

May 2016 revised edition

MRS. PARK'S SCHOOL PARENT HANDBOOK

Welcome, in this handbook are descriptions of some of our policies and information for you.

If you have any questions, please do not hesitate to speak to your child's teacher or directly to me.

Mary Dwan King – Director

Cell 416-948-5261

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MRS. PARK'S SCHOOL PROGRAM STATEMENT

Located in Leaside United Church

822 Millwood Road, 416-424-2135

Mailing address: 143 Hanna Road, Toronto M4G 3N6

mrs-parksschool@sympatico.ca

www.mrs-parksschool.com

Owner/Operator – Mary Dwan King

Licensed under the Day Nurseries Act

PROGRAM OUTLINE AND DEVELOPMENT MRS. PARK'S SCHOOL

We are licensed under the Ministry of Education and monitored by the City of Toronto, Children's Services division. Our program inspector's contact information is posted on the bulletin board in the front hall and his email address is Robert.Atkins@Ontario.ca

We provide programs for toddler, preschool and kindergarten children to create a positive learning environment and experiences which enable each child's learning and development to be supported and see all children as being competent, capable, curious and having great potential. Building a child's self-confidence and self-esteem is a priority. Programming, using the Ministry of Education pedagogy "How does learning happen" guides best practice for our children. Our teachers, are Registered Early Childhood Educators and or Ministry of Education director approved in good standing. Our educators participate in meetings to develop critical, reflective practice and collaborative inquiry and review the impact of our program. Opportunities for professional development to create a dynamic fun filled, enriching environment are available for our staff. We are fortunate that all of our lead teachers also have education degrees. All of our staff have a standard first aid certificate. Staff adhere to our "Behavior Management Monitoring & Contravention Policy". Our policies are reviewed annually by all staff, volunteers and students.

Behavior management

The Mrs. Park's School believes that behaviour management must be exercised in such a way that the rights of the child are respected and the child's self-esteem is enhanced. All staff members, students and volunteers who are responsible for the care and teaching of the children must fully understand and agree to practice and observe the Behaviour Management Policy of our school and the Day Nurseries Act (45).

The building blocks of cooperation between adults and children are:

- 1) respect for the child
- 2) leader enthusiasm
- 3) anticipate problems with close observation
- 4) an atmosphere of trust and acceptance
- 5) appropriate programming keeping everybody busy with varied stimulating activities, and
- 6) age appropriate and clear expectations

The following will not be permitted:

- a) corporal punishment of a child by a staff person, student or volunteer
- b) deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect
- c) deprivation of a child of basic needs including food, shelter, clothing or bedding

- d) locking the exits of the child care centre for the purpose of confining
- e) lock or confine a child in a room separate from other children or adults.

Contravention of Policies and Procedures:

A staff person who contravenes behaviour management policies and procedures will be disciplined.

Procedures:

- 1) The contravention is reported to the supervisor and brought to the staff person’s attention.
- 2) The Supervisor carries out the designated action and reports to the director.

CONTRAVENTION

If the Staff/Supervisor is in contravention, then the complaint goes to the director who then must investigate.

Contraventions	Action Taken		
	1 st Offence	2 nd Offence	3 rd Offence
Minor – yelling, using inappropriate expectations or time out	Immediate suspension	Dismissal	Dismissal
Major – Corporal Punishment	Immediate suspension, dismissal	n/a	n/a
1) Harsh or degrading measures used to humiliate children	Dismissal	Dismissal	n/a
2) Depriving a child of basic needs	Dismissal	n/a	n/a
3) Confining of a child	Dismissal	n/a	n/a

GOALS

Re Families:

At Mrs. Park's we feel it is very important to have ongoing contact with each of our unique families. From the time of referral to our individual meeting prior to the child's start and going forward, we welcome parents and caregivers in our school and classrooms. Our teachers are available to informally (in person, email, phone) or by appointment to discuss all aspects of a child's participation in our school. We work with parents, caregivers to develop a separation plan prior to the start of school which helps to make the most positive transition for a child beginning school.

We send out notices and newsletters to keep information flowing to our families. Our website, www.mrs-parksschool.com has a parent resource section where information of interest is posted for our families. Mary Dwan King, director, is always available at our school number 416-424-2135, cell 416-948-5261 or at mrs-parksschool@sympatico.ca.

CHILDREN

Our goals are set to foster exploration/play, responsive relationships in an inquiry based child initiated and adult supported environment and are achieved using the environment as a third teacher and educators as co-learners and with respect individual children's need for;

Active play during their time in our large-well equipped gym, we have a helmet policy to ensure children's safety children's while learning to ride bikes!

Nutrition during our daily snack time that consists of juice/water, peanut free cookie and a fruit or vegetable. (As we have children with allergies, only food we prepare is served)

Quiet and active play is available each day and follows children's interest.

Music – we enjoy accompanied piano in our daily music circles

Literacy – books are always available and children are read to each day

Creativity – materials for art/design/building are in each of our classrooms

Socialization, which we believe is the “job” of a young child is guided and tools for their success are developed within our program as we promote interaction and communication in a positive way to support children's ability to self-regulate.

All plans are developed to promote the health, safety, nutrition and well-being of each child.

CHILDREN WITH INDIVIDUAL SUPPORT PLANS

All children enrolled who have been identified as having special needs will have an individual support plan that is inclusive and appropriate on file and this plan will be implemented to provide the best opportunity for that child.

Re: Community

Mrs. Park's invites members of our community as guests to share with our student's the roles they have i.e. firefighters, to emphasize the larger community that our students live in, aid in building connections, learning and discovering.

