PARENT HANDBOOK

Stoney Creek

Co-Operative Preschool

2023/2024

Updated July 17, 2023

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**DAYS AND HOURS OF OPERATION**

School sessions begin in September and run until the end of June (approximately 42 weeks).

Morning class: School begins at 9:00 a.m. and ends at 12 p.m.

Extended day: School begins at 9:00 a.m. and ends at 2:30 p.m.

Afternoon only: School begins at 12:00 p.m. and ends at 2:30 p.m.

**We are closed Labor Day, Thanksgiving Monday, 2 weeks at Christmas, 1 week at March break, Family Day, Good Friday, Easter Monday, and Victoria Day. Refunds are not given for closures.**

**PRESCHOOL CLOSURE POLICY**

Preschool will be cancelled due to weather if the Public-School Board **and/or** The Catholic School Board is cancelled. Please check your local news channel for this information. Refunds will not be given for closure days.

#

# membership Fees

## Morning Classes: 9:00am to 12:00 pm

## $130.00/month for a one-day program

## $250.00/month for a two-day program

## $355.00/month for a three-day program

## $440.00/month for a four-day program

## $540.00/month for a five-day program

##

## Extended Day, Jolly Phonic Program (Ages 3-5): 12:00am to 2:30pm

Add on fees: Afternoon program runs with a min of 5 children enrolled.

## One day per week (ADD ON) $61.50

## Two days (monthly fee) $123.00

## Three days (monthly fee) $184.00 if enough children we will add a third day

##

## Fee policy and payment options

1. There shall be a non-refundable registration fee of $30.00 per family, per school year.
2. Monthly automatic withdrawal from accounts on the 1st of each month.

## ARRIVAL

We ask that you please allow the teacher the necessary set-up for each session and do not arrive early. The preschool doors will be open at 9:00 am. Encourage your child to wash their hands before entering the classroom and to find their cubby, remove his/her own coat and backpack and hang it his/herself. Once your child is ready, help them find their name to print. They may then find a toy or activity to get them started for the day.

When you are ready to leave, say goodbye and leave promptly. Coming in and out of the room again after saying goodbye can cause confusion for some children and tears. As we encourage good communication between parents and staff, please email the teacher any communications, information, comments, or concerns.

##

## LATE POLICY

Please be at the school by 12:00 p.m. or 2:30 p.m. for an extended day, to pick up your child. A five-minute grace period will be given after which you will be charged $1.00 per minute if you are late. Please call ahead to let the teachers know. If the class is late, fees will start five minutes after class is dismissed.

##

## Children’s Daily Morning (A.M.) Routine

9:00a.m. Volunteer parents and their children arrive.

Preschool children arrive, wash their hands before entering the classroom, hang up coats and school bags in cubbies. Children sign in and enjoy ‘free play’ time.

9:30 a.m. The teacher has a prepared art activity to do individually with each child. Other children are encouraged to explore the various centers in the classroom including the sensory loft, block area, or science center.

10:20a.m. Tidy-up time.

10:30 a.m. Washroom and snack time.

10:45 a.m. Group time (Weather Story Time, Finger Play.)

11:00 a.m. Gross Motors/Free play

11:45 a.m. Tidy-up time.

11:50 a.m. Independent story time.

12:00 p.m. Dismissal.

##

## Extended Day Program Routine

12:05 p.m. Washroom

12:15 p.m. Lunch Time

12:45 p.m. Neighborhood Walk

1:00 p.m. Jolly Phonics/Number of the day

1:20 pm Alphabet Soup/Puzzle table activities, all areas open (loft closed)

2:15 p.m. Tidy-up time and independent story time.

2:30 p.m. Dismissal.

## Age Requirements

Stoney Creek Co-Operative Preschool Inc. has facilities to accommodate 24 preschoolers, aged 2-months to 5-years-old, per class, at one time. Only one child less than 2.5-years is permitted per class. The afternoon class is available for 3 to 5-year-olds. We will fill each day up to 16 children total.

**INCLUSION and ACCESSIBILITY**

Stoney Creek Cooperative Preschool is committed to providing service and assistance that respects the dignity and independence of children with special needs and their families enrolled in our programs. We believe that all children can learn, grow, and acquire new skills that enrich their self-esteem, development, and full potential, in a safe, nurturing, and stimulating environment.

Many children have special needs that require some level of supplementary support or consultation to allow them to participate among their peers in preschool programs. These children may be characterized as having physical, social, intellectual, cognitive, emotional, or behavioral developmental delays. Stoney Creek Cooperative Preschool utilizes the services of Community Living, a Hamilton partner organization, to help facilitate effective inclusion of children with special needs into our program. Stoney Creek Cooperative Preschool staff works with this partner and other identified professionals in a cooperative manner that best serves children with special needs and their families.

Parents may request a consult with a resource teacher to evaluate their child’s developmental progression or a teacher identifying a developmental concern will approach the parent to discuss the situation and call a resource teacher in for an observation and evaluation of the child upon parental consent.

All teaching staff will be encouraged to gain further insight and practice in assisting children with special needs to have meaningful involvement in programming at the preschool by attending seminars through ASCY and community partners.

