, one the child's file and one in the Serious Occurrence file.
10. A follow up review with staff, students and volunteers would be conducted.

The Director of the NGCNS will check on all areas of the School for children and will be responsible for keeping the Emergency Contacts binder readily available at all time.

PHASE 2: Next Steps During the Emergency

1. Where emergency services personnel are not already aware of the situation, the Director of the NGCNS must notify emergency services personnel (911) of the emergency as soon as possible.
2. Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
3. If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status once it is possible and safe to do so.

List of Emergency Contact Persons:

Local Police Department: 911

Ambulance: 911

Local Fire Services: 911

Site Supervisor: Director NGCNS

Alfred Taylor Community Center Facilities Manager: Dave Doleman – 613-489-3975

Licensee Contact(s): Current President NGCNS

Child Care Centre Site Designate: Current Vice President NGCNS

Board of Directors: President, Vice President, Treasurer and Secretary

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4. Where any staff, students and/or volunteers are not on site, the Director of the NGCNS must notify these individuals of the situation and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.
5. The President must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
6. Throughout the emergency, staff will:

- help keep children calm;
- take attendance to ensure that all children are accounted for;
- conduct ongoing visual checks and head counts of children; • maintain constant supervision of the children; and
- engage children in activities, where possible.

7. In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

Procedures to Follow When "All-Clear" Notification is Given

1) The individual who receives the 'all-clear' from an authority must inform all staff that the 'allclear' has been given and that it is safe to return to the child care centre.

2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.

3) Staff must:
- Take attendance to ensure all children are accounted for;
- Escort children back to their program room(s), where applicable;
- Take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and
- Re-open closed/sealed blinds, windows and doors.

The President will determine if operations will resume and communicate this decision to staff.

Communication with Parents and Guardians

1) As soon as possible, the President must notify parents/guardians of the emergency situation and that the all-clear has been given.

2) Where disasters have occurred that did not require evacuation of the child care centre, the President must provide a notice of the incident to parents/guardians by email.

If normal operations do not resume the same day that an emergency situation has taken place, The President must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

Procedures to Follow When "Unsafe to Return" Notification is Given

1) The individual who receives the 'unsafe to return' notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.

2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.
3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.
4) The Director of the NGCNS will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.
5) Upon arrival at the evacuation site, staff must:
   - Remain calm;
   - Take attendance to ensure all children are accounted for;
   - Help keep children calm;
   - Engage children in activities, where possible;
   - Conduct ongoing visual checks and head counts of children;
   - Maintain constant supervision of the children;
   - Keep attendance as children are picked up by their parents, guardians or authorized pickup persons; and
6) **Remain at the evacuation site until all children have been picked up.**

Evacuation Site:

Mainstreet Automotive
23019 Community Way, North Gower
613-489-0948

Communication with Parents/Guardians

1. Upon arrival at the emergency evacuation site, the President will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.
2. Where possible, the Director of the NGCNS will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated and include the details of the evacuation site location and contact information in the message.

Staff will be responsible for the documentation of children's accidents and or injuries; provide water and or snacks; provide comfort and care in any way they can.

Phase 3: Recovery (After an Emergency Situation Has Ended)

Procedures for Resuming Normal Operations

E.g. where applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, temporarily relocating, etc.

The Director of the NGCNS is responsible for accessing the Child Care Licensing System (CCLS) to report the occurrence within 24 hours; complete a Serious Occurrence Report of which copies must be sent to the CCLS, the Director of the Centre and the President of the Board; two (2) copies should be kept on file at the centre, one (1) in the child's file and one (1) in the serious occurrence file. If the Director, and/or Designate, is unable to access CCLS within

the required time, they will inform the assigned Program Advisor directly via telephone or email within twenty four (24) hours. A record of all actions taken and times they occurred should be compiled by the school Director and staff, the Board of Directors and any other adult involved. The Director of the NGCNS should review with the staff, students and volunteers if (applicable). NGCNS will post a Serious Occurrence Notification Form on the main bulletin board near the main entrance at the Centre when a serious occurrence has happened, within twenty-four (24) hours - including allegations of abuse or neglect. NGCNS will contact their local Ministry of Child and Youth
Services (MCYS) regional office for guidance in a case of abuse or neglect.
The President will: contact all families that are members of the school with a full account of the occurrence and keep the communication ongoing as required; call a meeting and discuss with the Board of Directors a plan a respond to the media and the community if required; contact the insurance company if needed; discuss relocating issues if appropriate with staff and members of the Board of Directors. Any other issues or concerns arising as a result of the Emergency Situation will be discussed by the President, the Board of Directors, and the Director of the School and acted upon appropriately

