

**Rockwood Nursery School  
Handbook  
2019-2020**

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## WELCOME

This handbook has been developed to facilitate the relationship between the teachers and all the parents by providing them with specific information about our school. It includes our policies and procedures, philosophy, goals for the children and expectations from our parents. A copy of our By-laws (Charter) is posted at the entrance of the school so that all parents are privy to the information.

## CO-OPERATIVE

As a full co-operative Nursery School, we not only take pride in parental involvement, but it is a necessity for the continuation of our programs. It is expected that parents will fulfill their responsibility as a member to enhance the quality of our school, which in turn allows us to successfully deliver quality programming to your child.

Rockwood Nursery School has an open door policy. Parents are encouraged and welcome to participate and/or visit the program at any time. If you would like to volunteer, you will be required to have an **up to date immunization record, a vulnerable sector check and an affidavit on file at school. Also parents will have to** review and sign off on the list of policies as well as any special Emergency Action Plans for an individual Child

Parents will also be asked to provide a fruit/vegetable on a rotating basis. A schedule will be emailed to each family as well as being posted on the website. Please follow the healthy snack ideas as well as Canada's Food Guidelines. We ask that **2** choices be provided with each snack duty.

One parent member from each family will also be asked to serve on a committee at the school. Commitment to the fulfillment of this responsibility is vital to the success of our school.

A parent is **REQUIRED** to attend the Fall and Spring Annual Members Meetings, plus one assigned cleaning session over the school year. The Members Meetings are critical to the success of the school and are your opportunity to have input into how the school is run, meet with and elect a new Board of Directors for the next school year, look at the statistics of the current year where fiscal standings are shared and to discuss any concerns or opportunities for the future. It is the responsibility of everyone to ensure that parents coming into the school enjoy the same great experiences that you and your child have had, as well as working to improve the school wherever possible.

## OUR TEACHERS

Rockwood Nursery School is very proud of its programs! Our teachers Nicki Barens, Victoria Caulfeild, and Patricia Finnegan are very enthusiastic and energetic individuals with the best interests of the children in mind. Nicki, Victoria and Patricia are Registered Early Childhood Educators that come with years of experience. If you require any information from them, they would be happy to speak with you.

## HOURS OF OPERATION

Group A	Monday -Wednesday AM	9:00-11:30 AM
Group B	Tuesday-Thursday AM	9:00-11:15AM
Group C	Tuesday-Thursday PM	12:30- 3:00 PM
Group D	Friday (Extended Day)	9:00- 2:30 PM

## **TELEPHONE NUMBER**

The Nursery school can be reached at 519-856-4486. During class time, if the teachers and duty parents are occupied, you may get the answering machine. Messages will be returned as soon as possible.

## **WEBSITE**

The Nursery School has a website [www.rockwoodnurseryschool.ca](http://www.rockwoodnurseryschool.ca). The handbook and contact information are available on the website, along with a lot more information pertaining to the day to day school operations. You will receive a password so that you can access this information. This year the password is 2019rns.

We will keep parents informed of news and upcoming events by emailing a monthly calendar. All school events will also be posted on our website. We have set up a school blog for parents/families to visit.

## **DROP OFF AND RELEASE OF CHILDREN**

At Rockwood Nursery School our main concern is the safety of our children. For this reason we have to enforce the following drop-off and release policy:

- The doors of the school will be opened 10 minutes prior to class start time.
- Children must be picked up promptly at the end of their scheduled class time. If for any reason you will be late please contact the school so that the teachers can make appropriate arrangements.
- No child will be released to anyone other than the parent, guardian or persons listed in the registration package, unless the teacher has received consent from the parent. A list will be kept at the school for the teacher's reference and staff will refer to it before releasing a child from the school. Please keep this in mind when sending grandparents, friends, etc., to pick up your child(ren). For the safety of the children, release will be denied to anyone not listed and proof of ID may be requested.

## **CLEANING NIGHT**

The play area cleaning sessions schedule is set at the beginning of the year. Each month, an evening is designated for the cleaning of the play areas and equipment within the school. This schedule will be posted in the school foyer and on our website. It is expected that the schedule is followed and if for some reason you cannot be present, you must switch your duty day with another parent. Please contact teachers with any changes that have been made. Failure to attend on your assigned cleaning date (or arranging a suitable substitute) will result in the cashing of your cleaning deposit cheque.

## **PROGRAM STATEMENT**

The philosophy of Rockwood Nursery School is that every child is a competent, curious, capable individual and needs to be given the opportunity to develop to his/her own potential in a warm, safe, caring environment. Staff and parents work together to offer a stimulating environment for the child to develop a sense of self worth and pride.

- Our children will learn to trust the teacher, other adults and other children.
- The teacher will be available, sensitive, responsive and caring. This is the best way to build

trust, making children feel safe and secure. These relationships are made so that the children feel free to discover, take risks grow and learn.

- They will foster independence through being able to choose activities.
- They will learn cooperation through sharing, waiting one's turn and being part of a group.
- They will learn to use materials properly and creatively.
- They will gain skills required to succeed in their future education.

We know that children learn best through play, as it provides the foundations for language and literacy, mathematics, science, technology and creative art. When children experience delight and success during these activities they want to continue to learn more. Children are naturally curious and they explore their world through play. When we support this natural activity the child's competence and capacity for learning are maximized. Therefore the most important goal with the curriculum is to inspire delight, curiosity, and inquiry in the classroom. Their delight, wonder and excitement for learning will be the teacher's first priority.

We will purposefully be using the Emergent Curriculum approach. The curriculum will be created day by day, week by week with the teachers thoughtfully making plans that draw on the children's wishes and developmental needs. Our teachers will use their knowledge of Early Childhood Development to observe the children in the room to determine what developmental tasks they are working on. After observation the teachers will follow the children's explorations with collections of related materials that provide the opportunity for children to make connections, create patterns, and engage in repeated practice of skills and explore in their own way.

The teachers will enrich the children's explorations and play by adding materials that suggest new ideas, challenges and possibilities for problem solving. Teachers will add meaning by documenting the children's explorations and growth daily. They will also post documentation highlighting your child's learning throughout the classroom.

### **Emergent Curriculum includes environments suitable for a variety of play levels;**

- Indoor and outdoor play activities: We will take the children on community walks whenever possible.
- Quiet and active play.
- Group play as well as opportunities to play alone.
- Routines, transitions, and schedules where free play provides space and time for children's choices.

### **Emergent Curriculum balances;**

- Spontaneity with planning.
- Individual needs as well as the needs of the group as a whole.
- Fun and learning.
- Flexibility with goal directed planning.

Our daily and weekly planning is directly linked to the Continuum of Child Development. In our preschool programs daily play highlights are documented, as well as a conversation with the parents sharing the excitement of the day.

The teachers reflect and assess the program and environment daily to ensure it is meeting the individual needs of the children and the group and that the environment is set up according to the

interests of the group. The Supervisor and Teachers meet weekly to review the documentation and weekly program plans, to ensure quality programming is being met.

We understand the importance of the four Foundations of Learning (Well-Being, Expression, Engagement and Belonging), and our programming reflects this. Children learn best when they feel like they belong in their surroundings. We will strive to provide an inclusive environment by celebrating each family's different cultural beliefs. We will celebrate different holidays and customs as well as providing materials, books, puzzles and toys that influence each child's life. We have a family photo album with each child's family for everyone to enjoy. We encourage families to share their different customs with us through pictures, games, materials, etc.

A successful preschool program nurtures engagement with all children involved. To be truly engaged with a child, a bonding and trust need to be established. During the bonding stage the foundation of trust and respect are built. We feel this can be done by playing with the children, eye to eye contact, commenting as well as asking questions during play. Playing like this also helps to model appropriate social interactions. We have found this to be a successful way of partnering with children in their learning as we discover their interests, strengths and then we build upon them.

Our engagement with the parents is equally important. They have placed their trust in us to guide their children. We establish their trust through ongoing communication. We have an Orientation night where we first meet the parents and take them through the day to day life at school. We share information through emails, newsletters, picture documentation. As a cooperative school, parents are encouraged to participate with us in the program, giving parents a chance to interact with us and their children as well as giving the teachers a chance to learn more about the family unit.

It is important that the children become engaged with one another. We support this by modeling play, turn taking and helping children find the words to use with their peers to aid in conflict resolution. We want children to feel safe comfortable and have a sense of belonging. To support these values we have a flexible routine to our day. This balance allows great play to continue without the confines of a clock but still provides the structure of knowing what comes next.

We also encourage parents to share with us their interests, hobbies, and careers so that we can introduce these new ideas to our children. Our school invites special guests in to share music, hobbies etc. with us. We believe that it takes a community to raise a child and we add to that opportunity.

We keep parents informed of news and upcoming events, by providing a monthly calendar. All school events will be posted on our web site. Parents are given a password at the beginning of the school year which will allow them access to the site. We have also set up a school blog for parents/families to visit.

