

2026/2027

Handbook

Avon Cooperative Nursery School Inc.

Box 21008 Stratford, Ontario, N5A 7V4 Avondale
United Church, 194 Avondale Ave. (Huntingdon Ave, entrance) 519-271-6400

www.avoncoop.com

Hours of Operation:

Monday-Friday 8:00am-12:00pm

Updated October 26, 2026

Welcome to Avon Co-Operative Nursery School

Avon Co-op is a place where we expect to see children playing busily, safely, and happily. Through play, children develop motor skills, knowledge, and patterns of social behaviour that align with their individual stage of development. Each child is unique and that uniqueness is cherished.

At Avon Co-op, we strive to create an environment where children play safely and happily. Every child is unique, and we believe those differences should be welcomed, respected, and celebrated.

Mission Statement

Supporting families and their children as they learn through play; fostering each child's individual social, emotional, and cognitive development as they learn to live in the world around them.

Program Statement and Implementation

At Avon Co-operative Nursery School, we follow *How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)* to remain consistent with the Ministry's policy statement on programming and pedagogy. This framework reflects the view that children are competent, capable, curious, and rich in potential.

Our Program Statement is a dynamic document, reviewed and revised annually to reflect our current programming goals. As our highly qualified educators continue to grow professionally, our program continues to evolve and improve. Each year, we strive to create a positive and inclusive learning environment that supports the development of all children, including those with individualized plans and diverse needs.

The Four Foundations of Learning

Belonging
Every child has a sense of belonging when they are connected to others and contribute to their world.

Well-Being
Every child is developing a sense of self, health, and overall well-being.

Engagement
Every child is an active and engaged learner who explores the world with body, mind, and senses.

Expression
Every child is a capable communicator who expresses themselves in many ways.

At Avon Co-op, our program is designed to reflect and support these foundations.

Our Goals and Approaches

Goal #1: Developing a Strong Sense of Belonging

We strive to foster a strong sense of belonging among children, families, and educators.

This goal encompasses: CCEYA Section 46(3)(b) Support positive and responsive interactions among the children, including children with an individual support plan, parents, child care providers and staff; (g) incorporate indoor and outdoor play, as well as active play, rest, and quiet time into the day, and give consideration to the individual needs of the children receiving child care; and (i) involve local community partners and allow those partners to support the children, their families, and staff.

How We Achieve This:

- Creating a warm, welcoming learning environment where children feel they are included, loved and remembered for their individuality.
- Supporting positive, open and responsive interactions among children, families, and educators.
- Encouraging self-directed play and peer engagement.
- Offering both indoor and outdoor experiences, including active, quiet, co-operative and parallel play.
- Partnering with community organizations and welcoming community programming (e.g., dance, public library, first responder visits).
- Organizing field trips to local farms and conservation education facilities.
- Observing and documenting children's growing confidence and sense of self.

Through careful observation and documentation by our educators, families can see their child's growth throughout the school year.

Goal #2: Developing a Strong Sense of Well-Being

We promote the health, safety, nutrition, and well-being of every child while supporting continuous professional learning for our educators.

This goal encompasses: Section CCEYA 46(3) (a) promote the health, safety, nutrition, and well-being of the children and (j) support staff... or others who interact with the children at a child care centre... in relation to continuous professional learning.

How We Achieve This:

- Teaching healthy habits such as handwashing and nutrition during daily routines.
- Providing well-balanced snacks that follow Canada's Food Guide.
- Encouraging self-directed learning through free-choice play.
- Supporting self-regulation through structured and unstructured activities. Educators assist children to acknowledge, label and focus on social emotions which helps support self-regulation.

- Providing access to a Resource Consultant (through the City of Stratford) to support inclusive programming.
- Encouraging educators to participate in ongoing professional development to support the College of Early Childhood Educators' Continuous Professional Learning mandate.

Children develop well-being when they feel secure, valued, and cared for and when they build strong, trusting relationships.

Goal #3: Fostering Engagement and Relationship Building

We encourage active engagement and strong relationships among children, families, and educators.

This goal encompasses: CCEYA Section 46(3) (d) foster the children's exploration, play and inquiry; (e) provide child-initiated and adult-supported experiences; (f) plan for and create positive learning environments and experiences in which each child's learning and development will be supported; and (k) document and review the impact of the strategies set out in clauses (a) – (j).

How We Achieve This:

- Providing open-ended, child-directed experiences and provocations.
- Supporting children's exploration, play, and inquiry.
- Documenting learning and sharing it with families through displays, emails, and documentation books.
- Sharing informative articles and resources with families.
- Maintaining an open-door policy where families are welcome to observe and participate.

When families are actively engaged, the home-school relationship strengthens which benefits every child.

Goal #4: Encouraging Meaningful Communication and Expression

We support effective communication between children, families, and educators.

This goal encompasses: CCEYA Section 46(3) (c) encourage the children to interact and communicate in a positive way and support their ability to self-regulate; and (h) foster the engagement of and ongoing communication with parents about the program and their children.

How We Achieve This:

- Daily communication at arrival and dismissal.
- Modelling positive communication and problem-solving skills.
- Supporting children's ability to express themselves confidently. Not all children use words to express themselves. We support the use of gestures and visual aids to assist in communication.
- Sharing learning updates via documentation, emails, whiteboard, and social media.
- Encouraging ongoing family engagement and dialogue.

Strong communication builds trust, comfort, and confidence for everyone involved.

Our Core Values

At Avon Co-op, we believe:

- Children are important.
- Children thrive in a safe, nurturing, and inclusive environment.
- Self-worth, confidence, and communication skills grow through meaningful play.
- All individuals, including those with varying abilities and those within the 2SLGBTQ+ community, deserve to feel welcomed, valued, and supported.