Procedures for Providing Support to Children and Staff Who Experience Distress

The Executive Board of Directors lead by the President will be responsible for researching and contacting a local government agency that will offer support for emotional distress issues in the event of a serious occurrence should it be required. Staff can request time off to deal with any distress issues, with the presentation of a Doctor's note by contacting the President in person, by email, or telephone. The President will take action upon consultation with the other members of the Board. Staff will meet to plan a strategy to help children deal with any distress issues. These plans will be made known by email to the families of the children affected at least twenty-four (24) hours before they are implemented so that families are made aware of what will be happening if the staff are dealing with the group of children as a whole. When dealing with an individual child, the staff will conduct close communication with the families so that it is agreed by both parties on how to commence with ways to help a child recover from distress issues. As always, all communication on individuals will be treated as confidential by staff and members of the Board of Directors.

Procedures for Debriefing Staff, Children and Parents/ Guardians

The President of the NGCNS must debrief staff, children and parents/guardians after the emergency. The debriefing will take place at the school or place of relocation (if applicable). The debriefing will be conducted after an appropriate amount of time after the occurrence and within 3 business days. The President will be responsible for debriefing staff and other Members of the Board. The staff will decide on how best to debrief the children: the families of the children will be made aware of what to expect in this respect by an email sent out by the Director of the NGCNS to the families. Families of the children in NGCNS will be kept fully informed from the beginning of any occurrence at the school and will be contacted by the President by email, and telephone.

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SERIOUS OCCURRENCE POLICY AND PROCEDURES

Purpose

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are addressed by the child care centre and reported to the Ministry of Education for review.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for child care centres.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Identifying a Serious Occurrence

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

(b)the death of a child who received child care at a child care centre,

(c)abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,

(d)a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,

(e)an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or

(f)an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre.

Reporting a Serious Occurrence

Staff will notify the licensee, supervisor or designate of a serious occurrence as soon as they become aware of the incident.

All serious occurrences will be reported to the Ministry of Education in the Child Care Licensing System (CCLS) within 24 hours of the licensee, supervisor or designate becoming aware of the occurrence.

Identifying information such as children or staff names will not be included in the serious occurrence reports.

If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the licensee, supervisor or designate will notify the program advisor (PA) assigned to the licence by email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.

Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.

All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.

Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible though update reports.

Serious occurrences reported to the Ministry of Education will be documented in the daily written record.

Posting a Serious Occurrence Summary (Notification Form)

Within 24 hours of becoming aware of a serious occurrence, the Director will complete a Serious Occurrence Notification Form in either CCLS or using the form available in Appendix A.

The form will provide a summary of the serious occurrence and of any action taken by the child care centre.

The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.

The summary will be posted at the child care centre in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation.

All serious occurrence summaries will be retained for 3 years from the date they are created or last updated (whichever date is most recent).

Concerns about the Suspected Abuse or Neglect of a Child

If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).

Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.

Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

PROCEDURES TO RESPOND TO A SERIOUS OCCURRENCE

Steps to Follow for All Serious Occurrences

Steps for Staff, Students and Volunteers to Follow:

Immediately:

Ask for assistance from other staff, students, or volunteers.

Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training, where applicable.

Call emergency services and follow direction from emergency services personnel, where applicable,

Ensure that other children are removed from the scene and do not have access to the area, where applicable.

Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm.

Notify the supervisor/designate.

Ongoing and after the incident:

Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)

Ensure that children are supervised at all times.

By End of Business Day:

Document the incident in:

(g)the daily written record;

(h)the child's record of symptoms of illness, if applicable; and/or

(i)in an accident report, if applicable.

Where an accident report is created, provide a signed copy to a parent of the child.