### **Rockwood Nursery School involves the parents in many events throughout the year:**

- We have an Orientation Night where parents come to meet the Board of Directors as well as the teachers. They are instructed about the schools policies, philosophy and procedures. This year orientation will be held at the Nursery School on Wednesday, September 4<sup>th</sup> at 7:00pm.
- We invite the parents to join us on our Family Outings throughout the year.
- Our school hosts a Spaghetti Dinner/Silent Auction. All families are invited to attend and a few of the families plan and implement the dinner.
- Year End picnic for all families to come together for a fun day of games and activities with their children.
- We host an Easter Egg Hunt. This year it will be held on Saturday, April 11<sup>th</sup>. This is a community event, hosted at the local park. Fire trucks and local entertainers are featured at this event.

## **PROFESSIONAL DEVELOPMENT**

Rockwood Nursery School knows the value of continuous professional development. Staff meet formally on a weekly basis as well as informally on a daily basis to review program plans and plan for the future. Staff are encouraged to attend workshops and conferences by the County of Wellington as well as listening to webinars. The staff networks with the other Cooperative preschools in the area once every three months.

## **CHILD GUIDANCE**

All Teachers/ Parents and Volunteers, will follow our core values of caring, honesty, inclusiveness, respect and responsibility. They will ensure that every child has a sense of belonging, is developing a sense of self worth, their health and well being are looked after and that every child is an active, engaged learner who is eager to explore their world. The teachers/Parents/Volunteers support children in developing strategies to remain calm and to regulate their emotions while they learn to recognize the effect their behavior has on others.

## **NUTRITION**

Rockwood Nursery School is committed to the development of healthy children and adults. We believe that eating habits are formed early in a person's development, therefore we strive to provide our children with nutritious snacks that meet Canada's Food Guide.

In our half day programs parents provide the fruit and/or vegetable snack options for the children. The Nursery School will provide the non-fruit/vegetable snack items for the children. Snacks will be a healthy choice and will have whole grains, reduced salt and little or no sugar added. Snacks are posted each day for parents to review. Our Extended Day Menu follows Canada's food guide and has been passed by the Health Department. Foods that contain or may have come into contact with nuts are not allowed in the Preschool.

## **HEALTH AND SAFETY**

At Rockwood Nursery School we strive to ensure a safe and healthy environment for all staff, parents, volunteers and children.

- Every Staff member/volunteer (who is considered to be in ratio) must hold an up-to-date First Aid/ Infant and Child CPR.
- Children/Staff/Parents/Volunteers involved in the program must provide a copy of an up-to-date immunization record at the time of enrollment.
- We inform parents and give them a list of guidelines as to when a child may not attend the preschool program.
- Every child with a life threatening illness/allergy or other medical /physical condition has an Individual Action Plan filled out by the parents. It will state the nature of the illness/allergy, or medical/physical condition and what to watch for as well as the necessary steps taken to deal with a reaction.

Every staff member, resource personnel, parent or volunteer dealing with the children will read, understand and sign off on the Action Plan. The Individual Action plan will be posted at the snack area as well as in the kitchen area

## PHILOSOPHY OF INCLUSION

Inclusion at Rockwood Nursery School means that staff will work to facilitate attendance by all children regardless of ability. Children with special needs (whether it be physical, medical or cognitive) and their parents are welcome and encouraged to enroll and be involved in Rockwood Nursery School. The partnership between parents/caregivers and Rockwood Nursery School staff is critical to providing the optimum environment for the child. Parents are encouraged to be involved with the required support services or developmental/behavioral goals in order for their children to be addressed at the center, in consultation with regional staff (i.e. Inclusion consultants, child care services consultants and or other professionals). Identification of supports, services and or goals is through the development and annual review of a child's Individual Support Plan (ISP).

To ensure the safety of every child and to allow for the children to meet their optimum development there are times when an Inclusion Support staff may be needed to assist in the program.

## POLICE VULNERABLE SECTOR CHECK POLICY

Obtaining a vulnerable sector check is a precautionary measure that is used to help determine whether individuals who are involved in the provision of childcare are fit and suitable to hold these positions of trust. Considering a person's relevant criminal history helps to ensure the safety and well-being of children in care. If a person's relationship with the school terminates for longer than 6 months a new vulnerable sector check is required. The original cleared check must be provided to the center and the Supervisor will sign a declaration that he or she has seen the original. A copy of the police check will be kept on file at the school and noted as confidential.

A clear vulnerable sector check is required for all employees/volunteers/students before they begin their employment/volunteering or interaction with the children in the center. This must be requested through the police services where the applicant resides.

Vulnerable Sector checks must be renewed on or before every 5<sup>th</sup> anniversary of the most recent check. In the interim calendar year, each person who has provided a check must complete an offense declaration (current to within 15 days of the anniversary date of the previous check or declaration and addressing the period since that most recent check or declaration.

Any person required to provide a vulnerable sector check to Rockwood Nursery School is required to provide the center with an offense declaration as soon as reasonably possible, any time he or she is convicted of an offense under the Criminal Code of Canada. Rockwood Nursery School reserves the right to terminate its relationship with that person based on the nature of the conviction. The Supervisor and President will be responsible for acting on any convictions and whether or not this will affect the person's obligations with the school. All police checks and any information contained in it will be kept confidential between the individual, supervisor and president.

## CANCELLATION OF CLASSES

Class cancellations due to inclement weather will follow the guidelines of the Upper Grand District School Board. You will also receive an email from the teachers. If the Rockwood School Buses are cancelled it may mean that our school will be cancelled as well. **YOU WILL RECEIVE AN EMAIL BY 7:30 am IF CLASSES ARE TO BE CANCELLED FOR THE DAY. Please reply to this email, to confirm that you have received notification.**

## **FAMILY OUTINGS**

To enhance your child's learning, our school participates in a number of family outings/excursions throughout the year. The date of the trip and any pertinent information will be given to the parents in the monthly teacher letter. Our newsletter will also be posted on the website.

Parents are responsible for transporting the children on these outings, if you are unable to attend but would like your child to attend, parents can arrange transportation and guardianship for their child before the trip. Siblings may attend and there will be a small charge for each child not registered in the class.

***Regular school hours will be cancelled when a family excursion has been planned.***

Many times throughout the year the teachers may take the children on a walking trip to a destination within Rockwood (i.e. Post Office, grocery store.) Parents will be notified before the trip but parents are not necessarily required to participate.

In December and June we hold class parties. A Christmas and a Graduating celebration, a parent or caregiver is required to join your child at these parties.

## **POLICIES AND PROCEDURES**

It cannot be stressed enough how very important it is in a co-operative school for the parents to feel free to bring issues and concerns to the attention of the Board of Directors, the lines of communication must be open. The names and telephone numbers of the Board Members are listed at the back of this handbook and posted at the school. If for some reason you do not feel comfortable addressing the members in person, you may certainly do so in writing. Any one of the Board Members will be happy to aid you with your concerns.

While it is not the practice of Rockwood Nursery School to send home report cards, the teachers are observing (and hence assessing) your child on an ongoing basis. As such, if you wish to arrange an interview to discuss developmental concerns, the teachers will be happy to oblige.

The school website [www.rockwoodnurseryschool.ca](http://www.rockwoodnurseryschool.ca) is used to post all communications from the school to the parents, such as class schedules, newsletter, events calendar, handbook, orientation packages. It is intended as a point of reference for all parents in the school. Confidential information does not appear on the website.

Signed permission from the parent or guardian is obtained by the school before a photograph of the child can appear on the website. The form is included in our registration package.

The children should have a backpack with them every day to carry home crafts. It is also a good idea to send extra clothes with your child every day. We provide a wide variety of activities such as painting, crafts, and games on the floor, they can sometimes get dirty. Please send clean non slip shoes to school. For children still using diapers please send wipes and extra diapers daily as well as a diaper changing mat. We ask that each child bring in a water bottle filled with water, not juice, and have your child's name on it.

## **CHILD CARE POLICY FOR SUPERVISION OF VOLUNTEERS AND STUDENTS**

- Volunteers or students are not permitted to be alone with a child at any time without the direct supervision of a Rockwood Nursery School Staff member.
- Volunteers and students will not be counted in staffing ratios at any time.
- Before the volunteer or student begins working in the school the Supervisor will review all school policies and the Anaphylactic plan for each child that has an Anaphylactic Allergy.

- Each volunteer will sign and date stating that they have read and understand each policy. The above will be reviewed annually with each volunteer and kept in the child's file.
- All volunteers and students will be required to provide a criminal reference check before commencing work at the school.

### **IT IS THE RESPONSIBILITY OF THE SUPERVISOR TO:**

- Ensure that each student or volunteer (other than participating parents who act as staff members) are properly supervised by a qualified staff member at all times.
- Ensure students or volunteers are not alone with the children at any time.
- Read and review with the student or volunteer prior to working in the school, the school's Behavior Management Policy, Emergency Procedures and the Individual Anaphylactic plan for each child that has an anaphylactic allergy and have them sign and date that it has been read.
- Read and review with the student or volunteer the above noted policies and procedures annually and sign and date each review annually.

