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Beaches  
Co-operative  
Playschool

975 Kingston Road  
Kingston Road United Church  
Toronto, Ontario  
M4E 1T1

Telephone: (416) 690 9935  
[www.beachesco-op.com](http://www.beachesco-op.com)

**BEACHES CO-OPERATIVE PLAYSCHOOL  
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**PROTOCOL**

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## **PROTOCOL**

### **1.1 Purpose of the Manual**

To give direction to the executive and the members of the Playschool. To facilitate smooth operation of the school.

### **1.2 Distribution of the Manual**

The master copy is to be kept by the Vice-President who maintains and updates this manual. It is available to all members of the school upon request.

Copies of the manual are kept:

- at the school
- with the President, Treasurer & Personnel Liaison Chair.

### **1.3 Legislation and List of Acts**

The 1985 Day Nurseries Act and the Acts listed in Section 9901-04 of the Day Nurseries Act. (A copy of the Act can be located at the Playschool).

## **REGISTRATION INFORMATION**

This is to provide members with all relevant information pertaining to registration and playschool functioning. This package comprises section 2 of the larger playschool policy manual located at the playschool and available for reference to all members.

In addition to Section 2, the following items of policy require your signature of compliance:

- Section 6.23: Serious Occurrence Policy**
- Section 6.31: Child Abuse Policy**
- Section 6.32: Playground Supervision**

These items have also been included in this information package. Please read everything carefully before signing the contract.

- 2.1 Philosophy**
- 2.2 Contract (*amended March 2006, re Grandparent duty*)**
- 2.3 Organization**
- 2.4 Behaviour Management**
- 2.5 Health and Sanitation**
- 2.6 Duty Days and Snack**
- 2.7 Preparing Your Child for Playschool**

## **REGISTRATION INFORMATION PACKAGE**

### **2.1 Philosophy**

The Beaches Co-operative Playschool (BCP) was founded by community parents in 1978 with the first general meeting held in September of that year. It was established as a non-profit, community centered, half-day program that was to be a true parent co-operative. The primary purpose of Playschool is to provide a safe stimulating environment that respects the close parent/child bond. The milieu of the school offers the children a wide variety of age appropriate, stimulating opportunities with each child free to develop at their own pace. This is made possible through a varied and well-rounded program.

It is a true parent co-operative with members forming the executive, serving on the committees, and performing the mandatory scheduled duties. The parents are responsible, through the Executive, for the supervision of the two teachers and the program planning, as well as maintaining a positive nurturing atmosphere, both in the playroom and amongst the membership. This parent involvement is also a means of keeping Playschool affordable to community families.

The Playschool was formed basically and exists still, despite changes in times and membership to provide the children and their parents with a happy, warm environment in which to grow and have fun.

### **2.2 Contract**

This contract outlines the policies, duties, and responsibilities of a participant in this parent run co-op (BCP). The full co-operation of all members is vital to the smooth operation of our Playschool.

#### **a. Hours Of Operation**

BCP hours are based on the 'school year' calendar. We are closed July and August. We observe all statutory holidays. The 2/3 program runs Monday, Wednesday and Friday 9:00 a.m. to 11:30 a.m. The 3/4 program runs Monday, Wednesday and Friday 1:00 p.m. to 3:30 p.m. The 2 program runs Tuesday and Thursday 9:00 a.m. to 11:00 a.m.

#### **b. Fees**

BCP requires ten posted-dated cheques at the time scheduled for package return date. Cheques are dated August 1st through May 1st. This early collection of fees allows BCP to purchase necessary supplies for the beginning of the school year. A non-refundable annual registration fee is also required per family. There is a requirement for a certified cheque or money order to cover the mandatory criminal reference check completed for each participating member. Any bank charges incurred from NSF cheques will be passed on to you. Any late payment or NSF cheque will incur a \$15.00 penalty cost payable to BCP.

b. Refunds

If you are planning to withdraw your child from Playschool, BCP will refund your fees within the following guidelines. (A) Please notify BCP Registrar of your intent to withdraw your child one month in advance of your departure. Your fees will be refunded for the following month (and subsequent months) if notification of withdrawal is received no later than the last day of the previous month. Example - Your cheque for March fees (post-dated February 1st) will be refunded if notice is received no later than January 31st. (B) Notice by July 31st is necessary if not attending in September. Notice for either (A) or (B) must be in writing or by leaving a voice message with the Registrar. (C) No refund will be given for the months of May or June if notification is received after March 31st. The executive may review this refund policy on an individual basis under extenuating circumstances.

c. Duties

As members of BCP, parents are required to work as teacher's assistants during Playschool hours. We call these 'duty days'. Duty days begin at program start time and end at dismissal time. Sign up schedules are posted one month in advance. If you must bring a sibling with you on your duty day, please indicate this by placing an (s) beside your name on the schedule.

**In recognition that society has changed since the playschool began, we are now introducing some flexibility in regards to whom may do duty. Grandparents are now also allowed to do duty days. Parents may designate one grandparent only to perform duty. This grandparent would be expected to commit to this arrangement on a regular basis, so that the children are able to develop familiarity with this person. Grandparents are to follow the same guidelines and procedures for duty days as any other parent. *This change is effective as of the start of the 2006-2007 school year (September 2006) and will be reviewed at the end of that year to determine effectiveness and to address any concerns.***

If you cannot make your duty day, it is your responsibility to find a replacement willing to trade duty days with you. This person must be an authorized duty parent. Note, if another person covers your duty day then you 'owe' this person a duty day. Please do not call the 'reserve' position.

Parents on the 'reserve' position must be available to serve as duty parent should the need arise and that this position is to be used for last, last, last minute changes only (illness in the family that morning). This 'reserve' position is the one we call in the event a teacher has called in sick.

Approximately once every month you will be automatically scheduled to bring food for snack time. The number of children enrolled as well as the number of required duty parents will determine the number of duty days required per month per parent.

d. Committee Work

As a co-operative Playschool we require all members to participate on a committee of their choice. There will be a sign-up sheet at the package return date and choice of committee will be on a first come first served basis. If you choose to participate on the executive committee, your first meeting will be held prior to the start of school, otherwise you will meet your committee at our orientation meeting. Late registering families will be assigned where needed.

e. Meetings

BCP is a parent run organization that is solely responsible to its membership. Volunteer members form an executive committee, which reports to the membership through four general meetings during the school year. Attendance at the general meetings is mandatory and dates are posted at the start of the school year. An orientation meeting is held during the first week of school and is also mandatory. Absence from any general meeting will require an extra duty day.

Executive meetings are open to all members but attendance is not required. Dates for the Executive meetings are posted at the start of the school year.

f. Siblings

Siblings may accompany their parent to Playschool on duty days. You are responsible for the supervision of the sibling. Please ask a non-duty parent to help supervise the sibling when you are occupied with your duty or have to leave the room. Please keep your sibling with you at all times if you choose to remain at Playschool on a non-duty day. Your sibling is welcome to use art materials or small toys in the kitchen while you enjoy coffee and conversation.

Our Operating License limits the Playschool to 24 children in our playroom (inclusive of class children and additional siblings). Class children and siblings belonging to duty parents will always be given priority. On occasion, non-duty parents with siblings may be asked to leave the classroom if we exceed the maximum number of children allowed.

g. Review

We request that all members review and comply with the following policies:

- Behavior Management
- Health & Sanitation
- Child Abuse
- Playground Staffing and Safety
- Serious Occurrences

These policies have been developed to maintain a happy and healthy atmosphere for our children. Please refer to Sections 2.4 and 2.5 for details.

h. Compliance

There are a number of documents that the provincial government requires our Playschool members to complete. Failure to complete these documents could result in the loss of our license under the Ontario Day Nurseries Act. You must have these forms completed prior to the entry of your child into the program. These documents are contained in Section 2.8.

## 2.3 Organization

The Beaches Co-operative Playschool is organized so that all families serve, either on the Executive (Board of Directors) or by way of committee. We are governed by the laws of the Province of Ontario under the Day Nurseries Act and the Co-Operative Corporations Act. In addition we have developed a system of by-laws and policies, which ease the day-to-day operation of the co-op. From time to time these by-laws are revised to reflect the needs of the Playschool and its' ownership. This revision process is initiated at the executive level and is voted upon by the membership at our general meetings when needed.

We are a co-operative that has an obligation to administer our corporation and to assist the teachers in running our Playschool. We have a responsibility towards our teachers and our fellow members to act professionally and to fulfill our responsibilities.

The old adage however, still rings true: "The more you put in, the more you get out". We hope you will find your co-operative experience rich and fulfilling.

To all new members and those returning members, a hearty welcome, it's your co-op now, so go for it!

a. Executive Positions And Committees

The following pages provide brief descriptions of the Executive Positions and Committees. The summaries will assist you in determining where your personal talents may be best used.

Executive:

President  
Vice President  
Secretary  
Treasurer  
Registrars (Public Relations & Records Keeper; 2 to share these jobs)  
Parent / Teacher Liaison Chair  
Social Chair  
Fundraising Chair  
Equipment Chair

Committee(s):

Fundraising  
Social  
Outreach  
Clear  
Laundry  
Parent/Teacher Liaison Representatives  
Playdough  
Duty Scheduler  
Newsletter  
Playground  
Scholastic  
Webmaster  
Scrapbook  
Toywashing

**Executive Positions**

President Duties:

- One duty day per month.
- Oversees general running of Playschool.
- Calls meetings.
- Chairs meetings.
- Liaison between Playschool and Ministry of Community and Social Services.
- Responsible for all necessary government records pertaining to Playschool (except for financial records and tax returns).
- Liaison between Playschool and Ministry of Health.
- Receives final reports from other Playschool committees.
- Available when necessary along with the rest of the executive for discussion upon a particular committees need of assistance.
- Submits monthly summary to Newsletter.
- Responsible for composing 'welcoming' letters to members of Playschool.
- Assumes chair seat on Teacher Evaluation Committee.
- Obtains adequate property and liability insurance. Original policy retained at school; copy retained by President.

## **Executive Positions – continued**

### Vice President Duties:

- One duty day per month.
- Aids the President.
- Assumes the role of President during his/her absence.
- Assumes the role of chairperson for the special focus of the year (i.e. new playground; program expansion).
- Contributes to monthly Newsletter.
- Reviews existing policies to identify those requiring update or change.
- Responsible for reviewing all new policies.
- Prepares and presents new policies and revisions to existing policies to the executive and general membership for approval.
- Attends teacher and program evaluation sessions.
- Arranges for Teacher Replacement when required.
- Responsible for Criminal Reference checks and maintaining confidentiality. Discusses with President if required.
- Provides status at all meetings.
- Responsible for the BCP manual update and distribution.

### Secretary Duties:

- Records minutes of all general and executive meetings. Responsible for finding substitute if unable to perform this duty.
- Types, copies and distributes minutes to all members and teachers.
- Posts latest copy of minutes at designated location within Playschool room.
- Submits monthly summary to Newsletter.
- Provides list of names not present at the meetings to the Duty Head prior to next month's roster completion.
- Requests agenda items prior to meetings.
- Collects and distributes mail
- Acts as the 'network' between members for various communications, by way of phone tree (group voice messages) or by group e-mail. Examples of communications include notification of upcoming events; meetings; reminders; special announcements. (*Phone tree duties added to this position of as of March 2006.*)

### Treasurer Duties:

- One duty day per month.
- Computer required with Excel software.
- Collects, receives, and disburses funds.
- Co-signs Playschool related documents as required with the President.
- Maintains accurate accounting records i.e. bank, audit, salaries, benefits, taxes, receipts.
- Obtains adequate workers' compensation (if applicable).
- Meets with accountant monthly to review spreadsheet.
- Prepares financial reports for general and executive meetings.
- Provides status update at all meetings.
- Prepares financial statements at fiscal year end.
- Contributes to monthly Newsletter.
- Collects BCP mail during months of July & August.

### **Executive Positions - continued**

#### **Registrar (Public Relations) Duties:**

- One duty day per month.
- Responsible for all inquiries in connection to Playschool policy and program.
- Ensures confidentiality of information by adhering to ethical standards.
- Organizes open house and registration.
- Organizes package return day.
- Provides status at all meetings.
- Submits monthly summary to the Newsletter.
- Distributes orientation material.
- Assists members in selection of appropriate committee.
- Submits relevant advertising i.e. brochure, newspapers. Retrieves telephone messages. Updates voice message.

#### **Registrar (Records Keeper) Duties:**

- Computer required with Access software.
- Responsible for all completed registration and membership forms.
- Responsible for upkeep of orientation and registration material.
- Attends and assists in the open house, registration, and package return day.
- Maintains blue box and has available for ministry inspection. Previous years files are retained for a minimum of 5 years.
- Posts allergies in kitchen and classroom.
- Establishes and maintains Emergency Contact book.
- Provides teachers with a copy of the 'Teacher Information Sheet'.
- Maintains and updates phone and committee lists. Copies and distributes to all members.
- Responsible for obtaining 2 photos of each child enrolled in Playschool. Taken within first week of school.
- Completes 'Date of Admission' as well as 'Date of Discharge' on the Application for Enrollment form.
- Provides status at all meetings.

#### **Parent-Teacher Liaison Chair Duties:**

- Chairs Parent-Teacher Liaison Committee (one person from each program).
- Meets with teachers bi-monthly or as necessary.
- Chairs the hiring committee.
- Submits monthly to the Newsletter.
- With the assistance of the Parent-Teacher Liaison Committee:
  - responsible for drafting, distributing and summarizing feedback to both teachers and general membership.
  - prepares teacher's contracts.
  - handles Playschool's employment related standards/expectations (i.e. sick time, teacher replacements, over-time, conferences).
  - responsible for teacher orientation.
  - Deals with concerns parents may have in regards to programs, teachers, or other members.
  - liaison between BCP and Parent Child Pre-School Corporation(PCPC). Attends approximately two meetings per year. Attends PCPC seminars/ workshops and reports pertinent information to members. Co-ordinates information session for benefit of all members.

### **Executive Positions – continued**

#### **Social Head Duties:**

- Organizes special events in consultation with teachers i.e. Halloween, Christmas, Valentine's Day, Easter, Teddy Bear's Picnic, Year End Picnic, Sesame Street Live.
- Posts notices of upcoming events.
- Provides refreshment at all scheduled general and executive meetings. Also, responsible for set-up and clean up.
- Provides assistance to all other committees when requested i.e. Silent Auction Fund Raising event.
- Applies to City of Toronto for appropriate permits when event related i.e. year-end Picnic at Norwood Park.
- Assists Registrar during open house, registration and package return days i.e. entertaining non-Playschool children during above-mentioned days.
- Submits monthly to Newsletter.
- Provides status at all meetings.

