



Clarkson Co-op NURSERY SCHOOL

Established 1962

2022/2023 Parent Handbook

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CCNS Vision Statement

Clarkson Co-op Nursery School aims to create an enriched, child-focused education program that inspires lifelong learning. We are driven by the co-operative spirit of parental involvement and strive to build a thriving community within and outside our walls.

CCNS Values Statement

Collaboration – Our success comes from strong relationships with our member families, teachers and partners in our greater community.

Resilience – Our school has been sustainable for over 50 years because we have successfully adapted to changes in the community.

Accountability - We strive to be transparent and open with member families and to ensure long term success of the school by providing quality, affordable programming.

Creativity - We encourage an inspirational atmosphere for children to acquire social, emotional, physical and intellectual knowledge through multiple means of expression.

Program Statement & Philosophy

The Program Statement and Implementation policy will ensure that all staff, students and volunteers are fully informed about CCNS's Program Statement, our curriculum goals and our objectives.

Policy Goal

The goal of this policy is to ensure all staff, students and volunteers have read and understood, and incorporate into daily practice, the CCNS Program Statement, as well and understand how such policy shall be implemented.

Objectives

- The Executive Board and school supervisor are informed about the policy, enforcement procedures, and their role in enforcement.
- The staff at CCNS are informed of the policy provisions, enforcement procedures, and the implementation process
- The members of CCNS are informed of the policy's provisions, enforcement procedures, and the implementation process

Program Statement & Implementation

Clarkson Co-operative Nursery School (CCNS) is a place of engagement and community for children and families. CCNS recognizes that young children are competent, capable, curious and rich in potential. To meet the needs of our children, CCNS delivers programs with our REECE teachers that provide learning opportunities through our play-based programming in order to allow children to flourish while recognizing and addressing each child's individual needs.

As a co-operative, each member shares responsibility through their contributions to help the school operate effectively. CCNS strongly encourages regular involvement of their parent members or designates. CCNS openly welcomes its community partners to support and sustain the school and a child's educational experience.

CCNS strives to provide a program that encompasses the research and legislation in Ontario's three major early learning documents: How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014), The Early Learning for Every Child Today: A Framework for Ontario's Early Childhood Setting (ELECT), (2007), Think, Feel, Act: Lessons from Research about Young Children (2013), and the Child Care and Early Years Act (2014).

CCNS promotes the health, safety, nutrition and well-being of all CCNS children, staff and volunteers. (CCEYA, 2014 46(3) a)

CCNS ensures that all staff, the Executive Board and volunteers are properly screened and educated as required by legislation, the CCNS Handbook and CCNS Policies and Procedures. We adhere to the Child Care and Early Years Act (2014), Safe Drinking Water Act (2002), Ontario Regulation 170/03, the Occupational Health and Safety Act (1990), Accessibility Standard for Customer Service, and The Region of Peel Public Health's directives.

All children, staff and volunteers at CCNS are required to provide proof of immunization (or proof of exemption). Children, staff and visitors engage in Public Health routine practices (specifically, hand hygiene). Staff and CCNS members ensure a clean school environment through regular cleaning and disinfecting practices. In consideration of staff, members and children who have sensitivities or other health conditions, members are responsible for maintaining CCNS as a scent-free environment.

CCNS members are responsible for providing balanced and nutritious snacks that follow the new Canada Food Guide (2018) which recommends 3 food groups (fruits and vegetables, protein, and whole grain foods) and water. Learn about Canada's Food Guide at

<https://food-guide.canada.ca/>

CCNS supports positive and responsive interactions among the children, parents, and staff. (CCEYA, 2014 46(3) b)

At CCNS, properly screened members or designates can actively engage within the school through in-class volunteering (as needed by teaching staff), co-op member jobs and Executive Board positions. All members can contribute through their ongoing support of school events and fundraising. CCNS members are surveyed annually to identify useful skills and talents that may benefit CCNS and its programming.

CCNS encourages our children to interact and communicate in a positive way and support their ability to self-regulate (CCEYA, 2014 46(3) c)

CCNS encourages children to question and explore their surroundings. Staff model appropriate behaviours and support child-to-child interactions. Staff encourage a child's sense of self-regulation and help them develop self-awareness. CCNS supports all children in their journey to build a skill set of strategies that can help them develop their emotional self and find appropriate ways to express themselves.