### **EXPECTATION OF VOLUNTEERS AND STUDENTS**

- Be positive with staff, parents and children.
- Be attentive to the entire room.
- Participate, get down on the floor with the children and be a part of their play, help children with their activities and crafts.
- Be aware of children's needs such as helping tie shoes, washing hands, etc.
- Encourage kindness, sharing, and personal independence.
- Help teach the following rules-use walking feet, tidy up one activity before moving onto the next as well as treat toys and equipment with respect.
- Model the above behaviors.

### **TUITION**

Tuition is due on the first of the month prior to the month's attendance. For example the first of August tuition cheque is paying for September's attendance and your final payment will be the first of May, to pay for June's attendance. Tuition is paid for the year in the form of post-dated cheques at the time of registration.

If tuition is not paid on the first of the preceding month, or if it is returned NSF, we will provide a two week grace period for you to make the payment. If we have not received your payment by that time, your spot may be given to a student on the waiting list. The school, for any payments returned NSF, will apply an administration fee of \$20.00. This is in addition to any charges your bank may impose.

We understand that unplanned situations may arise from time to time so if for some reason you are having difficulty with making your tuition payments, please call Telka O'Donovan, our Tuition Manager 519-241-8385.

**Replacement tuition payments should be given directly to the Tuition Manager. If you bring a tuition payment to the school, be sure to hand it directly to the teacher and a receipt will be given to you. The receipt will be signed by the teacher as well as by the parent dropping off the**

**payment.**

**If you do not have a receipt for the payments brought into the school, and the Tuition Manager has not received payment you will be responsible for replacing the payment. We will not be accepting cash as payment for tuition.**

Members are permitted one class change with registration per school year. Any other subsequent changes will be charged a \$25.00 fee.

If for some reason your child needs to withdraw from the school the school requires **2 weeks written notice.**

## **HEALTH AND SAFETY POLICY**

The purpose of this policy is to ensure a safe and healthy environment for all staff, parents, volunteers and children. Foster an awareness of common and important infectious diseases in school including staff and children; provide guidance in the prevention and management of infectious diseases within the school; and educate that good hygiene is the key to controlling the spread of infection.

### **Health Records and Immunization Requirements**

The Child Care and Early Years Act, 2014 requires that children attending licensed daycare in Ontario have an up-to-date immunization as recommended by the local Medical Officer of Health. In order to attend daycare, this complete history of the child's immunization must be provided to the Public Health. A photocopy of all the child's health records (since birth) is to be provided along with the child's registration information.

It is the parent/guardian's responsibility to maintain a record of immunization for their children and inform Rockwood Nursery School as additional immunization is given. The record will be kept on file at the school. Immunizations are not mandatory in Ontario. However if you choose not to be immunized, you must follow these steps:

- File a legal exemption, which must be notarized and signed by a Commissioner of Oaths
- Give copies of the legal exemption to the school and they will forward it to the Public Health

If any staff/volunteer/child, are not immunized they could be sent home if there is an outbreak of disease at the school and be kept out of the school until the outbreak is over.

It is the responsibility of Parents of a child with special needs (such as a life threatening/rapid allergic reaction) to inform the teacher's of the child's allergies and to complete an Individual Action Plan for the Emergency Procedure for their child.

**NO CHILD WILL BE ADMITTED TO SCHOOL IF HE/SHE SHOWS SIGNS OF THE FOLLOWING:**

- An acute cold, or excessive coughing
- Vomiting or diarrhea
- Red scratchy or discharging eyes or ears, until it is determined that the child is not suffering from an eye infection or conjunctivitis
- Undiagnosed skin rashes or infections (mild rashes which are not accompanied by fever or behavioral changes should not exclude the child)

- Fever within the last 24 hours
- Started taking a prescribed antibiotic within the last 48 hours (includes pink eye, chest infection, strep throat)
- Continuous dry hacking cough
- He/she or their immediate family has come in contact with or is under quarantine for a serious respiratory illness. This includes the child, the participating parent and or direct family members (SARS)
- Head Lice, the child cannot attend school until their hair has been treated with a medicated shampoo and combed with a lice comb
- General appearance or behavior - a child who has a pale look or is acting unusually tired, has a loss of appetite or is irritable should be kept home

If a child is absent from school (due to illness or other reasons) parents are to call the school giving their name, their child's name and reason for the absence.

Communicable diseases (including measles, impetigo (skin blisters), rubella, scabies, whooping cough, mumps, conjunctivitis, strep throat, chicken pox, or a prolonged illness, should be reported to the staff as soon as possible.

Children should be free from acute symptoms of illnesses above for at least 24 hours before returning to school. Should a child be prescribed medication for an illness he/she should not return to school until at least 24 hours after starting the medication.

### **Care of Mildly Ill Children**

If a child becomes ill while attending Rockwood Nursery School, staff will immediately contact parents or emergency contacts, and inform them of the situation. Parents must arrange for their child to be picked up as soon as possible. Children who are sick will be treated as follows while waiting to be picked up:

- The child will be isolated from the other children in a way that is nurturing to the child and as much as space allows.
- When needed, provide the child with somewhere to rest.
- Any blanket used for a resting child and toys played with while waiting for parents to arrive will be sanitized.
- Staff will take child's temperature when any of the following signs are present: nausea, vomiting, flushed cheeks warm to the touch, diarrhea excessive coughing, and fatigue.
- In case of high temperature the child will be sponged down with tepid water.
- Staff members will wear disposable gloves when handling any body fluids or waste products.
- Soiled clothing will be sealed in double plastic bags and sent home.

Administration of any medicine at school must follow the Medication Administration Policy. In the event of a pandemic flu outbreak, the school will follow the advisory from Public Health.

In the case of a serious injury, please see the Serious Occurrence Policy.

## **First Aid Training**

All teaching staff at Rockwood Nursery School (if they are counted in ratio) must be certified in Standard First Aid and CPR level C.

The school will ensure that there is a working telephone and a list of emergency numbers posted by the phone. In the event of a disaster the emergency contact binder will be taken if the school needs to be evacuated. The staff/parents/volunteers and children will follow the Fire Procedure when evacuating.

- Fire drills are practiced on a monthly basis and recorded in the daily log. Staff/parents/volunteers will be instructed on the evacuation procedure prior to beginning their time in the classroom.
- Outlets will be covered.
- All doors to the kitchen and storage areas are to be kept closed at all times.
- The Nursery School will have 2 first aid kits. One will be kept in the main classroom where it is easily accessible and the other will be in the backpack used for excursions outside the school.

## **SANITATION**

- The children, volunteers and teachers are required to wash hands after crafts, using the toilets, and before and after snack, or lunch.
- Toilets and sinks are cleaned and sanitized daily.
- All dishes and utensils are washed following the procedures set out by the Wellington-Dufferin-Guelph Health Unit.
- Snack tables are cleaned and disinfected before and after snack time.
- Carpets are vacuumed after each class.
- Soiled items are kept in a separate location and laundered at least weekly, including parent smocks, dishcloths and towels.
- A thorough cleaning of all equipment and furnishings including shampooing of carpets is done before school commences and monthly throughout the school year.
- Dress up clothes and blankets etc. will be washed as needed and at least once a month.

At Rockwood Nursery School we strive to ensure a safe and healthy environment for all staff, parents, volunteers and children.

- Every staff member/volunteer (who is considered to be in ratio) must hold an up-to-date First Aid/ Infant and Child CPR.
- Children/staff/parents/volunteers involved in the program must provide a copy of an up-to-date immunization record at the time of enrollment.
- We inform parents and give them a copy of circumstances/ill health when a child may not attend the preschool program.
- Every child with a life threatening illness/allergy has an Individual Action Plan filled out by the parents. It will state the nature of the illness/allergy, what to watch for and the necessary steps taken to deal with a reaction.
- Every staff member/resource personnel/parent/volunteer dealing with the child will read and sign off on the Action Plan. The Individual Action plan will be posted at the snack area as well as in the kitchen area.

Parents must not send their child to school if they feel unwell, especially if they have had a

fever, have vomited or had diarrhea within the last 24 hours. They should also not be at school if they have symptoms of contagious diseases, such as a rash until they have been seen by a Health Care Professional, who has granted them permission to attend school.

## **ANAPHYLAXIS**

This is a severe potentially life threatening allergic reaction to any stimulus, causing a sudden onset involving one or more body system with multiple symptoms. An anaphylactic reaction can appear alone or in any combination regardless of the triggering allergy. Rockwood Nursery School will make every effort to ensure our school is a safe place for every child. Our school is a nut-free facility, which means NO Nuts, Peanuts or Tree Nuts are to be brought into the school. We will also restrict the use of any food/product that may cause a specific child to react.

There is an Individual Emergency Plan for each child identified with allergies as well as a list of known allergies. This will be posted in the school and all parents will receive training on the symptoms and emergency measures for each child.

At Rockwood Nursery School enrollment of a child with an anaphylactic allergy is a special need. Prophylaxis happens when the body's immune system responds to harmless substances as though they are harmful invaders. Instead of developing a runny nose or rash, anaphylactic sufferers respond with an extreme systemic reaction that can begin with:

- Itching
- Hive
- Vomiting
- Diarrhea
- Swelling

### **The reaction can progress in minutes to:**

- Decreased blood pressure
- Shock
- Seizures
- Decreased respiration that can cause the throat to close, choking off breathing, leading to unconsciousness and/or death.