We are committed to building a diverse and multicultural learning environment. Through ongoing professional development and thoughtfully selected classroom resources, we aim to reflect a wide range of cultures, identities, and perspectives.

We welcome questions from children and families and are committed to seeking fact-based answers through research and community involvement.

Our Co-Operative Nursery School Program

Our co-operative has a dual purpose:

1. To promote greater understanding among families in matters related to early childhood education.
2. To provide an excellent first school experience for children.

Success depends on collaboration. Families play an active role in our co-op community through fundraising and committee participation. Together, families, children, and educators shape the nursery school experience.

It is your child’s school and your involvement matters!

Program Development

Our programming follows the interests of the children and supports each child’s individual learning and development, including those with diverse needs.

- Activities (art experiences, small groups, gym equipment, etc.) change frequently.
- The program remains flexible to accommodate weather, field trips, special events, and holidays.

- Learning supports social, physical, emotional, and intellectual growth.
- Children develop into independent, confident, and caring individuals.

By working and learning together, our community ensures that Avon Co-operative Nursery School remains a positive, inspiring place where new ideas blossom and children thrive.

Our Dedicated Staff

At Avon Co-Operative Nursery School, our dedicated team of educators are committed to creating a safe, nurturing, and engaging learning environment for every child. Through their professionalism, experience, and ongoing professional development, they work collaboratively to support each child's growth and well-being while building strong relationships with families.

STAFF

Melissa Mikel, RECE – Director
avoncoopdirector@gmail.com

Liz Million – Administrative Assistant/Bookkeeper
avoncoopnursery@gmail.com

Tracy Richardson, RECE – Preschool Teacher

Heather Dittrich, RECE – Toddler Teacher

Trinity Partridge, RECE – Preschool Teacher

Rebecca Lingelbach, RECE - Preschool Teacher

Caroline Gaw, RECE – Float

Kaitlin Dittrich – Toddler Program Assistant

Amanda Gordan – Preschool Program Assistant

Trinity Zammit - Preschool Program Assistant

Laura Griffin - Preschool Program Assistant

Alison Goldsworthy - Program Assistant

AVON CO-OP BOARD OF DIRECTORS - CONTACT INFORMATION

PRESIDENT – avoncooppres@gmail.com
VICE PRESIDENT – avoncoopvp@gmail.com
TREASURER – avoncooptreasurer@gmail.com
REGISTRAR – avoncoopregistrar@gmail.com
SECRETARY – avoncoopsecretary@gmail.com
FUNDRAISING CHAIR - avoncoopfundraising1@gmail.com
COMMUNITY ENGAGEMENT CHAIR – avoncoopce@gmail.com
PARENT TEACHER LIAISON – avoncoopliaison@gmail.com

Hours of operation:

Monday-Friday 8:00am until 12:00pm

School closures:

Holidays (families will not be charged these days)

Monday, October 12th- Thanksgiving

Monday, December 21st-Friday, January 1st- Christmas break

Monday, February 15th- Family Day

Monday, March 15th-Friday, March 19th- March break

Friday, March 26th-Good Friday

Monday, March 29th-Easter Monday

Friday April 23rd-PD Day

Monday, May 24th- Victoria Day

MEETINGS

The success of our co-op can be measured, to a large extent, by the conscientious support of all families. There are two general meetings and a committee meeting per year at which important school business is conducted. This year's meeting dates and times will be announced as we are able to determine the format in which they will be conducted (in person or virtually). The dates and meeting details (either location or virtual format) will be shared well in advance.

A $25 non-base registration fee credit is available to those families attending 2 of the 3 yearly meetings; therefore, attendance will be taken at these meetings to determine eligibility.

The Board of Directors Meetings meet each month. If you are interested in attending, please speak with Melissa Mikel (avoncoopdirector@gmail.com) for specific dates.

ADMISSION AND WITHDRAWAL

To register at Avon Co-operative Nursery School, all families must pay a $50 Registration Fee ($25 base fee and $25 non-base fee) per child. This fee secures their registration and allows the family to be a Member of our Co-operative. This Registration Fee is non-refundable. Furthermore, all registered families are required to pay monthly tuition fees (see below), fundraise $125 (non-base fee) and participate in their assigned committee work. All children registered to this school must have all medical files fully completed before admission and have complete and up-to-date immunization records. For details on how to register, see the Waiting List Policy below.

Special needs and/or past therapy must be fully disclosed upon application to the school. This helps us to meet the needs of the child as well as the needs of the other children in the program.

At the end of June, all children are discharged from the school. If a family chooses to withdraw their child before the end of June, notice in writing must be received by the Registrar, the Supervisor or Administrator 30 days prior to the first day of the month of withdrawal. Please use the withdrawal form found on Avon Co-Op's website or at the end of this handbook, and return to the school, or by email to the Registrar.

Members are expected to be accountable and participate in 2 ways:

1. Fundraising: During the course of the year, members are expected to raise a minimum of $125 (non-base fee) in profits per family. *Please Note: Fundraising Fees are paid upfront by PAP or Cheque on July 1, 2026. As you raise money by participating in the fundraising campaigns, you will earn back your fundraising fee to a total of $125 (non-base fee) which will be paid out after all fundraising campaigns for the year have been completed. Should you withdraw from the program before the completion of the school year, you shall only be eligible to receive a credit for the amount that you have fundraised at the date of withdrawal. The remaining funds shall be retained by Avon Co-operative Nursery School. An example of how profits are calculated: $100 cheese order with a profit margin of 30% means your profit is $30. *Any/all

fundraising amounts over the $125 benefits the school directly, and is therefore greatly appreciated.