CCNS provides child-initiated and adult-supported experiences that foster the children's exploration, play and inquiry. CCNS creates positive learning environments and experiences in which each child's learning and development will be supported (CCEYA, 2014 46(3) d,e,f)

CCNS recognizes that staff are facilitators for learning rather than a "dispenser of knowledge". All learning is child-directed, where children guide the direction of the learning within the framework of the planned program. Our program offers engaging, open-ended activities, provocations, and child-directed experiences that are meant to allow children to learn using all of their senses and experience what is around them - body and mind. CCNS focuses on inclusive programming for all children, including children with special needs, and is in line with Canadian Charter of Human Rights and Freedoms, (1982). We value a learning environment that may include programming of a cultural and/or religious significance to our members, culturally significant celebrations, and diversity and inclusivity.

Learning is an active process and it is most effective when it happens through "doing". A child's work is their play. We provide opportunities for learning in the play activities we provide. CCNS encourages children to become invested and fully engaged in their own interests, thus allowing the children to take control of their own learning and consequently setting the stage for successful educational experiences in the future.

CCNS incorporates indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care (CCEYA, 2014 46(3) g)

CCNS designs a daily schedule that meets the needs of all children and provides balance between activities throughout the day. Weather permitting, outdoor play is incorporated in addition to indoor play. Children have active/quiet play opportunities throughout the day, including gym time, learning carpet, story time, snack, and free play. CCNS recognizes the unique needs of all children and ensures that each child has the opportunity to engage with other children and staff in a way that makes them feel safe, included and supported.

CCNS fosters engagement and ongoing communication with parents about the program and their children (CCEYA, 2014 46(3), h)

CCNS communicates with member families through a weekly email, our hallway bulletin boards, and our private Facebook group (<https://www.facebook.com/groups/ccns50>). The co-operative holds two general meetings per year to discuss matters of business, programming and involvement. Our staff meet with parents or designates to speak one-on-one with them about their child, once yearly for preschool and twice yearly for kindergarten. We provide members

with clear policies, procedures and expectations with our Registration Package and our Parent Handbook.

CCNS involve local community partners and allows those partners to support the children, their families and staff (CCEYA, 2014 46(3), i)

Community partnership is viewed as integral to the student, family, and staff experience at CCNS. We integrate supports from the Region of Peel, and in particular, our Early Years Specialist, the CDRCP, and our Peel Inclusion Resource Services (PIRS), to ensure our students, families and staff can access appropriate services at CCNS and in the greater community. We engage with local businesses to provide special event programming within and outside our school walls, benefit from local business donations of goods and services for fundraising purposes and provide charitable support to local community causes.

CCNS supports staff and others who interact with the children at CCNS in relation to continuous professional learning (CCEYA, 2014 46(3), j)

CCNS is committed to continuous learning and development for its employees and volunteers. Bi-weekly staff meetings are held in order to support the Program Statement and any individualized programming and its implementation. Weekly program plans are posted to reflect the planning and evaluation of the Program Statement. Staff participate in the Region of Peel – Raising The Bar staff development program, and the Executive Board supports both personal and professional development training opportunities. Volunteers are subject to mandatory training requirements and encouraged to seek out development opportunities related to early childhood education. Staff engage in twice yearly performance reviews with the School Supervisor and Executive Board.

CCNS documents and reviews the impact of the strategies set out in clauses CCEYA (2014) 46(3), (a) to (j) on the children and their families. (CCEYA, 2014 46(3), k)

The implementation of the Program Statement is subject to continuous feedback, through the Daily Log, staff meetings, governing agencies, and member feedback. CCNS Executive Board reviews the results of the annual Membership Feedback Survey as a guide and, as needed, the Executive Board addresses immediate concerns using the Parent Issues and Concerns policy, the Monitoring Compliance and Contraventions policy, and the Prohibited Practices and Behaviour Management policy. The School Supervisor will serve as a pedagogical leader for staff, volunteers and students in providing continuous feedback, support and training for all individuals.

The implementation of the program statement will also be visually documented in the children's creative output, such as art work; and the classroom appearance (creative displays, activity centers, bulletin boards, etc).