### **SIGNS AND SYMPTOMS:**

- Signs and symptoms can occur within minutes of exposure.
- Specific warning signs will vary from one person to the next.
- Skin: hives, swelling, itching, warmth, redness or rash.
- Respiratory: 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.
- Nausea: pain cramps, vomiting, diarrhea.
- Cardiovascular: Pale or blue color, weak pulse, pain/cramps.
- Other: Anxiety, feeling of impending doom, headache, uterine cramps.

**EPINEPHRINE:** Is the drug used to treat Prophylaxis. It helps to reverse symptoms of an allergic reaction. Epinephrine injectors should always be injected into the muscle of the outer side of the thigh.

Any items in the classroom used for teaching, sensory development, served for snack or used

for any purpose must be free of any listed causative agents. At no time is it acceptable for items to be in our class if they are listed by a parent to be a causative agent of anaphylaxis. Any items deemed questionable will be refused by staff.

When there is a life threatening allergy in the class signage will be posted, near the snack area and in the kitchen where snacks are prepared. This sign will state that a life threatening allergy exists within our school and will list all allergens/triggers.

Any necessary direction or training on the administration of the EpiPen will be provided by the parent and or covered in the First Aid course attended by staff.

- Each child with an anaphylactic allergy will have an Individual Action Plan filled out by the parent or guardian prior to the child attending school. The parent/guardian is responsible for instructing all staff, parents, volunteers and students working with the child on the signs and symptoms and emergency procedures. They will be required to sign off on these procedures. A copy of this form will be kept on file and posted in the eating area. In the event that a child has an anaphylactic reaction, the staff will follow the procedures laid out in the Individual Action Plan.
- The EpiPen will be worn at all times by a staff member while the child is present.
- To reduce the risk of exposure there will be no “Homemade” snack items brought to the school.
- Avoid bulk foods that may have become contaminated.
- Food will be placed on plates, wrappers, napkins or other barriers to reduce risk of contamination.

**The school has a “NUT FREE” policy - no snack items or craft items containing nuts of any kind will be permitted on the premises.**

#### **Procedures to Enact policy:**

- Identify children who are at risk.
- Remove risks as per policy.
- Educate Staff, Parents, volunteers and students as to the policy and emergency response actions that will be taken.
- Make sure children and staff wash their hands before eating.
- Inform all supply staff about measures for prevention.

## **BEHAVIOR MANAGEMENT INTENT**

### **Behavior Management Policy**

Rockwod Nursery School  
Reviewed July 2019

### **Intent**

A positive learning environment is the objective in all facets of the care and guidance of the children of Rockwood Nursery School, including times in which difficult situations require disciplinary measures. Corporal punishment and other prohibited disciplinary practices as defined are absolutely prohibited in order to protect the emotional and physical well being of the children in the care of our school. A positive discipline program ensures health and safety respect for the rights of others.

At Rockwood Nursery School we believe that children have the right to quality child care which is safe and healthy and provides learning opportunities that promote their growth and development.

To ensure a child's safety and well being and to foster social and emotional development, it is necessary at times to impose limits or set standards for acceptable behavior. Teachers are guided by their understanding and knowledge of a child's growth and development as well as an understanding of the individual child.

Appropriate guidance of the children's behavior occurs in an environment where a trusting and caring relationship has been established between teacher and child. This can be achieved by showing genuine interest and warmth and by viewing the children and their feelings as important and worthy of respect.

The role of the staff is to support a child's sense of being a worthwhile person while providing opportunities for the child to learn appropriate ways to interact with others. Promoting self esteem helps children to become emotionally healthy and self confident. Once trust and a sense of security is established the children will feel safe to express themselves, knowing that there are supportive and understanding adults who can be counted on to help them gain control of their own world.

Child guidance is maintained through careful, active supervision, setting clear limits and giving age appropriate explanations. Teachers approach discipline in a positive manner, using praise and attention to encourage desirable behaviors. Teachers will treat each child as unique individuals and are fair and consistent. They will encourage children to accept consequences of their behavior and engage in problem solving alternatives where age appropriate.

Methods used include:

- **Redirection:** Guiding a child into acceptable options
- **Natural and Logical Consequences:** making the child aware of the results of their actions
- **Setting Limits:** teachers develop boundaries for the children, either as a group or individually according to the situation
- **Modeling:** demonstrating appropriate behaviours to the children
- **Providing Choices:** teachers outline appropriate choices and the children are encouraged to make decisions for themselves
- **Anticipating:** teachers plan and prepare the environment in such a manner to avoid conflict

### **Behavior Management Policy Adherence**

All staff, supply staff, volunteers and duty parents are required upon employment (or prior to participating in school programs) and annually thereafter to sign a form affirming that they have read and understand the behavior management policy and procedures carried out by Rockwood Nursery School, these will be kept for two years.

Should Staff, supply staff, program volunteers and duty parents fail to comply with or contravene the behavior management policy, the Board is obligated to act immediately.

The Board, as operators of Rockwood Nursery School, must not permit and is prohibited from doing anything understood as prohibited disciplinary practices in the Child Care and Early Years Act (2014). The Board is responsible for reviewing, monitoring and maintaining all records pertaining to Rockwood Nursery School's behaviour guidance policy.

## **PROHIBITED DISCIPLINARY PRACTICE:**

Rockwood Nursery School will not permit the:

- corporal punishment of the child
- physical restraint of a 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 themselves, herself or someone else and is used only as a last resort and only until the risk or injury is no longer imminent
- locking the exits of the child carer center or home child care premises for the purpose of confining a 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.
- 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.
- Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding or inflicting and bodily harm on children including making children eat or drink against their will

Should a staff or supply staff fail to comply with the behaviour management policy of Rockwood Nursery School the following steps will be taken by the Board

- Verbal warning
- Written warning
- Dismissal

Should a program volunteer fail to comply with the behavioral management policy of Rockwood nursery School the following steps will be taken by the Board

- A verbal warning
- A written warning
- Formal notice that he/she will not be welcome as a volunteer in school events where children are present

Should the Board (as operators of Rockwood nursery School be seen to permit anything that contravenes with Rockwood nursery Schools behavior management policy, a member of the staff, supply staff or program volunteer may take the appropriate steps

- Formally notify the Board
- Request a meeting with the Board
- Request a General Meeting should the meeting with the Board not be satisfactory
- Formally inform the Program Advisor of the Ministry of Education (Child Care) by letter

Discipline is used to foster cooperation and independence by using positive reinforcement, and redirection,-instructing the child to move to another activity. Consistency and setting clear limits are also key in promoting the child's self discipline. Any disciplinary measures which are used must be appropriate to the developmental level of the child and should occur as soon as possible, focusing on the behavior not the child.

## MONITORING

The Board will ensure that this policy is available for and reviewed by board members, program volunteers.

The Supervisor will ensure staff, supply staff and volunteers, review the permitted disciplinary practices upon employment and annually thereafter. He/She will also encourage professional skills development in this area if required.

## INFORMING PARENTS

- Parents are informed in the Orientation Handbook that Rockwood Nursery School's approach to discipline is based upon using positive reinforcement and redirection.
- Should a child's behavior cause harm to another child, staff, parent, or volunteer, Rockwood Nursery School will act in accordance with the Health and Safety Policy or the Serious Occurrence Policy. Staff will contact parents/guardians to explain what has happened.
- Persistent disruptive behavior, which lasts over a period of time, shall be brought to the attention of the Board by the Supervisor.
- In all cases when parents are informed of a child's negative behavior, staff will discuss the behavior with the parents and attempt to determine together if this is a pattern of behavior and how best to resolve the behavior in a positive, supportive fashion.
- Staff may provide parents with information on local resources available for professional support, if required.

## SERIOUS OCCURENCE POLICY

**Intent:** That Rockwood Nursery School has a plan to deal with any serious incidents that affect the health, safety and well being of children and staff and that these Serious Occurrences are reported, tracked and followed up on.

### Categories of a Serious Occurrence

- Death of a child
- Allegation of Abuse and or Neglect of a child while receiving care at Rockwood Nursery School
- Life threatening injury or illness
- Missing or Unsupervised children
  - a) The child was found
  - b) The child is still missing
- 5. Unplanned Disruption of Normal Operations
  - a) Fire
  - b) Flood
  - c) Gas leak
  - d) Detection of Carbon Monoxide
  - e) Outbreak
  - f) Lock Down
  - g) Other Emergency Relocation or Temporary Closure

In the event that a child is missing from any Program being run by Rockwood Nursery School the staff will follow this emergency procedure.

- **Immediately upon finding that a child is missing ALL STAFF WILL BE ALERTED**
- The Supervisor will search all areas of the school, while the teacher remains with the other children
- The Supervisor will then notify the parents (in case the parents have some knowledge of the child's whereabouts).
- Advise the police by telephone

**INFORM:**

The Supervisor shall be notified immediately of all injuries regarding children and staff members. If the supervisor is away the acting Supervisor will be notified as well as the President of the Board of Directors.