Our programs are designed and meet or exceed all of the requirements of the Child Care and Early Years Act 2014. Our program is re-evaluated and inspected annual. Our program is revised regularly to suit changes within the Child Care and Early Years Act, 2014.

Program plans, exploration and experiences available will be posted outside the classroom as well as the daily timetable.

Revised May 2016

***REFERENCE CHECK POLICY
MRS. PARK'S SCHOOL***

A criminal reference (vulnerable sector) check will be a condition of employment for all new employees prior to their appointment.

Checks shall only be conducted for successful job candidates.

The following positions are considered to have direct contact with the children and are affected by this policy:

E.C.E Teachers

Teaching Assistants

Supervisor

Assistant Supervisor

Program Staff

Volunteers working directly with children

Volunteers/staff under 18 years of age are required to provide two positive references from persons over 18 year of age.

Before a ***permanent*** offer for employment is extended for any of the above positions, the successful candidate must have a criminal reference check for vulnerable persons obtained. The original reference check must be shown to the Director or their designate and a copy of the entire check must be signed, dated as a true copy of the original by the named individual and Director or their designate and placed on file.

A ***conditional offer*** of employment may be extended to s successful candidate, with the condition that the criminal reference check information is received in a timely manner. In cases where circumstances warrant, a candidate may start to work providing arrangements are made to ensure the new employee is ***not left alone with any children at any time or under any circumstances.***

The candidate must meet with the owner to discuss the results of the check and this meeting will be reviewed by the school's legal counsel who also may attend the meeting.

Taken into consideration will be:

The nature of the offense(s)

Sentencing received

Length of time since the offenses were committed

Candidate's employment record, qualifications and references

The specific duties and responsibilities associated with the position applied for and the relevance of the particular conviction to the position

The risk posed to the program and children as result of employing the candidate in the position.

A decision will be based on the owner/legal counsel assessment of whether the candidate could be considered a risk to have in contact with the children.

The applicant will be advised of the decision to offer or withdraw offer of employment.

**ALL INFORMATION OBTAINED THROUGH A CRIMINAL REFERENCE
CHECK IS STRICTLY CONFIDENTIAL**

The supervisor will note in the employee's file the date of the criminal reference check and the date the check was accepted. Any other documentation including documentation of the owner/legal counsel will be kept in a secure file in our legal counsel's office.

If the candidate is not suitable for employment, all information regarding the criminal reference check will be destroyed.

Reference Checks must be resubmitted every five years.

An Offence Declaration must be completed within 15 days of the anniversary date of the previous offence declaration and shall address the period since the most recent offence declaration.



MRS. PARK'S NURSERY SCHOOL INC. OFFENCE DECLARATION FORM

This form is to be completed in September of each year by all Mrs. Park's employees who have previously completed a criminal background check.

Criminal reference, Vulnerable Sector checks are required every five years.

Date of last Criminal reference, Vulnerable Sector check:

Legal Surname: _____

Legal First Name: _____

Known As First Name: _____

Birth Name or Other Names Used: _____

Date of Birth (yymmdd): _____

College of Early Childcare Educators id # _____

I DECLARE, since the last Criminal Background Check collected by Mrs. Park's Nursery School Inc.,

I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)* including an offence under:

- section 151 (sexual interference) of the Criminal Code (Canada)
- section 163.1 (child pornography) of the Criminal Code (Canada)
- section 215 (duty of persons to provide necessaries) of the Criminal Code (Canada)
- section 229 (murder) of the Criminal Code (Canada)
- section 233 (infanticide) of the Criminal Code (Canada)

- Signature and date of the licensee/designate confirming receipt of the form

Signature:

Date: _____ Date: _____ Date: _____

Date: _____ Date: _____ Date: _____

Date: _____ Date: _____ Date: _____

Each year staff must complete a compliance letter stating their Reference check status has not changed in past year. (see above)

Signature & Date of Licensee/designate:

Date: _____ Date: _____

Date: _____ Date: _____

Revised May 18, 2016

ADMISSION INFORMATION

AGES

Mrs. Park’s School provides a program for toddlers, preschoolers and kindergarten children aged 18 months years to 5 years.

DAYS AND HOURS OF OPERATION

Classes at Mrs. Park’s Schools begin in mid-September and end in mid June with a one week break mid March (to coincide with the TDSB spring break).

Morning Hours: 9:00 to 11:30 Toddler, Nursery Classes, pre kindergarten

Afternoon Hours: 1:00 to 3:15 Enrichment Classes

Morning: 9:00 to 11:30 Kindergarten classes Half day

Extended day Kindergarten 9:00 to 2:00

NURSERY SCHOOL CLASSES AVAILABLE

Our school offers a variety of schedules:

- * Two mornings per week
- * Three mornings per week
- * Five mornings per week
- * Five extended day kindergarten class

KINDERGARTEN ENRICHMENT PROGRAMS

Junior Kindergarten enrichment Tuesday and Thursday afternoon
Senior Kindergarten enrichment Tuesday and Thursday afternoon

ADMISSION PROCESS

Many families register their children well in advance. It is helpful therefore, if you inquire about enrollment early.

Parents can contact our school at any time to arrange a tour and visit with the director to discuss the program and their child's admission.

Mrs. Park's School hosts an annual OPEN HOUSE for one day in April. This is for registered NEW students only. This open house provides a hands on opportunity to:

- * become familiar with our facility
- * play together in our classrooms
- * learn about the program they will be attending
- * meet your child's teacher and other staff members
- * ask any questions that come to mind
- * meet other families
- * book your individual teacher visit to take place in early September, prior to admission

A non-refundable registration fee of \$50.00 is payable at the time of registration for all programs.