2. Committee work: All members are designated to one committee per family enrolled. If you are unable to fulfill your minimum hourly committee commitment, and fail to make up time during the course of the school year, a $150 (non-base fee) fine may be issued (see below).

Failure to comply with these 2 Co-op expectations will result in:

- A meeting with the Parent-Teacher Liaison member of the school's Board of Directors, followed up by a letter of documentation and, at the discretion of the Board, a monetary fine of $150 (non-base fee).

- And finally, failure to comply could result in the child being removed from the school until obligation is fulfilled.

CWELCC AGREEMENT

Avon Co-operative Nursery School has opted in and been approved for the Canada Wide Early Learning Childcare agreement.

Base fees: are any fees that all families are required to pay, like registration fees and monthly tuition. These fees are eligible for the CWELCC reduction

Non-base fees: are fees and fines that families may receive and cannot be refunded, like NSF bank charges, late pick up fees, failure to complete committee work fees, fundraising fees and field trip fees. These fees and fines are not eligible for the CWELCC reduction.

PAYMENT SCHEDULE

1. $50 Registration Fee ($25 base fee and $25 non-base fee) is due at time of Registration. A credit of $25 (non-base fee) will be made to each family that is represented at 2 out of 3 Yearly Meetings (which are held during the school year), and who fulfill all of their obligations to the school (fundraising and committee work as outlined in the School's Handbook Accountability Policy). The remaining $25 is an Administration Fee that is a base fee and NON-REFUNDABLE (this has been reduced as per the CWELCC guidelines).
2. September 2026 Tuition Payment: Will be paid by PAP (or by cheque) on July 1, 2026.
3. Fundraising Fee: Will be paid by PAP (or by cheque) on July 1, 2026. See above.
4. October 1st - June 1st: Will be paid by PAP (or by Cheque) on the First Day of Each Month.

NOTE: One month's notice is required for withdrawal or that month's tuition will be forfeited.

2026/2027 TUITION AMOUNTS reflecting a 50% CWELCC reduction

$233.42 - 50% = $116.71/monthly - Tuesday & Thursday
$316.18 - 50% = $158.09/monthly - Monday, Wednesday & Friday
$505.10 - 50% = $252.55/monthly - Monday to Friday

AVON CO-OPERATIVE COMMITTEE CONTRIBUTIONS

During the course of their involvement with the Nursery School - Avon Co-operative families agree to assign to Avon Co-operative Nursery School - all rights to inventions, improvements and developments (patentable or un-patentable) that they have either made or conceived of (either solely or jointly with others, with or without the use of Avon Co-op Nursery School materials or facilities and/or resulting from their committee work for Avon Co-op Nursery School).

FUNDRAISING

This is an important part of the school's operation. We like to think of it as part of the spirit of a Co-op. It provides a significant portion of the revenue for the school and thus helps to keep fees to a minimum. It is essential for all Avon Co-op members to fundraise, although each campaign is optional.

CREDITS/REFUNDS

If a billing error were to occur during the automatic withdrawal process, this amount would be credited to your next expected payment for current families. For families that are no longer in attendance at our school a full refund will be issued in the form of a cheque.
In the event that a field trip or event is paid for and then cancelled, a refund will be issued by EMT or cheque.

TEACHING STAFF

All RECE staff members are registered with the College of Early Childhood Education. In addition, all staff members have current Standard First Aid and Child CPR Level C certificates. They are responsible for planning the curriculum and programs for the children (staff job descriptions are available at the school). They are experts in this learning environment and their guidance and suggestions are important for the smooth operation of the school.

Please do not hesitate to discuss any problems or questions with the staff, at drop off or pick, email or phone calls. We do not schedule "formal" interviews to discuss your child's progress; however, we are very willing to spend some time discussing your child's progress if you choose to do so. We have always valued open communication and are willing to talk with you in any method possible. You will receive a letter from your child's teachers detailing the best way to communicate with them and the methods that they plan to use.

OATH OF CONFIDENTIALITY

Any problems regarding the functioning of the school should be directed to the Parent Teacher Liaison, the Director or to the appropriate executive member.

Access to a child's information record is given only to the legal guardians of the child and to the regular staff of the program.

No information regarding a child or his/her family shall be released, either orally or in writing, to anyone other than the legal guardians of the child or to those authorized by law to receive it.

In the case of an emergency or injury to a child, information may be released to the police authorities, medical staff attending the child, insurance company, or, in the case of abuse, the appropriate child welfare authorities.

Confidentiality of families is to be respected at all times.

DISCLAIMER FOR EMERGENCY CHILDCARE

Your child must be claimed by 12 Noon. Late fee charges will apply if consistent lateness occurs. The rate is $1.00 (non-base fee) per minute, payable by cheque to Avon Co-op Nursery School or E-transfer. If your child is not claimed all possible attempts will be made to contact the emergency care givers listed on your emergency form, which was in the registration package. If we cannot contact anyone, Children's Aid Society will be called to provide emergency care.

ELIGIBILITY OF CHILDREN

Preschool Program: Children 30 months - 5 years of age are eligible to attend our program. The Ministry of Education has granted us a privilege that allows 20% mixed age grouping (a maximum of 2 children from 24-30 months may be placed in each group on a given day). The ratio of children in the program is 8 children to 1 teacher. These ratios are mandated by the Ministry of Education and must be followed.

Toddler Program: Children 18 – 30 months of age are eligible to attend our program. The Ministry of Education has granted us a privilege that allows 20% mixed age grouping (a maximum of 2 children from 16-18 months may be placed in the toddler classroom on a given day). The ratio of children in the program is 5 children to 1 teacher. These ratios are mandated by the Ministry of Education and must be followed.