**ACTION:**

- If the supervisor feels that immediate hospital aid is needed he/she will call emergency personal 911 and indicating the nature of the emergency. Emergency services will determine the appropriate services to send. The Supervisor then will make efforts to contact the child's parents/guardians.
- A list of emergency numbers is kept by the phone and is available to all staff.
- A staff member will stay with the child at all times and provide all possible first aid.
- If a child goes to the hospital by ambulance a staff member must accompany the child taking the child's folder with them, if a parent or guardian has not arrived.
- In case of a minor injury see Health and safety policy- children

**REPORT**

- Following the resolution of an incident requiring hospital care, the staff member involved will complete the Incident/Accident/Injury form.
- Parents shall be informed of the child's injury and sign the report which will be kept in the child's file
- Should there be a Serious occurrence, the supervisor must complete the Serious occurrence Report form and post it the Parent Board as noted below
- Should there be a serious occurrence the Supervisor/President must complete the **Serious Occurrence initial Report (INR) online through the Child Care Learning System within 24 hours of becoming aware of the incident.** Identify children only by their initials. Refer to others involved in non-identifying terms (eg. First and last initials only, staff A/staff B etc.

The name of the organization must be consistent with the license issued or the legal name of the service provider.

- Generate and complete the Serious Occurrence Notification form in CCLS and contact the program advisor. Print and post the Serious Occurrence Notification form in a conspicuous place visible to parents for 10 days from the date of the final update.
- If the individual cannot access the CCLS, they must notify their program advisor via telephone or email and complete the Serious Occurrence report as soon as the system becomes available.
- Within seven business days of submitting the Initial Notification Report on CCLS, complete and submit the Serious Occurrence Inquiry report (IR) through CCLS online. Submit the IR within 7 business days even if information and/or actions have yet to be completed, including an explanation that a further follow-up report will be provided.
- The Ministry may request additional information from the service provider. The Ministry may also initiate its own review, depending on the circumstances. Service providers may submit a completed IR, in lieu of an INR, if they do so within 24 hours of the occurrence, and all necessary actions have been taken and documented.
- Within 24 hours of reporting the Serious Occurrence, the County of Wellington must be advised.
- Retain Serious Occurrence Notification Form on file for 3 years

**Serious Occurrence Annual Summary and Analysis Report**

The supervisor will complete the Serious Occurrence Annual Report and Analysis Report yearly and will record any actions taken in response to analysis.

**All Serious Occurrences are reported online using the Child Care Licensing System (CCLS)**

There are 5 categories applicable to the child care that should be reflected in operator policies

1. Any child who receives care at a licensed home premise or child care center. CCLS Category: Death of a child
2. Any child while receiving child care at a home premise or child care center CCLS Category: Abuse, neglect or an allegation of abuse or neglect.
3. A child who receives child care at a home or child care center CCLS Category: A life threatening injury to or a life threatening illness a. Injury b. Illness
4. An incident where a child who was receiving care at a home premise or child care centre is missing or temporarily

unsupervised.

CCLS Category: Missing or temporarily unsupervised

- a. The child was found
- b. Child is still missing

5. A home child care center that poses a risk to the health, safety or well being of the children receiving care at a home child care premises or child care centre.

CCLS Category: Unplanned disruption of the normal operations.

- a. Fire
- b. Flood
- c. Gas leak
- d. Detection of Carbon Monoxide
- e. Outbreak
- f. Lock down
- g. Other Emergency Relocation or Temporary Closure

The following chart provides guidelines for staff completing the Serious Occurrence Notification Form

<b>Category</b>	
<b>Program Name</b>	Rockwood Nursery School
<b>Date:</b>	Provide the date that the Serious Occurrence Notification Form was posted.
<b>Date of Occurrence</b>	Provide the date that the Serious Occurrence took place
<b>Type of Occurrence</b>	Provide the type of Serious Occurrence according to the definitions set out in the CCEYA 2014 Serious Occurrence Reporting Procedures. One of the following terms to be used. <ul style="list-style-type: none"><li>• Death of a child</li><li>• Abuse, neglect, or an allegation of abuse or neglect</li><li>• Life threatening injury to or a life threatening illness</li><li>• Child who is missing or is temporarily unsupervised</li><li>• Unplanned disruption of the normal operation</li></ul>
<b>Description:</b>	Provide a one sentence description of the occurrence. Sample wording listed below. <u>Life threatening injury:</u> A child fell and hit head on concrete floor knocking them unconscious.  <u>Alleged abuse/mistreatment:</u> A staff member was alleged to have abused a child while in attendance at Rockwood Nursery School.  <u>Missing Child:</u> A child was left on the playground unsupervised at the end of outdoor play. A child left the center and was found later at home. A child walked to a friend's home after school. The parents and child care center did not know of the child's whereabouts for one hour.  <u>Unplanned disruption of normal operations:</u> Smoke was observed coming from the furnace room.
<b>Action taken/Outcome (add update if Applicable)</b>	Provide a description of the actions taken by Rockwood Nursery School. This section will include longer term plans and any additional measures implemented to minimize a recurrence of the serious occurrence e.g. behavior management training. Examples: <ul style="list-style-type: none"><li>• Child received medical attention for the child's injury</li><li>• The child was transported to hospital by ambulance, treated and released that day.</li><li>• Behaviour management monitoring will be conducted each month</li></ul>

## **INCLUSION SUPPORT SERVICES**

### ***AN INTRODUCTION TO INCLUSION SUPPORT SERVICES FOR PARENTS***

Your child care providers are experts in child development. They help you watch to make sure your child is growing and learning along with the other children who are of the same age. Sometimes children need extra help with their development. Inclusion Support Services is a group of Professionals from different agencies who work together to support families and the child care programs.

The purpose is to assist child care providers with:

- Helping children reach their potential and
- Including all children successfully in the child care programs

Before a child enters child care, if the family or child care program has concerns about the child's development, the Inclusion Coordinator from the County of Wellington Child Care Services works with the family and child care program to support a smooth transition into child care. At any time child care providers and parents can ask for assistance if they have concerns about a particular child's development. Child care providers can also ask for advice when they want to better meet the needs of an entire group of children.

Each child care program has an Inclusion Team. The first members of your programs Inclusion Team are the child care providers. They are experts in Early Childhood Education. The rest of the Team includes the following consultants.

- An Occupational Therapist from Kids Ability Center for Child Development, they help children, who have difficulties with self-care and daily routines, response to sensory input, attention to task, feeding, hand play or social skills.
- A Physio Therapist from Kids Ability Center for Child Development who helps children with balance, movement, coordination, motor planning and activities such as crawling, walking using a ball.
- A Speech and Language Pathologist from Wee Talk and Language services.
- A Social Development Consultant.
- An Early Childhood Resource Consultant. Their role is to help children who require more support in one or more areas of development. The Resource Consultant visits your child care program on a regular basis. Other consultants visit as they are needed. You will see consultants playing with children and talking with child care providers. They spend time with the children who need extra support as well as with many other children in the program.
- If you would like to meet the consultants assigned to your program, please ask your child care providers to introduce you. If you have any questions about these services please talk with your child care supervisor.

## **ORIENTATION AND MONITORING PARTICPATING PARENTS**

Each September there will be an Orientation meeting for all parents prior to the start of school. At the Orientation Meeting the Supervisor will read and review the schools Policies on Behavior management, Emergency Procedures and the anaphylactic policy, safety rules, fire drills and general information of classroom activities.

***The date for this year's Orientation Meeting has been set for WEDNESDAY, SEPTEMBER 4th at 7:00PM. The meeting will be held at Rockwood Nursery School, 191 Main Street South. Phone: 519-856-4486***

#### **ADMISSION AND DISCHARGE PROCEDURES**

In order for your child to be enrolled in Rockwood Nursery School, the registration package must be completed in full. A non refundable registration cheque of \$50.00 will be cashed once your child's spot in the school has been secured.

A \$50.00 registration fee (non refundable) once your child's spot is secured. Today's date and Post dated cheques for the full school year, dated 1st of August 2019 through to May 2020.

Make cheques payable to Rockwood Nursery School.

If you wish to withdraw from Rockwood Nursery School you may do so at anytime by giving the registrar 2 weeks written notice.

Rockwood Nursery School will be closed during all Statutory Holidays as well as following the school closures set out by the Wellington County School Holidays. I.e. Christmas and March Break.

#### **WAIT LIST POLICY**

The intent of the policy is to prohibit Rockwood Nursery School from charging parents a fee or deposit for the placement of their child on a waiting list for an unsecured spot in the school.

It is also intended that the waiting lists be made available to prospective parents while still maintaining the privacy and confidentiality of all children on the list.

Rockwood Nursery School will require a \$50.00 administrative fee when enrolling a child into the school. This fee will only be charged once a spot has been secured and is non refundable.

The waiting list will be arranged according to each class and as spaces become available in a particular class the first child on the list will be contacted. The parent/guardian will have a week to decide if they will take the spot or decline it, at which point the space will be offered to the next person on the list.

If at any time you wish to know the status of your child's position on the wait list you may contact the Registrar and she will share this information with you, without disclosing any information about other potential clients.