Considering legislation, general knowledge, recent research findings, and service practices of enabling children with special needs to be full partners in programming at the preschool, Stoney Creek Cooperative Preschool will review and update their policies, procedures, and practices to better service children with special needs and their families in a timely manner.

**RATIO POLICY**

It is our policy that the ratios during operating hours are one teacher to 8 children. Volunteers, Resource teachers and or support facilitators are not a part of ratios at any time. Ratios are increased to one teacher to eleven children for 30 minutes at arrival time 9:00-9:30 am and 30 minutes at departure times half day 11:30am -12:00 pm or extended 2:00-2:30 pm

##

## Service Termination

Where a parent wishes to withdraw a child, a written letter of withdrawal giving four weeks’ notice must be sent to the Supervisor, the letter must be dated no sooner than the date received by the preschool. Rebates will be made from the end of the four weeks’ notice.

## Snack

Children will be provided with a morning snack. Please see the snack menu posted in the hallway.

**LUNCH PROCEDURES**

The afternoon program children will bring their own lunches following the Canada Food Guide and be aware of allergens in the classroom (posted hallway and classroom bulletin board) and be nut and peanut free.

# Other information for parents

## School Bags (Children’s belongings)

Each child will need a school bag daily and a change of clothes, including disposable diapers and wipes for those who need them. Please label your child’s bag on the inside as well as outdoor clothing and boots. Please do not put your child’s name on the outside of anything: this is not good safety practice.

## Dressing your child for school

Please have running shoes for your child at school or rubber soled shoes. We encourage children to be creative, which means getting messy sometimes. Although smocks are provided by the preschool, we suggest that you send your child in clothes that you will not worry about, should they become wet or messy.

## Communication

Trips, parties, and special events are announced ahead of time at the meetings, and by posted notices. Please remember to check the monthly calendar for important dates. Please remember that open communication between you, the teacher, and executive committee is extremely valuable. The Executive Board deals with the running of the school; the Supervisor deals with the details of the children.

Open communication is very important, between the families and the teacher. Please do not hesitate to approach the teacher at dismissal time for any questions and concerns.

**Field Trips**

Throughout the year, trips are made to special places of interest. These are noted on the monthly calendar. For many of these trips we will meet at the destination.

A parent or designated guardian is required to attend all field trips with the child. Please note that this does not constitute a volunteer day. Effort is made to evenly distribute the field trips amongst the five days of the week throughout the year. If a field trip is held on a day your child is not enrolled, you are invited to attend.

# Movie/Media Policy

The Stoney Creek Co-Operative preschool program, including the extended day program, will use the laptop and classroom computers to reinforce the programming planned.

The extended day program uses Jolly Phonics as a way to incorporate and reinforce the skills and sounds being presented.

**Volunteer Parents**

-Will help supervise the children under the direction of the supervisor or assistant teacher.

-are asked to regard each child as an individual and help supervise children under their care.

-If unable to redirect a child with challenging behavior to another area of play ensure safety are asked to enlist help from the supervisor.

-May assist their own child with toileting needs. Staff will handle other children’s toileting needs.

-asked to help the children follow frequent hand washing after play, masses, toileting, eating and coughing, etc.

When supervising children in the classroom our focus is to provide a safe, healthy, and nurturing environment that enhances child initiated, teacher supported learning. Parents and teachers are partners, working together as a team to bring about this positive learning experience for children and their families.

# Police Record Check Policy and Procedure

## Policy

### Vulnerable Sector Checks (VSCs)

* Stoney Creek Cooperative Preschool will obtain a VSC from the following individuals in accordance with the timelines indicated below.

**Individual**

Employees, volunteers, and students who interact with children.

**Timeline**

* Before beginning employment or otherwise interacting with children.
* On or before the fifth anniversary after the date the most recent VSC.
* After any break in the relationship with the licensee that has lasted 6 or more months, before the relationship resumes; and
* After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, before the relationship resumes.
* All VSCs will be reviewed by the supervisor to ensure that they are:
* conducted by a police service from the city or town in which the person lives, where applicable.
* prepared no earlier than six months before the day it was obtained by the preschool, for employees (see exception below for students and volunteers).
* the original documents (i.e., not a photocopy, see exception below for students and volunteers).
* not altered.
* clear and legible.
* provided in English (otherwise a certified translated copy into English must be provided).
* complete (i.e., no information missing or cut off).
* inclusive of all information required about Criminal Code (Canada) convictions as set out in section 9 of the CCEYA.

### Offence Declarations (ODs)

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

**Individual**

Employees, volunteers, students (including international students)

**Timeline**

* Annually, no later than 15 days after the anniversary of the most recent VSC or OD.
* Where a VSC has been provided by a student or volunteer that is more than 6 months old and less than 5 years old before the individual starts interacting with children; and
* After any break in the relationship with the licensee that has lasted less than 6 months, only if an OD would have been required during the break, before the relationship resumes.