#### **Fundraising Head Duties:**

- Chairs fundraising committee
- Responsible for coordinating any fund raising efforts for special items deemed necessary by the membership.
- Organizes various fund raising events
- Ensures all members are assisting in planning and organizing.
- Schedule and chair fund-raising meetings.
- Ensures all other relevant committees are kept informed.
- Submits a monthly summary to Newsletter.
- Provides Status update at all meetings.

#### **Equipment Head Duties:**

- Orders and purchases required supplies and equipment.
- Prepares monthly duty schedule and delegates duties for equipment members. i.e.: laundry, play-dough, library, kitchen.
- Retains receipts of all purchases for the Treasurer. Establishes and maintains a list of free materials obtainable through past and present members.
- Works closely with ECE teachers.
- Conducts year-end inventory.
- Provides status at all meetings.
- Contributes to monthly Newsletter.
- Liaison between Playschool and Landlord (Kingston Road United Church).
- Liaison between Playschool and Caretaker /Cleaning Staff.
- Responsible for the maintenance such as repairs, gates, doors, signs, lights, etc.

## **Committee Positions**

### Fundraising Duties:

- Works as a part of the fundraising committee, reporting to fundraising head
- Works on and organizes various fundraising initiatives throughout the year, including silent auction

### Social Duties:

- Works as a part of the social committee, reporting to the social head
- Plans and organizes all children's and adult social events, including class parties (i.e. for Halloween, Xmas), end of the year picnic, Mother's Day Tea, Father's Day BBQ and Social Nights Out
- Co-ordinates charity drive for the Red Door Shelter at Christmas
- Helps with the Fundraising Committee with the 'party' side of the silent auction

### Outreach Duties:

- In charge of raising awareness of the school within the community
- Deals with advertising, posting notices and helping to promote events in the school

### Clear Duties:

- The clear committee is in charge of moving and returning all the equipment in our space, as needed, in order for the church to have clear access to our space for various church related functions
- As the church uses our space for Sunday school weekly, duties include returning our equipment to regular set-up before the commencement of classes each week

### Laundry Duties:

- Responsible for washing and drying all art cloths, towels and hand towels used in school
- Usually rotated on a weekly basis, with laundry done in member's own home

### Parent/Teacher Representative Duties:

- Reports to personnel liaison head
- Acts as go-betweens for parents and teachers, usually dealing with minor problems and complaints
- Responsible for collecting and collating data from the annual Program Evaluation in December and for completing teacher evaluations as required
- Responsible for preparing end of year scrap books for each child
- One position per class

### Playdough Duties:

- Responsible for making playdough on a weekly basis

## **Committee Positions – continued**

### Duty Scheduler:

- Responsible for the monthly duty schedule. This entails inclusion of:
  - general and executive meeting dates.
  - Playschool events/themes.
  - church functions that affect Playschool.
  - **duty days** scheduled for each member.
  - **reserve day** scheduled for each member.
  - **snack day** scheduled for each member.
- Responsible for tacking a blank duty form to the bulletin board. Members will have sufficient time to select their days.
- Reviews duty form and ensures inclusion of all members.
- Posts final duty schedule by the fourth week of the preceding month.
- Copies duty schedule for placement in envelope tacked to bulletin board. Each member is responsible for picking up a copy.
- Ensures members are aware of the necessity to note all switches/changes to the master duty schedule tacked to the bulletin board.
- Provides status at all meetings.
- Submits to monthly Newsletter.

### Newsletter Duties:

- Collects input from all sources contributing to Newsletter.
- Includes parenting articles, information from general meetings, summaries on celebrations. Anything that may be of interest to members.
- Types/Formats the Newsletter. Computer a necessity.
- Copies Newsletter for distribution (1 per family).
- Distributes Newsletter to all appropriate persons.

#### Notes:

Deadline is the last Friday of each month.

Newsletter is distributed one week later.

Location for input to Newsletter is in an envelope tacked to the bulletin board.

### Playground Duties:

- Maintains playground, including weeding, raking wood chips, checking sandbox
- Ensures entrance to playground is kept clear of snow in the winter

### Scholastic Duties:

- Responsible for organizing Scholastic book monthly order forms, placing orders and distributing books
- Coordinates with teachers to order reward items

### Webmaster Duties:

- Maintains and updates the playschool website as required ([www.beachesco-op.com](http://www.beachesco-op.com))

### Scrapbook Duties:

- Works with teachers to collect and save children's artwork
- Creates scrapbooks that are given to each child at the end of the school year

### Toywashing Duties::

- Sanitizes toys on a weekly basis.

## 2.4 **Behaviour Management**

### Introduction

BCP encourages children to respect the rights and property of others and to develop self-respect. An important objective of the Playschool is to help children deal with social conflicts and self-expression in an appropriate manner. We stress the use of language and understanding the needs of others in resolving conflicts. Playschool teachers and parents will conduct their interpersonal relationships in a mature, co-operative manner, recognizing that we serve as role models.

The conduct of parents will be monitored in an ongoing way by the teachers. Parents may be requested to sign off on their review. These reviews are to be kept in the parents' files. In the same way, the conduct of each teacher will be monitored by the other.

### Policy

#### a. Policy Statement

In establishing behaviour limits, teachers and parents demonstrate their care and concern for each child and for the group as a whole. In general terms, behaviour limits are defined as actions in which a child hurts him/herself or other children or displays repetitive disturbing behaviour. When a child misbehaves, a teacher or a duty parent will offer redirection in a firm but friendly manner to help the child reach acceptable alternatives. Parents are encouraged to seek assistance from a teacher when a parent is uncomfortable with a situation. Playschool teachers and parents will accept the child's need to assert him/herself by feeding back emotions and exhibiting empathy.

Children will never be isolated without supervision, confined or deprived of their food, shelter, bedding or clothing (Day Nurseries Act (DNA) 45:1:c; pg. 28). Exits are not to be locked for the purpose of confining a child nor is a locked room to be used for the purpose of confining a child. At no time will a teacher use physical force, language or tone of voice that could lower a child's self esteem or deprive a child of a basic need in order to discipline.

Through the use of consequences rather than punishment, a child is helped to understand that it is the action, not he or she that is unacceptable. Teachers and parents will provide ample opportunities for children to hear positive comments and shall refrain from giving too much attention to negative behaviour. In this way, children will be encouraged to develop appropriate play skills and a positive self-image. At no time will any teacher use deliberate, harsh or degrading measures that could humiliate a child or undermine a child's self respect. This includes ridiculing, name calling or shouting at the child. (DNA 45:1:b; pg. 28). At no time will any teacher or duty parent use corporal punishment against a child. This includes unnecessary rough handling as well as hitting, slapping or spanking. (DNA 45:1:a; pg. 28).

#### b. Distribution and Review of Policy Procedures

Behaviour management policies and procedures are reviewed with the Playschool teachers annually and distributed to members of the Playschool as part of the registration package. All members are expected to be familiar with these policies and procedures and raise any questions or concerns with the Executive. In addition, each teacher will sign to the fact that he or she understands the Behaviour Management Policies and procedures and the implications of their contravention.

c. Contravention of Disciplinary Practices by Playschool Staff or Parents

If a teacher or parent has reason to believe that the policies and procedures described in Sections 1 and 2 have been contravened by a fellow teacher or parent, it will be their responsibility to bring the matter to the attention of the President of the Playschool at the earliest opportunity. In turn, it will be the responsibility of the President, in consultation with the Executive, to carry out the procedures outlined in Section 2 on behalf of the Playschool. Where physical abuse has been used or there is suspicion of abuse by a staff or parent at the playschool, the person who witnessed the abuse is to report the allegation to child welfare authorities who will be contacted immediately and the ministry advised as per serious occurrence reporting procedures require. *See the sections 6.23a: Serious Occurrence Procedure, and 6.23b: Enhanced Serious Occurrence Procedure* for further procedures.

d. Right of Appeal

A teacher or parent accused of contravening the Behaviour Management Policies and Procedures will have the right to appeal their case to the Executive of the Playschool at a special meeting advertised to the full Playschool membership.

All members are welcome to attend meetings of the Executive and the President will ensure full notification of a special meeting devoted to consideration of an appeal. The Executive considers the appeal and opinions offered by non-executive members in attendance in making its final decision.

Alternatively, and at the discretion of the President, an Appeals Committee may be struck consisting of the Vice-President and two non-executive members of the Playschool. The Appeals Committee will consider the appeal and make its report to the President. The decision of the Appeals Committee will be the decision of the Playschool.

Procedures

a. General Procedures

When a child steps beyond the limits of acceptable behaviour, a Playschool teacher or duty parent will offer redirection in a firm but friendly manner in order to help the child reach acceptable alternatives. BCP teachers and parents will be thoroughly familiar with alternatives to punitive measures such as:

- Anticipate conflict
- Give gentle reminders
- Distract to a positive role model
- Inject humour
- Offer choices
- Redirect to an alternate activity and/or situation
- Present logical consequences
- Give praise and compliments for positive behaviour
- Offer encouragement
- Lots of hugs and caring!

If a child continues to exhibit negative behaviour, a teacher will follow and document results of the steps listed below:

- Document the behaviour over a period of at least a week.
- Meet with other teacher to discuss situation and obtain other observations.
- Assess likelihood of the Playschool structure/program as a cause of negative behaviour.

- Meet with parents to determine if any changes are occurring at home that could explain negative behaviour and to inform parents of their child's difficulties at the Playschool with a view to solving the child's difficulties in a positive, supportive manner.
- If necessary, obtain counseling assistance for the child and/or family through an appropriate referral.

b. Guidelines for Reporting of Contravention of Disciplinary Practices

Any teacher or parent wishing to report a contravention should do so immediately in accordance to guidelines set out in the **Section 6.23 Serious Occurrence Procedures** if the abuse or suspected abuse is physical. For less serious forms of complaints, the teacher or parent should outline their complaints in writing within seven days of the event and submit it to the President, Vice-President or Secretary, with a copy to the alleged offender. The written report should contain the following:

- Date and time of infraction
- Name of teacher/parent alleged to have committed the infraction
- Name of the child involved
- Name of any teacher/parent who may have witnessed the incident
- Description of exactly what took place
- Signature of the teacher/parent submitting the report
- Witness to signature

The accused teacher/parent shall within 24 hours of receipt of his or her copy of the report, submit a written account of their perception of events. Their report should be submitted to the President, Vice-President or Secretary.

Immediately and no longer than seven days after the receipt of the first written report, a Disciplinary Committee shall be convened to determine whether disciplinary action should take place. The committee should be composed of at least one of the following: President, Vice-President, Secretary, and a minimum of any two of the balance of the Executive. Both written reports must be available at this meeting. The authors of the reports have the right to attend the meeting to present their story or answer any questions the committee may have. If a decision to implement disciplinary action is made then the appropriate action shall be determined as outlined in Section C following. If the infraction is not outlined in the Section C, the Committee shall have the right to determine the appropriate disciplinary action.

c. Contravention of Disciplinary Practices by Playschool and/or Parents

The following actions will be taken by the President on behalf of the Playschool membership where infractions of the Playschool's behaviour management policies and/or procedures have been committed:

- Verbal Abuse (Taunting, shouting, belittling)

First Offence:      Counseling by President  
Memo on file

Second Offence:   Signed statement from offending teacher/parent recognizing that he/she understands they are guilty of offence. The offender documents when and how improvement will be forthcoming.

Third Offence:      With notification to Playschool membership, staff is dismissed by President or guilty parent(s) and their child(ren) are prohibited from membership in the Playschool.

- Physical Abuse (hitting, slapping, spanking)

First Offence: In addition to following Serious Occurrence Procedures, the President suspends parent or teacher with written notification for one week (with pay, in the case of staff) while Executive undertakes review. Such review may lead to reinstatement or dismissal. President reviews applicable sections of DNA.

Second Offence: In addition to following Serious Occurrence Procedures, the President dismisses staff member with notification to Playschool membership. In case of guilty parent, family membership is terminated at the Playschool.

- Confinement, Deprivation

First Offence: Counseling by President  
Memo to file (President to prepare)  
President to review applicable sections of DNA

Second Offence: President dismisses teacher.  
In case of guilty parent, family membership in the Playschool is terminated.

d. Right of Appeal

Consistent with the policy outlined in Section 1, E, an accused teacher or parent has the right of appeal. An appeal will be made in writing to the President. It will be the decision of the President to consider the appeal at a special Executive meeting (open to membership) or to set up an Appeals Committee to consider the written appeal at a meeting open to the full membership and render a final decision.

## 2.5 Health And Sanitation (Updated October 2004)

The BCP complies with policies and procedures set forth and approved by the Day Nurseries Act DN-0802-03.

### Sanitizing Procedures

#### a. Hand washing

Ensure hands are washed after use of paints and craft materials. Prior to snack, wash hands with warm water and soap for ten seconds. Dry hands with either Playschool towels or disposable paper towels.

#### b. Toy Washing

Toys are continuously washed on a rotating basis. Each toy is washed approximately every 3 weeks. Toys are washed in the three-sink system (Sink 1 - warm soapy water wash; Sink 2 - hot water rinse; Sink 3 - hot water with capful of bleach rinse). All toys are air-dried.

#### c. Dishwashing

Dishwasher safe dishes, cups, cutlery etc. can be washed in the BCP dishwasher. For all other items, follow same procedure as for toy washing with three-sink system and air-dry.

#### d. General Premises Cleaning

Our BCP cleaner cleans and washes floors, shelves, and all surfaces once a week. Tables are washed daily with each class. General messes or spills are cleaned as needed. When in use, the water table is filled and emptied for each class.

#### e. Diapering

Diapering of all children/siblings must take place in the designated diaper changing areas. Lay paper down under each child and dispose of when finished or spray surface with germicide when finished. Soiled disposable diapers must be kept outside and removed by the child's parent. Ensure your hands are washed thoroughly afterward.

### Health Guidelines

The BCP does not administer medications of any form unless the Drug Administration Policy has been adhered to. (Please refer to Section 6.24.) In case of extreme emergency and upon instruction of the parent, an EpiPen will be administered for fatal allergies. An extra EpiPen per affected child is kept on site at all times in the Teachers' Cupboard.

If your child has any of the following signs or symptoms, please keep him/her at home until treated or he/she is well:

FEVER  
SORE THROAT  
BODY/ORAL RASH  
VOMITING  
DIARRHEA  
RUNNY NOSE WITH GREEN MUCUS

In a case where a child exhibits symptoms of illness such as complaining of feeling ill, fever, vomiting, diarrhea, rashes on the body or face, prolonged coughing, or coughing phlegm, or other symptoms, parents will be asked to keep their child home until the symptoms have disappeared. A child must be a minimum of 24 hours symptom free before returning to playschool. A doctor's note may be required indicating that a child is free from illness, is not, or is no longer contagious, and may return to school.