Steps for Director to follow:

1. **Immediately:**

   Provide assistance to children, staff, students, volunteers and families.

   Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training.

   Call emergency services and follow direction from emergency services personnel, where applicable.

Within 24 hours of becoming aware of the incident:

Collect all pertinent information to report the incident to the Ministry of Education as a serious occurrence, including:

A description of the incident;
The date, time, place where it occurred, actions taken and outcome;
The current status of the incident and child/parties involved; and
All other parties notified (e.g., emergency services, CAS, parents).

Report the serious occurrence in CCLS, or notify the Ministry of Education program advisor by telephone or email where CCLS is not available. **Note**: Where CCLS is not available, a serious occurrence report will be submitted in CCLS as soon as it becomes available.

Post a summary of the serious occurrence and of any action taken by the child care centre in a place that is visible and accessible to parents.

Ongoing and after the incident:

Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)

Maintain confidentiality at all times.

Update the serious occurrence report in CCLS, as required.

Conduct an internal review of the serious occurrence with staff, students and volunteers to establish next steps and reduce probability of repeat occurrences.

Provide children, parents, staff, students and/or volunteers with supports, if needed.

Review with staff, students and volunteers the child care centre's program statement policies and procedures that set out prohibited practices and

expectations of promoting the health, safety, nutrition and well-being of all children.

Steps to Follow According to Specific Serious Occurrence Categories

Serious Occurrence: Death of a Child

Steps for Staff, Students and Volunteers to Follow:

Death occurs while a child is receiving child care:

See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.

Steps for the Licensee/Supervisor/Designate to Follow:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

Death occurs while a child is receiving child care:

1. **Immediately, upon becoming aware of the incident:**

   Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact.

Death occurs while a child is not receiving child care:

Within 24 hours of becoming aware of the incident:

Contact local Children's Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation after CAS or police services have completed their investigation, if applicable.

Serious Occurrence: Allegation of Abuse and/or Neglect

Steps for Staff, Students and Volunteers to Follow:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

Where there is a concern about the abuse or neglect of a child by any person:

1. **Immediately:**

Report concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the *Child, Youth and Family Services Act,* 2017 (CYFSA).

Document the conversation with CAS and follow their recommendations.

Notify the supervisor/designate of the incident and the report made to CAS, where appropriate.

Refrain from discussing the allegation with others.

Maintain confidentiality at all times.

Steps for the Licensee/Supervisor/Designate to Follow:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and
Where there is a concern about the abuse or neglect of a child by a staff, student or volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the supervisor/designate:

1. **Immediately:**

   Notify the person who reported concerns about their duty to report obligations under the *Child, Youth and Family Services Act,* 2017 (CFSA).

   Report the concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the CYFSA, unless it is confirmed that a report has already been made to CAS.

   Document the concerns.

   Contact and notify a parent of the child, where appropriate.

   Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care.

   Determine whether the individual alleged to have abused/neglected a child is registered with a professional regulatory body (e.g. College of Early Childhood Educators, Ontario College of Teachers, etc.). If so:

      Report the allegation of abuse to the appropriate regulatory body;
      Report to the College of Early Childhood Educators when the employment of a registered early childhood educator (RECE) is suspended or terminated or if the RECE resigns.

   Refrain from discussing the allegation with others.

   Maintain confidentiality at all times.

Once all external investigations are complete (e.g. by police and/or CAS), if applicable:

Update the serious occurrence report in CCLS, as required.

Update all other authorities to whom the allegation was reported (e.g. College of Early Childhood Educators, Ontario College of Teachers, CAS, etc.).

Serious Occurrence: Life-threatening Injury or Illness
a. Injury
b. Illness

Steps for Staff, Students and Volunteers to Follow:

See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.

Steps for the Licensee/Supervisor/Designate to Follow:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate.

Serious Occurrence: Missing or Unsupervised Child(ren)
a. Child was found
b. Child is still missing

Steps for Staff, Students and Volunteers to Follow:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

1. **Immediately, upon becoming aware that a child or children are missing:**

Alert the supervisor/designate, and all staff, students and volunteers;

Search the child care premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.);

Ensure that remaining children are supervised at all times.

a. **Where the child or children are <u>not found</u> after being deemed missing.**

Continue to search the premises.