### Attestations

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

**Individual**

Other persons who provide childcare or other services to children at the preschool

**Timeline**

* If an offence declaration is not otherwise provided, prior to interacting with children; and
* Annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such childcare/other services).
* All attestations will be from the person’s employer or the person/entity who retained the person’s services (e.g., a child’s parent).
* Where the template in Appendix B is not used, every attestation will include the following confirmations:
* the employer, person or entity has obtained and reviewed a VSC from that person.
* the VSC was performed within the last 5 years; and
* the VSC did not list any convictions for any offences under the Criminal Code of Canada which are listed in subparagraph 1 ii of subsection 9 (1) of the CCEYA.
* The Supervisor who received an attestation from an individual will review it and keep it on file at the preschool in a secure location for three years after it was created.
* Where an individual needs to keep their original attestation, The supervisor will review the attestation and create a true copy to keep on file at the childcare centre.

### Vulnerable Sector Checks (VSCs)

* Stoney Creek Cooperative Preschool will obtain a VSC from the following individuals in accordance with the timelines indicated below.

**Individual**

Employees, volunteers, and students who interact with children.

**Timeline**

* Before beginning employment or otherwise interacting with children.
* On or before the fifth anniversary after the date the most recent VSC.
* After any break in the relationship with the licensee that has lasted 6 or more months, before the relationship resumes; and
* After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, before the relationship resumes.
* All VSCs will be reviewed by the supervisor to ensure that they are:
* conducted by a police service from the city or town in which the person lives, where applicable.
* prepared no earlier than six months before the day it was obtained by the preschool, for employees (see exception below for students and volunteers).
* the original documents (i.e., not a photocopy, see exception below for students and volunteers).
* not altered.
* clear and legible.
* provided in English (otherwise a certified translated copy into English must be provided).
* complete (i.e., no information missing or cut off).
* inclusive of all information required about Criminal Code (Canada) convictions as set out in section 9 of the CCEYA.
* The following exceptions will apply to volunteers and students only:
* VSCs for volunteers and students that are performed more than six months before the day they are provided to the preschool will be accepted as long as the VSC is less than 5 years old from the date it was performed to the preschool. In these cases, the volunteer/student will also be required to provide the preschool with an offence declaration addressing the period since the day the VSC was performed.
* The preschool will accept a photocopy of a VSC from a volunteer or student as long as it is less than 5 years old from the date was performed.
* A criminal record check (CRC) will only be accepted in the place of a VSC where:
* any statute of Ontario or Canada prohibits the disclosure of information contained in a VSC in respect of a person (e.g., information about persons under 18 years of age, pardoned offences, etc.).
* a police service will only issue a CRC, not a VSC, for an individual; and/or
* A licensee is a corporation, and the director or officer does not interact with children at the preschool.
* A Criminal Record and Judicial Matters Check will be accepted in place of a CRC but will not be accepted in place of a VSC.

**Vaccination Requirements Employees/Parent Volunteers Policies and Procedures**

Diphtheria -complete series

Pertussis -complete series

Polio -complete series

Measles -(if born in 1970 or later)- one dose.

Mumps -(if born 1970 or later)-one dose.

Rubella -(if born 1970 or later)-one dose.

Varicella -(if born in 2000 or later)- two doses.

* The employee, parent volunteer is considered vaccinated where he or she has started and will complete a vaccine series.
* Persons pregnant or may become pregnant should consult a doctor before vaccination.

A copy of the immunization record will be kept on file in the office and readily available upon request.

The original notarized statement of conscience or religious belief affidavit or signs statement of medical exemption should be kept on file in the office and a copy will be provided to Hamilton Public Health Services upon request when an outbreak occurs.

**EMERGENCY POLICY AND PROCEDURES:**

The Stoney Creek Cooperative Preschool has emergency management policies and procedures in the event of an emergency or evacuation of the preschool. In the event of an emergency and or evacuation at the Stoney Creek Cooperative.

Volunteers, staff, and visitors will be made aware of our primary exit and secondary exit in the event of emergency or fire. Each individual will review on an ongoing basis our fire emergency plan posted at all entrances and exit doors that is approved by the fire department and sign off that they understand the plan.

There will be a fire drill/emergency evacuation practice at least once per month. This will be recorded on the Fire Drill Record Sheet located by the front classroom door.

* The teacher will sound the alarm by blowing on the Fire Drill whistle or pushing the test button on the smoke detectors. The teacher will ensure that the attendance book and emergency contact papers kept therein are taken outside.
* The primary location is Collegiate Avenue Public School, and our secondary location is Fortinos Supermarket at Fiesta Mall

During Fire Drills ALL parents, staff and children must participate.

**PROGRAM STATEMENT**

At the Stoney Creek Cooperative Preschool, we recognize children are competent, capable, curious, and rich in potential. Our educators are your children’s play partners, and we understand that “play based learning” is the way that children naturally learn best.Stoney Creek Cooperative Preschool is devoted to assisting children’s growth, learning, health, and security through responsible and compassionate Early Childhood Educators. Stoney Creek Cooperative Preschool ensures high quality experiences that lead to positive outcomes for children in relation to learning, development, health and well- being. Stoney Creek Cooperative Preschool encourages children to interact and communicate in a constructive way and supports their capability to self-regulate by providing child initiated and adult-supported experiences.