Once you have registered your child, you will be sent a letter in February outlining the forms that need to be completed and requesting a non-refundable deposit which is applied to the yearly fee to indicate your intent. These forms are available on line www.mrs-parksschool.com

Early in September you and your child will have an interview with the teacher and Mary Dwan King. This gives you an opportunity to talk about your child's admission and make plans regarding separation issues with the teacher. The interview is intended to help prepare your child for their new experience and to welcome them more personally into our school.

WITHDRAWAL POLICY

If sufficient notice is given, a child may be withdrawn with no penalty incurred (with the exception of the non-refundable deposits and full-time Kindergarten program guidelines)

ARRIVAL AND PICK UP

Young children depend on regular routines for their own sense of security. We recommend that you establish a routine for dropping off and particularly for picking up your child to support his/her growing sense of trust. Please be sure that staff knows when your child arrives and when you are leaving with your child.

Unless otherwise arranged, children will not be released to any person other than those specified on the Emergency form. No casual arrangements between Nannies will be observed. We ask as well, that in the event there is to be a change in who will be picking up your child that you prepare your child for this change in routine and give us a note naming the alternate pick up person.

MRS. PARK'S SCHOOL MEDICATION ADMINISTRATION POLICY

1. Mrs. Park's School will only administer allergy medication as prescribed by a doctor.
2. Medication will only be administered in accordance with instructions and authorization from child's parent.
3. Medication is kept in a locked designated spot.

Procedure:

Medication must be labeled and only from the original container or package with:

- child's name
- name of drug or medication
- dosage of drug or medication
- date of purchase
- instruction for storage
- instruction for administration: when, what symptoms do I need to see before administering drug.

1. Medication must be inaccessible to children, unless consent to carry by M.D. is on file (epi-pen).
2. Staff: One person (Supervisor – Mary Dwan King) is in charge of medication. Drugs or medication are dealt with by Mary Dwan King or her designate.

Biting Incident Policy

Dealing with a Human Biting Incident at the nursery school

If the skin was not broken:

1. Provide appropriate first aid.
Wash the bite thoroughly with soap and water. Cover the wound with a bandage.
Sooth the child.

If the skin was broken:

2. Allow the wound to bleed gently without squeezing, clean carefully with soap and water and apply first aid.
3. Contact the parents/guardians of those involved in the incident as soon as possible and within two hours of the incident.
4. Advise both children's parents to contact their health care provider regarding post-exposure immunization and advice.
5. Provide Toronto Public Health's fact sheet "Biting Incidents – Information for Parents" to the parents involved in the biting incident. (attached)
6. If either child has hepatitis B, C or HIV, report the incident to Toronto Public Health (TPH) as soon as possible and ensure confidentiality of the children and parents is respected.
7. Fill in Mrs. Park's Injury form.
8. Follow Serious Occurrence Reporting protocol.

REPORT ANIMAL BITES TO TORONTO PUBLIC HEALTH HEALTHY ENVIRONMENTAL PROGRAM BY CALLING TORONTO HEALTH CONNECTION 416-338-7600.

Any questions should be directed to TPH Bloodborne Diseases team if you have any questions or would like further information. They can be reached at 416-338-8400 or by email at CDCCBloodborne@toronto.ca.

Revised February 2016

Mrs. Park's School's **Anaphylactic Policy**

Definition of Anaphylaxis

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, etc.

Purpose of the Policy and Procedures

Mrs. Park's School's are committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre.

Strategy to Reduce Risk of Exposure

- Foods with “May Contain” nut warnings will not be served
- All labels will be read by a staff member prior to serving
- Staff purchasing foods on behalf of the centre must read food ingredient labels every time they purchase a product
- Any persons supplying food to the child care will be notified of all life threatening allergies in the centre. List of allergies will be revised as necessary
- All children and staff will wash hands before and after handling food
- Children/staff/volunteers will be instructed to not share food
- All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by Public Health) prior to and after preparing and serving foods
- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored away
- Extra special supervision of anaphylactic children during eating (ie. sitting opposite /next to staff)

Communication Plan for the Dissemination of Information

- Parents will be informed by newsletter/handout of all allergies in the centre
- List of allergies will be posted in each room operated by the school
- Parents with children with anaphylaxis will provide an individual plan for their child prior to enrolment on our Anaphylaxis Emergency Plan form

***SEE ATTACHED MRS. PARK'S SCHOOLS ANAPHYLAXIS EMERGENCY PLAN FORM**

Individual Plan and Emergency Procedures

Prior to enrolment, the parent/guardian will meet with the Executive Director and/or Program Supervisor to provide input for the child's individual plan and emergency procedures. This plan will include but is not limited to:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic reaction
- Child care staff roles and responsibilities
- Parent/guardian consent for administering allergy medication, sharing information and posting Emergency Plan
- Emergency contact information
- Location of EpiPen
- Physicians note to carry own Epi-Pen

Parents are requested to advise the Executive Director and/or Program Supervisor if their child develops an allergy, requires medication and/or of any change to the child's individual plan or treatment. Individual Plans will be revised yearly and as directed by the parent or physician.

Copies of Individual Plans are in each child's file, emergency bags, each classroom, and are also posted in every room operated by the child care, including child care office.