General Information & Membership Responsibilities

Organization Of CCNS

Staff

The CCNS teaching staff work as a team with one teacher acting as Supervisor. The Child Care and Early Years Act (2014) sets out compliance criteria for the program and its employees, volunteers and students working in the program.

The College of Early Childhood Educators (CECE) sets registration requirements and ethical and professional standards for educators and ensures member compliance through a complaints and discipline process. Only members of the College can use the protected titles and designations “early childhood educator” and “registered early childhood educator”. In addition, only individuals who have met the registration requirements of the College and hold a Certificate in good standing may practice the profession of early childhood education.

As of June 2016, CCNS has participated in the Raising the Bar Peel program administered by the Region of Peel. CCNS teachers are exposed to and encouraged to participate in ongoing professional development – either through workshops or online webinars as outlined in the guidelines – to remain current in the field of child development and care in the early years sector.

Compliance and Contraventions

Upon employment, staff have read, understood and signed off on the CCNS Compliance and Contraventions policy and any additional policies and procedures CCNS deems necessary for staff.

CCNS encourages everyone, including parents, to read and understand the CCNS Handbook and are given the opportunity at the General Meetings to comment, ask questions or discuss current or new policy requirements.

Bi-weekly staff meetings are executed in order to support the Program Statement and any individualized programming and implementation. These meetings also provide the opportunity for reflection and follow up using the Raising the Bar profile and the Environmental Assessment Tools. If needed, the PIRS Consultant may attend these meetings to support plans of a child with special needs, inclusive of all students.

Weekly program plans are posted to reflect the planning and evaluation of the Program Statement and any individualized planning.

CCNS provides the How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014) document available for reference to staff on site, which may be signed out to assist with planning and understanding programming guidelines.

See Code of Conduct and Behaviour Management Policy for prohibited and positive practices and contraventions.

CCNS Governance

CCNS is a Licensed Childcare Centre. The license is reviewed and renewed annually by the Ontario Ministry of Education – Child Care Quality Assurance and Licensing. CCNS is not licensed for diaper handling. The guidelines of the Ontario Ministry of Education dictate enrollment according to CCEYA (2014) policies and procedures. Health related issues are regulated through the Ontario Ministry of Health and the Region of Peel. See Appendix D – School Relationship Map.

CCNS is governed by:

- CCNS Handbook – Policies and Procedures
- CCNS Bylaws
- Child Care and Early Years Act, (2014)
- Ontario Ministry of Health
- Ontario Ministry of Education
- Revenue Canada
- Region of Peel
- Region of Peel – Public Health

The Co-operative Experience

A co-operative nursery school is organized and administered by the parents/guardians of the children attending the school. Parents/guardians serve on the Executive Board, attend co-op general meetings, perform all necessary jobs to run the school, fundraise, run events and assist in the classroom (as needed by teaching staff). This offers the parents/guardians the chance to be involved in their child's early education and have a voice in the daily operation of the school.

The co-operative approach also means that tuition and fees can be kept low. A co-operative structure offers families a chance to meet like-minded people; people who acknowledge the importance of quality early childhood education, and who want to be a part of it. CCNS works well simply because everyone works together to ensure that the exceptional quality of the school is maintained.

CCNS Corporate Structure

CCNS is a non-profit organization, incorporated as a co-operative without share capital. Non-profit organizations and co-ops are member controlled and have missions and goals outside of maximizing financial gain. The primary reason for a co-op to exist is to provide a service that meets the needs of its members, while non-profits have more broadly defined objectives that serve the greater community (not only the members).

Non-profit organizations incorporate as a “corporation without share capital” under the Ontario Corporations Act – this means they do not have the option to purchase shares, and they do not distribute profits as dividends; all profit is reinvested into the organization (for new and expanding projects or programs).

Non-profits, regardless of the corporate structure (co-op or corporation), do not have to operate at-cost. The term “not for profit” indicates that the organization is not operating with the primary purpose of generating money.

Both co-ops and non-profits are member-controlled. Each family has one vote across both platforms. Both types of organizations have a Board of Directors that is elected by the membership and must be members of the organization.