Mixed Age Grouping: The Ministry of Education has granted us the privilege to use mixed age grouping whereby children aged 18 months to 5 years can be placed together in a class while using the ratio of 1 staff member to 5 children.

WAITING LIST POLICY

At Avon Co-operative Nursery School, the Registrar, who is a member of the Executive Committee within the Board of Directors is in charge of the enrolment and wait list for the school. The Registrar will consult with the school Director about filling spaces and class lists, at any time throughout any and all processes. The Director is responsible for overseeing the enrolment and wait list processes. At no time shall any family on the wait list be charged a fee for holding a space on the wait list. Confidentiality is of utmost importance when maintaining the wait list. Only people who are required to see the wait list will have access to it.

<u>Registration Process:</u>

Registration at Avon Co-operative Nursery School is for September through June each year. Re-registration for returning families, who are registering either a returning child or a sibling of a current child, for the following school year happens in the winter (March) for the following school year. Registration is on a first come, first serve basis and is handled through the online waitlist system (OneHSN). Families who are registering, whether they are returning families or new families, are asked to provide a Registration Fee (base fee and non-base fee) to hold their child(ren)'s spot(s). They are then required to fill out the Registration Package which becomes part of the child's file. Children's files are kept confidential. Files are always complete, including immunization records or letters of exemption, Individual Plans for Anaphylaxis or Support which are shared appropriately with staff.

<u>Empty Spaces:</u>

Open spaces within the school may be filled at any point during the school year, however, in an effort to maintain the best interest of the children, Avon Co-op tries to move children at appropriate times of the year.

<u>Wait List Spaces:</u>

In recent years, Avon Co-op's wait list has been minimal. However, the wait list operates on a first come, first serve basis. Spaces are offered to the family who has been on the wait list the longest. Once a space is offered, the family has 72 hours (3 days) to accept or decline the space. If the family does not accept the space within the 72-hour period or turns the space down, the space is

offered to the next person in line on the wait list. Families who are holding a space on the Wait List may choose to register for the following school year immediately following returning families and before new families. If families inquire about their location on the wait list, either the Registrar or the Director may explain the process and give the family a clear idea of their location and number on the wait list while ensuring that the family understands the registration process. If the family asks to see their position on our wait list, all identifying information of other children/families on the waitlist will be hidden from view by blacking out the columns/rows.

Withdrawal Process:
If a family chooses to withdraw from the program, they are asked to provide 30 days (1 month) notice. They are also asked to complete the withdrawal form found in the school's handbook. When notice is given that a space is to become vacant, the Registrar may begin the process of contacting the families on the waitlist to fill the space(s).

CHILD CARE SUBSIDY: For information about applying for the child care subsidy please contact The City of Stratford Social Services Department at 1-800-669-2948 or 519-271-3773 ext. 254 and speak to an Intake Clerk. The link to the Child Care Subsidy Form can be found on Avon Co-op's website.

HOLIDAYS: The school holidays correspond with the public school calendar, with the exception of PD days. They include Thanksgiving, 2 weeks at Christmas, Family Day, 1 week at March break, Good Friday, Easter Monday, Victoria Day and July and August.

EMERGENCY SCHOOL CLOSING: If the school has to be closed due to severe weather conditions, families are encouraged to check the Avon Co-Op Facebook page and listen to the radio. School closures will be announced on CJCS (local radio station). Families will also be contacted via email. Families will NOT be reimbursed for these days.

COMMUNICATION: Please check your child's cubby/backpack each day for any items that may be sent home.

ACCIDENT/INCIDENT REPORTING: When children are playing and having fun, sometimes accidents/incidents or injuries occur. If this happens, staff are responsible for completing an Accident/Incident Report. This will be shared with you and you will receive a copy. The original will be kept in the child's file after it has been reviewed and signed by the parent/guardian.

PARKING: The parking lot off of Huntingdon Ave is available for use when dropping off and picking up. Please remember to drive cautiously through it as it can be quite busy with other cars and children walking to and from the playground area.

DUTY TO REPORT: All Early Childhood Professionals are bound by a 'Duty to Report' under the *Child, Youth and Family Services Act, 2017*. This means that if there is suspected abuse, neglect or other concerns with a child(ren) in our care, we are responsible for sharing those concerns with the appropriate authorities (for example, The Children's Aid Society).

Anaphylactic Policy and Procedures

Updated June 2021

Purpose

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

Avon Co-operative Nursery School is a peanut/nut free environment.

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

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

Policy

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

Before attending Avon Co-operative Nursery School, the Director will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.

Before a child attends the nursery school or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in

the consultation

All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.

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

All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept in the emergency binders, immediately behind the student's Emergency Contact Form.

All individualized plans and emergency procedures will be reviewed with a parent of the child in September and February of each school year to ensure the information is current and up to date.

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

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at Avon Co-operative Nursery School.

Do not serve foods where its ingredients are not known.

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

Families providing snacks are asked to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies. Please note: Any 'homemade' products (ex. muffins, etc) will not be served to children with anaphylaxis as it cannot be guaranteed to be free of the allergen.

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

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

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

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

Do not use craft/sensory materials and toys that have known allergens on the labels.
Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.

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

Refer to the allergy list and ensure that it is up to date and implemented.
Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

Update families when changes to allergies occur while maintaining the confidentiality of children.
Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

Communication Plan

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

Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
Parents and families will be informed about anaphylactic allergies and all known allergens at the nursery school at our Orientation meeting in September and via email.

A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each

play activity room, and made available in any other area where children may be present.

Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.

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

Every family will be informed of all anaphylactic allergies at the nursery school, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the families as soon as new anaphylactic allergies are identified.