Rockwood Nursery School Revised June 2019

## **MEDICATION ADMINISTRATION POLICY AND PROCEDURES**

### **Purpose of the Policy:**

The purpose of this policy is to provide clear guidelines around the safe storage and administration of medication by Rockwood Nursery School.

Whenever possible parents should administer medication before bring the child to school, however if it is necessary for the school to administer medicine the following guidelines must be followed.

- The Supervisor/or Teacher in charge will be in charge of all drugs
- The medicine must be handed directly to the Supervisor
- All medications will be stored in accordance with instructions on the labels administered in accordance with the instructions on the label and only with written authorization for the administration by the parent/guardian of the child.
- Medications will be kept in a locked container, except that for an Anaphylactic reaction which will be worn by the teacher in a fanny pack
- Medications will be administered to a child only from the original containers as supplied by a pharmacist. The package should be clearly labeled with the child's name, the name of the medication, the dosage of the medication and instructions for storage and administration. It is the responsibility of the parent to give the medication to the teacher and retrieve it from the teacher when necessary.
- A consent for the Administration of Prescribed and Non Prescribed Medications form (see attached) must be signed by parent./guardian specifying the following:
  - Name of Children's name of medicine
  - Dosage
  - Start and stop Dates
  - Time interval that medication is to be given
  - Permission to contact dispensing pharmacist
  - Pharmacist name and number
  - Physician name and phone number
  - Special instructions
  - Reactions to stop medicine
  - Side effects

Any administration of medication must be noted on the Administration of Prescribed and non Prescribed Medication Chart,

Recording:

- the child's name,
- date, medication and dosage given
- time given
- person administering the medications Leftover medication is to be returned to the parents

**The parent and or physician will be notified on any error in medication**

## **MEDICATION ADMINISTRATION PROCEDURES**

Medications will be prepared and given in a quiet place away from activity areas. The following steps will be followed when giving medications.

- Check the administration of prescribed and non-prescribed medication chart to ensure medication was not already given.
- Wash hands thoroughly.
- Prepare all supplies. Set out medication, measuring equipment and drinks the child will take after the medication, and tissues to apply and/wipe off old excess medication.
- If the medication is a liquid a proper measuring spoon, syringe dropper or cup will be used (provided by parents)
- Read the instructions on the label or bottle
- Before giving each dose check the five rights:
  - The right medication
  - The right children
  - The right dose
  - The right time
  - The right route of administration (mouth, injection etc)
- Check the expiry date
- Compare the medication label and all the information on the administration of the prescribed and non prescribed medications.
- Read the medication label three times:
  - a) When the medication is removed from the storage space
  - b) Before the medication is poured from the container
  - c) After the medication is poured and returned to storage space
- Put the medication container away. Wash hands.
- Give the child the medication
- Record the date and time and initial on the administration of prescribed and non prescribed medication chart.
- Clean and sanitize the spoon, dropper, cup that was used. Allow to air dry. Wash hands thoroughly

**Rockwood Nursery School  
Reviewed June 2019**

**PERMISSION TO ADMINISTER PRESCRIPTION NON PRESCRIPTION MEDICATIONS**

Child's full name: \_\_\_\_\_

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

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

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

Time of Dosage: \_\_\_\_\_

Any special instructions (take with food) \_\_\_\_\_  
\_\_\_\_\_

Start of prescription: \_\_\_\_\_

End of Prescription: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

RX Number \_\_\_\_\_

Name of Pharmacy: \_\_\_\_\_

Pharmacy Phone number: \_\_\_\_\_

Name and phone number of prescribing physician: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

**FIREDRILL AND EVACUATION POLICY**

Intent:

The intent of the policy is to ensure that staff and children and volunteers are familiar with the evacuation procedure, in the event of fire or another emergency. Regular drills are conducted to reinforce the emergency procedures, so that everyone feels comfortable in following the procedures.

Before commencing employment each staff member will be instructed as to his/her responsibilities in the event of a fire, or other emergency within the school. They will sign off on this and review it yearly, in September before school begins.

The Fire Procedure will be posted in the Main room, as well as on the Teachers Board. It will be kept visible at all times. There will be another copy which will be posted in the Kitchen area.

Fire drills will be practiced monthly and recorded in the Fire Log Book. It will give details of the drill, such as time of day; who was present, and the outcome of the drill.

In the event of fire or another emergency which results in the need to evacuate the school, the children and staff will take shelter at the Eramosa Cafe, located 2 buildings down from the school. The owner of the Cafe has given his verbal consent for this to take place.

This emergency shelter will provide the Staff and children a place to assemble where everyone can be accounted for and temporary care can be given if the school must remain vacant for an extended period of time.

**Rockwood Nursery School  
Reviewed June 2019**

## **IMPLEMENTATION AND REVIEW OF POLICIES, PROCEDURES AND INDIVIDUALIZED PLANS**

### **COMPLIANCE/NON COMPLIANCE OF POLICIES AND PROCEDURES**

The intent of this Policy is to ensure that each staff member, volunteer and student review each policy and procedure so that they are more aware of their roles and responsibilities and are better equipped to provide for the health and safety and well being of the children in their care.

Each staff member or volunteer will read and understand each policy and procedure; they will then review and sign off on each Policy and or Procedure with the Supervisor annually before the commencement of the school year as well as reviewing a policy or procedure if changes are made to that policy throughout the school year.

The Supervisor will keep a record of each review completed by staff, volunteers, and students. This documentation will be kept on file at the school.

The following Policies and Procedures will be documented:

- Anaphylactic Policy reviewed annually, and anytime a student is enrolled with an Individualized Action Plan
- Sanitary Practices Policy -reviewed annually
- Serious Occurrence Policy -reviewed annually
- Medication Policy- reviewed annually
- Supervision of Volunteers and Students Policy -reviewed annually
- Program Statement Implementation Policy- review on going
- Staff training and Development Policy review annually
- Criminal Reference Check Policy review annually
- Fire Safety and Evacuation Policy review annually
- Behaviour Management-Review ongoing
- Code of Ethics-Review Annually

### **COMPLIANCE OF POLICIES AND PROCEDURES**

The Supervisor will monitor all Staff, Volunteers, and Students, with regards to all policies and procedures. If the Supervisor becomes aware that a non compliance to a policy or procedure has taken place, the Supervisor will document compliance or non compliance, with the date and what occurred, and what action will be taken if any. The Supervisor will then review the policy or procedure with the staff member, student or volunteer, to be certain that they understand the policy or procedure. All will

be documented with the time and date and signatures of each party.

If the non compliance of the policy or procedure is of a severe nature and upon review with the Supervisor, they are repeating the behavior, they may be asked to no longer volunteer. In the event that it is a staff member the Supervisor will bring it to the attention of the President of the Board to be dealt with further.

Records of compliance/non compliance will be kept confidential and stored in the filing cabinet. The records will be kept for 3 years.

**Rockwood Nursery School  
Reviewed June 2019**

## **PROGRAM STATEMENT IMPLEMENTATION POLICY**

### **Intent:**

Intent of the Program Statement Implementation Policy is to ensure that the Program Statement is being reviewed, monitored and followed at Rockwood nursery School.

- At Rockwood Nursery School Staff, Students, Volunteers and families will work together to offer a stimulating environment for the children. We achieve this by having open communication between all members of the school. All policies and procedures are available so that everyone is working from the same agenda.
- The teachers will reflect and access the program and environment daily to ensure the program is meeting the individual needs of each child enrolled. The teachers will meet weekly to view and document program plans to ensure quality programming.
- We will strive to provide an inclusive environment by celebrating each family's different cultural beliefs. We will celebrate different holidays and customs as well as providing materials, books, puzzles and toys that influence the lives of the members of our school.
- Children need to be engaged as well as having trust within the program, the teachers will play with the children on their level, making eye contact, asking questions and truly valuing them as individuals.
- Engagement with parents is equally important. We will establish this through ongoing communication, building a bond with each family by being truly interested in what is happening in their lives. We will share information about the school through emails, newsletters, documentation. We will also encourage parents to be a part of the school by sharing any special talents, hobbies, interests with us.
- Teachers/Volunteers/Students are required to have read and signed off on our Behavioral Management Policy. They are monitored and documented monthly.
- Nutrition is important to the growing child Rockwood Nursery School will provide a healthy snack /lunch which has been reviewed by the Health department annually. Parents will be asked to provide a fruit/vegetable option on a rotating schedule.

- At Rockwood Nursery School we strive to ensure that we have a safe and healthy environment for everyone. Staff must hold an up to date First Aid/Infant and Child.

Everyone involved in the program must provide a record of immunization.

Every Child with a life threatening allergy/illness must have an individual action plan that will be signed by all staff/volunteers working with the child.

The Program Statement will be reviewed at each Monthly meeting, where staff will be able to reflect and discuss areas of concerns.

**Program Statement Implementation  
Policy Reviewed June 2019**

**INDIVIDUALIZED PLAN FOR A CHILD WITH MEDICAL NEEDS**

**Intent:**

Rockwood Nursery School will develop an Individualized Plan for children with a Medical need. Rockwood nursery School will take all necessary steps to support a child's medical needs and ensure his or her inclusion in the program.