Update the supervisor/designate.

Where the child or children <u>are found</u> after being deemed missing.

Update the supervisor/designate.

After the child or children have been found, after being deemed missing:

Document the incident in the daily written record.

Steps for the Licensee/Supervisor/Designate to Follow:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

1. **Immediately, upon becoming aware that a child is missing:**

Assist with searching for the missing child(ren).

a. **Where the child or children are <u>not found</u> after being deemed missing:**

Call emergency services and follow direction from emergency services personnel.

Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact.

Where the child or children <u>are found</u> after being deemed missing:

Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).

Serious Occurrence: Unplanned Disruption of Normal Operations
a. Fire
b. Flood
c. Gas Leak
d. Detection of Carbon Monoxide
e. Outbreak
f. Lockdown
g. Other Emergency Relocation or Temporary Closure

Steps for Staff, Students and Volunteers to Follow:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

a. Where the incident is suspected to be an <u>outbreak</u>:

1. **Immediately:**

Notify the supervisor/designate on site of concerns.

Separate children who are showing symptoms of illness from other children.

Follow the child care centre's sanitary practices policy and procedures.

By end of business day:

Record symptoms of ill health in the affected child(ren)'s records,

Document the incident in the daily written record.

a. Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):

1. **Immediately:**

Follow the child care centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.

By end of business day:

Document the incident in the daily written record.

Steps for the Licensee/Supervisor/Designate to Follow:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

a. Where the incident is suspected to be an <u>outbreak</u>:

1. **Immediately:**

   Contact the local public health department.

Where the incident is deemed an outbreak by public health:

1. **Immediately:**

   Follow instructions from the local public health department.

   Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital.

   Obtain an outbreak posting from the local Medical Officer of Health and post in an area easily accessible for parents.

   Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.

Within one business day:

Notify all parents of children enrolled at the child care centre of the outbreak.

a. Where the incident is <u>not deemed an outbreak</u>, follow sanitary practices policy.

Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):

1. **Immediately:**

   Follow the child care centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.

Note: a hold and secure (an external threat in the area) is not a reportable serious occurrence.

Glossary

Children's Aid Society (CAS): A local agency with the exclusive mandate, under the *Child, Youth and Family Services Act*, 2017 to investigate allegations of child abuse or neglect and to deliver child protection services.

Emergency: An urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre.

Interact: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of

interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Lockdown: A threat inside the building that will restrict movement within the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will only be referred to as "parent" in this policy).

Serious Occurrence: An incident that must be reported to the ministry of education within 24 hours.
Staff: Individual employed by the licensee (e.g. program room staff).

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 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.

Having the standard is great, but it only covers equipment installed after it was published. Caregivers and teachers still have some work to do to ensure children are safe on the playgrounds.

1. There must be active supervision by staff members at all times. Keep your eye on all the children and move through the play area regularly. Staff must be positioned appropriately in the play yard with proper staff ratios to meet the Child Care & Early Years Act. Staff ratios cannot be reduced on the playground at any time.

2. New equipment, renovations, repairs or replacements must meet the CSA Standards. Confirmation is to be on file with the Ministry verifying that all changes meet the CSA Standards. There must also be verification in writing by a Certified Safety Inspector. Section 5(1) of Regulation 262 under the Child Care & Early Years Act requires operators to submit plans to the Ministry prior to initial installation, proposed alterations or renovations to the playground. Plans must include the layout of the site and the equipment.

3. A Playground Safety Log has been developed and includes the following:

- Playground injuries or occurrences reports must be filed. They should include the date of the occurrence, the name of the child involved, how the occurrence happened, what staff member was on duty, staff action and subsequent safety implementation.
- Daily inspections must be done by a designated parent/guardian, one from each program. The following items must be checked:
- Gate and fence secured;
- Roadway clear of debris;
- Garbage and litter removed;
- Climber free of obstructions;
- Sand area clear of debris;
- Check for hazards such as ropes, loose bolts, rocks, loose cement, etc.;
- Check for unsafe build-up of ice (in winter) and keep children off equipment if necessary; and,
- Check for damage caused by vandalism.
- Monthly Inspections should be done on the first of every month or the Monday closest to the date by the Director of Education and one staff member. Monthly inspections should include the Daily Inspection List in addition to:
- Checking all nuts and bolts for sharp points or edges, or tightening them if necessary;
- Climbers should be checked for damage and wear;
- Stairs, ladders, rungs and handrails should be checked; and,
- All fencing, gates and sand box enclosures should be checked.