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

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

Drug and Medication Requirements

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

Emergency allergy, asthma, epilepsy and diabetes medications, as well as any other medication that a prescribing medical professional determines must be readily available to prevent a significant risk to a child's health (e.g. oral allergy medications, puffers and epinephrine auto-injectors, insulin injections) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

Training

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

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

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

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

Confidentiality

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

Procedures to be followed in the circumstances described below:

Circumstance	Roles and Responsibilities

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

Glossary

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

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

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

Heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste in mouth (Source: http://foodallergycanada.ca/about-allergies/anaphylaxis/)

Causative Agent (allergen/trigger): **a substance that causes an allergic reaction. Common allergens include, but are not limited to:**

eggs

milk

mustard

peanuts

seafood including fish, shellfish, and crustaceans

sesame

soy

sulphites which are food additives

tree nuts

wheat

latex

insect stings

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

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

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

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

Regulatory Requirements: Ontario Regulation 137/15 Anaphylactic policy

39.

(1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has an anaphylactic policy that includes the following:

1. A strategy to reduce the risk of exposure to anaphylactic causative agents.

2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.

2. Development of an individualized plan for each child with an anaphylactic allergy who,

i. receives child care at a child care centre the licensee operates, or

ii. is enrolled with a home child care agency and receives child care at a premises where it oversees the provision of home child care or in-home services.

3. Training on procedures to be followed in the event of a child having an anaphylactic reaction.

(2) The individualized plan referred to in paragraph 3 of subsection (1) shall,

(a) be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation; and

(b) include a description of the procedures to be followed in the event of an allergic reaction or other medical emergency.

CLOTHING: Send your child to school in practical play clothes which wash easily. Be sure to dress appropriately for outdoor

activities (i.e. boots, splash pants, jacket, etc.). Please label all outdoor clothing. Flipflops are NOT permitted - they are dangerous when children are running and climbing. Scarves are to be worn inside snowsuits/coats to prevent accidents.

ENRICHMENT & FIELD TRIPS/TRANSPORTATION INFORMATION: Enrichment activities and/or field trips are planned throughout the school year in order to extend and enhance our program objectives. Most of our enrichment planning focuses on special events/visitors coming into the nursery school. When any field trips are planned to visit somewhere outside of the school, advance notice will be given to families and each child will receive a Permission Form to be filled out and returned. The permission form will contain all the necessary details surrounding the outing. Families will be required to provide their own transportation. If you cannot drive it is your responsibility to make alternate arrangements, i.e. grandparents, relatives or other families within the school are options. Avon Co-op will not be responsible for transferring / installing car seats. Some field trips require a parent to attend, this requirement is outlined in the information page for each field trip. If you choose not to send your child on a field trip that day's tuition is NON-REFUNDABLE.

SAFE ARRIVAL AND DISMISSAL POLICY: Child Care Centre

Safe Arrival and Dismissal Policy and Procedures

Name of Child Care Centre: Avon Cooperative Nursery School

Date Policy and Procedures Established: January 1, 2024

Date Policy and Procedures Updated: January 12, 2024

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

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

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

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

Policy

General

• Avon Cooperative Nursery School will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

• Avon Cooperative Nursery School will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.

• Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care

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

- greet the parent/guardian and child.

- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed in the

alternatively approved pick up people on the child's emergency contact card (located in each classroom attendance binder in the child(s) classroom. Can also be found in the child(s) file in the office and in the emergency binders in the office). For where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).

- document the change in pick-up procedure in the daily written record.

- sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the staff at a previous pick-up), the staff in the classroom must:

- inform the Director and they must commence contacting the child's parent/guardian no later than 9:45 AM. Director/admin shall call, email or text parents starting with a phone call and moving into all other forms of communication if guardians are not reached by one method of communication the Director will begin trying to contact any other authorized personnel in the child's file.

- The Director will keep the educators updated. If unable to contact anyone from the child(s) authorized personnel list by 10:00 AM, CAS will be contacted by the director to inform them of the child(s) absence. The Director will follow CAS's next steps.

2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

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

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.

- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information with the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before centre closes)

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 12:30 PM, staff shall ensure that the child is given a snack and activity, while they await their pick-up.

2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.

3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall begin contacting authorized individuals listed on the child's file.

4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 12:45 PM, the staff shall proceed with contacting the local Children's Aid Society (CAS) at (519) 271-5290 . Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Glossary

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

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

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the child care centre or home child care premises, (i) to individuals indicated by a child's parent, or guardian

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the centre or home child care premises, or (ii) a child is not picked up as expected from the centre or home child care premises.

NSF PAYMENTS: There is a $30 service charge (non base fee) for NSF payments. Please contact the administrative coordinator (phone number and e-mail at the front of this handbook) to prevent an NSF situation.

SAFETY AT SCHOOL:

PREVENTING UNAUTHORIZED ACCESS: Avon Co-operative Nursery School takes measures to prevent unauthorized individuals from accessing the centre and to maintain a safe and secure environment for children, families, and staff.

While the outer doors remain open during program hours, all staff are educated on the early identification of individuals entering the centre. Staff will communicate with and identify any individual entering the centre and will remain attentive to unfamiliar individuals or visitors.

The first half-door, which is located inside the main entrance, will remain locked during program hours to help prevent unauthorized access to the school and ensure the safety and security of the children and staff.

SERIOUS INJURY/OCCURRENCES: In the event of any serious injury first aid would be administered immediately, parents contacted, as well as an ambulance if necessary. Serious Occurrences Reports must be filled out and filed with the Ministry of Education within 24 hours of the occurrence and must also be posted on the premises for 10 days.