When a child with a Special medical need is enrolled in Rockwood Nursery School the following steps will be followed:

Parents will be required to fill out the Individualized Plan Sheet, before enrollment into the school.

A Medical condition:

- |          |        |
|----------|--------|
| Diabetes | Asthma |
| Seizures | Other  |

The Plan shall include:

- Steps to be followed to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate a medical condition or cause an allergic reaction or medical emergency.
- A description of any medical devices used by the child and any instructions related to use.
- A description of the procedures to be followed in the event of an allergic reaction or other medical emergency
- A description of the supports that will be made available to the child in the child care center
- Any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an offsite Field trip
- 

**If a child already has an Individualized plan with regards to an Anaphylactic Allergy, then this does not need to be filled out. Rockwood Nursery School will follow the Anaphylactic Policy.**

Upon receiving the Individualized Plan for a Child with Medical Needs Rockwood Nursery School will ensure that all staff has reviewed the Policy for each child and will sign off on the policy. This will ensure that all staff/volunteers will have the information necessary to deal with any medical situation pertaining to the child. The policy will be reviewed yearly unless there are changes made to the medical needs of the child.

**Individualized plan for a child with medical needs  
Policy Reviewed: June 2019**

# EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Rockwood Nursery School  
 Date Established: July 2017  
 Date Policy and Procedures Updated: June 2018

## Intent:

The intent of this policy is to ensure the safety of children and adults in the childcare center, should an emergency situation arise at the school, given direction to each staff member as the protocol to follow. Staff will ensure that the children are kept safe, are accounted for and are supervised at all times during an emergency situation.

## Procedures

In the event that an emergency has occurred at Rockwood Nursery School and the school needs to be evacuated the following procedures need to be followed.

- The Supervisor will obtain the yellow rope (it is kept in the plastic storage unit by the music center) The Supervisor will blow the whistle, making everyone aware that there is an emergency situation and the school will need to be evacuated. The children/staff and volunteers are already accustomed to this procedure as it is the same one that is followed during our monthly fire drills. Please refer to the Policy on Fire drills.
- The children will be directed by all staff/volunteers to move to and hold onto the rope.
- The teacher will check to be sure that all children are out of the bathrooms and will pick up the emergency binder located on the shelf. She will then take the end of the rope.
- The children will be led outside by all teachers/volunteers. Attendance will be done by the Supervisor ensuring that all children and adults are accounted for.
- **Any children with an individualized action plan in place, the procedures for the action plan will be followed.**
- Once outside the building the Supervisor/Teacher will place a call to 911 engaging the necessary emergency service to the school
- **If it is deemed unsafe to return to the school the children/volunteers will be led by the staff to the Eramosa Cafe which is located 3 doors down from the school.**
- **If any emergency situation results in a serious occurrence the Serious occurrence policy and procedures will be followed**

## Procedures

### Phase 1: Immediate Emergency Response

Emergency Situation	ROLES AND RESPOSIBILITES
<p><b>LOCKDOWN</b>                      When a threat is on, very near or inside the child care center eg. A suspicious individual in the school who is posing a threat.</p>	<ul style="list-style-type: none"> <li>• The staff member who becomes aware of the threat must inform all other staff members of the threat as quickly and safely as possible.</li> <li>• Staff members who are out doors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>• Staff inside Rockwood Nursery School must:                             <ul style="list-style-type: none"> <li>• remain calm</li> <li>• gather all children and move the away from any windows and doors</li> <li>• take children’s attendance to be sure all children are accounted for.</li> <li>• Take shelter in the storage room</li> <li>• Keep children calm</li> <li>• ensure everyone stays in the sheltered space</li> <li>• turn off/mute all cellular phones and</li> <li>• wait for further instructions</li> </ul> </li> </ul>

	<p>If Possible staff inside the room should also:</p> <ul style="list-style-type: none"> <li>• close all windows and doors</li> <li>• barricade the room door</li> <li>• gather emergency medications</li> <li>• Join the rest of the group for shelter</li> <li>• The Supervisor will immediately lock the entrance to the school and take shelter.</li> </ul> <p><b>Note: only emergency service personnel are allowed to enter/exit the child care center during a lock down.</b></p>
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<p><b>Hold &amp; Secure</b> When a threat is in the general vicinity of the school, but not on or outside Rockwood Nursery School. Eg a shooting in a nearby building</p>	<ul style="list-style-type: none"> <li>• The Staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>• Staff members who are outdoors must ensure everyone returns to their program room immediately</li> <li>• <b>Staff must immediately:</b></li> <li>• remain calm</li> <li>• take children's attendance to confirm all children are accounted for</li> <li>• close all windows and lock the main door</li> <li>• continue normal operations of the program</li> <li>• wait for further instructions</li> <li>• place a note on the external doors with instructions that no one may enter or exit the school</li> <li>• <b>Note: only emergency services personnel are allowed to enter or exit the center during a hold and secure.</b></li> </ul>
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<p><b>BOMB THREAT</b> A threat to detonate an explosive device to cause property damage, death or injury EG. Phone call bomb threat, receipt of a suspicious package</p>	<ul style="list-style-type: none"> <li>• The staff member who becomes aware of the threat must:</li> <li>• remain calm</li> <li>• call 911 emergency services is not already yet aware of the situation</li> <li>• follow directions of the emergency services personnel</li> <li>• Take children's attendance to ensure everyone is accounted for</li> <li>• Where the threat is received by telephone the person on the phone should try to keep the suspect on the line as long as possible while the other staff calls 911</li> <li>• Where the threat is received in the form of a suspicious package staff must ensure that no one approaches or touches the package at any time.</li> </ul>
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<p><b>Disaster Requiring Evacuation:</b> A serious incident that affects the physical building and requires everyone to leave the premises, fire, flood, power failure</p>	<ul style="list-style-type: none"> <li>• The staff member who becomes aware of the disaster must inform all other staff of the incident and that the center must be evacuated as quickly as possible. The disaster is a fire the fire alarm pull station must be used by staff and the staff will then follow Rockwood Nursery Schools fire drill Policy.</li> <li>• <b>Staff must immediately:</b></li> <li>• Remain calm</li> </ul>
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	<ul style="list-style-type: none"> <li>• Gather all children, the attendance record, children's emergency contact information any emergency medication</li> <li>• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to the weather conditions</li> <li>• Escort the children outside to the meeting place</li> <li>• Take children's; attendance</li> <li>• Keep children calm</li> <li>• <b>If possible the staff should also take</b></li> <li>• The first aid kit</li> <li>• Gather all emergency medications</li> </ul> <p><b>The teacher will:</b></p> <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to Eramosa Cafe in accordance with the procedure set out in the child's individualized action plan</li> <li>• In doing so follow the instructions posted on the special needs equipment or assistive devices during the evacuation</li> <li>• If the individual needs assistance to exit the staff will assist and ensure their required medication is accessible</li> <li>• Wait for further instructions</li> <li>• If possible the Supervisor must conduct a walkthrough of the school to verify that everyone has exited the building and secure any windows or doors unless otherwise directed by emergency services.</li> </ul>
<p><b>Disaster External Environmental Threat</b>  An incident outside of the building that may have adverse effects on persons in the school. EG gas leak, oil spill, chemical release, forest fire, nuclear emergency</p>	<ul style="list-style-type: none"> <li>• The staff member who becomes aware to the external environmental threat must inform all other staff of the threat as quickly and safely as possible and according to directions from emergency services advise whether to remain on site or evacuate the premises.</li> </ul> <p><b>If Remaining on site:</b></p> <ul style="list-style-type: none"> <li>• Staff who are outdoors with children must ensure everyone comes inside the school Immediately</li> <li>• Staff must immediately:</li> <li>• Remain calm</li> <li>• take children's attendance to ensure everyone is accounted for</li> <li>• close all windows and doors</li> <li>• seal off external air entryways</li> <li>• continue with normal program activities until further instructions are given</li> <li>• <b>Supervisor Must:</b> place a note on all external doors with instructions that no one may enter or exit the school</li> <li>• until further notice is given</li> <li>• Turn off all air handling equipment, heating, ventilation or air conditioning</li> <li>• <b>If emergency services personnel otherwise direct the child care center to evacuate,</b> follow the procedures outlined in the Disaster Requiring</li> </ul>

	Evacuation Section of this policy
<p><b>Natural Disaster: Tornado/Tornado Warning</b></p>	<ul style="list-style-type: none"> <li>• The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible</li> <li>• Staff members who are outdoors with the children must ensure that everyone is brought inside immediately</li> <li>• Staff must remain calm</li> <li>• Gather all children</li> <li>• Go to the storage room, close the door</li> <li>• Take attendance to be sure all children are accounted for</li> <li>• remain calm Keep children calm</li> <li>• conduct ongoing visual checks of the children and</li> <li>• wait for further instructions</li> </ul>
<p><b>Natural Disaster: Major Earthquake</b></p>	<ul style="list-style-type: none"> <li>• Staff in the program must immediately</li> <li>• remain calm</li> <li>• instruct children to find shelter under a table</li> <li>• ensure that everyone is away from windows and doors</li> <li>• for individuals in wheel chairs lock the wheels an instruct the person to stay as low as possible use a strong book or shelf to protect their heads</li> <li>• visually assess the safety of all children and wait for the shaking to stop</li> <li>• Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees and other tall structures that may collapse and wait for the shaking to stop</li> </ul> <p><b>Once the shaking stops staff must:</b></p> <ul style="list-style-type: none"> <li>• Gather all the children, their emergency files and emergency medication and exit the building through the nearest safe exit</li> <li>• <b>If possible before exiting</b> the building the staff should also take the first aid kit and gather all non emergency medications</li> <li>• Individuals who have exited the building must meet at the Eramosa Cafe and wait for further instructions.</li> <li>• A staff member will help individuals needing help in going to the meeting place , in accordance with their individual action plan( in accordance with the procedure in a child's individualized plan, if the individual is a child) and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to ensure their required medication is accessible, if applicable: and wait for further instructions</li> <li>• The supervisor, where possible will conduct a walkthrough of the building to ensure that everyone</li> </ul>

is evacuated.