Emergency Protocol

- One person stays with the child at all times
- One person goes for help or calls for help
- Follow emergency procedures as outlined in child's individual plan (ie. Administer epinephrine at first sign of reaction)
- Call 911. Have the child transported to hospital even if symptoms have subsided. Symptoms may occur hours after exposure to allergen.
- Administered Epi-pen is to accompany child to hospital.
- Administered Epi-pen is to be given to hospital employee or child's parent for disposal.
- One calm staff must stay with the child until parent or guardian arrives. The child's back-up epi-pen auto injector should be taken

Training

- Prior to employment and each *September all staff will be trained by a physician, and or parent/guardian of each child. Parent/guardian with an anaphylaxis child enrolled in the centre will train their child's teacher and assistant before the child attends class.*
 - **Staff, students and volunteers must review the centre's anaphylactic policy** and any individual plans before they begin their employment or provide care and at least annually afterwards.
- Volunteers and Students are not permitted to administer medication unless under extreme circumstances (ie. staff member is unconscious).
- Training will include procedures to be followed in the event of a child having an anaphylactic reaction, recognizing the signs and symptoms and administering medication during our yearly first aid program
- Staff will conduct a check to confirm child (ren) have their required medication with them before each transition (ie. moving from the class to the gym, leaving the school, etc.)
- The staff will be required to sign and date that they have received training
- Mrs. Park's School Director will keep a log on file of all training dates, trainers and staff signatures

MRS. PARK'S SCHOOLS

Anaphylaxis Emergency

Plan: _____

(Name)

This child has a potentially life-threatening allergy (anaphylaxis) to:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Latex |
| <input type="checkbox"/> Tree Nuts | <input type="checkbox"/> Medication _____ |
| <input type="checkbox"/> Egg | <input type="checkbox"/> Insect Stings _____ |
| <input type="checkbox"/> Milk | <input type="checkbox"/> Other _____ |

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked / bulk foods or products with a "may contain" warning.

Epinephrine Auto-Injector ("EpiPen"): Expiry Date _____

Location of Auto-Injector(s): _____

- Dosage:**
- | | |
|---|--|
| <input type="checkbox"/> EpiPen Jr 0.15mg | <input type="checkbox"/> EpiPen 0.30mg |
| <input type="checkbox"/> Twinject 0.15mg | <input type="checkbox"/> Twinject 0.30mg |

Asthmatic: Child is at greater risk. If child is having a reaction and has difficulty breathing, give epinephrine auto-injector **before** asthma medication.

A person having an anaphylactic reaction might have ANY of these signs & symptoms:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay-fever-like symptoms (runny itchy nose & watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy / light-headed, shock
- **Other:** anxiety, headache, feeling of "impending doom"

Early recognition of symptoms & immediate treatment could save a child's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can rapidly worsen:

- 1) **Give epinephrine auto-injector** at the first sign of a reaction occurring in conjunction with a known or suspected contact with allergen. Give a second dose in 10 – 15 minutes or sooner **IF** the reaction continues or worsens.
- 2) **Call 911:** Tell them a child is having a life-threatening allergic reaction – use the word "anaphylactic". Request an ambulance immediately.
- 3) **Call contact person**
- 4) **Escort child in ambulance** and remain with child until parent arrives.

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned parent or guardian authorizes any adult to administer epinephrine to the above named child in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the child's physician. I also consent to the posting of this plan in every room operated by _____ and to the sharing of this information with all staff, students and volunteers.

Parent/Guardian Signature Date Physician's Signature Date

Anaphylaxis Emergency Plan

Child's Address: _____ Date of Birth: _____

Telephone: _____ Home _____

Emergency Action Plan: (To be filled in by parent)

Child Care Staff Roles and Responsibilities:

- ◆ Adhere to _____ Anaphylactic Policy
- ◆ Staff will conduct a check to confirm child (ren) have their required medication with them before each transition, (ie. moving from the classroom to the gym, leaving for school, etc.)
- ◆ Administer medications and/or instructions as set out in child's Individual Plan and Emergency Procedures
- ◆ Staff is to remain calm
- ◆ Staff will be debriefed
- ◆ Written report to be filled out by staff dealing with emergency

Parent Agreement TO BE REVIEWED ANNUALLY

I _____ acknowledge my participation in the development of the preceding Emergency Action Plan and agree to execute reliability the parent commitments listed within them.

I give my consent for the staff of _____ Child Care Centre to execute the child care commitment as outlined within the plan.

In the event of an emergency, I authorize the child care staff to administer the designated medication and obtain medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve _____ and its employees/volunteers of responsibility for any adverse reaction resulting from administration of the medication.

Parent Signature: _____

Date: _____

REVISED February 2010

FIRE SAFETY

To ensure that all children are familiar with our fire procedures, we conduct a monthly “fire drill”. This consists of the teacher blowing a whistle and having the children exit their classroom in a calm manner.

We conduct two all school drills each year. At this time the central fire alarm is set off and children follow the procedures they have learned during our monthly drills.

In the event of a fire or need to evacuate the building, all persons exit the church, gather at a safe distance (in the south east corner of the lawn) near the sign and then we would proceed to our designated evacuation building, TRACE MANES PARK BUILDING.

Our staff will, once children are safe, begin to contact family and have them pick up their child. If we are unable to reach parent(s), we will contact the emergency contact person listed in each child’s file.

GENERAL SAFETY

To make sure children are safe, we walk in hallways and shoes must be worn at all times.

Mrs. Park's School is a peanut free school due to the number of children with various anaphylaxis reactions; we post all allergies and do not allow food to be brought into the classroom.

We ask that children's hands be washed before entering the classroom.

WELLNESS

Children should NOT attend school if they have a fever, contagious illness i.e. "Pink eye" or other childhood disease. If your child has runny nose, coloured mucus indicates that the child should not attend school a child should remain home if they have had a fever, stomach upset or diarrhea for at least twenty four hours after the symptoms disappear.