### Communicable Diseases

#### a. Management of Communicable Diseases

The Day Nursery Act requires teachers to check children for signs of illness upon entry into the Playschool.

In the event that a teacher suspects a possible illness, parents may be required to take their child home and bring a signed doctor's note confirming that the child is free from illness, is not, or is no longer contagious, and may return to school. The decision to send a child home rests with the head teacher.

Staff should complete the BCP Health and Injury book to record illness.

A sick child should be isolated in a quiet corner of the playroom. A cot is provided for the child's comfort. A teacher or duty parent must stay with the child to monitor sickness and provide comfort and security to the child.

All items/areas that the sick child has come into contact with should be cleaned in 1:10 bleach solution. Ensure disposable gloves are worn. If applicable, water play should be suspended.

Parents must inform the teachers if their child develops an infectious disease and has been at school recently. We depend on you to consider the health of other children at the school.

Everyone is advised to keep his or her own winter belongings together on the coat hook (i.e. hats, mitts, etc. inside sleeve of snowsuit). Please bring any concerns to the teachers or the Parent Liaison Committee Head.

#### b. Reporting of Communicable Diseases

A notice should be clearly displayed at the playschool informing parents of any known incidence of a Communicable disease.

The BCP Supervisor should contact the Communicable Diseases Surveillance Unit at (416) 392-7411) to report a disease according to the following guidelines:

**TORONTO PUBLIC HEALTH**  
**Guidelines for Common Communicable Diseases**

**REPORTABLE**

Disease	Incubation Period	Signs and Symptoms	Exclude?
<b>CHICKENPOX</b> Varicella-Zoster virus	2-3 weeks	Rash with small blisters on top which become crusted, itching, malaise, mild fever, headache.	YES – for 5 days after onset of blisters/rash.
<b>DIARRHEAL EPISODES</b>	Depends on organism	Increase in frequency of stools and/or change to unformed loose or watery stool. May be accompanied with abdominal pain, mucous or blood in stool, fever, nausea.	YES – until symptom free for 24 hrs if a sporadic case and organism unknown.  <b>If part of an outbreak, exclude until 48 hours symptom free. When organism known, consult TPH for timeline.</b>
<b>MEASLES</b> Rubeola Red Measles	7-21 days (10 avg.)	High fever, cough, runny nose, cold-like symptoms, sensitive eyes, rash which begins on face and spreads down body, large red spots which often join together, headache.	YES – Exclude until at least 4 days after onset of rash.
<b>MUMPS</b>	14-25 days	Enlargement of salivary glands, possible swelling of cheeks and face. May include fever, headache, abdominal pain, or sometimes no apparent symptoms.	YES – for 9 days after first sign of swelling.
<b>PERTUSSIS</b> Whooping Cough	6-20 days	Usually begins as a cold with runny nose, low fever and cough. Cough progressively becomes worse and may result in a high pitch whoop sound. Loss of breath or vomiting after coughing bouts may occur. May last 6-10 weeks.	YES – for 5 days after appropriate treatment begins; or for 3 weeks from onset of cough if untreated.
<b>RUBELLA</b> German Measles	14-21 days	Symptoms may not be detectable or can present as mild fever, sore throat, and swollen glands in neck without rash. Rash resembles small red spots which start on scalp and quickly spread over entire body. Transient red rash starting on scalp and face and spreads over entire body.	YES – for 7 days after onset of rash.

**Information taken from Public Health Guidelines Poster dated 02-Feb-04**

**TORONTO PUBLIC HEALTH  
Guidelines for Common Communicable Diseases**

**NON-REPORTABLE**

<b>Disease</b>	<b>Incubation Period</b>	<b>Signs and Symptoms</b>	<b>Exclude?</b>
<b>PINK EYE</b> Conjunctivitis	1-3 days usually (bacterial) 5-12 days usually (viral)	Redness, itching, pain and discharge from the eye.	YES – if discharge is pus (yellow, thick), until appropriate medication is taken for at least 24 hours.
<b>COMMON COLD</b>	12 hrs – 5 days	Runny nose, sore throat, cough, fever, headache, loss of appetite.	NO – if child feels well enough to participate in activities. YES – if fever is over 38 degrees until 24 hours fever free.
<b>HAND-FOOT &amp; MOUTH</b> Coxsackie A16	3-5 days	Characteristic rash: red spots, often with small blisters on top, appear on hands, feet and in mouth, lack of energy, fever, headache, sore throat, loss of appetite may last 7-10 days.	NO – if child feels well enough to participate in activities.
<b>HEAD LICE</b>	7-10 days	Many children have no symptoms. Sometimes itchy scalp.	YES – until appropriate treatment completed.
<b>IMPETIGO</b> (Streptococcal)	1-3 days	Pustules or crusted rash on face or exposed parts of body.	YES – exclude until appropriate medication taken for at least 24 hours.
<b>FIFTH DISEASE</b> (Erythema infetiosum) Slapped Cheeks Syndrome	4-20 days	Possible mild fever, sore throat, facial rash (slapped face appearance), possible lace-like rash on trunk and extremities that fades but may recur for 1-3 weeks on exposure to sunlight or heat.	NO – if child feels well enough to participate in activities. Non-infectious after appearance of rash.
<b>PINWORMS</b>	2-6 weeks	Itching of anal area, disturbed sleep, irritability, diarrhea, and abdominal cramps – may be symptom free.	NO.
<b>RINGWORM</b> (of the body)	4-10 days	A fungal disease of the skin. Usually appears as flat, spreading ring shaped lesions on trunk and extremities. Lesion may be reddish, pustular and dry and scaly or moist and crusted.	YES – until appropriate medication has been taken/applied for at least 24 hours.
<b>SCABIES</b> (Mite)	2-6 weeks for anyone not previously infected; prior infestation: 1-4 days after re-exposure	Red, very itchy rash, often between fingers, on palms, underarms, wrists, sole, elbows, head and neck.	YES – until 24 hours after treatment applied.
<b>SCARLET FEVER</b> (Streptococcal)	1-3 days	Form of Streptococcal disease. Sore throat, fever, enlarged nodes on the neck, widespread bright red rash. Red rash commonly seen on neck, chest, axilla, elbow, groin and inner thigh, strawberry tongue; typically rash does not involve face, but there may be flushed cheeks. Rash feels like sandpaper. May also experience nausea and vomiting.	YES – until appropriate treatment with antibiotics for at least 24 hours.
<b>STREP THROAT</b> (Streptococcal)	1-3 days	Fever and sore throat.	YES – until appropriate treatment with antibiotics for at least 24 hours.

Information taken from Public Health Guidelines Poster dated 02-Feb-04

### c. Outbreak Action Plan re Communicable Diseases

If the number of ill children/staff (or children/staff are absent due to illness) exceeds normal expectations for a certain time period or class you may suspect an "Outbreak". The BCP Supervisor should:

- Isolate all sick children until they can be taken from the playschool (or send sick staff home).
- Notify parents or emergency contacts to pick-up sick children as soon as possible.
- Exclude sick children/staff until symptom free for a prescribed period of time.
- Record sickness in the BCP Health & Injury book (including names, all symptoms and the date/time children/staff became ill).
- Contact the Toronto Public Health Regional Office to report the outbreak or contact the Communicable Diseases Surveillance Unit at (416) 392-7411.
- Step-up sanitizing procedures. Increase frequency of cleaning and disinfecting.
- Suspend water play activities.
- Reinforce the importance of good hand washing with staff and children.
- Post a notice at the playschool to advise parents of the situation.

## 2.6 Duty Days And Snack

### Duty Days

This is one of the most important parts of your Playschool experience. A duty day calendar will be posted monthly. You may fill in the days that you prefer or wait to be assigned your days by the Duty Scheduler. If there are certain days of the week you cannot be on duty, let the Duty Scheduler know. On your duty day, please be ready to begin program at start time. Let the teacher know you've arrived and choose an apron and a center. The aprons have explanations of your center's duties in the front pocket. Ask the teacher if there is anything you need to do to prepare your center. Expect to stay until the program completion time.

The Duty Schedule sign-up board also maintains a space for a 'RESERVE' position. The purpose of this position is to ensure legal staffing should a **last-minute** issue arise with either a scheduled duty parent or a teacher. If you know in advance that you won't be able to fulfill your duty day commitment, it is your responsibility to find a replacement - phone lists of every member of the playschool are made available before school begins in September and are updated regularly. **The reserve person is to be relied upon for emergencies only.** The parent on reserve must be prepared to stay at the playschool should the need arise and must check with the teachers before leaving to ensure their assistance is not required. If the reserve person covers your duty day then you owe them a duty day.

In this section, we have included the description for a parent acting as Teacher Replacement. The following pages provide further details re the above:

- Teacher Replacement
- Easel (A.M.& P.M. program)
- Butler (A.M.& P.M. program)
- Climber
- Float

Each parent is an assistant to the teacher. Help the children when needed or asked. Rely on and try to learn from the teacher. Limit conversation with other adults to essentials so that your attention is on the children. If you're not on duty, please chat in the kitchen. Each duty parent will have a short break. Don't discuss the children in their presence. And finally, realize that all parents have feelings of inadequacy at times - you will do just fine!

## a. Teacher Replacement

In a teacher's absence, a parent (other than a regularly scheduled duty parent) will be used as a teacher replacement. A list of volunteers from each program will form a teacher replacement list. In an emergency (or last-minute teacher absence), the teacher replacement position will be assumed by the parent on reserve. To maintain our teacher: child ratios specified under the Labour Relations Act, teacher replacement is a paid position. The parent called upon to act as a teacher replacement, will be paid no less than minimum wage for the 2 hour time period.

### b. Easel (a.m. groups)

A more accurate timing guideline will be given by the teachers

#### Set-Up Program Start Time

- Check with teacher regarding sensory and easel activities and set-up as required (Butler assists with water and hand washing bucket)

#### Free play

- Put on aprons and roll up sleeves
- Label child's work with name on front; group and date on back; hang to dry
- Ensure sensory stays in table

#### Tidy-Up

- Remove paint lids/replace with clean ones
- Put paint lids; empty containers; brushes; sensory toys in hand washing bucket and take to butler for washing
- Set up tables for snack: disinfect & wipe

#### Circle

- Continue tidying as required.

#### Washroom

- Lead children to washroom as directed by teacher
- Assist with washing/drying hands and toileting as required

#### Snack (10:20-10:30 for 2's), (10:50-11:00 for 2/3's)

- Bring snack and juice after "Please and Thank you" song
- Assist with spills and "seconds"

#### Outside Gross Motor (11:00-11:25)

- Help dress children for outdoors
- Direct to supervising adult at door
- Tidy snack tables; put back to original position; disinfect and wipe
- Tidy remaining easel and sensory
- Vacuum all rugs

#### Dismissal (10:55-11:00 for 2's), (11:25-11:30 for 2/3's)

- Check with teacher to assure ratios are met before leaving

#### Fire Drill

- Swiftly and calmly usher children to appropriate exit and assist 1<sup>st</sup> teacher in getting the children outside.

#### Missing Person Search Plan

- Upon direction of Search Captain (teacher), easel duty parent conducts a thorough search of north stairwell to third floor and entire third floor of church. Conduct a thorough search of second floor - asking in church office if child has been seen. After thorough search of entire church, report back to Search Captain.

### c. Easel (p.m. groups)

A more accurate timing guideline will be given by the teachers

#### Set-Up Program Start Time

- Check with teacher regarding sensory and easel activities and set-up as required (Butler assists with water and hand washing bucket)

#### Free Play

- Assist children at easel and sensory table
- Label art work with name on front; group and date on back
- Assist children to washroom as needed
- Interact with children at play-dough table

#### Clean-Up/Circle

- Wash tables and set up for snack
- Clean easel and sensory area (all toys in sensory; paint brushes and lids are to be washed)

#### Washroom

- Assist children to washroom to wash hands for snack

#### Snack (2:55 p.m.)

- Assist butler to serve snack following the "Please and Thank You" song

#### Story/Outside (3:05-3:45)

- Clean remaining easel and sensory equipment ensuring easel and smocks are wiped clean
- Disinfect and wipe tables; return to original positions
- Vacuum all rugs

#### Friday's Only

- Please stack all chairs

#### Fire drill

- Swiftly and calmly usher children to appropriate exit and assist 1<sup>st</sup> teacher in getting children outside.

#### Missing Person Search Plan

- Upon direction of Search Captain (teacher), easel duty parent then conducts a thorough search of north stairwell to third floor and entire third floor of church. Conduct a thorough search of second floor - asking in church office if child has been seen. After thorough search of entire church, report back to Search Captain

d. Butler (a.m. groups)

A more accurate timing guideline will be given by the teachers

Butler cannot take children to the bathroom or change diapers.

Set-Up Program Start Time

- Run water for 5 minutes; empty dishwasher
- Make coffee/tea (includes putting out milk, sugar, cups, spoons, money tin) located in fridge (check first to ensure need for coffee)

Free play, Tidy-Up, Circle And Washroom

- Check with teachers re: toy washing
- Help with art filing

Snack Preparation

- Check allergy sheet and ingredients to snack
- Prepare snack by distributing small amount of same foods into blue bowls.
- Juice cups on tray
- Record snack in booklet above sink

Clean-Up

- Clean up coffee; unplug coffee maker; load dishwasher; return items to fridge and cupboards
- Wash craft containers; brushes; play-dough toys; etc. dry in separate rack from food dishes
- File children's artwork

Snack (10:20-10:30 for 2's), (10:50-11:00 for 2/3's)

- Help with individual serving of snack, spills and "seconds"

Snack Clean Up

- Help collect cups and trays
- Check playroom for any other items needing washing
- Load dishwasher. Push button to start cycle.
- Leftover food to snack person
- Date leftover juice and put in fridge
- Tidy, sweep and mop kitchen

Fire Drill

- Swiftly and calmly usher children to appropriate exit and assist 1<sup>st</sup> teacher in getting the children outside.

Missing Person Search Plan

- Upon direction of the Search Captain (teacher), Butler then conducts a thorough search of south stairwell to third floor, and entire second floor of Church advising Church office staff en route. Report back to Search Captain.

e. Butler (p.m. group)

A more accurate timing guideline will be given by the teachers

Butler cannot take children to the washroom or change diapers

Set-Up Program Start Time

- Set-up climber or riding toys as directed by teacher
- Assist easel with sensory set up if using water
- Fill a bucket of water for hand washing and provide towels

Free Play (1:30-2:30)

- Sort any dry toys in kitchen and put in window to be put away by teachers
- File art work as needed
- Interact with children and have fun!!