Our Program Statement aligns with Subsection 55 (3) of the Child Care and Early Years Act, 2014 (CCEYA) which permits the Minister of Education to issue policy statements regarding programming and education for the purpose of guiding operators of childcare and early years’ programs and services in developing their programs and services. This policy statement is named “How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)” as the formal text Stoney Creek Cooperative Preschool uses in order to guide licensed childcare programs under subsection 55 (3) of the CCEYA. This policy statement is intended to ensure high quality experiences that lead to positive outcomes in relation to children’s learning, skill development, health, and well-being.

*How Does Learning Happen?* Ontario’s Pedagogy for the Early Years (2014) is organized around four foundations of learning that are considered essential to optimal knowledge and healthy development for children:

1. **Belonging:** This refers to when a child sense he or she is connected to others and contributes to their world. Stoney Creek Cooperative Preschool cultivates authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them. We create an environment where the children are the leaders of their enquiry. Children will pursue their own choices, ask questions, and be involved in answering questions. Child interactions with peers, educators, students, and volunteers provide the backbone to healthy development.
2. **Well-being:** Every child is developing a sense of self, health, and well-being. Stoney Creek Cooperative Preschool nurtures children’s healthy development and supports their growing sense of self.
3. **Engagement:** This refers to the ability of every child to become an active and engaged learner who explores the world with his/her body, mind, and senses. Stoney Creek Cooperative Preschool provides environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry.
4. **Expression:** This signifies a child’s capability to communicate and express himself or herself in many ways. Stoney Creek Cooperative Preschool program encourages communication and expression in all forms.

**Our Goals and how we shall reach our goals at Stoney Creek Cooperative Preschool are:**

**To promote the health, safety, nutrition, and well-being of the children.** To meet this goal, we will provide an environment which is clean and safe and take steps to reduce hazards that may cause injury. We will create an environment which will ease transitions for the children, lessen unnecessary stress, and through play that is more continuous. The children will receive a nutritious diet based on Canada’s Food Guide and water will be available to the children on an ongoing basis. In respect to exercise diet and rest time, our staff will be made familiar with all details relating to food restrictions, allergies, medication requirements, medical conditions, uniqueness of the child, and parental instructions.

**To support positive and responsive interactions among the children, parents, childcare providers, and staff.** To meet this goal, we will employ qualified educators that demonstrate the above qualities. We will support educator’s ability to recognize the importance of meeting the needs of each individual child, primary caregivers, and families. Children will be encouraged to ask questions and be the leaders of their enquiry.

**To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.** To meet this goal, we will acknowledge each child’s level of ability to self-regulate and build strategies to assist children regain control of their emotions, and to maintain their focus and attention. Educators will utilize their important relationship with the children to support and encourage them through this process which is a crucial component of providing quality care.

**To Foster the children’s exploration, play and inquiry.** To meet this goal, we will provide an environment where educators encourage a variety of choices for play experiences. Educators will be interactive with the children, and value their sense of, self-image, self-worth, competence level and independence level to inspire their curiosity, active play, and enquiry.

**To** **provide child-initiated and adult-supported experiences.** To meet this goal, we will observe the children’s lead and the educators will support the children’s interest by creating an environment where their interest can be expanded further. Educators will also provide new ideas, activities, and promote skills to further establish healthy development of the child.

**To plan for and create positive learning environments and experiences in which each child’s learning and development will be supported and which is inclusive of all children, including children with individualized plans.** To meet this goal, we will listen to what our children have to say, observe their interests, and plan accordingly to provide experiences which will stimulate and create new learning opportunities. We will recognize each child’s individual ability in respect to the learning process and plan our activities to benefit their developmental goals.

**To implement quiet, rest time activities and gross motor play. The morning and afternoon program allows for quiet play.** To meet this goal children are provided with a variety of quiet tabletop activities to engage in book time. The program allows active play incorporating our basketball net, balls and our rocking wood boat that also turns into a bridge. Our extended day program we incorporate a neighborhood walk (weather permitting) and quiet tabletop activities, as well into the day. We consider the individual needs of the children receiving childcare.

**To foster the engagement of and ongoing communication with parents about the program and their children.** To meet this goal, our educators will openly communicate with primary caregivers and family members daily about their child’s participation in the program. When a child is nonverbal a written a teacher will have a conversation with the parent or caregiver at pick up time to discuss the child’s day. Weekly communication through emails and our Facebook page and regular membership meetings will inform readers about recent program experiences and upcoming program events. Written progress reports will be available to caregivers and families every 6 months. Educators will encourage parents to give feedback on their children’s developing needs. Parents will be encouraged to enter the classroom to observe how our program operates and to look over our classroom documentation.

 **To involve local community partners and allow those partners to support the children, their families, and staff.** To meet this goal, we will continue to work with third party agencies in the community to help staff, children and families reach their full potential. We work closely with The City of Hamilton, Community Living and ASCY (Affiliated Services for Children and Youth).