If your child becomes ill at school we will contact you immediately to pick them up. Your child will stay with a staff member isolated from the group until you arrive to prevent the risk of infection.

Toronto Public Health requires us to report communicable illness like chicken pox. We have a list we refer to from the Toronto Public Health. We also have an exclusion check list regarding information re: length of exclusion.

Toronto Public Health 416-338-7600

Monday to Friday, 8:30 to 4:30 pm

publichealth@toronto.ca

www.toronto.ca/health/

HEALTH AND SAFETY

The Day Nurseries Act stipulates that a record of immunization must be obtained prior to a child's admission. If a child has not been immunized, a letter from the parents stating their decision not to immunize their child must be in the file along with the appropriate form provided by Public Health. Should your child require the use of an Epi pen or any prescribed medication in an emergency situation, a letter must be in the child's file from the prescribing physician outlining the medication, use and parental permission to administer along with our Anaphylaxis emergency form. A demonstration of the use of the Epi pen must be given by the parent to all staff prior to admission. All Epi pens and prescribed medication is kept in a locked cabinet away from children. Epi pens are kept on the teacher's person while the child is in attendance.

Please be sure that your child's immunization record clearly indicates dates in full, in order that we may keep complete and accurate records.

BIKE HELMET POLICY

In order to provide a safe environment for our children during all activities we have instituted a bike helmet policy. We ask parents to provide an appropriate helmet for their child to use during activities in the gym on wheeled vehicles. These helmets will not be shared by other students because of public health concerns and they will be stored by us for use in the gym.

SMOKE FREE ONTARIO ACT Policy and Procedures

Mrs. Park's Nursery School

Smoke-Free Ontario Act 9(1), (2), (3)

This document is to advise staff, volunteers, visitors and parents that smoking, or handling a cigarette, in the day nursery and playground is prohibited, whether or not children are present.

A no smoking sign is posted for all to see in the parent resource area of the school and all parents are advised via our welcome letter at the start of each school year of this policy in the text of that letter.

All staff, volunteers have copies of this policy in their files which are reviewed, signed and dated each year.

A copy of this policy is also posted on our parent resource board for all visitors to see.

SAFE DRINKING WATER POLICY AND PROCEDURE

This policy is to comply with the *Safe Drinking Water Act, *(Revision re: O.Reg 243/07)*

(Flushing for lead)

On the first day of the week, the *cold water tap in the kitchen* shall be turned on for five minutes/10 seconds and until the temperature of the water stabilizes for the purposes of flushing.

Each time this occurs it will be recorded with the date and time and name & signature of the person who performed the flushing on the form that is posted over the kitchen sink. This record is to be kept for at least six years.

A copy of the Safe Drinking Water Act Policy and Procedure is to be read and signed by all staff at the start of the year and kept in their individual file.

We will be following the reduced lead testing schedule as we meet the criteria and testing to be done on either site every three year. Last testing completed Oct 2013.

Scheduled testing dates; October 2017 etc...

Our facility would be required to return to yearly testing if any result exceeds the standard or if directed to do so by MOE

REVISED February 2016

HOLIDAYS AND SCHOOL CLOSINGS

Mrs. Park's Schools observes the following statutory holidays:

Thanksgiving Day
Family Day
Good Friday
Easter Monday
Victoria Day

Including:

Christmas Closing Same as the Toronto District School Board
Spring Break " "
Annual Open House in April

School Interruption Notification

Should the need arise to cancel classes, you will be contacted by your child's teacher in the morning, there will also be a recorded message on our telephone 416-424-2135 informing you of the closure. We will follow the TDSB lead regarding closure due to weather. If the Toronto district school board cancels classes, we will also be closed.

FEES

Fees are based on an annual amount divided into ten payments: (one deposit and nine post dated cheques) September to May, or one deposit and three post dated cheques, September, December and March.

Fee schedule for the coming year is posted in November.
There is a \$50.00 NSF charge.

CLOTHING AND POSSESSIONS

Play clothing suitable for physical activity and art activities involving glue and paints are most appropriate.

You may wish to provide a second set of clothing to be kept on your child's coat hook in case of an accident, however the school does have a supply of clothing for use in such circumstances.

Your child's teacher will give you a list of things like extra shoes etc... when they start school.

PLEASE MARK ALL OF YOUR CHILD'S ITEMS WITH THEIR NAME

During the winter, we ask that mittens be on clips to aid in dressing.

Prohibited practices & monitoring Mrs. Park's Nursery School

The supervisor of the school will monitor all staff, students and volunteers regarding behaviour management.

(See attached sample of document and staff review form as well as the Behaviour Contravention).

This is done on an ongoing daily basis. A documented monitoring of Behaviour Management practices will be completed once a year for each staff.

The Behaviour management and procedures will be reviewed with all staff on an annual basis. Person conducting review (supervisor) and staff shall sign to confirm review has taken place.

These records shall remain in staff files for a minimum of two years.

Any staff member may monitor the supervisor and may report any irregularities to the Ministry.

Mrs. Parks Nursery School
Supervision of Children and Behaviour Management Monitor

*Behaviour Management Practices
to be followed*

Satisfactory/Comments Needs To Improve

*Provides constant supervision of all
Children, never leaving them unattended*

*Establishes and defines 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 and
decision making*

*Shows respect for children by acknowledging
their feelings and responding appropriately*

Body Language in positive and reflects spoken words

*Respects individual differences and needs:
Avoids comparisons or degrading comments*

Avoids power struggles with children

*Emphasizes strengths not
Weaknesses*

Have you at any time observed any
contention of Behaviour Management?