Clean-Up/Circle (2:30-2:50)

- Prepare snack while children are in circle

Snack (2:50-3:05)

- Serve snack to children after "Please and Thank you" song
- Assist children with "seconds"

Story/Outside (3:05-3:45)

- Load dishwasher. Add detergent. Press start button.
- Wash any toys used throughout the afternoon (play-dough, sand, water) and any art containers or brushes.
- Return any unused snack to parent or place in fridge

Fire Drill

- Swiftly and calmly usher children to appropriate exit and assist 1<sup>st</sup> teacher in getting the children outside.

Missing Person Search Plan

- Upon direction of the Search Captain (teacher), Butler then conducts a thorough search of south stairwell to third floor, and entire second floor of Church advising Church office staff en route. Report back to Search Captain.

f. Climber (a.m. and p.m.)

A more accurate timing guideline will be given by the teachers

Set-Up Program Start Time

- Check with teachers to find out what gross motor activities are going to be used for the day.

Free Play

- Monitor and interact with children
- Have fun
- Do not leave this area unattended.

Tidy up

- Put gross motor activities away (i.e.: trampoline, cars, balls, etc.)
- Help with toy tidy up, encourage children to assist

Circle

- Tidy room

Washroom

- Lead children to washroom as directed by teacher
- Assist with washing/drying hands and toileting as needed
- Direct children to snack table

During Snack (10:20-10:30 for 2's), (10:50-11:00 for 2/3's), (2:55 for 3/4's)

- Clean children's toilets and washroom
- Assist in putting outerwear onto playroom floor for children to dress for outside.

Outside Gross Motor

- Help dress children for outdoors
- Direct to supervising adult at door
- Be ready to supervise door after first teacher has taken group of children to playground (check to see how many children you may take - we follow set ratios)
- Escort your group to playground
- Supervise position according to playground map (see playground policy)

Dismissal (10:55-11:00 for 2's), (11:25-11:30 for 2/3's), (3:40-3:45 for 3/4's)

- Put away gross motor toys
- Check with teacher for any misc. duties before leaving

Fire Drill

- When bell rings, head immediately to the grey door and hold it open for children when first teacher arrives. When children are out - follow to ramp.

Missing Person Search Plan

- Upon direction of Search Captain (teacher), Climber parent exits by south exit and conducts thorough search of Church property north to Kingston Road and then proceeds south on Scarborough Road to Bracken and along Bracken to Kingswood. Report back to Search Captain.

g. Float (Arms Free)

A more accurate timing guideline will be given by the teachers

Set-Up Program Start Time

- Assist teacher with set-up as required. Help with water table on request.

Free Play

- Assist with activities upon request
- Float around the room - interacting with all children
- Assist those children that need to use the washroom & help change diapers as needed.

Tidy Up

- Assist where required
- Help with toy tidy up - encourage children to help
- Help easel to set up tables for snack

Circle

- Tidy room

Washroom

- Hold open the grey door and monitor children moving to and from the washroom.

Snack (10:20-10:30 for 2's), (10:50-11:00 for 2/3's)

- Bring snack after "Please and Thank-you" song
- Assist with seconds and spills

Outside Gross Motor

- Assist children with outerwear & direct to adult at door
- Check with teacher as to when you should go outside
- Help escort children to playground as needed
- Once outside, supervise a position assigned by teacher.

Dismissal (10:55-11:00 for 2's), (11:25-11:30 for 2/3's)

- Check with teacher to assure ratios are met before leaving

Fire Drill

- Swiftly and calmly usher children to appropriate exit and assist 1<sup>st</sup> teacher in getting the children outside.

Missing Persons Search Plan

- Float duty parent stays in the Playschool and assists Search Captain (teacher) in engaging other children in appropriate activities.

## Snack

We try to schedule snack on your duty day but it is not always possible. Please check the duty schedule for your snack day. Parents are strongly encouraged to join the children at the table during snack time. Snack is prepared in the Playschool kitchen. Nothing is to be sliced/cut or removed from packaging prior to arriving to Playschool. This is to ensure all allergy safety is maintained. Allergies and food preferences are posted - it is **very** important that **all staff** are aware of which children have special requirements.

- Fruit/vegetables only. No dairy or protein products allowed
- Foods of chokable sizes are to be avoided. In particular, carrots or similar hard raw vegetables, popcorn, grapes (unless cut in half). Please use common sense.
- Cracker type snack is provided by the playschool.
- Juice is to be provided by the parent who brings snack.

If you are butler, please remember to put out the coffee money tin, which is located in the fridge. Please remember to donate .25 cents per cup to the tin

## **2.7 Preparing Your Child For Playschool**

Hopefully you've had a chance to visit the school and familiarize your child with the set-up. Whether or not you've had the opportunity to visit, you can talk with your child about what to expect.

Explain the approximate routine of the Playschool. Your child will be encouraged to do things independently and will have all the help needed.

- On arrival, your child may remove outdoor clothing and hang it on her/his hook.
- Play indoors with toys, do a craft or a painting. Join the play-dough table. Other children will be playing too.
- There are lots of toys. We all help put toys away when playtime is over.
- Join a circle for stories, songs and games.
- Go to the washroom and wash hands for snack.
- Sit at a table for snack.
- Play outside or inside with riding toys, etc..

Try to find and read to your child a book showing a child's first nursery or Playschool experiences. Consult the children's librarian at your local library for recommendations.

Encourage your child at home to care for his/her own needs, such as dressing and undressing, toileting, etc.

### Arrival At Playschool

- Try to arrive as close to the start time of the class as possible.
- Duty parents should aim to be at the playschool a few minutes before classes commence.
- If you do arrive early, please feel free to use the outside playground or to sit quietly, indoors, and read our books. Please do not play in the classroom until the class officially starts.

### Clothing For Playschool

- Fall and spring - provide your child with jacket or sweater and rubbers or boots so that she/he will be warm and dry for outdoor play. Remember to bring indoor shoes for your child to change into.
- Winter - your child needs snow-pants or suit, boots which are big enough for self-help, mittens hooked or tied onto sleeves, hat or hood. Remember to bring indoor shoes for your child to change into.
- Bring identifiable bag with a change of clothing in case of water table or juice spills.
- All clothing must be marked with your child's name.

### Saying Goodbye

Starting school is an exciting experience for a young child, but sometimes it can be a difficult one. Try and let the staff know how much support your child needs, as sometimes a child adapts more quickly if left on his/her own, while other children need to be in close physical contact with an adult.

Here are a few points to remember:

- Many children experience separation problems. Our school policy is that you stay with your child until he/she feels comfortable with you leaving.
- Please note, our operating license limits the Playschool to 24 children in the playroom (inclusive of class children and additional siblings). Class children and siblings belonging to duty parents will always be given priority. On occasion, non-duty parents with siblings may be asked to leave the classroom if we exceed the maximum number of children allowed.
- When you feel you would like to leave your child, talk to the teachers about how to do it.
- Pick your child up a little early the first few days at school. Sometimes she/he does fine until other parents arrive for their children. He/she might then begin to wonder whether he/she will be picked up.
- Remember that it is normal for a child to go through an adjustment during so big a change in her/his life. Visible emotions are a part of this growth and a very good sign.
- Give your child some extra time, personal and physical contact and love during the opening days of school. Allow the beginning days of school to be gentle and casual and non-threatening by not asking "What did you do at school today?".
- Do not be surprised if your child seems to be more demanding or aggressive the day you are at school. You may wonder if he/she is really getting anything out of school. But if the teacher and other parents tell you that she/he is a happy member of the Playschool community on the days that you are not there, believe them and don't worry.

### What To Expect Of Your Child At Playschool?

Your child will grow in his/her own way and at his/her own pace in play experience: solitary play, watching others, parallel play and co-operative play are all normal patterns of play followed in that order by most children in the course of their development. Your child may show extremes of behaviour - shyness, clinging, over-aggressiveness or excessive fatigue during first days. Try not to feel upset about his/her behaviour. You are probably not completely at ease at first either. The teachers will welcome your questions about your child.

**ORGANIZATION**

- 3.1 Executive**
- 3.2 Term of Office**
- 3.3 Executive Responsibilities**
- 3.4 Committees Responsibilities**
- 3.5 Past President Responsibilities**
- 3.6 New Executive Elections**

## **ORGANIZATION**

### **3.1 Executive**

The Executive consists of the President, Vice-President, Secretary, Treasurer, Registrar (public relations) and the heads of the following Committees: Equipment, Social and Personnel Liaison.

### **3.2 Term of Office**

All elected officials are to be elected annually and may hold the office for a maximum of two terms. All executive except registrar are to be elected in May of each year. Each term is to run for one year from July 1 to June 30. The registrar is to be elected each January. All executive members are to sit on the Board of Directors.

### **3.3 Executive Responsibilities**

Refer to Section 2.3 for breakdown of positions.

### **3.4 Committees Responsibilities**

Refer to Section 2.3 for breakdown of positions.

### **3.5 Past President Responsibilities**

May be called on to advise the President.  
Entitled to attend Executive Meetings as a non-voting member.

### **3.6 New Executive Elections**

Letters shall be sent to new members prior to the June meeting asking for nominations and inviting them to the June general meeting so that they can run for and vote for the executive for the following year. New members cannot vote on other matters at the June meeting.

**STAFFING**

- 4.1 Teacher's Position Descriptions**
- 4.2 Recruitment and Hiring**
- 4.3 Staff - Relief**
- 4.4 Probationary Period and Teacher Evaluations**
- 4.5 Association of Early Childhood Education**
- 4.6 Salary Administration**
- 4.7 Leave of Absence**
- 4.8 Teachers' Children**

## STAFFING

### 4.1 Teachers' Position Descriptions

#### a. Supervising Teacher

##### Administrative Duties:

- Take Attendance.
- Practice fire drills, maintain record and understand record keeping.
- Keep anecdotal report, post a notice of any communicable diseases and record all significant incidences in health and injury book.
- Order and keep inventory of supplies and equipment.
- Order new equipment in consultation with Equipment Head
- Maintain tidiness of same.
- Encouraged to attend workshops and conferences to make up for P.A. Days.
- Liaison with Church, e.g. Availability of Church, use of gym, bowling alley, etc....
- Open and close school on a daily basis
- In April the teachers shall submit a list of recommended purchases (supplies, equipment) and program suggestions (requiring funds) to the Executive and these recommendations shall be considered when the budget is being set for the following year. The teachers should also maintain a wish list throughout the year.

##### Child Related Duties:

- Maintain safety standard within school and know serious occurrence procedures.
- Develop and maintain a nurturing relationship with each child.
- Plan age appropriate program utilizing material and skill areas as available.
- Encourage appropriate social skills.
- Set up equipment each day - indoor and outdoor, based on weekly curriculum, goals and themes.
- Work with appropriate committees when needed, i.e. Party days and special events, child book needs with equipment, support with parent teacher liaison.

##### Supervisory Duties:

The supervisor of the Playschool will according to the DNA-0804-03, 3(5) plan and direct the program of the day nursery, be in charge of the children, oversee the staff and be responsible to the operator (the Executive).

- Develop and maintain up-to-date records as required by relevant government and regulatory agencies, the Board of Directors and any organizations to which the nursery school belongs, e.g. PCPC and to provide copies of these records when requested by the Board.
- Advising Executive of problems concerning duties, parents, children or Church affairs.
- To lead and help train other teachers.
- To maintain time sheets for nursery school personnel and to remit these to the treasurer.
- To advise the Parent/Teacher liaison Co-Chair of any concerns or problems that the staff have.
- Record missed duties and /or snacks and turn into Duty Head.
- Do Verbal evaluations as necessary or at the request of the parents.
- Organizing, advising and supporting duty parents.

- Inform Health and Welfare of any communicable diseases and Ministry of any serious occurrences.
- Keep petty cash.
- Maintain program folder, so that it is available to parent/teacher liaison committee.
- Responsible for initiating proper procedure to a serious occurrence, i.e. Fire alarm, missing person, etc....
- Responsible for monthly test of fire alarms.

#### Assistant Teacher

##### Administrative Duties:

- Take Attendance.
- Practice fire drills, maintain record and understand record keeping.
- Keep anecdotal report, post a notice of any communicable diseases and record all significant incidences in health and injury book.
- Order and keep inventory of supplies and equipment.
- Order new equipment in consultation with Equipment Head
- Maintain tidiness of same.
- Attend workshops and conferences to make up for P.A. Days.
- Liaison with Church, e.g. Availability of Church, use of gym, bowling alley, etc....
- Open and close school on a daily basis
- In April the teachers shall submit a list of recommended purchases (supplies, equipment) and program suggestions (requiring funds) to the Executive and these recommendations shall be considered when the budget is being set for the following year. The teachers should also maintain a wish list throughout the year.

##### Child Related Duties:

- Maintain safety standard within school and know serious occurrence procedures.
- Develop and maintain a nurturing relationship with each child.
- Plan age appropriate program utilizing material and skill areas as available.
- Encourage appropriate social skills.
- Set up equipment each day - indoor and outdoor, based on weekly curriculum, goals and themes.
- Work with appropriate committees when needed, i.e. Party days and special events, child book needs with equipment, support with parent teacher liaison.

## **4.2 Recruitment And Hiring**

Teachers hired shall have Early Childhood Education Certificate or equivalent.

#### Procedure:

A committee shall be struck consisting of the following:

- 2 members from each program.
- 2 members of the Executive (one of whom should be the President)
- 1 teacher

Other non-voting interested members may participate at the discretion of the established committee.

Applicants shall be recruited by means of

- P.C.P.C.
- Ad in Beach Metro News
- Members recommendations

Applicants should be asked to mail a resume with references to an appointed address. After which appropriate applicant shall be interviewed.

When a short list of two or three teachers has been established, they shall be requested to come and assist for a morning for assessment by the committee.

#### **4.3 Staff - Relief**

The Day Nurseries Act states that there must be 2 (two) qualified program staff for all BCP programs (refer to section 0804-4 of the Day Nurseries Act.)

A qualified program staff is:

- an ECE teacher or
- a teacher or
- a person otherwise approved by the Executive

The Co-op shall maintain a list of parents (4-5) who are willing to act as teacher substitutes on days when a teacher is not available due to illness.

#### **4.4 Probationary Period And Teacher Evaluations**

The probationary period is a period of three months during which a teacher's performance shall be evaluated.

A probationary period is necessary when a teacher enters the first contract of employment with the Beaches Co-operative Playschool.

A Teacher Evaluation Committee shall be established annually for the purposes of evaluating teacher's performance. The Teacher Evaluation Committee shall be composed as follows:

- a Chairperson, who shall be the President of the Co-Operative, or their designate;  
and
- the Chairperson of the Parent Teacher Liaison Program Committee with assistance from all on Personnel Liaison Committee.