FIRE SAFETY: The written procedure (approved by the local fire chief) for fire safety is posted in each of the 4 rooms and the gym. A fire drill is conducted twice per month – one for the 2 morning children and one for the 3 morning children. Children and

staff leave the school together and proceed across the parking lot to the grassy area where the children will line up with their own class and teachers. The Director will get a final headcount of all children in attendance and ensure that the number is the same as the daily attendance. When the fire alarm has ceased ringing, the children and staff will proceed back into the school in groups, maintaining safety at all times throughout the parking lot. The Director and/or Administrative Assistant will follow behind and help accordingly.

EMERGENCY MANAGEMENT PROCEDURES: As described in section 68.1 of Ontario Regulation 137/15, Avon Co operative Nursery School has detailed procedures which outline how various emergency situations will be handled and dealt with in an appropriate and safe manner. If you wish to see these procedures, please speak with Melissa Mikel. Regarding communication of any Emergency Situation (ex. Lockdown, Hold & Secure, Bomb Threat, Disaster that requires Evacuation, External Disaster (environmental), Natural Disaster (Tornado, Major Earthquake): communication will be handled by email or by phone, whichever is deemed more appropriate given the situation. Emergency phone calls can take a considerable amount of time, however, a personal phone call may be more appropriate than a mass email in various situations. Our Emergency Shelter location is St. Aloysius Catholic School, 228 Avondale Ave.

Smoke-Free and Vape-Free Policy:

In accordance with the **Smoke-Free Ontario Act, 2017**, Avon Co-operative Nursery School is a smoke-free and vape-free environment.

Smoking and vaping are prohibited at all times inside the nursery school and in all indoor areas of the facility, whether or not children are present.

Smoking and vaping are also prohibited in the outdoor play areas, anywhere on nursery school property, and within **20 metres of the school grounds**, including entrances and playground areas, as required under Ontario legislation.

Smoke-free and vape-free signs are posted at the **school entrances** and throughout the facility.

This policy is included in the parent handbook available on our website. Parents/guardians are required to sign a form indicating that they have read and understood the handbook. Staff, volunteers, and students are provided with this policy prior to the commencement of their employment or placement at the nursery school.

Impairment Policy:

If a parent/guardian or any individual authorized to pick up a child arrives at the nursery school appearing to be under the influence of alcohol and/or drugs (including marijuana/cannabis), the following steps will be taken to ensure the child's safety when leaving the school:

- Staff will offer to call a taxi, the child's other parent/guardian, or another authorized person listed for pick-up.
- If this offer is refused and staff believe the child's safety may be at risk, the police will be contacted.

The safety and well-being of the children in our care is our highest priority.

Employees, volunteers, and co-op students of Avon Co-operative Nursery School must not be under the influence of alcohol and/or drugs while on the nursery school premises or while performing their duties.

If an employee is suspected of being under the influence of alcohol and/or drugs while at work:

- The employee will be required to leave the premises immediately.
- A replacement staff member will be arranged to ensure appropriate supervision of the children.
- The employee will not be paid for that day.

This policy is in place to protect the health, safety, and well-being of all children and staff and is consistent with the expectations outlined under Ontario childcare regulations.

SUN POLICY:

Parents must apply sunscreen at home prior to bringing your child to school. If the UV index is very high outside time will be altered throughout the day. This change in program will be posted when needed.

VISITORS: Visitors are welcome to observe the program. Please inform the teachers or office staff prior to your visit.

Program Statement Implementation Policy

The Program Statement of Avon Co-operative Nursery School is a living document that guides our program practices. It is reviewed frequently with significant thought given to it by the Director and all of the Educators. The staff meets to discuss the contents of the Program Statement before each school year. At this time (or at any time it is felt it is needed), the Program Statement can and will be revised to fit the current vision, methodology and practices used to maintain our high quality programming. Because the staff are all involved in the evolution of the Program Statement, it is attainable for everyone to meet the goals and approaches of the program.

Because our Program Statement is what guides our programming within our school, ensuring that staff are following the goals and approaches outlined within it is very important.

This policy strives to ensure that the Program Statement Goals and Approaches will be met as well as outlining basic and fundamental guidelines for practice. To ensure that all of this will be achieved, this policy will be reviewed initially at the beginning of employment, and then reviewed twice per school year with all staff.

This policy is included in our handbook annually. Parents are required to sign to acknowledge that they have read and understand the handbook in its entirety.

Students and volunteers will read and sign this policy prior to beginning their placement at this school.

Program Statement Implementation documents are written by the Director at a minimum of one time per school year; The Program Statement Implementation documents have 4 sections included. The first section (Expectation for Implementation) covers basic employee goals. The second section (Process for Monitoring Compliance) covers observations made by the Director about each employee's individual performance. The third section (Observation of Prohibited Practices) allows for indication of this. The fourth and final section (Program Statement Goal Accomplishment) allows for the Director to record if and how each staff member is working toward the achievement of the goals that are outlined in the Program Statement of Avon Co-op. The Director will discuss the outcome of these documents with employees on an individual basis, generally in a meeting format with a Board Member present. The Vice President generally assumes the role of discussing the Program Statement Implementation document with each employee with the Supervisor.

<u>Prohibited Practices:</u>

The following is a list of Prohibited Practices. None of these shall be used at Avon Co-operative Nursery School at any time by teachers, staff, students or volunteers. This is consistent with our Program Statement and the Implementation of it (Ontario Regulation 137/15 Section 6, sub-section 6.7

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

(g) Sexual abuse of a child, sexual misconduct, or any prescribed sexual act as defined under the *Early*

Childhood Educators Act, 2007, and its regulations.