Yes _____ No _____

Is the staff in compliance with the
Centre's Behaviour Management?

Yes _____ No _____

Staff Signature _____

Date _____

Director's Signature _____
 Date _____

Name of Child Care Program:
Date of Monitoring:

Play - Activity Room	Room	Room	Room
Age Group			
Capacity			
Group Size			
Staff - Child Ratio			
Program Hours			
POSITIVE RESPONSIVE INTERACTIONS			
Are children's needs addressed immediately?			
Are children's questions answered as they are asked?			
Do educators facilitate conversation and interactions between children?			
When responding to children, do educator's responses demonstrate active listening?			
Are children observed actively seeking out the adults in their environment? Are children observed initiating interactions with the adults in the environment?			
Are children observed seeking support from the adults in the environment? Are educator's responses immediate and appropriate?			

ACTIVE EXPLORATION PLAY AND INQUIRY			
Do children move around the space freely combining toys/equipment/materials from different areas of the room?			
Are children encouraged to think about their play, what they are doing, what is happening, etc?			
When children ask questions related to their play, are educators providing answers which encourage further exploration and thought?			
Are educator's answers thought provoking encouraging children to explore cause and effect?			

Do children move from one activity to the next without staff interference and re-direction?			
Are children observed engaging in activities of their own choosing which may not have been planned for that day?			
Do educators support this by providing children with additional materials so that children can engage in activities of interest to them?			

EXPERIENCES THAT SUPPORT ALL AREAS OF DEV. IN A HOLISTIC MANNER			
Are planned activities, toys, equipment and materials age appropriate?			
Are accommodations made to meet the needs of all children based on each child's level of development?			
Through interviews with educators, are educators able to speak about the activities provided for children, what children are learning through the process, how the activity supports various areas of development, etc.?			

VARRIED AND FELXIBLE DAY			
Does the daily schedule promote smooth transitions?			
Is the day scheduled so as to provide adequate time for each part of the day?			
Are children observed sitting and waiting for the next activity for extended periods of time?			
Do educators demonstrate the ability to spontaneously move to another part of the day which may not be 'next' on the daily schedule based on children's interests?			

MRS. PARK'S SCHOOL BEHAVIOUR MANAGEMENT AND CONTRAVENTIONS

The Mrs. Park's School believes that behaviour management must be exercised in such a way that the rights of the child are respected and the child's self-esteem is enhanced. All staff members, students and volunteers who are responsible for the care and teaching of the children must fully understand and agree to practice and observe the Behaviour Management of our school and the Day Nurseries Act (45).

The building blocks of cooperation between adults and children are:

- 7) respect for the child
- 8) leader enthusiasm
- 9) anticipate problems with close observation
- 10) an atmosphere of trust and acceptance
- 11) appropriate programming keeping everybody busy with varied stimulating activities, and
- 12) age appropriate and clear expectations

In accordance to our behavior management and the Day Nurseries Act (45), the following will not be permitted:

- f) corporal punishment of a child by a staff person, student or volunteer
- g) deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect
- h) deprivation of a child of basic needs including food, shelter, clothing or bedding
- i) locking the exits of the child care centre for the purpose of confining
- j) lock or confine a child in a room separate from other children or adults.

Procedures:

In order to manage the behaviour of the pre-school child, it is the adult who must become skilled in managing their reaction to the misbehaviour of the child.

It must be recommended that toddlers, three and four year-olds are often making their venture into a peer group situation, and what adults judge as misbehaviour may be in fact immature social skills. The adult therefore should be a resource and model for appropriate social behaviour. It must also be noted that occasionally children do have serious behaviour problems that often stem from lack of self-esteem. These children will require specific behaviour management programs that are tailored to their needs.

Steps for Behaviour Management:

- 1) Provide an accepting environment that enhances a child's self-esteem.
- 2) Set specific limits and rules and make everyone aware of them. It is appropriate that the children be encouraged to have input as to these rules and regulations.
- 3) Notice and appreciate appropriate behaviour.
- 4) Supervise group situations and act as resource and guide through conflict.
- 5) Apply appropriate natural and logical consequences for misbehaviour.

WAYS TO MODIFY BEHAVIOUR AND ACHIEVE GOOD DISCIPLINE

The following are techniques that will help programs run smoothly. Using them will help prevent behaviour problems from occurring and keep groups busy at the task of learning skills and developing good attitudes.

1. If at all possible, ignore a situation you don't like. Calling attention to it will merely reinforce undesired behaviour.
2. Use signals or cues to stop some behaviours from occurring. A shake of the head, a raised eyebrow, a frown, lets the child know he is doing something unacceptable.
3. Get involved in a group having difficulties in a friendly, positive way. Inquire how it is going and get them back on track. Get around quickly to those having difficulty beginning a task.
4. Move closer to or stand near someone who is beginning to disrupt. Touch an arm or a shoulder softly to encourage moving to appropriate behaviour.
5. Give an extra shot of encouragement or affection when someone is frustrated and having difficulty.
6. Model appropriate behaviour yourself and give attention to someone who is performing as expected so that others can hear you. Ignore those who are not doing what is expected.
7. Regroup children for more success as in placing skilled and less skilled members together. Change seating arrangements to place one who is having difficulty near someone who can assist.
8. Restructure activities if individuals or groups are encountering failure. Move to something easier or move on to something that will be successful.
9. Redirect the use of objects that may encourage dangerous behaviour, for example, tools. Have the child come to you when he/she is ready to use them.
10. Restrict space. For example, a wide open field may be too large an area in which to control a group. Set reasonable boundaries
11. Tell children how you wish them to change their behaviour, what will happen if they do it rather than what will happen if they don't. Then praise acceptable behaviour.
12. Make sure your program or activities are age appropriate, ie. you would not expect 3 year olds to remain seated for an extended period of time. You would program for short sit down periods with lots of physical activity in between.
13. State limits clearly. Involve children in a discussion of why the rules are important.
14. Redirect behaviour. If a child is having difficulty paying attention during an activity, encourage him/her to try an alternate one.
15. If a child is having difficulty performing a task, break it down in small steps which ensure success.
16. Provide natural, logical consequences for behaviour whenever possible.
17. In group management, direct positive attention to children who are following limits.
18. Be aware of how situations might be reorganized to reduce disruptive behaviour, ie. dividing children into groups, having a line leader each day.