- The President should be notified immediately of any required repairs. The maintenance person should then be notified. The children must be kept off any unsafe equipment until the repairs are complete.

- Seasonal Inspections should be completed by the Director of Education and one staff member in the months of September, December, March and June. The Inspection will include the Daily Inspection List, the Monthly Inspection List as well as:
- Checking all fences and gates for seasonal shifting;
- The path should be checked to ensure it has not heaved; and,
- Regular maintenance of shock absorbing surfaces (raking, lifting, redistributing) must be provided on an ongoing basis to ensure proper performance is maintained (regardless of the age of the site) as stipulated in the Standard.

- The President should be notified immediately if there is non-conformance. The President must then notify the maintenance person of necessary repairs or maintenance. The children must not use the unsafe equipment in question until the repairs have been completed.

4. Annual inspections will be a comprehensive and written report. The Annual Report will be done by a City of Ottawa representative and the Director of Education of North Gower Cooperative Nursery School. The Annual Inspection will be done every spring at the convenience of both parties involved. The Report will include:

- Date
- Time

- Weather conditions at time of inspection
- Analysis of age-appropriateness of equipment and site
- Impact shock-absorbing performance test results
- Assessment of critical fall heights
- Analysis of entrapment areas
- Conditions of retaining wall surrounding the zone
- Ensure all inspection categories done as listed in Appendix B1.2, B2 and B3 of the CSA Standard Document Record
- Record safety concerns immediately to assist with action plans
- Add comments or recommendation regarding CSA compliance and potential retrofit and upgrades for further consideration
- If any repairs are required, the President must be notified. The president must notify the maintenance person so the work can be done.

All staff must review the Playground Safety Policy prior to commencing employment and annually in September every year after. A written record will be kept for a period of two years. All parent/guardians will be briefed on the Playground Safety Policy at the orientation Meeting held in September.

INDOOR TREEHOUSE POLICY

- Maximum of 3 children in the treehouse at a time
- Children must ask/alert a teacher before commencing to climb
- Teacher must be present at the ladder when children are climbing up or down
- When gate is opened *all* children in the tree house need to be **sitting**
- When gate is closed teacher will latch both latches (middle and bottom)

SAFE ARRIVAL AND DISMISSAL POLICY *~updated November 2024*

Purpose

This policy and the procedures will help support the safe arrival and dismissal of children receiving care in our childcare program.

This policy will provide educators, students, volunteers and guardians with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the Nursery School as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

NGCNS will ensure that any child receiving childcare at NGCNS will only be released to the child's parent/guardian, emergency contact or additional approved pickups, as listed on the child's profile. Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below. Any persons whom the staff does not recognize will be required to show one piece of photo ID before the child is released. Children will only be released to authorized persons over the age of 16. It is the responsibility of the staff to document any attendance messages (early pick up, absence and reason etc.) in the daily logbook, and on the daily attendance record.

Procedures

Accepting a child into care

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

- greet the parent/guardian and child.
- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the child's emergency file. If the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing by way of email to northgowercns@outlook.com or by sending a message through Brightwheel (parent portal).
- document the change in pick-up procedure in the daily written record.
- sign the child in on the daily attendance record, noting the time and any notable health changes (eg. Bump on the left side of forehead).

Where a child has not arrived in care as expected:

It is the responsibility of the parent/guardian to inform NGCNS no later than 9:30 am/1:30pm if their child will be absent for any reason. The preferred method of communicating absences is by way of the Brightwheel App (parent portal). Absences logged there are immediately visible to all staff. You can also phone and leave a message at 613-489-4271 or email northgowercns@outlook.com . If you will be consistently dropping off at the centre after 9:30am/1:30pm, please send us an email or Brightwheel message letting us know your preferred drop off time. When a child does not arrive at the childcare centre by 9:30am/1:30pm the child will be marked absent on the daily attendance record. Staff may use the Brightwheel messaging app to confirm the absence and inquire about the reason for the child's absence. Any additional information about the child's absence can be noted in the daily logbook.