Membership Requirements and Expectations

Family involvement develops CCNS by utilizing each member’s strengths in areas such as finance, legal counsel, strategy development, program enhancement, fundraising, etc. To maintain membership, CCNS requires that members fulfill their obligations to the school, as well as meet the following conditions:

1. CCNS Membership runs July 1st through June 30th of each school year.
2. Abide by CCNS By-laws and Policies. Please see the CCNS Admissions and Enrollment Policy; Tuition and Fees Policy and Withdrawals and Changes to Enrollment Policy for additional details. In addition, members must comply with all municipal, provincial and federal laws where applicable.
3. Attend regularly scheduled General Meetings (**must attend two meetings**) of the Membership. Submit a meeting deposit cheque of \$100, which will not be deposited in June so long as the member has attended **both** General Meetings.
4. Participate in **one** toy wash duty during the course of the school year. Submit a toy wash deposit cheque of \$150, which will not be deposited by June 2023 (the end of the school year) so long as the member has participated in the one required toy wash.
5. Fulfill the expectations and responsibilities of the volunteer job that you voluntarily chose (or were assigned if you did not attend Orientation Night or joined CCNS after school

started). Submit a parent job participation deposit cheque for \$500, which will not be deposited by June 2023 (the end of the school year) so long as the member has completed the duties of their job for the year.

6. Recognize additional fees and penalties may apply if members are found in contravention of CCNS policies and procedures.
7. Conduct themselves in a respectful and kind manner in all their interactions with other CCNS members, CCNS staff, volunteers, students and children, or face penalties and/or membership revocation if found in contravention.
8. Participate in and support the fundraising activities of the school.
9. Participate in snack training and provide nutritious snacks as scheduled, which may include 1-2 snacks per month per enrolled child.
10. Complete the necessary paperwork for volunteering (where applicable).

Failure to meet these commitments will jeopardize your child's continued enrollment and, more importantly, CCNS would miss out on the benefit of your participation.

CCNS Code of Conduct

The safety of all children is our primary concern. The following expectations are necessary to promote a happy, comfortable and safe atmosphere. The child and the parents at all times shall:

- be courteous to others
- use acceptable language
- conduct themselves in a manner which allows others to feel safe from verbal and physical abuse
- resolve conflict in a peaceful manner
- respect the building and equipment, as well as the personal property of others
- show personal respect for all individuals through behaviour and language.

Any violations of the CCNS Code of Conduct are subject to investigation by the Board and may result in the termination of membership to CCNS.

CCNS Executive Positions

The CCNS Executive shall supervise the management of the affairs and business of CCNS, which includes but is not limited to: licensing, human resource management, financial management, registration and by-law amendments, etc. The mandate of the CCNS Executive is to ensure the successful operation of the school in any given year and to lay the foundation for its future success.

There will be five Executive positions. According to the Co-operatives Corporation Act, the Executive positions must include a President, a Secretary and 3 directors. For CCNS these directors positions will include: a Treasurer, a Vice President, and a Registrar. A Past Executive may sit on the board for the sake of continuity as a sixth board member.

Executive members are members of CCNS in good standing. All Executive members must sign a confidentiality agreement, abide by the Board Ethics and Conduct document, and have Directors and Officers liability insurance.

All Clarkson Co-op Nursery School (CCNS) Executive positions shall:

- Be elected by the general school membership (exception: past executive)
- Hold a term of office from July 1 to June 30 of the current year
- Review and understand the Executive Handbook, School Handbook and CCNS by-laws
- Attend all Executive and General meetings and review past minutes when distributed
- Partner with the other Executive members in achieving the CCNS vision and values and promoting them within the community

- Lead correspondence to the membership as it relates to the responsibilities within their position

PRESIDENT - Provide leadership to the Executive Membership, ensuring the members adhere to all CCNS by-laws and activities are focused on the CCNS vision and values

SECRETARY - Record and transcribe accurate minutes at all Executive and General membership meetings. Send a weekly update email to all CCNS members.

TREASURER - Maintain and provide reports to the Executive Board on year-to-date financial statements and the overall financial state of CCNS

VICE PRESIDENT - Work closely as consultant and advisor to the President and serve as designate in the absence of the President

REGISTRAR - The Registrar is responsible for leading the registration process for CCNS members and prospective members

PAST EXECUTIVE (if applicable) - Support the President and Executive Membership and provide historical continuity about the Executive and CCNS activities.