Typical Behaviour Management Situations:

Conflict between two children over bicycle:

Sally: "I want the bike!" (Grabs Peter and pulls him off bike).
The appropriate adult response is to give rule using "I" message.
"I cannot allow you to hit Peter."
"Tell Peter what you want."

Sally asks: Peter responds "No".
Sally angry. Adult reflects feeling.
"You really want the bike. Perhaps if you ask Peter he will give you a turn or maybe he will allow you to ride on the back."
The adult acts as a resource and helps guide the child through the conflict offering suggestions for solutions but never solving the problem arbitrarily. i.e.: Rule: No Bumping Bicycles.

- 1) First infraction – verbal warning
"I am sorry Sally, but I cannot allow you to bump the bicycles."
- 2) Second infraction: "Sally, if you continue to bump the bike, you will have to come off until you are ready to obey the rule."
- 3) Third infraction: "Sally please get off the bicycle. You may ride it again when you can obey the rule."

If the child will not get off the bicycle, the adult should remove the child in a gentle but firm manner.

Always leave the door open, another chance, and do not impose unrealistic time limits because children at this age do not have any concept of time. Both of these examples of behaviour management can be applied to many situations.

Serious Behaviour Problems:

If a child exhibits a serious behaviour problem that prohibits the child from participating in the program in a meaningful way, the teacher must devise a behaviour management plan. This plan must include the parents. The plan must:

- 1) Address specific behaviour management problems and establish specific goals.
- 2) Address only one goal at a time.
- 3) Techniques concerning encouragement and natural consequences identified.
- 4) The plan should be reviewed regularly to see if the techniques are achieving the targeted goals.

Example:

Problems:

Jimmy – 4 – seems to be always in a conflict situation at free play time and disregards the rules. Also at group time, he does everything to keep the teacher involved with him even if it is in a negative way.

Goals:

- 1) Reduce number of conflicts during free play.

Steps to Achieve Goal:

- 1) Notice and appreciate appropriate behaviour.
- 2) Supervise to give guidance before conflict.
- 3) Ignore attention-getting behaviour if possible.
- 4) Apply natural consequences for inappropriate behaviour.
- 5) Give the child responsibilities and tasks that will help enhance his self-esteem.

STAFF BEHAVIOUR MANAGEMENT

All staff will follow the behaviour management and procedures of the Mrs. Park's School.

Procedures:

- 1) Behavior management procedures will be reviewed upon employment and annually.
- 2) Staff are to be given copies of the Behavior management and procedures in their staff manual.
- 3) Staff will sign a declaration that indicates they have read and understood the Behavior management document/expectations and procedures.

Contravention of Behavior Management Practices and Procedures:

A staff person who contravenes behaviour management practices and procedures will be disciplined.

Procedures:

- 3) The contravention is reported to the supervisor and brought to the staff person's attention.
- 4) The Supervisor carries out the designated action and reports to the director.

CONTRAVENTION

If the Supervisor is in contravention, then the complaint goes to the director who then must investigate.

Contraventions	Action Taken		
	1 st Offence	2 nd Offence	3 rd Offence
Minor – yelling, using inappropriate expectations or time out	Immediate suspension	Dismissal	Dismissal
Major – Corporal Punishment	Immediate suspension, dismissal	n/a	n/a
1) Harsh or degrading measures used to humiliate children	Dismissal	Dismissal	n/a
2) Depriving a child of basic needs	Dismissal	n/a	n/a
3) Confining of a child	Dismissal	n/a	n/a

We the undersigned have read, understood and agree to abide by the Behavioural Management and Contravention practices and procedures of Mrs. Park’s School.

All staff know that the operator will not permit corporal punishment, deliberate harsh or degrading measures that would humiliate a child or undermine a child’s self respect.

Should I use physical punishment or cruel or harmful psychological punishment, I will be given notice of dismissal with no prior warning.

If I feel I cannot handle a situation appropriately, I will ask other staff members or the supervisor to take over the situation rather than coping ineffectively.

Signed _____

Signed _____

Dated _____

Dated _____

Signed _____

Signed _____

Dated _____

Dated _____

Signed _____

Signed _____

Dated _____
Signed _____
Dated _____

Dated _____
Signed _____
Dated _____

Revised May 2016

SERIOUS OCCURRENCE POLICY

The supervisor shall be notified immediately of all injuries regarding children and staff members.

Should the supervisor feel that immediate hospital aid is needed, they will call for emergency transportation, (911). The supervisor will contact the child's parents and if necessary the hospital, while the staff member remains with the child providing first aid. A file of EMERGENCY NUMBERS is kept on the back of the door in room 2.

Parent EMERGENCY FILES also in this room.