**To support staff, home childcare providers or others who interact with the children at a childcare Centre or home childcare premises in relation to continuous professional learning.** To meet this goal, we will encourage educators to be reflective in their daily practice and help them seek out professional development opportunities to meet their own individual goals. We will also arrange professional development workshops that can be implemented through Hamilton and District Cooperative Preschools for staff to participate in. We will embrace the participation of ECE students and high school students in their placement at our locations and strive for them to be successful.

 **To document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families.** To meet this goal, each program will have a” How Does Learning Happen?” binder in class. Educators will use a documentation process which will consist of the following steps:

* written observations of child/ren’s interests
* planning sheets to help implement further learning in child’s/ren’s interest.
* A written account of how the plan was implemented.
* a written reflective summary of the indicators which prompted the program plan.
* A photograph of the experience (when possible)

The program statement is a living document which will be reviewed at least annually to be consistent with the act. Records from our Program Statement Implementation Policy will be held on premises for at least three years.

**STAFF TRIANING AND DEVELOPMENT POLICY**

Stoney Creek Cooperative Preschool values the pursuit of learning and the value of supporting the individual to be a lifelong learner. Stoney Creek Cooperative Preschool staff have varying degrees of professional experience, knowledge, and skill in Early Childhood Education. By supporting staff to pursue learning opportunities, such as, upgrading skills, acquiring new knowledge, and gaining insight to new approaches to working with children, the preschool is creating an enriched learning framework in the classroom for preschoolers, their families, and the teachers.

All teachers have:

-Child care background, preferably in the childcare field with and or an Ontario Early Childhood Education Diploma or a Director approved educational background.

-Be a member of the College of Early Childhood Educators.

-For all staff counted in ratio:

-A Valid Standard First Aid Certificate including infant/child CPR dated within 3 years recognized by the Workplace Safety and Insurance Board unless personnel health demonstrated otherwise. The later incident must be Director of Education approved.

A Valid Whims training certificate

A Valid Food Handler Certificate

Volunteer Parents

-Will help supervise the children under the direction of the supervisor or assistant teacher.

-are asked to regard each child as an individual and help supervise children under their care.

-If unable to redirect a child with challenging behavior to another area of play ensure safety are asked to enlist help from the supervisor.

-May assist their own child with toileting needs. Staff will handle other children’s toileting needs.

-asked to help the children follow frequent hand washing after play, masses, toileting, eating and coughing, etc.

When supervising children in the classroom our focus is to provide a safe, healthy, and nurturing environment that enhances child initiated, teacher supported learning. Parents and teachers are partners, working together as a team to bring about this positive learning experience for children and their families.

**EXPECTED BEHAVIOUR MANAGEMENT PRACTICE:**

**Prohibited Practice:**

No Licensee shall permit, with respect to a child receiving childcare at the preschool it operates or at a premises where it overseas the provision of childcare.

1. Corporal punishment of the child
2. Physical restraint of the child, such as confining the child to a highchair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervisor, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself, or someone else, and is used only as a last resort and only the risk of injury is no longer imminent.
3. Locking the exits of the preschool for the purpose of confining the child or confining the child in an area or room without adult supervision unless such confinement occurs during an emergency and is required as a part of the licensee’s emergency management policies and procedures.
4. 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.
5. Depriving the basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding.
6. Or inflicting any bodily harm on the children including making children eat or drink against their will.

**BEHAVIOUR MANAGEMENT WILL BE:**

- Related to the troublesome behavior

- Appropriate to the development level of the child.

- Implemented as soon as possible after the incident

- Designated to assist the child to learn appropriate behavior

**STEPS TO BE TAKEN FOR BEHAVIOURAL MANAGEMENT:**

1. Verbal positive re-direction to another activity (give gentle reminders)
2. Offer choices.
3. Deliberately ignore provocations.
4. Provide positive reinforcement.
5. Provide renewal time.
6. Give children positive reinforcement in a consistent manner throughout the day.
7. Model attitudes and behavior patterns as expected of the children.

**MANAGEMENT**

The preschool is run by a board of directors that consist of a President, Vice President, Treasurer, Secretary, and Events Coordinator. The board sets standards for the preschool and provides a support base that allows for the implementation of these standards. In turn, the board of directors allows for the implementation of these standards into programs serving the children and their families.

1. The executive committee shall be elected from the active membership.
2. Election of officers shall be held at the Annual General Meeting (hereinafter known as AGM). Elected officers shall sit on the executive committee until the end of the following school year. No member shall hold the same executive committee position for more than two years consecutively. Open communication between the active membership and the executive committee is an important key.
3. The AGM meeting is to be held in September. The President and five active members may call parents meetings.
4. Voting privileges shall be extended to one representative per child enrolled. A parent attending a parent meeting with more than one child enrolled shall be granted one vote for each child.