The Teacher Evaluation Committee shall undertake teacher evaluations according to the following schedule:

- At the end of the first month of the probationary period, the Teacher Evaluation Committee will assess the teacher's performance based on comments from the parent members, and will communicate this assessment to the teacher.
- At the end of the second month of the probationary period an evaluation of the teacher's performance shall take place. The Teachers Evaluation Committee shall submit a written evaluation to the teacher and shall determine whether the teacher's contract is to be continued or terminated.

- In the case of returning teachers, the Teacher Evaluation Committee shall carry out a mini-evaluation of the teacher's performance in November of each year coinciding with a Program Evaluation undertaken by the entire membership. The results shall be communicated to the teacher by the Teacher Evaluation Committee.
- At year-end, formal teacher evaluation will be undertaken in March and completed by April 15<sup>th</sup> of each year. This evaluation will conclude by April 30<sup>th</sup> of each year with a letter from the Co-operative to each teacher, indicating the Co-operative's intent with regard to contract renewal the following September. Contract negotiations regarding salary shall be concluded in June of each year.

The Teacher Evaluation Committee, during the course of each formal teacher evaluation, shall undertake and incorporate into the evaluation, the results of the following:

- The Chair and each member of the Committee shall independently observe each teacher throughout a complete program, using as the basis for observation, evaluation criteria developed by the Co-operative.
- The Committee may appoint an evaluator to compile the results of the written evaluations.
- In light of major difficulties, an executive meeting may be called to discuss the teacher's continued employment.
- The Committee shall consult with an independent E.C.E. trained professional experienced in evaluation and supervision annually at mid-year. This evaluation will be under taken primarily for the purpose of furthering the teachers' professional development.
- If members have suggestions they wish to bring forward concerning teachers' methods in the classroom, this must be done in writing to the respective Personnel Liaison Representative. Comments will then be discussed with the PL chair and/or the entire committee to seek a resolution.

#### **4.5 Association Of Early Childhood Education**

Membership in the Association of Early Childhood Education is available to each teacher and shall be arranged by the Treasurer.

#### **4.6 Salary Administration**

Salaries are determined each year by the Personnel Liaison Committee, the President and the Treasurer in accordance with the budget. Annual Salary surveys issued by the Parent cooperative Preschool Corporation and/or the Association of Early Childhood Educators should be used as a guideline.

Cost of living and merit increases should be determined in June of each year for the following September.

When setting salaries, those involved are asked to bear in mind the importance of keeping Playschool affordable to families in our community.

- Cost of Living Increases
- Service Bonus
- Salaries will be increased in second and subsequent years by 1% of the current year's salary as a length of service bonus. The bonus shall be paid in the last pay period of the annual contract.
- Christmas Bonus. A \$100.00 bonus shall be given to each teacher at Christmas.

#### **4.7 Leave Of Absence**

##### Maternity Leave

"An employee is entitled to at least 17 weeks of unpaid leave of absence for pregnancy, where she has been employed with her employer for at least 12 months and 11 weeks immediately preceding estimated date of delivery" (per section 10 of the booklet entitled " A guide to the Employment Standards Act" March, 1983. This booklet is a guide only and for accurate wording the official Act should be used.)

Additional maternity leave or personal leave of absence (s) shall be taken without pay at the discretion of the Executive.

#### **4.8 Teachers' Children**

Teachers are encouraged to bring their children to school when normal care arrangements are not available. For health reasons, however, sick children shall not be brought to school.

**5.0 FINANCIAL**

- 5.1 Treasurer's Responsibilities**
- 5.2 Signing Powers**
- 5.3 Financial Statements/Budget Preparation**
- 5.4 Auditor's Report**
- 5.5 Capital Expenditure**
- 5.6 Teacher's Spending Limit for Non-Routine Items**
- 5.7 Assets**
- 5.8 Playschool Fees**
- 5.9 Fundraising**
- 5.10 Capital Surplus**

## **FINANCIAL**

### **5.1 Treasurer's Responsibilities**

- Attend all executive and general meetings
- Hold and organize series of post-dated cheques for each family.
- Deposit fees at beginning of each month.
- In the event of returned cheques, charge an administrative fee equal to any related bank charges incurred by the Playschool.
- Keep records of all transactions to be audited annually.
- Pay teachers monthly.
  - Make all receiver general Submissions for CPP, EI and I/T withheld.
  - Pay WSIB premiums
  - Disburse any government Direct Operating Grants
- Co-sign with President or Vice-President or Secretary as required playschool related documents.
- Pay rent.
- Provide petty cash for teachers.
- Provide funds for authorized purchases upon presentation of receipt by equipment committee, or for social activities or supplies.
- Prepare and circulate financial statements at regular intervals - September, January and June.
- Prepare a bank reconciliation monthly and present it to the President for review.
- In the event of involuntary school closure, withholds 1 (one) month's fees to pay salaries.
- Do one duty per month.
- Present a budget for the following school year at the April general meeting (i.e. Including fee increases, salary increases, rent increases, etc.) At the April general meeting, Treasurer will present financial report as at March 31<sup>st</sup> to facilitate bonus and capital expenditure decisions.
- Collects BCP mail during July and August.

### **5.2 Signing Powers**

Signing cheques shall be done by two of the following executives: President, Treasurer, Vice President, where deemed necessary.

### **5.3 Financial Statement/Budget Preparation**

The financial year is to be from July 1 to June 30. Financial statements are to be presented at the annual meeting in September. It is to include Statement of Profit and Loss, Statement of Surplus and Balance Sheet. This is to be prepared by the outgoing Treasurer. A financial forecast is to be prepared by the present treasurer and be presented at the same time.

### **5.4 Auditor's Report**

An auditor is to be selected by the General membership each September to give an informal report at the end of that year.

## **5.5 Capital Expenditure**

A capital expenditure item of \$2,000.00 shall be maintained in the yearly budget to offset unexpected costs. The monies in this fund shall be disbursed by the Treasurer subject to the approval of the Executive. (long-term items such as water table, toys, mats)

## **5.6 Teachers' Spending Limit For Non-Routine Items**

Teachers can spend up to \$100.00 on extraordinary items, subject to the approval of the President the Treasurer, and the Equipment Head.

## **5.7 Assets**

### Control and Identification

The equipment Head will update the equipment list in May each year. One copy will be kept at the school in the metal filing cabinet and one will be kept by the Treasurer (who is in charge of insurance renewals) and the Equipment Head will keep one copy.

The equipment Head should update the list after a significant purchase or loss and advise the Vice-president to contact the insurance agent.

### Disposal of Assets

On final closure and dissolution of the Playschool, all assets shall be given to a charity chosen by the executive.

## **5.8 Playschool Fees**

Fees information will be included in orientation information and will include two fee levels:

- 2 year olds for 2 days
- 2/ 3 year olds for 3 days and 3/4 year olds for 3 days

## **5.9 Fundraising**

Fundraising shall be project oriented. The outgoing executive shall recommend specific projects requiring fundraising support to the incoming executive. Projects requiring fundraising support shall be presented to the Co-operative membership as required.

Fundraising appeals may be undertaken to finance:

- the upgrading of physical resources
- special programming.

## **5.10 Capital Surplus**

Beaches Co-Operative Playschool will use its surplus fund for capital improvements of long-term benefit for the Co-op and will not use these fund to support the current year's operating budget. The funds will be available to the Co-op in the event of a major emergency and as such, \$5,000.00 is to be maintained in long-term deposits. Interest from these funds can be incorporated into the current year's operating budget. To maintain a surplus fund, the current operating budget should create a net surplus of \$1,200.00 to \$1,500.00.

## **POLICY AND PROCEDURES**

- 6.1 Lock and Key Control**
- 6.2 Evaluations**
- 6.3 Confidential Information**
- 6.4 Quorum**
- 6.5 Accountability of Parent Members**
- 6.6 Parental Responsibility re: Child's Integration into the Playschool**
- 6.7 Disruptive Behaviour**
- 6.8 Member's Rights**
- 6.9 Registration**
- 6.10 Parent/Member Duties**
- 6.11 Refund of Fees Following Notice to Withdraw**
- 6.12 Special Needs**
- 6.13 Mileage Policy**
- 6.14 Sibling Policy**
- 6.15 Executive Powers Under Special Circumstances**
- 6.16 Financial Statements**
- 6.17 Dismissal Of Children From Playschool**
- 6.18 Courses & Education Advancement for Playschool Teachers**
- 6.19 Use of Telephone at the Playschool**
- 6.20 Behaviour Management Policy and Procedures**
- 6.21 Switching Programs**
- 6.22 Field Trip Policy**
- 6.23 Serious Occurrences**
- 6.24 Drug Administration Policy**
- 6.25 Health and Sanitation**
- 6.26 Police Reference Check Policy**
- 6.27 Teacher Replacement Policy**
- 6.28 Non-Discrimination Policy**
- 6.29 Late Pick-Up Policy**
- 6.30 Directors and Officers Indemnification**
- 6.31 Child Abuse Policy**
- 6.32 Playground Policy**
- 6.33 Sabrina's Law – Summary of Anaphylactic Policy *Incorporated November 2005***

## **POLICY AND PROCEDURES**

### **6.1 Lock And Key Control**

Teachers, Registrars, President, Equipment Head and the Cleaning staff shall each hold a key to the supply cupboard + of school entrance.

### **6.2 Evaluations**

In addition to the Teacher evaluation procedure outlined in Section 4.4 the evaluation system will include:

- Program review to be done by teaching staff on an ongoing basis and discussed in an informal meeting with teachers and the President and /or Executive.
- An evaluation of the program to be completed by the full membership by November, followed by a meeting with the teachers and the President and/or the Executive. A formal written synopsis is prepared by the President.
- An end of the year commentary to be completed by the full membership by May 1<sup>st</sup>, reviewed with the teachers and documented by the President.

These evaluations may be undertaken in conjunction with the teacher evaluations.

### **6.3 Confidential Information**

The teachers, the President, the Registrar, the teacher replacements, (when working) should be privy to confidential information that may affect the child.

### **6.4 Quorum**

The President can waive quorum at general meetings. If quorum is waived, a vote can be taken only for business listed on the posted agenda. New business can be raised for discussion only.

### **6.5 Accountability Of Parent Members**

Membership in the Beaches Co-Operative Playschool involves responsibilities for each parent-member i.e. duty days, snack, space clean up, committee work, participation in and support of special events. These responsibilities are described in other sections of the manual.

Consistent lack of responsibility on the part of any parent-member in meeting these obligations is to be reported by the teachers and/or parent-members to the Personnel Liaison Committee. The Personnel Liaison Committee shall bring the matter to the attention of the parent-member.

### **6.6 Parental Responsibility re: Child's Integration Into The Program**

It is the responsibility of the parent to see that the child adjusts happily to Playschool. When the child's parent or teacher(s) deem it necessary; the parent shall make sure that he/she stays with the child to help him/her adjust to the Playschool situation.

## **6.7 Disruptive Behaviour**

If a child, exhibits behaviour which, in the opinion of a teacher, is disruptive and adversely affects the daily program, such teacher may request the parent representative to arrange a conference between the parent, teacher and parent representative, at which time the problem and possible solutions will be discussed.

If such disruptive behaviour persists a teacher may request a second meeting, at which time a decision will be made as to whether it is appropriate for all concerned, for such child to remain in the program.

A decision to remove a child from the program, may be appealed by a parent to the executive of the Playschool.

## **6.8 Members' Rights**

All members are welcome to attend executive meetings and to examine the books of account.

## **6.9 Registration**

- Two year old session = Tuesday/ Thursday AM
- Two/Three year old session = Monday/ Wednesday/ Friday AM
- Three/Four year old session = Monday/ Wednesday/ Friday PM

### Registration Process

The registration process will take place in the early spring. It will consist of:

Pre registration Week: for returning families to register for the following September.

Registration Week : for new families to register for the following September.

Package Return Day: for parents of registered children to return their completed forms, sign up for committees and choose duty days for September.

### Timing

The Registrar shall advise the executive, parents and the general public in reasonable time of the registration dates for the coming year.

### Tuesday/ Thursday Session Registration

A sibling of a current two year old who will be attending the M/W/F session in the following year has first access to the T/TH session when registered during spring Pre-Registration Week for the following September.

A sibling of a current or past child has second access to the T/TH or M/W/F session when registered during spring Pre-Registration Week for the following September.

### Monday/ Wednesday/ Friday Sessions Registration

All current two-year-olds have first access to the M/W/F session when registered during spring Pre-Registration Week for the following September.

The remaining spaces shall be filled by new families on a first come, first serve basis during Registration Week in the spring for the following September.

## Waiting Lists

The Registrar shall maintain only two waiting lists and only for the current year.

- A waiting list for children who were unable to register during Pre-Registration or Registration Week, but are interested in filling any spot that becomes available for the following September.
- A waiting list for children who want to enroll in the current year should a space become available in mid- year.

### **6.10 Parent / Member Duties**

- Refer to section 2.6

### **6.11 Refund Of Fees Following Notice To Withdraw A Child**

- Refer to Section 2.2

### **6.12 Special Needs**

An extra spot in the three year old program is designated “Special Needs” and can be filled only by an atypical child. The Registrar maintains a Special Waiting List and offers this spot to the family who is first on the list.

Each family who applies to the school is interviewed by the teacher and a parent representative to determine whether our Playschool can meet their child’s needs.

The teacher and the parent representative make presentation to the Board of the Playschool concerning the needs of the family applying and the capabilities of the Playschool to accommodate those needs. The Board is responsible for final approval. Once approved, the child’s name is placed on the Special Waiting list.

The parent representative provides ongoing liaison between the family and the Playschool.

### **6.13 Mileage Policy**

It has been decided any member of the Playschool who performs a service on behalf of the Playschool may request mileage be paid to him or her in an amount equal to 27 cents per kilometer driven.

Compensation from members of the Co-Operative cannot exceed in aggregate of 1000 kilometers per school year. The rate of 27 cents per kilometer will be reviewed annually.

## **6.14 Sibling Policy**

This Policy is based on two principles:

- Siblings are welcome at Playschool.
- Mutual respect is given member children and their siblings.

Siblings are welcome at Playschool on duty days or until the member child is ready to separate. However, it is important to know that our Operating License limits the Playschool to a maximum of 24 children at any one time (inclusive of class children and additional siblings). Class children and siblings belonging to duty parents will always be given priority to remain in the classroom. On rare occasions, non-duty parents with siblings may be asked to leave the classroom if we exceed the maximum number of children allowed. To integrate siblings successfully, the following guidelines are given:

- When signing up for duty, indicate with an “s” your intention to bring a sibling. Where possible, parents with siblings are not assigned the same duty day.
- Try to arrive early enough on duty days to choose the least restrictive duty and/or set up the playpen etc. for a younger sibling.
- You are responsible for the supervision of your sibling.
- If you remain at Playschool on non-duty days once your member child has settled into the program, please keep your sibling with you. Your sibling is welcome to use art materials or small toys in the kitchen while you enjoy coffee or tea and conversation.
- Please note: Siblings are not covered by our insurance policy. A waiver of responsibility must be signed before bringing a sibling to Playschool.
- Up-to-date immunization is required of all siblings.
- When two-year-old and three year old siblings are members of Playschool in the same year, parents may request those siblings attend the same day at the discretion of the teachers.
- Friends of members of Playschool or friends of siblings cannot be accommodated at Playschool.
- Please refer to 2.2.