Contravention of Program Statement Implementation Practices or Engaging in a Prohibited Practice:

All staff and volunteers are expected and required to comply with this program policy. If a staff engages in physical abuse, or fails to comply with this policy, or the Child Care and Early Years Act, a verbal warning by the supervisor will be given, OR a written warning, OR dismissed immediately. In addition, the College of Early Childhood Educators will be contacted to disclose the contravention.

In order to support staff and help to ensure success, there are several proactive measures that can be taken before more extreme measures are invoked, if applicable. For example, extra help could be provided in a mentoring situation, articles may be provided for the staff to read and reflect upon and professional development may be encouraged to ensure the growth of the staff member.

To determine which disciplinary measure to take, these aspects will be considered:

- seriousness of the contravention
- actual or potential risk or harm to the child
- past record of employer
- any previous disciplinary action taken

Monitoring Program Statement Implementation of Employees and Volunteers

To monitor the employees, the Supervisor will make unexpected visits into the rooms, taking note of the employee's words and actions.

Each employee will monitor the volunteers and/or students in their specific room. Board members and parents likewise will monitor the director , teachers and administrative assistant, and be allowed to discuss our practices with us. If there are any concerns or uncertainties about a child or volunteer, these will be discussed at the end of the program, with guidance and suggestions given.

Self-Evaluations are also used to monitor behaviour as these reflections are very helpful to monitor staff's best practices and encourage self-reflection.

Child Guidance Policy

Objective:

The purpose of discipline is to help the child develop appropriate control over his/her behaviour. Our child guidance method consists of verbal communication. We talk to the child about what he is doing, explaining, WHY he is not to engage in the behaviour. This helps them to understand cause and effect relationships, and thus make predictions about the probable outcome of their behaviour.

Consequences:

The child is removed from the situation and explained why he cannot behave in that manner. We use our feelings as a base for the explanation, maintaining eye contact i.e. It makes us angry, or, I don't like it. The children are encouraged to use these expressions, so they can express how it feels when it hurts using their 'words' not their physical force. Following the explanation the child is directed to another activity and invited to return to the initial one when appropriate behaviour can be shown. The child may need some time alone to regain his composure and adjust to these mixed feelings. Each child may not need this time alone and some may find this overwhelming. Teachers must know the child they are working with, and know their limits to adequately make the situation a positive one.

THE USE OF APPROPRIATE PERSONAL FEELINGS WHEN TALKING TO THE CHILD ARE THE ONLY ACCEPTABLE MANAGEMENT TECHNIQUES.

Techniques for Fostering & Developing Positive Self Esteem

1. Positive re-enforcement is used consistently and daily with all the children. Praise is highly effective. Recognize positive behaviour, and act on it – verbally, or through a smile, nod, gentle back rub, "thumbs up", or a hug. 2. Show you care –

encourage them, promote discussions, and listen.
3. Have a cheerful attitude – be enthusiastic, laugh with them.
4. Offer choices – make sure they are clear and understood by the child, and acceptable to you.
5. Be flexible – it is okay to change your mind. Clearly explain your decision and reason for the changes.

P - Personal
R - Recognition
A - Always
I - Improves
S - Self
E - Esteem

Policy for the Supervision of Volunteers and Students

Purpose
The purpose of this policy is to provide a system for the supervision of volunteers and placement students who may be participating in the programming at Avon Co-operative Nursery School. The intent of the policy is to support the safety and well being of nursery school students and to ensure that the presence of students and volunteers at the school enhances the school's programming.

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

General
Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care. Students and volunteers will not be counted in staff to child ratios. No child will be supervised at any time by a person under 18 years of age.

Supervising Staff
The Supervisor will be responsible for the general supervision of volunteers and placement students. The teacher with whom the volunteer or student is working will be responsible for their direct supervision and any documentation that this requires. For example, the Program Statement Implementation form or any documentation required by a student's school. The Administrator and the Director will be responsible for ensuring that all documentation is in order, including but not limited to criminal reference checks, scheduling and providing orientation.

Student and Volunteer Supervision Procedures:
Before a student or volunteer can participate in programming at Avon Co-Op Nursery School they will be interviewed by the Supervisor to ensure that they are a suitable candidate for placement.

A high school co-operative education student seeking placement must provide the endorsement of their educational faculty. College students and adult volunteers must provide a criminal reference check and may be requested to provide additional references at the discretion of the Director.

All co-operative education students must provide an up-to-date immunization record to the Supervisor or

administrator.

Roles and Responsibilities

The Director of Avon Co-operative Nursery School must:

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

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

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

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

* How to report their absence;

* How to report concerns about the program;

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

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

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

The Supervising Staff must:

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

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

• Introduce students and/or volunteers to parents/guardians.

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

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

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

• Work collaboratively with the student's practicum supervising teacher.

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

Students and/or volunteers must:

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

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

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

* Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required. • Review allergy lists and dietary restrictions and ensure they are implemented.

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

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

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

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

Participation in Programming

Volunteers at Avon Co-op participate on the understanding that they will be actively involved in nursery school programming for young children. They must be prepared to participate under the direction of the Supervisor to ensure that the presence of the volunteer enhances the programming at the school and meets the set goals of the volunteer experience.

During the initial interview, goals and planned outcomes of the volunteer placement will be discussed. It is understood that any goal requirements (such as for high school co-operative students) will be completed at the discretion of the Supervisor and/or the teachers and will not interfere with the quality of programming for the students of Avon Co-op.

Expectations of Volunteers

In order to ensure that volunteers/students gain the most benefit from their placement at Avon Co-op and to ensure that their presence enhances the school's programming the following are expectations during their participation in any placement at the school:

* Volunteers and students will dress in a manner appropriate for a nursery school environment where young children are present

* Volunteers and students will at all times use language appropriate to a nursery school environment where young children are present

• Volunteers will participate with classroom activities as directed by teaching staff.