Non-executive Positions (Parent Jobs)

As a member of Clarkson Co-op Nursery School (CCNS), members **must** choose one of the following non-executive positions. Some roles may be assigned to returning members by the Executive Board in order to ensure continuity of roles from year to year. In any given year these positions and descriptions will be adjusted based on the number of members and the needs of the school.

SNACK SCHEDULER

The CCNS Snack Scheduler is responsible for creating a monthly snack calendar, ensuring a fair distribution of snack responsibilities throughout the school year. The Snack Scheduler will communicate the snack schedule with the membership, provide frequent snack suggestions and reminders, and maintain the snack schedule on the hallway calendar. Snack schedules are posted and organized on a **bi-monthly** basis. **This role is for the duration of the school year (10 months).**

LIBRARIAN, LITTLE FREE LIBRARY & SCHOLASTIC MANAGER

The CCNS Librarian is responsible for assisting teachers in ordering books for areas of study through the Mississauga Public Library system. The Librarian is also responsible for overseeing and maintaining the condition of the books in the CCNS Little Free Library and for managing the CCNS Scholastic account by communicating deals with the membership and staff. This job is **bi-weekly to monthly** for the **duration of the school year (10 months).**

LAUNDRY PERSON

The CCNS Laundry Person is responsible for weekly school laundry, including kitchen towels, dress up clothes, towels, etc. Laundry should be picked up every Friday and returned clean every Monday. CCNS laundry must be washed separately in hot water and bleach. **This job is for the duration of the school year (10 months).**

EVENT / FUNDRAISING COORDINATOR

(Leadership Role, 1-2 positions)

The CCNS Fundraising Coordinator is responsible for the leadership of CCNS Fundraising Activities, including Trike-A-Thon (October 12-13, 2022), Poinsettia Campaign (November/December), the Spring Bedding Plants Campaign (April/May), and the Pizza and Movie Events (Jan-Mar). This person will also be responsible for helping with CCNS' 60th Anniversary celebration which will be celebrated in the Fall of 2022. All events and fundraisers will be supported by the CCNS Executive and the membership as set out below. ***This role**

could be two separate roles for Event Coordinator and Fundraisers Coordinator in a year when the membership numbers allow.

EVENT TEAM: HOLIDAY STORE & GRADUATION

(2-3 POSITIONS)

This team will work with the Vice President in planning and executing the events for the CCNS school year. The Holiday Store is for students and will be held W-Th, November 30 and December 1, 2022. The team will then go on to plan and execute Graduation Day for students, teachers and members. The Graduation will be held on Friday, June 16, 2023. ***Note: all Event Members are asked to remain available to support teams in executing other events throughout the year, as needed.***

EVENT TEAM: PIZZA PARTY FRIDAYS/ 60th Anniversary Celebration

(2-3 POSITIONS)

This team will work with the Event and Fundraising Coordinator and VP to coordinate 3-4 pizza party Friday events. This will include choosing dates in Oct, Jan-Mar, supplying a movie, organizing pizza orders, set up and clean up of event. This team will also assist the board and teachers with a small celebration for CCNS's anniversary in fall of 2022. ***Note: all Event Members are asked to remain available to support teams in executing other events throughout the year, as needed.***

FUNDRAISING/EVENT TEAM: TRIKE-A-THON TEAM & HOLIDAY CONCERT/PARTY

(2-3 POSITIONS)

The CCNS Trike-A-Thon Team Members will work with the Fundraising Coordinator in planning and executing the Annual Trike-A-Thon for students and members. The Trike-A-Thon will be held on W-Th October 12-13, 2022. The team will then plan and execute a gathering/party with the Event Coordinator to go along with the Holiday Concert (if COVID guidelines allow). In years past, finding a Santa to visit has been done. This event will be held on December 16, 2022. ***Note: all Fundraising Team Members are asked to remain available to support teams in executing other fundraising events throughout the year, as needed.***

FUNDRAISING TEAM: POINSETTIA CAMPAIGN & SPRING BEDDING CAMPAIGN

(2-3 POSITIONS)

This team will work with the Fundraising Coordinator in planning and executing the Annual Poinsettia Campaign for members. The Poinsettia campaign will be held in