## **6.15 Executive Powers Under Special Circumstances**

1. Under exceptional circumstances the President is permitted to take such emergency action as he/she deems appropriate provided such action is approved in advance by the Vice-President, the Secretary and at least two other members of the Executive.

Any such emergency action must be brought forward for discussion before a meeting of a full Executive as soon as possible. The executive may then decide whether it is necessary to raise the issue at a General Meeting.

2. In the case of longer term circumstances be they medical or otherwise, extending beyond the current Playschool duty calendar, and restricting a member’s ability to fulfill their Playschool responsibilities,

The Member shall:

- provide to the President a medical certificate including an anticipated wellness date
- present to the Executive a plan for fulfillment of their Playschool responsibilities by another member or members of the Playschool, for a period of three months or the anticipated duration of the extenuating circumstances, whichever is shorter
- provide to the Executive progress reports with respect to the situation, and any subsequent plans as may be required, every three months.

The Executive shall:

- have the authority to accept or request modifications to the plans as appropriate
- report on the situation, for information purposes at the next general meeting
- at the end of the first 3 month period, evaluate the effectiveness of the plan and consider any subsequent plans accordingly
- give careful consideration to continued membership when such circumstances are of a duration in excess of 4 months.
- have the discretionary authority to request a member to withdraw from Playschool if appropriate.

#### **6.16 Financial Statements**

The Beaches Co-operative Playschool commencing year-end 1991, shall employ an accountant to prepare Financial Statements of the Playschool. A fee (which will be negotiated at a later date) may be paid for this service.

#### **6.17 Dismissal Of Children From Playschool**

All children must be formally dismissed by a teacher of the Playschool. No parent or designate may remove his or her child from the Playschool until the teacher has signed out the child.

#### **6.18 Course & Educational Advancement For Playschool Teachers**

Teachers at the Beaches Co-operative Playschool are encouraged to take continuing education courses relevant to their employment with the Playschool. Courses are required to be approved by the President and the Treasurer when costs are covered by the Playschool. The teachers' contracts detail allowable spending limits. Courses shall be taken on the teachers' own time.

#### **6.19 Use Of Telephone At The Playschool**

The use of the telephone by parents of the BCP should be strictly limited to calls of an essential non-personal nature and of short duration. No long distance calls will be permitted. The teachers on duty should ensure that the phone is disconnected and stored in a secure location (green supply cabinet).

#### **6.20 Behaviour Management Policy And Procedures**

(Refer to Section 2.4)

##### Behaviour Management Monitoring Policy

The operator will ensure that:

- As part of the interview process for staff/student volunteers, a comprehensive discussion of the center's behaviour management policy is carried out to ensure compatibility with agency philosophy and legislative requirements.
- Staff/student/volunteers are required to review the prohibited and permitted practices prior to having contact with the children. All staff will have knowledge of the consequences of any violation of the policy.

- The policy will be reviewed, signed, witnessed and dated at the time of orientation and annually thereafter; a record will be retained for at least two years.
- Staff performance appraisal to include a specific section related to behaviour management/child guidance practices to ensure that staff have a full understanding of practices appropriate for certain age groups.
- It is staff/student/volunteer responsibility to report any incident to the supervisor, this will be discussed, documented and kept on file.
- If/when unusual disciplinary problems arise, these will be discussed at a full staff meeting to ensure everyone has knowledge of the behaviour management plan for an individual child.
- Supervisor will carry out both daily and scheduled observations.
- Operator will ensure that regular monitoring is carried out and a tracking procedure in place; a record will be kept for at least two years.

See form attached. 6.20.3

**6.20.3 SUPERVISION OF CHILDREN AND BEHAVIOUR MANAGEMENT**

	Yes	No	Follow Up Action
Provides constant supervision of all children, never leaving them unattended			
Supervision of children, including establishing and defining expectations for groups and individuals			
Uses appropriate language and voice level			
Provides positive reinforcement			
Guides behaviour in a positive manner			
Is firm and consistent when guiding behaviour			
Models attitudes and behaviour patterns as expected of children			
Establishes and maintains room control			
Encourages problem solving & decision making			
<p><i>Summary: Supervision of Children and Behaviour Management: _____</i></p> <p><b>Comments</b></p> <p>_____</p> <p>_____</p> <p>_____</p>			

## **6.21 Switching Programs**

The following provides guidelines for children moving from one program to another. Two factors are looked at when considering change:

- Meeting age requirements. Child must be 2 ½ on September 1<sup>st</sup> of appropriate year for the 2/3 program. Child must be 3 on September 1<sup>st</sup> of appropriate year for the 3/4 program.
- Child must reflect the maturity level appropriate with the program dynamics.

The teachers will observe the child in the requested program for a maximum of 3 days. Upon completion of observation the teacher's will meet with the Parent's to discuss. Recommendation for acceptance or denial into the program will be provided. If the decision is denial the parent(s) will be given specific reasons and examples. If the parent(s) is not satisfied with the results he/she may involve the Personnel Liaison Committee. Next steps will be determined at that time.

## **6.22 Field Trip Policy**

The Playschool may on occasion go on a field trip during the year. Parents will be notified in advance of the date. If you choose to go on the trip, the parents will be asked to bring their child and meet at a designated sight. You may arrange with another person to be the guardian for your child. The parent or guardian will be required to stay with their child/children for the duration of the trip. If that parent or guardian has not had a criminal reference check completed for the Playschool, the parent may still go on the field trip but may not be left alone with any other child (except his/her own).

During field trips for the 3/ 4 program all parents may not be required to stay. A minimum ration of 1:4 must be maintained to provide proper supervision. Parents may be required to bring and pick up their child depending on the destination of the trip. Advance notice of parental involvement will be given.

Permission forms must be completed if the parent is not going on the trip. You must specify who will be the guardian for your child for the trip.

## **6.23 Serious Occurrences**

### **Section 6.23: BCP Serious Occurrence Policy**

The Beaches Co-operative Playschool adheres to the policies and procedures on serious occurrences outlined in the Day Nurseries Act DN-0802-04.

#### Medical Emergencies

- Call 911 and provide appropriate first aid attention until help arrives. Accompany child to hospital if required.
- Notify playschool staff.
- Notify parents or child's emergency number.
- Notify program advisor within 24 hours.

#### Missing Persons

- Conduct thorough search of playschool, church building and surrounding area.
- Notify police
- Notify parents or child's emergency number.
- Notify program adviser within 24 hours

### Natural Disaster (Fire, Flood, Gas Leak)

- Evacuate premises to “Threads Lifestyle”, 952 Kingston Road, following fire drill procedures.
- Call 911.
- Take Children to safety.
- Notify parents or emergency numbers.
- Notify program advisor within 24 hours.

### Fire Drill Procedures

- Teacher rings bell and heads to appropriate fire exit with the attendance, first aid kit and emergency information
- Float/Craft duty parents immediately proceed to exit, holding door for children.
- Other duty parents usher children swiftly and calmly to exit and assist taking children outside. (Do not stop to dress children)
- Outside, teacher takes attendance. Only playschool registrants will be called. Siblings are sole responsibility of parent.
- Second teacher searches bathroom, kitchen, closet and playroom (under all tables and piano) and ensures all doors are shut before leaving.
- Evacuation site is at “Threads Lifestyle” located at 952 Kingston Rd.
- Upon Evacuation, 911 will be called.
- Staff member initiating the fire drill will write-up the appropriate report.
- During fire drill, all persons must exit the building - regardless of their situation.

The following are **Serious Occurrences** to be **reported** to the ministry and the Board:

- Any death of a client while participating in a service.
- Any serious injury to a client, which occurs while participating in a service: (a) caused by the service provider, (b) accidental, (c) self-inflicted/unexplained where treatment is required.
- Any alleged abuse or mistreatment of a client, which occurs while participating in a service.
- Any situation where a client is missing, in accordance with ministry requirements for applicable program sectors; otherwise where service provider considers matter to be serious.
- Any disaster, such as a fire, on the premises where a service is provided.
- Any complaint concerning the operational, physical or safety standards of the service that is considered by the service provider to be of a serious nature.
- Any complaint made by or about a client, or any other serious occurrence concerning a client, that is considered by the service provider to be of a serious nature.

The procedures to deal with any of these serious occurrences are as follows:

#### Immediate Actions:

- After the health and safety of the child (or children) have been addressed, the President will ensure that the Ministry’s early alert system is notified **within three (3) hours** of becoming aware of the incident. Notification will be by facsimile, or telephone if facsimile is not available, at the following numbers listed:

Weekdays & Evenings from Monday 6:30am to Friday 6:00 pm:

fax 1 866 312 0672, phone 1 866 312 0673

Weekends & Holidays from Friday 6:00 pm to Monday 6:30 am:

fax 1866 262 8881, phone 1877 444 0424

- Ensure notification of the coroner for any death, then the police/Children’s Aid Society as applicable, and family/others as appropriate.
- Serious occurrence inquiry conducted by the President.
  - Description of occurrence
  - Client’s allegation (if applicable)
  - Date, time, place where it occurred
  - Time occurrence reported
  - Reason for the occurrence (if known)
  - People involved

- Action taken
- Current status
- Parties notified
- Police (416-808-8888)
- Children's Aid Society (416-924-4646)
- Parents and/or others
- Further action recommended:
  - Specific to immediate situation; and/or
  - Related potential underlying factors (e.g. review of particular internal policy/procedure, review of program plan for client, training for staff, modification to physical playroom, etc.)

#### Within 24 hours

- President must verbally notify the regional office of the offence (416-397-7359)
- President must verbally notify the parent/guardian/advocate

#### Reporting Process – within 7 days:

- After initial notification to the ministry, the written Serious Occurrence Inquiry Report, signed by the President, must be submitted to the ministry regional office.
- The report shall identify any children involved by their first name and the first initial of their last name. Any other party should be referenced in as non-identifying term as possible (e.g. first and last initials only, staff A and staff B, etc.) This must be submitted even with incomplete information and/or actions.
- Upon review of the Inquiry Report, the ministry may request additional information or a further review of the incident. The President is then responsible for all further requests.
- President is responsible for all action reports to be submitted and followed up.

#### Annual Summary Report

- An annual summary report is to be filed with the ministry – whether any occurrence has happened or not.

#### On going Monitoring

- In-year monitoring of all Serious Occurrence related issues/trends must be done by the President and Ministry contacts, conducting follow-up actions in a timely manner.

### **Section 6.23b: B.C.P Enhanced Serious Occurrence Procedures (amended December 2008)**

The Beaches Co-operative Playschool adheres to the policies and procedures on serious occurrences outlined in the Day Nurseries Act DN-0802-04. In addition, the Ministry of Community and Social Services and the Ministry of Child and Youth Services requires that Enhanced Serious Occurrence Procedures be followed when an Enhanced Serious Occurrence has taken place.

Enhanced Serious Occurrence Procedures will be followed when emergency services (i.e. police, fire and /or ambulance) are used in response to a significant incident involving a B.C.P. child and/or the incident is likely to result in *significant public or media attention*

The Playschool will ensure that the President or other designated authority is available at all times and will determine when an incident requires Enhanced Serious Occurrence Reporting and will ensure that necessary actions occur.

The following are **Serious Occurrences** to be **reported** to the ministry and the Board:

- Any death of a client while participating in a service.
- Any serious injury to a client, which occurs while participating in a service: (a) caused by the service provider, (b) accidental, (c) self-inflicted/unexplained where treatment is required.
- Any alleged abuse or mistreatment of a client, which occurs while participating in a service.
- Any situation where a client is missing, in accordance with ministry requirements for applicable program sectors; otherwise where service provider considers matter to be serious.
- Any disaster, such as a fire, on the premises where a service is provided.
- Any complaint concerning the operational, physical or safety standards of the service that is considered by the service provider to be of a serious nature.
- Any complaint made by or about a client, or any other serious occurrence concerning a client, that is considered by the service provider to be of a serious nature.

The procedures to deal with any of these serious occurrences are as follows:

#### Medical Emergencies

- Call 911 and provide appropriate first aid attention until help arrives. Accompany child to hospital if required.
- Notify playschool staff.
- Notify parents or child's emergency number.
- Notify program advisor within 24 hours.

#### Missing Persons

- Conduct thorough search of playschool, church building and surrounding area.
- Notify police
- Notify parents or child's emergency number.
- Notify program adviser within 24 hours

#### Natural Disaster (Fire, Flood, Gas Leak)

- Evacuate premises to "Threads Lifestyle", 952 Kingston Road, following fire drill procedures.
- Call 911.
- Take Children to safety.
- Notify parents or emergency numbers.
- Notify program advisor within 24 hours.

#### Fire Drill Procedures

- Teacher rings bell and heads to appropriate fire exit with the attendance, first aid kit and emergency information
- Float/Craft duty parents immediately proceed to exit, holding door for children.
- Other duty parents usher children swiftly and calmly to exit and assist taking children outside. (Do not stop to dress children)
- Outside, teacher takes attendance. Only playschool registrants will be called. Siblings are sole responsibility of parent.
- Second teachers searches bathroom, kitchen, closet and playroom (under all tables and piano) and ensures all doors are shut before leaving.
- Evacuation site is at "Threads Lifestyle" located at 952 Kingston Rd.
- Upon Evacuation, 911 will be called.
- Staff member initiating the fire drill will write-up the appropriate report.
- During fire drill, all persons must exit the building - regardless of their situation.

## **Immediate Reporting Process**

After the health and safety of the child (or children) have been addressed, the President will ensure that the Ministry's early alert system is notified **within three (3) hours** of becoming aware of the incident. Notification will be by facsimile, or telephone if facsimile is not available, at the following numbers listed:

Weekdays & Evenings from Monday 6:30am to Friday 6:00 pm:  
fax 1 866 312 0672, phone 1 866 312 0673

Weekends & Holidays from Friday 6:00 pm to Monday 6:30 am:  
fax 1866 262 8881, phone 1877 444 0424

The **Serious Occurrence Initial Notification Report** (see form attached 6.23.1) will be used and completed by the President prior to notifying the Ministry and include the following information:

- Description of occurrence
- Client's allegation (if applicable)
- Date, time, place where it occurred
- Reason for the occurrence (if known)
- People involved
- Action taken
- Current status
- Parties notified
- Further action recommended specific to the immediate situation and/or related potential underlying factors (e.g. review of particular internal policy/procedure, review of program plan for client, training for staff, modification to physical playroom, etc.)