* Any concerns on the part of the volunteer should be raised with their assigned key staff member or the Supervisor in a timely manner and at a time when children are not present.

Students under the age of 18

Students under the age of 18 are not required to provide or obtain a Criminal Reference Check with Vulnerable Sector. If a student turns 18 years old while in placement, he/she shall obtain and submit a statement that discloses every previous finding of guilt of the student under the Youth Criminal Justice Act (Canada) if the person received an adult sentence. If the student turns 19 years old, while in placement, he/she shall obtain a Criminal Reference Check with Vulnerable Sector within one month of his/her birthday.

Implementation

The Board of Directors and staff of the Avon Co-Operative Nursery School will be responsible for the implementation, review and evaluation of this policy.

This policy will be reviewed twice per school year with regular staff. Supply staff will be required to review and sign it as well at least once per school year. Volunteers/Students will be required to sign at the beginning of their time at Avon Co-op.

Addressing Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process should a parent/guardian have an issue or concern with the program, staff or administration of the school during their time at Avon Co-operative Nursery School.

General

Our membership's program statement (Goal #4) allows our organization to ensure that children, families and educators involved with our school are able to engage in effective and meaningful communication and methods of expression.

We encourage our families and our educators to exchange information regularly:

- informal communication sharing during arrival and/or dismissal times
- phone calls and emails
- photographs of children at play
- educator documentation
- Special program activities and families community engagement (e.g. Tea socials, Campaign events, etc)
- meetings (coordinated at the request of the staff, Board of Directors and/or the family)

Opportunity to Offer Formal Feedback:

- At the Spring General Meeting of the Membership of Avon Co-operative Nursery School, an opportunity to complete a Program Satisfaction Survey is provided .

Parent Concerns Policy

All issues and concerns raised by parents/guardians are taken seriously by Avon Co-Op Nursery School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

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

All inquiries of concerns will be fair, impartial and respectful to all parties involved.

Confidentiality

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

Procedure

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Avon Co-Op Staff, Director and/or Board of Directors in responding to Issue/Concern
Program-Related (E.g. schedule,indoor/ outdoor program activities, etc.)	Raise the issue or concern to • the classroom educator directly or • The Director	• Address the issue/concern at the time it is raised; or • arrange for a meeting with the parent/guardian within 7 business days. Document the issues/concerns in detail. Documentation should include: • the date and time the issue/concern was received; • the name of the person who received the issue/concern; • the name of the person reporting the issue/concern; • the details of the issue/concern; and • any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within 7 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
Committee Work (E.g. Fees, assigned work,time limitations)	Raise the issue or concern to • the Parent Teacher Liaison avoncoopliaison@gmail.com	
Educators, Program Assistant, Or Placement Student/ Volunteer-Related	Raise the issue or concern to • the individual directly or • the Director All issues or concerns about the conduct of Avon Co-Op staff that puts a child's health, safety and well-being at risk should be reported to the Director as soon as parents/guardians become aware of the situation.	
Operations Related (E.g. child care fees,waiting lists, snack menus, etc.)	Raise the issue or concern to • the Administrative Assistant or • the Director	

Contacts:
Avon Co-op Director - Melissa Mikel avoncoopdirector@gmail.com (519-271-6400)
Board of Directors - Can change annually. Emails can be found in Avon Co-op Handbook
Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

DISMISSAL OF A CHILD FROM THE PROGRAM

The philosophy of the nursery school is to be open to all children, including those with special needs. Every effort will be made to make the program work for all children and most often these efforts will be successful. However there may be times when the difficulties being experienced by a child cannot be resolved satisfactorily and are of such a serious nature that dismissal may need to be considered. Some examples are: verbal or physical abuse of staff and/or children, many complaints about a child from parents of other children in the program, behaviours which are a significant safety concern, or, an inability by a child to follow rules and routines therefore constantly disrupting the program for others. When making the decision about dismissal consideration is given to the fact that children do experience an adjustment period in new settings.

When a child is experiencing significant difficulty within the nursery school program, it is important to take whatever actions are possible to resolve the issue. The teacher shall use behaviour management strategies. If this does not work then:

1. The teacher shall meet with the parents to clearly outline the issues at hand and to develop strategies for resolving the issues.
2. The resource consultant will assess the child and then contact any and all external agencies on behalf of the staff and the parents.
3. Assessment of the child's progress will be regularly communicated to the child's parents.
4. If the difficulties cannot be resolved then a decision to not continue the child will be made by the executive in consultation with the teacher and resource consultant.

FINAL THOUGHTS

When parents, children and teachers learn and work together new ideas grow - thus creating a strong school- home partnership. It is our hope that together we will make this a fun and important year in your child's early development.

WITHDRAWAL FORM ON THE FOLLOWING PAGE

WITHDRAWAL FORM

AVON CO-OPERATIVE NURSERY SCHOOL requires this written withdrawal notice to be received by the registrar (30 days prior to the first day of the month of withdrawal). If such notice is not given and the child is withdrawn, one full month payment will be retained by the nursery school All remaining cheques will be returned

To the Registrar:

I would like to withdraw my child's membership at AVON CO-OPERATIVE NURSERY SCHOOL effective:

_____

My reason for withdrawing my child is:

_____

_____

My suggestions and/or criticisms are:

_____

_____

DATE - Month / Day / Year_____

Signature of Parent/Guardian _____

DATE - Month / Day / Year_____

Signature of Registrar _____

AVON CO-OPERATIVE NURSERY SCHOOL INC.
P.O. Box 21008, Stratford, Ontario N5A 7V4
Avondale United Church, 194 Avondale Avenue
(Huntingdon Ave. entrance) 519-271-6400