# Parent Responsibilities

## Duties of active Members

* 1. Volunteer Days – Parents are required to volunteer 1 day per month. Volunteer day participants (parents, legal guardians, grandparents, or otherwise approved by the supervisor and parent) must have an up-to-date immunization record. They must also have a completed vulnerable sector police check within the last 6 months of the child’s start date.
	2. Immunization Records – The parent must submit a complete and updated immunization record for each child registered before a child begins class. Their designated volunteer-parent must have submitted updated vaccination record.
	3. Process for Expressing Concerns - If you should have a general concern or suggestion that does not require an interview with the teacher, bring it to the meetings, or call an executive member for an immediate response. We can only be as good as we all are…. Together!

##

## Duties of the Executive Committee

1. The executive committee shall be elected from the active membership.
2. Election of officers shall be held at the AGM. Elected officers shall sit on the executive committee. Open communication between the active membership and the executive committee is an important key.
3. The AGM shall be held in September. A special committee consisting of the president, vice president, secretary, and supervisor may make emergency decisions. The special committee must report to the executive committee as soon as possible, and prior to any parent meeting.

## Duties of the Executive Positions

* 1. The president shall:
* Ensure teachers are fulfilling their duties and that the school runs smoothly.
* Preside over and run all regular parent and executive meetings.
* Be executive official at all committees.
* Act as personnel consultant to deal with any personnel problems.
* Oversee all school business, i.e., license, rent, fire inspections, insurance, grants, etc.
* Be the liaison between the preschool and the church.
* Review all finances and make major decisions as recommended by the bookkeeper.
* Assist at the Spaghetti Dinner
	1. **The vice-president shall**:
* Perform the duties of the President in his/her absence.
* Take over any other office in an emergency.
* Be responsible for advertising the school.
* Attending all executive meetings.
* Assist at the Spaghetti Dinner
	1. **The secretary shall**:
* Record and keep minutes of all parent and executive meetings.
* Distribute minutes within a week of the date of the meetings.
* Ask at meetings if the previous month’s minutes are accepted.
* Post meeting reminders and ensure the parent information board is tidy and updated.
* Take attendance at parent meetings.
* Contact families who have missed meetings and inform them of the penalty.
* Bring to the attention of the executive any families missing more than one meeting. The executive shall determine fines in these cases.
* Stoney Creek Cooperative Preschool Handbook
* Attending all executive and parent meetings.
* Assist at the Spaghetti Dinner
* Plan and Coordinate One major event (e.g., Boston Pizza, Mom to Mom Sale, Santa Clause Parade etc.)

# Health and Safety Policy

All children are to wash their hands before entering the preschool classroom at arrival time. All allergy/food or medical conditions will be posted in the hallway, classroom, and kitchen and a copy in the attendance binder readily accessible for all staff, volunteers, and students. All children with individual allergy accommodation plans are posted and reviewed on an ongoing basis and all staff volunteers and students sign off that they have read and understand the plans. Toys and equipment are disinfected daily to ensure the health and safety of the children. We are a nut free preschool and provide a healthy snack and lunch that follow the Canada Food Guide. Regular handwashing practice is encouraged throughout the day to promote health and safety. All staff have full immunization records and vulnerable sector police checks. All volunteers have TB tests and vulnerable sector police checks. Students and volunteers are supervised by the preschool supervisor and assistant teacher and never alone at any times with the children. We have a video security camera outside from the entrance to the preschool.

It is the joint responsibility of all staff, executive, parents and caregivers to maintain an environment that meets all health and safety requirements and ensures the safety and the well-being of both the children and adults who attend each day. A number of systems are in place to support this.

* An “Incident/Accident” form is available to staff to enable them to report immediately any concerns that arise. The Supervisor will then process this form. An "incident/accident” report will be filled out and the parent will receive a copy after the 24-hour follow up is completed.
* Any items requiring attention will be documented in the daily report and the process will be started to ensure the necessary work is completed.
* The Supervisor will prepare a list of items requiring attention and will pass it on to the executive. If the issue is related to the building the supervisor will contact the church trustees. If the concern is with the school’s equipment, the Supervisor will either arrange for someone to attend to it or assign a parent to arrange to have someone attend to it.
* Any issues that are unresolved will be dealt with at the Executive meeting or passed onto the President at any time if they pose a risk to adults or children.
* If there are items on the list that will cost a considerable amount of money, they will be brought to the attention of the general membership meeting for a vote.
* A Health and Safety Inspection will be performed on a monthly basis, according to the checklist provided by the Supervisor.

Any allergies or medical concerns are posted in the classroom, hallway, office, kitchen and

#### **Symptoms and illnesses that exclude children from PRESHOOL**

Do not allow a child with any of the following symptoms to stay at the preschool.

* Covid 19 symptoms or test positive for Covid 19
* Fever and other symptoms such as nausea or vomiting.
* Fever and a body rash
* Diarrhea – two or more liquid bowel movements (poop) or a change from the child’s normal bowel movement (e.g., runny, watery, or bloody poop) with no other explanation such as laxative use.
* Vomiting two or more times in the last 24 hours with no other explanation such as medication
* Yellow or white eye discharge that is not treated.
* Severe cough
* Yellowish skin or eyes or jaundice
* Irritability, continuous crying more than usual

### **For children well enough to be at the PRESCHOOL**

If a child has an illness but is well enough to be in childcare and does not have symptoms or a disease that require exclusion, ensure that:

* The child washes their hands more frequently.
* Staff wash hands more frequently.
* The child does not participate in water play.
* Staff clean and disinfect play areas and toys more often.