The President will also telephone the early alert system and leave a voice mail stating that a Serious Occurrence Initial Notification Report was faxed, the time and date of the fax, the name and telephone number of the Designated Authority who completed the Initial Report. If the report was filed by phone, the Designated Authority will either speak to a Ministry official or will know that the report has been left on the appropriate voice mail based on the Voice Message introduction which clearly stated that it is the message centre for the early alert system.

After this, and within 24 hours, the Playschool will report to the City of Toronto (416 397 7359). The City of Toronto will follow up with service providers to ensure proper issues management occurs, as is appropriate. The President will notify any other authorities, as is appropriate, (such as the coroner for any death, the police 416-808-8888, the Children's Aid Society 416-924-4646) and ensure that all involved family/others have been informed.

## **Reporting Process – within 7 days:**

- After initial notification to the ministry, the written Serious Occurrence Inquiry Report, signed by the President, must be submitted to the ministry regional office.
- The report shall identify any children involved by their first name and the first initial of their last name. Any other party should be referenced in as non-identifying term as possible (e.g. first and last initials only, staff A and staff B, etc.) This must be submitted even with incomplete information and/or actions.
- Upon review of the Inquiry Report, the ministry may request additional information or a further review of the incident. The President is then responsible for all further requests.
- The President is responsible for all action reports to be submitted and followed up.

## **Annual Summary Report**

An annual summary report is to be filed with the ministry – whether any occurrence has happened or not.

## **On going Monitoring**

In-year monitoring of all Serious Occurrence related issues/trends must be done by the President and Ministry contacts, conducting follow-up actions in a timely manner.

6.23.1 SERIOUS OCCURRENCE INITIAL NOTIFICATION REPORT

Description of Occurrence		
Client's Allegation		
Date / Time Place Occurred		
Reason for Occurrence (if known)		
People Involve		
Action Taken		
Current Status		
Parties Involved		
Recommended Action		

## 6.24 Drug Administration Policy

Legislation: \*Day Nurseries Act, Ontario Regulations 760/83,#3 p.27

“Where the operator agrees to the administration of drugs or medications, the operator shall ensure that:

- a. A written procedure is established by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act for:
  - the administration of any drug or medicine to a child in attendance in a day nursery;
  - keeping of records with respect to the administration of drugs or medications including those records required under the Narcotics Control Act.
- b. The drugs and medications are stored as directed in a locked container.
- c. One person in each day nursery is in charge of all drugs and medications and that all drugs and medications are dealt with by that person or person designated by that person.
- d. Drugs or medications are administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication, and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
- e. Drugs or medications are administered to a child only from the original container and that the container is clearly labeled with the child’s name, name of the drug or medication, date of purchase and instructions for storage and administration.”\*

### Procedure

This childcare center will administer a prescription and/or non-prescription drug according to the above legislation and according to the Health Department Standards.

1. When a parent initially brings in a drug or medication, a “Medication Authorization form is completed and signed by the parent and the staff in charge. This authorization is then placed into the child’s’ file.
2. Staff must check medication is:
  - a. in original container
  - b. has child’s’ name
  - c. name of drug
  - d. dosage
  - e. date of purchase
  - f. instructions for storage
  - g. instructions for administration
1. The form is reviewed daily during the administration of the drug.
2. Parents must initial any changes.
3. Parents must sign and date the “Drug and Medications Administration” record daily.
4. The staff person locks the medication in the appropriate storage area.
5. Only those given written permission by the parent administers the medication.
6. Keys are to be kept in the green cupboard.
7. After the administration of medication, the staff person signs the “Drug and Medications Administration” record.
8. Once the medication is finished or the parents request the discontinuation of the medication, the “Medication Authorization” form is placed in the child's file.
9. The “Drug and Medication Administration” records are kept on file in the blue cupboard with the past members files.

See attached documents for this policy. Addendum 6.24.1

**6.24.1 MEDICATION AUTHORIZATION FORM**

BEACHES CO-OPERATIVE  
PLAYSCHOOL

CHILD'S NAME \_\_\_\_\_

**MEDICATION AUTHORIZATION**  
**I authorize the administration:**

of \_\_\_\_\_  
Name of Medication

to \_\_\_\_\_  
Name of Child

by: \_\_\_\_\_  
Name of Person to Administer Drug

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Use the following Instructions:

Dosage: \_\_\_\_\_  
\_\_\_\_\_

Time(s) of Administration:  
\_\_\_\_\_  
\_\_\_\_\_

Storage: \_\_\_\_\_  
\_\_\_\_\_

**SIDE EFFECTS** \_\_\_\_\_  
\_\_\_\_\_

**Stop medication if the following reaction(s) are observed:**

---

DATE: \_\_\_\_\_

---

Parent's Signature

DRUG ADMINISTRATION POLICY

**Medication to be administered can take the form of:**

- prescribed medication in original bottle with prescription label.
- an over the counter medication in original bottle, clearly labeled, and accompanied by a doctor's letter.
- a medication that is needed on a regular basis with a written doctor's procedure.

**Necessary information to be on prescription bottle label or in doctor's letter:**

- child's name, clearly labeled
- name of drug
- the dosage to be given / instructions for administration
- the date of purchase / expiration date
- the instructions for storage

**ADMINISTRATION LOG**

Date	Time Given	Amount Given	Staff Signature	Comments/ Observation



## 6.25 Health And Sanitation

Refer to Section 2.5

### **Section 6.25b: Anaphylactic Policy (updated December 2008)**

Anaphylaxis is a serious allergic reaction and can be life threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc. The anaphylaxis policy is intended to help support the needs of a child with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, students, and visitors at the playschool.

Each member of the Playschool will work to ensure that the risk of exposure to anaphylactic agents is minimized, and should be aware of which children are at risk and the procedures to follow should the child be exposed. Parents are **not** to bring in snacks or other foods which contain nut or nut products. In addition, food brought in for snack-time is **not** to be sliced or prepared or removed from it's packaging prior to arriving at the Playschool. This is to ensure all allergy safety is maintained. A Food Log is kept in the kitchen and is to be completed by the Butler on Duty in order to maintain a record of what is consumed by the children and from where it was purchased. As well, no food is to be consumed in the children's play area aside from that which is distributed during snack time.

Parents and staff should be trained annually by a physician or a trained member of staff on the procedures to be followed in the event of a child having an anaphylactic reaction. This training should normally take place in the first general meeting of the school year. A signed document stating that they have been made aware of these procedures must be included in the files of all staff, students, and parents.

The Playschool will ensure that, upon enrollment of a child with a known anaphylactic allergy, an **individual plan of action** is developed, distributed among the members of the playschool, and included in their student file. As well, these plans of actions should be posted in a highly visible location within the playschool kitchen and play areas.

These *plans of action* should be developed with input from the child's parent or guardian which includes emergency procedures in respect to the child. The plan of action should include:

- a description of the child's allergy
- monitoring and avoidance strategies
- signs and symptoms of an anaphylactic allergy
- action to be taken by staff in the event the child has a reaction
- parent/guardian consent that allows the staff to administer the allergy medication in the event the child has an anaphylactic reaction
- emergency contact information

All employees, volunteers, and duty parents must review these procedures and be aware of them. Special medications such as Epinephrine should be kept in location where it is easily accessible to staff. These locations should be labeled and known to staff, students, and parents.

## 6.26 Police Reference Check Policy (updated May 2010)

### Purpose:

To determine that employees/volunteers providing direct service to children, do not have a criminal history that is incompatible with the safety and well being of clients receiving services from them.

### Policy:

The positions of teachers and assistant teachers (volunteer duty parents/designated grandparents) must submit to the "Consent to Disclosure of Personal Informations for a Police Reference Check" program prior to final confirmation of employment of volunteer status. Until a completed police reference check has been submitted, reviewed, and approved by the playschool, the applicant will not be allowed to be placed alone with any of the children at the playschool. If the criminal reference check discloses no criminal convictions, the person shall be immediately confirmed and full duties bestowed. If the criminal reference check discloses a criminal conviction for which a pardon has not been issued, or for which a granted pardon has been revoked:

- The Employee - the playschool shall immediately advise the individual that conditional employment shall be immediately revoked.
- The Assistant Teacher (Duty Parent) - the President and Vice-President and individual will arrange a confidential meeting to review the circumstances behind the conviction/s. If it is their opinion that the individual does not pose a security risk, the President and Vice-President shall confirm the membership into the playschool. If it is deemed that there is a security risk, the individual shall be immediately advised that membership in the playschool will not be confirmed. All decisions are final.

### Procedure:

A consent to disclosure of Personal Information for a Police Reference Check will be included in every registration package and provided to every new employee. Every parent who will act as an assistant teacher (duty parent) and every new employee must submit a completed and signed Consent to Disclosure of Personal Information for a Police Reference Check. Membership/Employment is conditional on a mutually satisfactory reference check.

The Police Reference Contact shall forward all completed records to the Metropolitan Toronto Police Reference Check Program and shall maintain the pertinent records as determined by this policy. The contact person shall be determined by the Executive annually. Due to a decision by the Ontario Human Rights Commission, the application, once reviewed and assessed by Toronto Police Services, shall be forwarded from Toronto Police Services *directly to the applicant*. It is the applicant's responsibility to promptly submit the reviewed reference check to the playschool. The applicant (i.e., duty parent/employee) shall notify the playschool contact person (i.e., vice-president) and provide the reviewed application for review by the playschool representative if they chose to continue their child's enrollment at the playschool. Not doing so may result in immediate removal from the playschool.

The contact person shall complete the **Confirmation of Receipt and Review of Completed Police Reference Check** form indicating that the application was received and reviewed, and the applicant will then keep the police reference check.

If an applicant is suspected of having a possible criminal record, Toronto Police Services requires that fingerprints of the applicant be submitted for positive identification before criminal records are released. The fingerprints are to be submitted to the National Criminal Records repository by an authorized police service or accredited private fingerprinting company. Applicants who require fingerprints will be provided detailed instructions for completing this process by Toronto Police Services.

If a criminal reference check for an assistant teacher (duty parent) discloses a criminal conviction for which a pardon has not been issued, or for which a granted pardon has been revoked, the playschool shall arrange a confidential meeting in to included the President and Vice-President and the individual to review the circumstances behind the convictions including:

- the nature of the circumstances surrounding the charges and convictions
- the passage of time since the offense occurred
- any rehabilitation efforts made by the individual

If it is their opinion that the individual does not pose a security risk, the President and Police Reference Contact shall confirm the membership in the playschool. If it is deemed that there is a security risk, the individual shall be immediately advised that conditional employment or membership in playschool will not be confirmed. All decisions are final.

#### Confidentiality of criminal reference check results

The results of a criminal reference check shall be kept strictly confidential by the President and Vice-President, and shall not be disclosed to any person.

### **6.27 Teacher Replacement Policy**

It has been decided that a list of volunteers from each program will form our teacher replacement list. The parent called upon to act as a teacher replacement will be paid no less than minimum wage for the 2 hour time period.

### **6.28 Non-Discrimination Policy**

Beaches Cooperative Playschool upholds the City of Toronto's Anti-Racism Policy as well as the Ontario Human Rights Code. The Beaches Cooperative Playschool will ensure that:

- it will not discriminate on the basis of age, ancestry, colour, creed, citizenship, race, ethnic origin, place of origin, disability, gender, marital status, family status, sexual orientation, and socio-economic status against any person volunteering to assist or requesting service from BCP;
- its services are sensitive to the needs of historically disadvantaged groups;
- its programs seek to identify and eliminate systemic barriers to full participation, and promote positive relations and attitudinal change;
- discriminatory incidents or behaviours are not tolerated;
- its communications present a positive and balanced portrayal of historically disadvantaged groups.

Serious occurrence reports will be submitted if a discriminatory incident does occur. In the event that this policy is broken, the executive committee will have a full investigation of the allegation and appropriate measures will be taken. Teachers must read and sign a copy of the Non-discrimination Policy at the renewal of each contract. A copy of this will be kept with their contract.

Historically disadvantaged groups include those who have experienced and continue to experience discrimination in Canadian society, now protected by Human Rights Codes. These included aboriginal, racial, ethno cultural, faith, lesbian and gay communities, women and the disabled.

### **6.29 Late-Pickup Policy**

Monday, Wednesday, Friday	AM Class	Pick-Up Time: 11:30 a.m.
Tuesday, Thursday	AM Class	Pick-Up Time: 11:00 a.m.
Monday, Wednesday, Friday	PM Class	Pick-Up Time: 4.00 p.m.

Children must be picked up within five minutes of the end of class. Failure to do so will result in a charge being levied based on the amount of time that the pick-up is late (in excess of the five-minute grace

period). The charge will be levied at a rate of \$1.00 per overtime minute. All monies will be collected by the Personnel Liaison representative and passed to the Teacher(s).”

### 6.30 Directors And Officers Indemnification (September 2001)

To protect members of the executive committee, the playschool's insurance policy includes Directors and Officers liability insurance. In simple terms, this covers the effect of financial repercussions resulting from poor decisions made by the executive committee, and relieves any potential financial burden from the executive members personally. Our insurance requires the following clause in our policy.

Every director and officer of the Beaches Cooperative Playschool, his/her heirs, executors and administrators, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Playschool only from and against:

- all costs, charges and expenses whatsoever such director or officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed matter or thing whatsoever, made, done or permitted by him/her, in or about the execution of the duties of his/her office;
- all other costs, charges and expenses he/she sustains or incurs in or about or in relation to the affairs of the playschool;

except such costs, charges and expenses as are occasioned by his/her own negligence or default, or failure to act honestly, and in good faith with a view to the best interests of the playschool.

### 6.31 Child Abuse Policy (amended December 2008)

#### **Summary of Legal Requirements for Reporting Suspicion of CHILD ABUSE**

There are laws in Ontario under the *Child and Family Services Act*, which tell us what **must** happen when a person suspects that a child may have been abused or is at risk for abuse. Below is a summary of these laws. **People working with children are responsible for reporting suspicions of child abuse, NOT for proving whether or not child abuse has occurred. It is the responsibility of a Children's Aid Society to investigate, with police where necessary, and decide on the best plan for the child.**

#### Duty to Report

- EVERY person in Ontario, including someone who works with children, MUST call a Children's Aid Society IMMEDIATELY to report suspicion that a child may have been abused or is at risk for abuse.
- The person who suspects child abuse or a risk of child abuse may NOT ask anyone else to make the report to the Children's Aid Society, but must do so themselves.
- If a person has more suspicions or information about a child, then a Children's Aid Society must be contacted again, even if other reports have been made previously.