**PHASE 2 Next Steps During an Emergency**

- Where emergency services personnel are not already aware of the situation, must notify emergency services 911 as soon as possible
- If Rockwood nursery School has been evacuated emergency services must be notified of individuals remaining inside the building where applicable
- If the licensee is not already on site the site designate must contact the licensee to inform them of the emergency situation and the current status once it is possible and safe to do so

**List of Emergency Contact Persons:**

Local Police Department: 911

Ambulance: 911

Local Fire: 911

Site Supervisor: Nicole Barens 519-853-0513

Licensee Contact: Kyla MacNeil 905-802-7272

If any staff or students/volunteers are not on the site, these individuals must be notified immediately and instruct them to proceed to the Eramosa Cafe.

Wait for further instructions from emergency personnel. Once instructions are given they must be communicated to all staff and ensure that they are followed

Throughout any emergency the staff will:

- Help keep children calm
- take attendance to ensure that all children are accounted for
- conduct ongoing visual checks of the children
- maintain constant supervision of the children
- and where possible engage children in activities
- In situations where injuries have been sustained staff will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention

Procedures to follow when All Clear has been given

- The individual who receives the all clear from an authority must inform all staff that the “all clear” has been given and it is safe to return to the school.
- Designated staff that have assisted the individuals with medical and or special needs when exiting the building will assist and accompany these individuals when returning to the center.
- Staff will take attendance to be certain everyone is accounted for
- Escort the children back into the school
- reopen doors and windows
- will determine if operations will continue and let the other staff know

Communication with Parents and Guardians

- As soon as possible, notify parents/guardians of the emergency situation and that an all clear has been given
- **Where disasters have occurred that didn't require an evacuation**, must provide a notice of the incident to the parents/guardians in writing

	<p>within 24 hours. Parents may also be made aware of the incident through an email as well as written notification</p> <ul style="list-style-type: none"> <li>• If normal operations do not resume the same day that the incident has occurred, Rockwood nursery School must provide parents/guardians with information as to when normal operations will resume as soon as this is determined.</li> </ul>
<p><b>Procedures to follow when “UNSAFE TO RETURN Notification is given</b></p>	<ul style="list-style-type: none"> <li>• The staff member who receives the “unsafe to return” notification from an authority must inform all staff of this, children will remain at the Eramosa Cafe until parents can be notified by phone and children can be picked up.</li> <li>• Staff will take attendance to be sure all children are accounted for and escort children to the evacuation site</li> <li>• A note will be posted at the school; for all parents/guardians with information as to where the children are, if this is possible and safe to do so.</li> <li>• Staff will document any injuries that may have been sustained.</li> </ul> <p><b>Upon arrival at the evacuation site staff must:</b></p> <ul style="list-style-type: none"> <li>• remain calm</li> <li>• take attendance to ensure all children are accounted for</li> <li>• engage children in activities where possible</li> <li>• conduct ongoing visual checks and head counts of children</li> <li>• Keep attendance of children as they are picked up by their parents, guardians or other authorized pick up persons</li> <li>• remain at the evacuation site until all children have been picked up</li> </ul>
<p><b>Procedures for providing support to children and staff who experience distress</b></p>	<ul style="list-style-type: none"> <li>• Parents/staff will be given information about the situation to try and deal with any fears they may have.</li> <li>• Emergency Personnel will be asked to take part in a meeting, before normal operations resume to answer and give any information that may help to alleviate any fears surrounding the situations</li> <li>• Children will be comforted and any questions will be answered at their level of development.</li> <li>• Talk to and listen to the children</li> <li>• Pay attention to any behavioral changes that may occur, if they do not go away parents will be advised to seek the advice of doctor/counsellor</li> <li>• If necessary the Supervisor will arrange for counsellors to be on hand for any one needing it.</li> </ul>

<p><b>Procedures for Debriefing Staff Children and Parents/Guardians</b>          Include where applicable, details on how the debriefing will take place</p>	<p>Must debrief staff, children and parents after an emergency</p> <ul style="list-style-type: none"> <li>• Emergency Personnel will be asked to take part in the debriefing if at all possible.</li> <li>• The debriefing will take place as soon as it is possible and safe to do so once the emergency is over</li> <li>• Time and location will be determined at that time</li> <li>• Parents will receive notification through email/phone</li> </ul>
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## PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES

### Intent:

The purpose of this policy is to provide a transparent process for parents/guardians, the nursery school and staff to use when parents/guardians have an issue or complaint

Parents and Guardians are encouraged to take an active role in Rockwood Nursery School; discuss what their child is experiencing in the program. As our program statement states we support positive and responsive interactions with the children/parent/guardian and staff. We foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff encourage and are available to have conversations with parents/guardians about the program and their children.

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

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

An initial response to an issue or concern will be provided to parents/guardians within 2 business days. The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues or concerns will be fair, impartial and respectful to all parties involved.

### Confidentiality:

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

### Conduct:

Rockwood Nursery School maintains a high standard for positive interaction, communication, and role modeling for children. Harassment and discrimination will not be tolerated from any party.

If at any point a parent/guardian, staff feels uncomfortable, threatened or abused or belittled they may immediately end the conversation and report the situation to the supervisor/president.

### Concerns about Suspected Abuse or Neglect of a Child

Everyone including members of the public, professionals, who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being neglected or abused, the parent will be advised to contact the local Children's Aid Society, directly. **See Policy on Abuse and Neglect**

## Procedures

<p>Nature of Issue or Concern</p> <p>Program related E.g. schedule, toileting, indoor/outdoor activities, feeding</p>	<p>Steps for Parent Guardian to report issue or concerns</p> <p>Raise the issue or concern to -the classroom staff directly or -the supervisor/president</p>	<p>Steps for staff/licensee in responding to issues/concerns</p> <p>-Address the issue/concern at the time the issue is raised or -arrange a meeting with the parents/guardians within 2 business days Document the issues/concerns in detail Documentation should include</p> <ul style="list-style-type: none"> <li>• the date, time the issue/concern was received</li> <li>• the name of the person who received the issue/concern</li> </ul>
<p>General Center Based Operations Related: e.g. child care fees, hours of operation, staffing, waiting lists</p>	<p>Raise the issue or concern with the supervisor/president</p>	
<p>Staff, Supervisor and or Licensee related</p>	<p>Raise the concern to</p> <ul style="list-style-type: none"> <li>• The individual directly</li> <li>• or Supervisor/President</li> </ul> <p>All issues or concerns about the conduct of staff/volunteers etc. that puts a child's health, safety, and well being at risk should be reported to the supervisor as a soon as parents/guardians become aware of the situation</p>	
<p>Student/Volunteer Related</p>	<p>Raise the issue or concern to the</p> <ul style="list-style-type: none"> <li>• staff responsible for supervising the volunteer/student</li> <li>• or the supervisor</li> </ul> <p>All issues or concerns about the conduct or students/volunteers that puts a child's safety, health well being at risk will be reported to the supervisor as soon as parents/guardians become aware of the situation</p>	

**Escalation of issues or Concerns:**

Where parents/guardians are not satisfied with the response or outcome of a situation they may escalate the issue or concern verbally or in writing to:

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/Concerns may also be reported to other relevant regulatory services e.g. Local public health, College of Early Childhood Educators, Ministry of the Environment, Ministry of Labor, fire department, Ontario College of Teachers, Social Workers etc.

**Contacts:**

**Rockwood Nursery School- 519-856-4486**

**Supervisor: Nicole Barends 519-853-0513**

**President: Kyla MacNeil 905-802-7272**

**Local Health Department Complaints Line email: [childcareinquiries@wellington.ca](mailto:childcareinquiries@wellington.ca)**

**Child Care Information Line: 519-837-3620 ext. 3095 or 1 800-265-7294 ext. 3095**

Ministry of Education; Licensed Child Care Help Desk: 1-877-510-5333

**Rockwood Nursery School**

**Established: July 2017**

**Reviewed and Updated: June 2019**

## BOARD MEMBERS

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