## Ill staff

Ill staff should not be at work. Ill staff cannot work in the kitchen. When staff begin working at the childcare centre they should get the centre’s policy for ill staff, which should include information about when staff are expected to stay home. Record absences and exclusions in staff records.

### **Symptoms and illnesses that exclude staff from the preschool**

Do not allow staff with any of the following symptoms to stay at the preschool:

* Covid 19 symptoms or test positive for covid 19.
* Fever and other symptoms such as nausea or vomiting.
* Fever and a body rash
* Diarrhea – two or more liquid bowel movements (poop) or a change from normal bowel movements (e.g., runny, watery, or bloody poop) with no other explanation such as laxative use
* Vomiting two or more times in the last 24 hours with no other explanation such as medication
* Yellow or white eye discharge that is not treated.
* Severe cough
* Yellowish skin or eyes or jaundice

# Communicable Diseases

It is important to notify the school when your child will be away; especially if it is due to sickness, a communicable disease or prolonged illness or medical situation.

Notice of communicable diseases will be posted in the hallway for your protection and information.

Parents are required to keep at home any child showing signs of fatigue or ill health, fever, diarrhea, etc. within the last 24 hours. Any child sent to school who shows signs of illness shall be sent home at the discretion of the staff.

In the case of prolonged illness or medical situation, the child’s place will be held in the preschool as long as regular fees are paid and parents or their designated participants as scheduled.

Parents will be notified to pick up their child if there are any signs of illness while at school. If unable to pick up your child promptly, parents are requested to send a designate to ensure their child receives the medical care and attention they require in a comfortable home environment or with medical services.

Parents are asked to use discretion in regard to their own health on volunteer days. If your illness may be contagious, please arrange for a substitute or call the preschool to arrange another parent to take your volunteer day.

No over the counter drugs will be administered at school unless it is for emergency situation and part of a child’s individual support plan or allergy plan. No prescribed medication is to be administered at the preschool unless it is for a medical condition and listed as a part of the child’s individual medication plan. If medical

 Assisted devices as listed in a child’s medial/allergy plan are utilized for a medical situation. I.e., children with anaphylactic allergy, febrile seizures, etc...

1. , and identify how that training was provided, e.g., the parent, a doctor, a nurse, through Red Cross Emergency training, etc.....
2. All participants in the program- staff, students, volunteers- will review the individual plan for each child before they begin employment/participation/placement and biannually thereafter.
3. The parents will review this individual plan at least every six months to ensure it remains current with revisions done as needed.
4. The staff will review the Special Instructions section the Day Nurseries Manual
5. All children and adults need to wash their hands at arrival time before entering the classroom.
6. All families are made aware of each child’s or staff know allergen, symptoms, and agents to avoid- at general meetings, through emails a through parent volunteers reviewing plans and allergen postings.

**Parental Authorization to Administer Medication:**

* Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child’s treatment schedule.
* Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the childcare centre’s Authorization for Medication Administration (the form in Appendix A may be used). The Authorization for Medication Administration form must be accompanied by a doctor’s note for over-the-counter medications.
* The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
* Where a drug or medication is to be administered to a child on an “as needed” basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor’s note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor’s note, including observable symptoms. Examples may include:
	+ ‘When the child has a fever of 39.5 degrees Celsius’.
	+ ‘When the child has a persistent cough and/or difficulty breathing’; and
	+ ‘When red hives appear on the skin’, etc.
* Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the childcare centre’s Authorization for Medication Administration.
* Authorization for Medical Administration Forms will be reviewed with parents [insert frequency] to ensure the dosage continues to be accurate (e.g., based on the child’s age or weight).
* A long as sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:
* must have a blanket authorization from a parent on the enrolment form.
* can be administered without an Authorization for Medication Administration form; and
* do not require record-keeping.

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

* All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.
* All drug or medication containers must be clearly labelled with:
* The child’s full name.
* The name of the drug or medication.
* The dosage of the drug or medication.
* Instructions for storage.
* Instructions for administration.
* The date of purchase of the medication for prescription medications; and
* The expiry date of the medication, if applicable.
* The information provided on the written parental authorization must match with all the requirements listed above.
* Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the childcare centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.
* Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor’s note and is clearly labeled with the child’s name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.
* Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g., stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained.
* All drugs or medications will be always kept inaccessible to children in a locked container or area (e.g., in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:
* Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.
* Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).
* In case of an emergency, all staff, students, and volunteers will be always made aware of the location of children’s emergency medications.
* Emergency medications will be brought on all field trips, evacuations, and off-site activities.
* Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children’s cuts and wounds will be disinfected in accordance with local public health recommendations.
* All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.
* Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
* Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
* Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication m be returned to a pharmacist for proper disposal.

# Anaphylactic Policy and Procedures

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

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for preschool. The requirements set out in this policy align with [Sabrina’s Law, 2005](https://www.ontario.ca/laws/statute/05s07).