If the supervisor is not in the school, the acting supervisor must be informed. Staff should follow the emergency procedure. If a child goes to the hospital by ambulance, a staff must accompany the child, taking the child's file with them. All efforts will be made to reach the child's parents or emergency contact person(s).

Note: If you dial 911, you will automatically receive help from FIRE, POLICE AND AMBULANCE. If you only need an ambulance, that is who you should call.

In the case of an injury not requiring hospital attention, the child will be given the proper first aid. Following this, the staff member involved shall fill our Injury Report form. This form should be completed in duplicate, with a copy going to the parents and one copy to remain in the child's file.

Should there be a serious occurrence; the Supervisor must notify the appropriate people as outlined in the Serious Occurrence Reporting section of our Policy and Procedure Manual.

DEFINITION

Serious occurrences to be reported by the service provider to the ministry are defined as follows and are the guidelines Mrs. Park's School follows;

1. Any death of a client which occurs while participating in a service.
2. Any serious injury to a client which occurs while participating in a service. This includes:
 - any injury caused by the service provider.
 - a serious accidental injury received while in attendance at a service provider

- setting and or in receiving service from the service provider;
 - an injury to a client which is non-accidental, including self-inflicted, or unexplained, and which requires treatment by a medical practitioner, including a nurse or dentist.
3. Any alleged abuse or mistreatment of a client which occurs while participating in a service. This includes all allegations of abuse or mistreatment of clients against staff, foster parents, volunteers and temporary care providers.
 4. Any situation where a client is missing, in accordance with ministry requirements for applicable program sectors; otherwise, where the service providers considers the matter to be serious.
 5. Any disaster, such as a fire, on the premises where a service is provided.
 6. Any complaint concerning the operational, physical or safety standards of the service that is considered by the service provider to be a serious nature, including any report of adverse water quality.
 7. 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 a serious nature.

September 2011 Revision re: Posting of Serious Occurrences Information

Mrs. Park's Schools will post a High level Serious Occurrence Notification Form (in the parent resource area near our licence) at the day nursery when a serious occurrence has happened, within 24 hours. **The exception is in the case of allegations of abuse or unverified complaints, which will be posted at the completion of follow up/investigation.**

This notice will be posted for a minimum of 10 business day or from the date of the last update to the form as required.

This form is to be retained for at least two years from the date of the occurrence and forms are available for current and prospective parents, licensing and municipal children's services staff upon request.

This revision has been reviewed with all staff.

As required our policy & parent handbook have been revised regarding the posting of serious occurrences as well as an information letter distributed before the handbook revision was completed.

Mrs. Park's Schools
Policy for volunteers and students

The director or designate of Mrs. Park's schools will ensure that this policy is to be reviewed, signed, dated and witnessed annually by all staff of Mrs. Park's School and before all new employees begin, and with volunteers and students.

A copy of which is to be placed in the staff files.

Policy to be included in Parent Handbook

Direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of Mrs. Park's Schools.

Placement students may not be counted in the staffing ratios in Mrs. Park's Schools.

Volunteers are not counted in staffing ratios.

No child is supervised by a person under 18 years of age.

Only Mrs. Park's employees will have direct unsupervised access to children.

As required under O. Reg. 262 under DNA Mrs. Park's Schools provides that;

- Behaviour management policies and procedures are reviewed with volunteers or students who will be providing care or guidance at Mrs. Park's Schools before they begin providing that care or guidance and at least annually afterwards;
- There is a written procedure for monitoring the behaviour management practices of volunteers or students who provide care or guidance at Mrs. Park's Schools
- The individual plan for a child with anaphylaxis and the emergency procedures are reviewed by volunteers and students who will be providing care or guidance at Mrs. Park's Schools
- Criminal reference checks are required for all volunteers having direct contact with children in Mrs. Park's Schools
- The ministry criminal reference check policy does not apply to students placed in the child care program by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care.

Supervision

Director's responsibility

Orientation process

Prior to the volunteer/student starting the director or designate of Mrs. Park's Schools will orient the volunteer/student to the program and ensure all documents have been reviewed and signed:

- Volunteer/Student policy
- Reference check document
- Fire Safety routines
- Behaviour management policy
- Anaphylactic children profile
- Review parent handbook

- Review Professional Misconduct Regulation- College of ECE

Provide an overview of the program, expectations
Review policies and procedures

All volunteers/students will be assigned to an RECE staff member whose responsibility is to supervise and mentor their participation in Mrs. Park's Schools;

- Monitor that the Volunteer – Student policy is adhered to.
- The student's field placement expectation is to be determined by the assigned Mrs. Park's supervisor in conjunction with the field placement supervisor.

September 2011

NON DISCRIMINATION POLICY

Our company/school/employees uphold equal opportunity and Non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability is prohibited by or within the organization.

SNACKS

Our daily snack will be posted in our entrance way. Your child will be given a daily snack of a cookie produced in a peanut safe facility, juice and a fruit/vegetable. This is a time for children to enjoy the experience of conversation together.

Very careful note is taken of children with food allergies. These allergies are boldly posted in each room and the kitchen.

Because there are so many children with food allergies, we ask that you do **NOT** send food into the school.

PARKING

PARKING IS AVAILAVBLE IN FRONT OF THE CHURCH ON McRAE DR.

PLEASE DO NOT PARK IN THE CIRCLE AREA OFF MILLWOOD ROAD

- parking is not permitted in the reserved spaces for church staff
- please turn off your vehicle
- be mindful of parents and children who are in the immediate area
- lock your doors if valuables are left in your car
- never leave children unattended in your car

revised May 2016