#### Definition of Abuse

Generally, child abuse is divided into four types: NEGLECT, PHYSICAL ABUSE, SEXUAL ABUSE, and EMOTIONAL ABUSE.

a. Neglect: Neglect occurs when a parent/caregiver does not provide the basic emotional and physical needs of the child on an ongoing basis. Examples of neglect include not providing proper food, clothing, housing, supervision, safe surroundings, personal health care, medical and emotional care, and education.

b. Physical Abuse: Physical abuse includes anything a parent/caregiver does that results in physical harm to the child. Physical abuse may happen if a child is punished harshly, even though the parent/caregiver may not have meant to hurt the child. Examples of physical abuse may include bruises, marks in the shape of objects or handprints, shaking, burns, human bite marks, fractures of the skull, arms, legs and ribs, female genital mutilation.

c. **Sexual Abuse:** Sexual abuse occurs when a person uses power over a child and involves the child in any sexual act. The abuser is not just more powerful because physical strength, but also because of age, intelligence, control over the child, and the child's need to be taken care of by others. The offender gets the child to participate by using threats, bribes, lying and taking advantage of the child's trust. Sexual abuse includes involving the child in acts such as fondling (touching the child in a sexual way), getting the child to touch the adult inappropriately, oral sex, inserting fingers, penis or objects in the vagina or anus, exposing oneself, allowing a child to watch pornography, involving a child in pornography or prostitution.

d. **Emotional Abuse:** A parent/caregiver who continually uses any of the following when interacting or disciplining a child is emotionally abusing the child: rejecting (I wish you were never born), criticizing (Why can't you do anything right?), insulting (I can't believe you could be so stupid), humiliating (embarrassing a child in front of other people), isolating (not allowing a child to play with friends), terrorizing (The police will come and take you away!), corrupting (Incessant swearing within child's hearing, getting the child to participate in unlawful activity), not responding emotionally, punishing a child for exploring the environment, allowing a child to witness violence in the home.

### **Procedures for Reporting Suspected Child Abuse**

Making the decision to report will be based on:

- observations of the child's behaviour and other indicators of child abuse and family violence
- the child's disclosure, whether purposeful or accidental; and/or
- other information available to the staff

Reporting to a Children's Aid Society includes suspicions that a child has been abused and a child who is at risk for abuse. ***If an individual is unsure of whether or not to report suspicions of child abuse or family violence, consult with a Child's Aid Society to discuss the situation with a worker and ask for guidance. No one else is in a legal position to decide if a report should be made.***

The person who suspects the abuse **must** call directly to a society. Inform the teachers and/or a member of the executive only **after** you have spoken to someone at a Children's Aid Society. For the safety of the child, **do not speak to the parent/guardian of the child or other adults about your suspicions**. All persons making a report of suspected child abuse to a Children's Aid Society are protected against civil action, unless that person is proven to have acted maliciously or without reasonable grounds for the suspicion. In situations where the cause of a child's injuries, or the nature of the child's disclosure, or the behaviour observed is unclear, speak to a representative of a Child's Aid Society for guidance as to how you should proceed.

#### ***Upon deciding to report a case of suspected abuse, you must:***

1. If you feel that the child is in immediate danger, contact the police (dial 911).
2. Contact one of the following Children's Aid Society's: The following are the appropriate children's welfare authorities that may be contacted:
  - Catholic Children's Aid Society                      416 395 1500
  - Jewish Family and Child Services                      416 961 9344
  - Metro Children's Aid Society                      416 924 4646
  - Native Child and Family Services                      416969 8510
3. After a report has been made, the Children's Aid worker will instruct you as to how you should proceed. Generally, person suspected of abuse will **not** be told by anyone about the suspicion, unless instructed by the Children's Aid worker. The Supervising Teacher will most likely be consulted as to what action, if any, should be taken to protect the child.
4. The Supervising Teacher will notify a program advisor at the City of Toronto Children's Services within 24 hours of the occurrence, and submit a Preliminary Inquiry Report to the City within 7 working days.
5. The Supervising Teacher will immediately notify the President of the Executive, who in consultation with the Supervising Teacher, Children's Aid Society, and legal counsel will determine what action, if any, will be taken with respect to the suspected person.

6. The President will immediately contact the playschool's insurance company when abuse by a staff member is suspected.

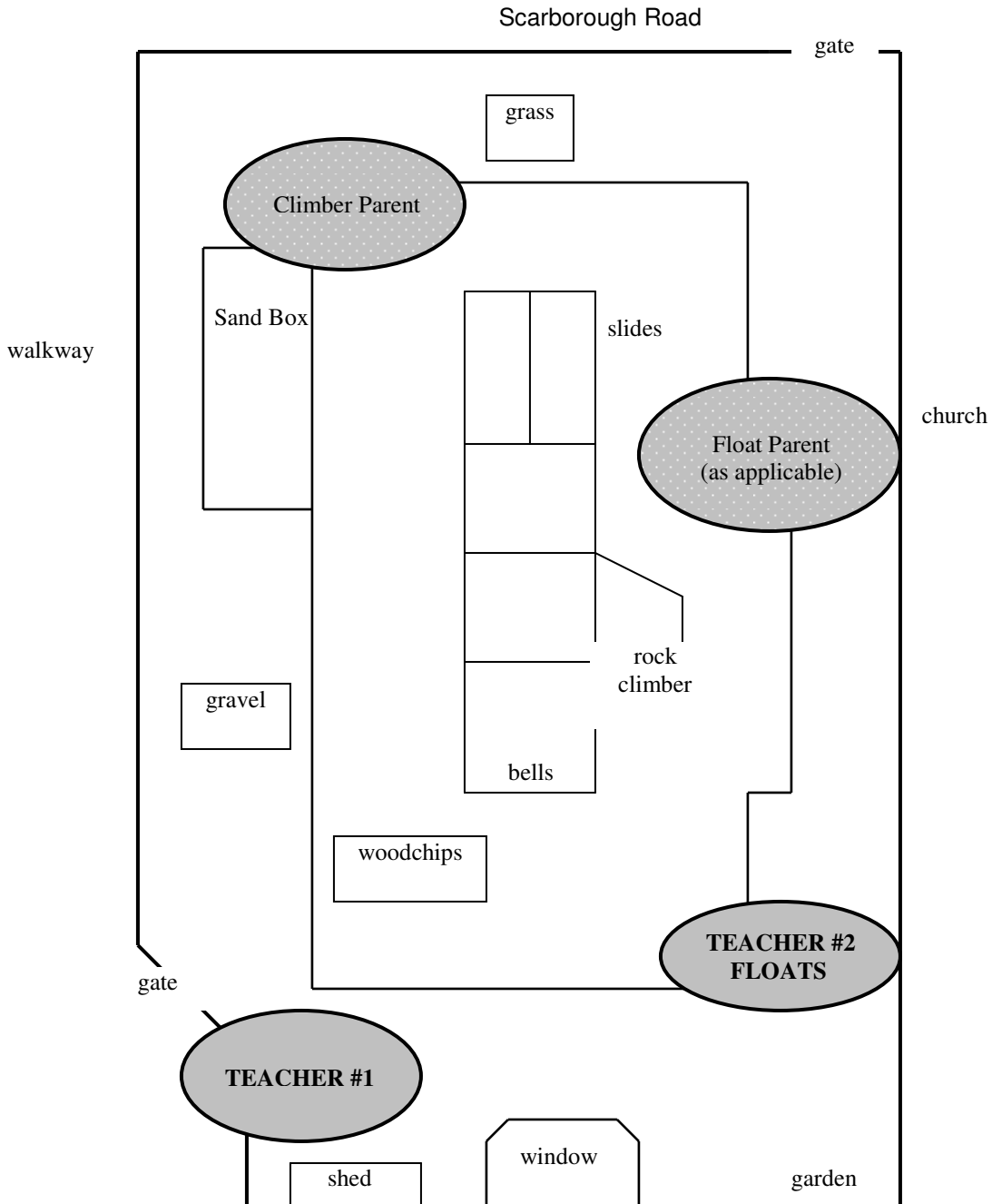
7. Once directed by the Children's Aid Society, the Supervising Teacher and the President will meet with the suspected person to discuss any procedures for a change in duties, responsibilities, etc. The Supervising Teacher will follow up with a written confirmation of any decisions and the reason for such, a copy of which is to be given to the suspected person and a copy retained on file.

*Some of the above information was excerpted from Information Packages provided by the Toronto Child Abuse Centre, 890 Yonge Street, 11<sup>th</sup> Floor, Toronto, ON, M4W 3P4. (416) 515-1100 Fax (416) 515-1227 [www.tcac.on.ca](http://www.tcac.on.ca). More information is available in the extended child abuse information package located at the playschool.*

**6.32 BCP Summary Of Playground Policy (Incorporated February 2002)**

A copy of the unabridged version of the BCP playground supervision policy is available for reference at the playschool and all parents are responsible for reading it. This summary is included in your registration package and your signature of compliance is required for playschool files.

Playground Map



## Staff Ratios Must Be Maintained In The Playground

The minimum ratios will be strictly maintained as follow:

- 2's - Ratio 5:1 = 2 teachers and a minimum of 2<sup>+</sup> parents (15 children)
- 3's - Ratio 8:1 = 2 teachers and a minimum of 1 duty parent (18 children)
- 4's - Ratio 8:1 = 2 teachers and a minimum of 1 duty parent (18 children)

\*where 2 parents are equivalent to 1 teacher

Once on the playground, duty parents and teachers are responsible for supervising a section of the playground as per the playground map.

- Climber parent supervises slide area of climber
- Float parent supervises bell area and rock climber

Rules:

- Slide feet first down the slide, one child at a time on each slide.
- Bouncy balls are to be used only on the surrounding gravel and grass.
- No toys on the climber
- No throwing rocks, wood chips, sand, toys, etc.
- No climbing on the fence.
- Both gates are to be closed (except for entries or exits).

Siblings are not the responsibility of the playschool staff and are the sole responsibility of the parent. If you are on duty and must bring another child, you must look after that child. Another duty parent and/or teacher may not assume responsibility of that child.

### **Playground Maintenance and Safety Policy**

The playground will be inspected on a daily, monthly, and seasonal basis to ensure that it is safe for use. The teachers will conduct the daily and seasonal playground inspection. The Vice-President will conduct the Monthly and Annual Playground inspection. The yearly inspection will be conducted by a certified playground inspector prior to the commencement of the school year. The playground committee, under the guidance of the Vice-President, will be responsible for the maintenance of the playground, as outlined in their job descriptions (Section 3.4) as well as completing any maintenance logs that are required. The teachers and Vice-President should be notified if any aspect of the playground is deemed unsafe. As well, the teachers will maintain an injury log should any child injure themselves during school hours.

### **6.33 Sabrina's Law – Summary of BCP's Anaphylactic Policy *Incorporated November 2005***

On May 6, 2005, the Ontario Legislature passed Bill 3, hereinafter to be referred to as *Sabrina's Law* (S.O. 2005, c. 7), which requires all school boards or school authorities to establish and maintain a policy in regards to anaphylactic allergies. This law is the result of a student who died after having an anaphylactic reaction to food served in her school (she was allergic to milk products, peanuts and soy). This law is to take effect January 1, 2006.

BCP's anaphylactic policy can be summarized as follows:

1. All teachers are required to take yearly courses in life-saving techniques, which are to include specific training in dealing with life-threatening allergies and the correct administration of Epi-pens when required.
2. The playschool is to maintain a peanut and other identified anaphylaxis-causing allergen-free environment. Members must be made aware of this policy and sign their agreement to adhere to it upon enrolment. Refer to section 2.8 of this manual for our "Peanut and other known Anaphylactic Allergen-Free Environment Guidelines". This is part of our member enrolment form and requires a signature of compliance.
3. Upon registration, members must inform the co-op of any known allergies. Refer to "Application for Enrolment". The "Health Information" section requests information on allergies or other medical conditions. The separate "Medical Information Section" also requests disclosure of allergies and asks for permission to administer medicines, including epi-pens.
4. If a known anaphylactic allergy is present upon registration (or is discovered subsequently), the member must return a completed "Physician information Form for Anaphylaxis" (refer to the form contained within the addendum to this section). This is to provide information to the co-op in regards to the nature of the allergic reaction and recommended treatment in the event of exposure.
5. An individual plan will be drawn up for each member with an anaphylactic allergy. It is to include details for those in contact with the child of the type of allergy, monitoring and avoidance strategies, emergency procedures and the proper storage of required medication. This plan will be included within the member's file. Copies of required prescriptions, physician's instructions and an emergency contact list will also be maintained in the file.
6. All members will be sent a letter at the beginning of the term reiterating our guidelines for maintaining a peanut and other identified anaphylactic allergen-free environment.
7. If current members are identified with anaphylactic allergies, notification will be sent to all members outlining the particulars of this individual's allergy.
8. Pictures and particulars of any members with anaphylactic allergies are to be posted prominently within the playschool.

**ADDENDUM TO SECTION 6.33 – Anaphylactic Policy**

**BEACHES CO-OPERATIVE PLAYSCHOOL**

**Physician Information Form for Anaphylaxis**

**Child's Name**

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**Specific Allergies:**

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**The Nature of the reaction (check all applicable)**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Physical Contact with this Allergen may cause an Anaphylactic reaction.

Airborne contact with this allerger may cause an Anaphylactic reaction

Ingestion of food may cause an Anaphylactic reaction

Other (please explain below)

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**Recommended treatment in the event of exposure:**

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**Physician's signature:**

**Date:**

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Note: This form must be renewed at the beginning of each school year.

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**Parent or Guardian:**

I, the undersigned give permission to the Beaches Co-operative Playschool or its employees to administer the above noted medication in the event of a medical emergency to

(child's name):

I understand that the Beaches Co-operative Playschool personnel are not responsible for any problems arising from the administration of the epi-pen and its side effects (if any).

.....  
Parent / Guardian Signature

.....  
Date

.....  
Telephone (H)

.....  
Telephone (W)

**Confirmation of Receipt and Review of Completed Police Reference Check**

Name of Applicant: .....

Phone Number: .....

Child's Name: .....

Fee Submitted: .....

Date Application Sent: .....

Date Application Completed by Police Services: .....

The completed application for Police Reference Check has been processed by Toronto Police Services and received by the applicant:

The applicant has submitted the Reference Check for review by the representatives of the Beaches Co-op Playschool:

The Police Reference Check requires further action for the applicant to complete before clearance can be given (please list details):

.....  
.....  
.....  
.....  
.....

The applicant has been approved for employment/volunteer duty based on a positive Police Reference Check as witnessed by:

.....  
Name

.....  
Signature

.....  
Date