Releasing a child from care

The program staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization for. Where the staff does not know the individual picking up the child (i.e. parent/guardian or authorized individual),

- 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 Program Staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up, the Program Staff shall contact the parent/guardian by a phone call and advise that the child is still in care and has not been picked up.
- Where the Program Staff is unable to reach the parent/guardian, they must call again and leave a message for the parent/guardian. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
- Where the Program Staff has not heard back from the parent/guardian or authorized individual who was to pick up the child, the staff will wait until the program closes and then refer to procedures under "where a child has not been picked up and centre is closed".

Where a child has not been picked up and the centre is closed

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 12:00pm/4:00pm, program staff shall ensure that the child is given an activity, while they await their pick-up.
- One staff shall stay with the child, while a second staff proceeds 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 and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
- If after 15 minutes and 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 authorized individuals listed on the child's file. The child will be provided with a snack while waiting. Staff will notify the Supervisor/Executive Director or designate. If an

alternate pick-up person is available to pick up, staff will confirm their identification before the child is released. Staff will leave a message on the parent's telephone to let them know who has picked up their child and at what time this occurred as well as a message on Brightwheel with the same information.

- Where the staff is unable to reach the parent/guardian, or any other authorized individual listed on the child's file by 12:45pm/4:45pm the staff shall proceed with contacting the local Children's Aid Society (CAS) 1-800- 461-4236. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. **Under no circumstances will children be released from care without an authorized adult.**

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

Parent/guardian: A person having lawful custody of a child

NGCNS Coronavirus COVID-19 Policy and Procedures

~updated September 6, 2022

ROLES AND RESPONSIBILITIES

Director

- Develop and implement standards and procedures according to the most recent guidelines released from Ottawa Public Health (OPH).
- Ensure adherence to the most current *Operational Guidance During COVID-19 Child Care reopening* released by the Ministry of Education and implement any updates in a timely manner
- Ensure all staff have been trained on and understand the guidelines outlined in this policy
- Ensure guidelines outlined in this policy are shared with all NGCNS Families and NGCNS Board members
- Ensure proper hygiene signage is posted in the building, including but not limited to a "Stop" sign at the entrance, OPH hand washing and sanitizing guides as well as signs outlining how to properly don and dock Personal Protective Equipment (PPE)
- Ensure that there are enough cleaning supplies and PPE including face masks, smocks, face shields and gloves.
- Implement a review of this policy as often as necessary to ensure the policy is adequately protecting staff and families.
- Ensure parents/caregivers of children attending NGCNS are aware of the following:
  - The importance of keeping sick children at home and informing the director of the child's symptoms.
  - The importance of reporting all absences to the director via email or phone.
  - If a child develops symptoms of illness while at school, an authorized party must be available to pick up the child within 30 minutes of being contacted.
  - Contact information for all families must be up to date.

Staff

- Participate in training including but not limited to reading this policy, training on the proper use of PPE, reviewing health and safety guidelines from Ontario's Occupational Health and Safety Act (OHSA), etc.
- Wear the PPE directed by the Director and this policy
- Read and understand the Outbreak Control Measures from OPH, available here: https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks-in-child-care-centers.aspx?_mid_=19704
- Review outbreak control measures as described by OPH
- Review outbreak cleaning and disinfection protocols and ensure adherence
- Washrooms will be disinfected a minimum of twice daily.
- Follow all current handwashing directives, including but not limited to:

- immediately upon entering the premises
- when leaving or entering a program room
- before assisting with snack
- after using the washroom
- before and after assisting children with toileting and/or after changing diapers
- always before touching one's face or the face of a child.

Staff: Obligations in the Programs

- Wear required PPE
- Complete a visual health check for each child upon entry to the program – relay any symptoms of ill health immediately to the Director.
  - Monitor children for signs of ill health throughout the day, report any signs and symptoms to the director immediately.
- Practice promote and monitor hand and cough hygiene measures as instructed by OPH.