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

* Before attending the preschool, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
* Before a child attends the preschool or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child’s parent, and any regulated health professional who is involved in the child’s care that the parent believes should be included in the consultation (the form in Appendix A may be used for this purpose).
* All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child’s symptoms.
* The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.
* All individualized plans and emergency procedures will be always made readily accessible to all staff, students and volunteers at the childcare centre and will be kept employee binder, children file, posted in the classroom info board, hallway, kitchen.
* All individualized plans and emergency procedures will be reviewed with a parent of the child regularly to ensure the information is current and up to date.
* Every child’s epinephrine auto-injector must be carried everywhere the child goes.

**Parent Issues and Concerns Policy and Procedures**

It is our policy that if a parent or guardian has an issue or concern, they are to follow these steps.

* + - 1. Talk to the supervisor about the issue or concern.
			2. If the parent/guardian not satisfied with talking to the supervisor, then they are to contact the president at sccop@stoneycreekcoop.ca
			3. If the issue or concern is not resolved after following the steps listed above then a meeting will take place with the supervisor, parent/guardian, and president.
			4. Response time for a parent issue or concern will be 24 hours and a meeting will be set up with all parties involved within 7 days’ time from issue or concern date.

### General

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

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

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

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

### **Confidentiality**

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

### **Conduct**

Our preschool maintains high standards for positive interaction, communication, and role-modeling for children. Harassment and discrimination will therefore not be tolerated by any party.

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

## Concerns about the Suspected Abuse or Neglect of a child

## Everyone, including members of the public and 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 abused or neglected, the parent will be advised to contact the [local Children’s Aid Society](http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/CASLocations.aspx) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the “Duty to Report” requirement under the *Child and Family Services Act*.

For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request.

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Executive.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15should 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 bodies (e.g., local public health department, police department, Ministry of Environment, Ministry of Labor, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Child Care Centre**

**Safe Arrival and Dismissal Policy and Procedures**

Stoney Creek Cooperative Preschool

Date Policy and Procedures Established: Novmeber16, 2023

Date Policy and Procedures Updated: November 16, 2023

Purpose

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

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

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

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

Policy

General

* will ensure that any child receiving child care at the child care centre is only released to the child’s parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.
* Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.
* Children may only be picked up by adults 18 years and older.
* The staff will check emails and phone messages for notifications the child of being absent.
* If no messages were left on email or preschool phone the staff will call the child’s home to inquire about illness.

**Procedures**

**Accepting a child into care**

1. When accepting a child into care at the time of drop-off, program staff in the room must:
	* greet the parent/guardian and child.

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

* + or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
	+ document the change in pick-up procedure in the daily written record.
	+ sign the child in on the classroom attendance record.
	+ The authorized person picking up the child will be required to show picture id.

**Where a child has not arrived in care as expected**

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

inform the supervisor. The supervisor must commence contacting the child’s parent/guardian no later than 10:00 am the children will be marked absent on the weekly attendance sheet in the attendance binder.

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

**Releasing a child from care**

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child’s parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
	* confirm with another staff member that the individual picking up is the child’s parent/guardian/authorized individual.
	* where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual’s information against the parent/guardian/authorized individual’s name on the child’s file or written authorization.

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

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up by 12:05 pm (morning program and 2:35 pm (afternoon program) t[the staff will proceed with contacting parent/guardian]contact the parent/guardian phone call, and email and advise that the child is still in care and has not been picked up.
	* Where the staff is unable to reach the parent/guardian, staff must [call again and leave a message for the parent/guardian]. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian’s instructions or leave a voice message to contact the centre.
	* Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contact, wait until program closes and then refer to procedures under “where a child has not been picked up and program is closed”).]

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

Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 12:05 pm (morning program) 2:30 pm (extended day program)

1. staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian].
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff will contact all people on the pick-up list. If after 30 minutes we are unable to reach parents and or all people on the pick-up list Children’s aid will be called for pick up of the child.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child’s file (e.g., the emergency contacts) by 30 minutes the staff shall contact the Children’s Aid Society of Hamilton 26 Arrowsmith rd., Hamilton Ontario 905 522-112, Staff will follow the CAS’s direction with respect to next steps.

**Dismissing a child from care without supervision procedures**

*Note: Please select from the below which option fits your program and delete all other options.*

Option 1: Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Option 2: Where a parent/guardian has provided written authorization for their child to be released from care without supervision, one staff in the program must be responsible for dismissing the child from care. Prior to dismissing the child from care, the staff shall review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions. The staff shall document the time of departure from care and as well as their initials on the attendance record.

**Glossary**

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

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

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

[insert additional definitions]

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

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

 (a) provides that a child may only be released from the child care centre or home child care premises,

 (i) to individuals indicated by a child’s parent, or

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

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

**Contacts:** Trena Ennis President sccop@stoneycreekcoop.ca

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare\_ontario@ontario.ca

Stoney Creek Cooperative Preschool 905-662-4740

Parents who call the Stoney Creek Cooperative Preschool can request to speak to the Executive.

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