Cleaning

- Clean and disinfect high touch surfaces at the end of program each day using an enhanced cleaner/disinfectant used for outbreaks.
- Ensure the thorough cleaning/disinfecting of all toys and equipment used, at the end of program each day.
- Our Cleaner will be completing a program deep clean twice/week * for a complete list of cleaning protocols contact the director

Indoor Activities

- Spread children out into different areas when playing inside.
- Incorporate more individual activities or activities that encourage more space between children.
- Reduce clutter and limit toys to those that can be disinfected daily.
- Immediately remove from rotation, any toys that children have mouthed
- Promote physical distancing during snack time
  - Ensure there is no sharing of water bottles/food

Outdoor Activities

- Extend outdoor play as much as possible as this will limit close contacts
- Ensure outdoor toys are monitored and put aside for proper cleaning and disinfecting at the end of program each day

	DAILY PROTOCOLS
Obligations in Case of Illness	**If you develop signs of illness:** **Please call/email NGCNS (evenings and weekends included) as soon as you or anyone in your home develops signs of illness, including a mild fever.**

Drop off and Pick up Procedures	**<u>Drop Off</u>** - Parents/caregivers can drop off between 8:30am-9:30am or 12:30-1:30pm - Drop off will take place outside on the front entrance path weather permitting. (During inclement weather parents are asked to bring children just inside the front door and stay in designated area) **<u>Pick Up</u>** - Pick up time is at 11:30am *Please arrive at 11:25 am - Upon arrival parents should collect child's backpacks and wait in play yard. A staff member will escort their child and his/her belongings to the parent/guardian. *Please ensure the gate remains closed.
Management of Suspected COVID-19 case or other illness	**<u>Staff</u>** - If a staff member becomes ill, they will leave the building as soon as they can safely do so. They will wear PPE to protect others and keep a 2-meter distance from others until they can leave. Staff will isolate outside when possible or in a small area which will be cleaned after their departure. **<u>Child</u>** - If a child develops any symptoms of illness while at NGCNS, the child will be immediately isolated in the Director's office and their parent/guardian will be called to take the child home as soon as possible. ** *When possible, the child will wait outside with a staff member until their parent/guardian arrives.* - The Director or staff member with the child will wear protective clothing (including a mask or face shield, gloves and gown) - Children will not be required to wear a mask. - Hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up. **<u>Staff/Child</u>** - Once symptomatic individuals have left our center, we will ensure that contaminated surfaces and high touch areas are disinfected, including the Director's office and/or other space where the individual was isolated and/or spending time during the day. All items used by the symptomatic individual person will also be disinfected. Anything that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days. - Inform parents/guardians of other children that a child/staff member has developed a symptom and has been sent home pending testing and further assessment is needed. -Parents are asked to monitor the health of their child(ren) and to notify the childcare provider if their child develops symptoms. If children remain symptom-free, they can continue to attend the childcare centre.
Cleaning and Sanitation	- The practice and promotion of good hand hygiene - All toys and furniture that can't be easily disinfected has been removed - Sensory material (sand, playdough) will be single use for each child will be changed frequently

	- Any toys that are put in a child's mouth will be removed immediately and placed in designated bin for disinfecting at the end of program - Reinforce NO food sharing policy - Cleaning logs will be kept - Only one child will be allowed in the washroom at a time when possible. Educators will monitor washroom routines when more than one child is in the washroom - Change tables will be cleaned after each use. Toilets will be cleaned after each washroom routine if visibly soiled - Electronic devices belonging to staff members will be wiped down frequently and will not be shared. These devices will ONLY be used to communicate with parents - All cleaning products will be checked to make sure they are not expired. Cleaning solutions will be mixed according to Outbreak Protocols from Ottawa Public Health. - All laundry will be done on high heat setting - Garbage will be taken out by a dedicated staff member after closing hours
Screening Tools	- An infrared thermometer will be used to check temperatures if the need arises (disinfected between each use)

The following logs will be kept on site:

- Bi/weekly cleaning logs

Any changes made to this document will be highlighted and dated on an as needed basis.

In addition to the documents linked directly with in the above policy, these alternate documents were used as a reference while creating this policy:

- Ottawa Public Health guidelines for Child Care Providers, available at: https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-providers.aspx