November/December. The team will also plan and execute the Spring Bedding Campaign for members. The Spring Bedding campaign will be held in April/May. **Note: all Fundraising Team Members are asked to remain available to support teams in executing other fundraising events throughout the year, as needed.**

Please Note:

The CCNS Executive Board reserves the right to add additional members to events/fundraising teams as membership changes; or make any changes to position responsibilities as deemed necessary; or add/remove member jobs as membership increases/decreases. It is the responsibility of members to complete their jobs in accordance with the terms and conditions in this Handbook and the Membership Agreement. If members wish to change volunteer jobs, it is the sole responsibility of the member to seek out and make the accommodation. Members are responsible to fulfill their job for the length of term outlined.

Communication At CCNS

Bulletin Boards: Please take a moment to read the bulletin boards in the CCNS hallway. If you have some information that you would like to share, you may use these boards.

Email: Reminders and updates will be sent out on a weekly basis via email, and more often as required. Members are expected to keep an updated email address with CCNS to ensure emails are received.

Child's Cubby: In addition to your child's work, you will find notices, reminders, schedules, newsletters and other information in your child's cubby.

Parent-Teacher Interviews: There are scheduled parent-teacher interview nights twice per year for kindergarten and once per year for preschool, which offers parents a more formal way to discuss the individual child's progress with the teachers.

Facebook Group: Join the CCNS private, members only facebook group where you can stay up-to-date with social and community events, play dates, and participate in the community forum. For current and past members of our school: www.facebook.com/groups/clarksoncoop

Instagram Feed: The CCNS private IG feed is to keep current members posted with activities in the classroom. For current and past members of our school: www.instagram.com/clarksoncoop

Emergency Text Message: If time-sensitive messages need to be communicated, the school will use a text message system to relay information to the membership. (e.g. a last minute school closure or an emergency situation.)

Other Communications: There will be discussion at our general meetings about the best way to touch base with the teachers and the Executive board.

Affiliations

Parent Co-operative Preschool Corporation (PCPC): PCPC is an Ontario co-operative federation of non-profit childcare centers and nursery co-operatives from across the province who are dedicated to the goal of quality early childhood education and parent participation in education.

College of Early Childhood Educators (CECE): It is an organization that helps to serve and protect children and families by setting registration requirements and ethical and professional standards for registered early childhood educators (RECEs), and governing member conduct through a complaints and discipline process.

Child Care Fee Subsidy Program: The Region of Peel provides financial assistance to help eligible families with their child care costs for children up to 12 years of age in licensed childcare

programs. CCNS welcomes all families enrolled in the Child Care Fee Subsidy Program (CCFS).

Child Development Resource Connection Peel (CDRCP): Child Development Resource Connection Peel who provide mentorship and professional development through a mentor for the Raising the Bar program.

Region of Peel Early Years Specialists (EYS): A Registered Early Childhood Educator, who acts as a specialist providing support to implement the program statement, assist with staff development, and assist with grant applications.

Peel Inclusion Resource Centre (PIRS): A Resource Consultant is assigned to every school to work with staff on site to enhance their classrooms. In instances where a child with special needs attends CCNS, a Resource Consultant will work with the child, parent and teachers through an Individual Program Plan.

CCNS Bylaws

Amended and Restated Clarkson Co-operative Nursery School Inc. Bylaws (2018)

Be it Enacted that these bylaws are to supersede all prior bylaws and amendments.

Be it Enacted that the Clarkson Co-operative Nursery School Inc. is hereinafter called CCNS.

ARTICLE I. GENERAL

Section 1.01 The Head office of CCNS shall be located in the Regional Municipality of Peel in care of Christ First United, 1700 Mazo Crescent, Mississauga, Ontario or in such other place as determined by the membership of CCNS at a general meeting.

ARTICLE II. CORPORATE SEAL

Section 2.01 The Corporate Seal of CCNS shall have inscribed thereon the words "Clarkson Co-operative Nursery School Inc."

Section 2.02 Where required under applicable law, the Seal of CCNS must be impressed in the margins of all contracts and bylaws.

ARTICLE III. ELIGIBILITY FOR MEMBERSHIP

Section 3.01 CCNS shall be non-political and non-sectarian.

Section 3.02 Children are eligible for enrollment at CCNS if they meet the minimum age specified in applicable legislation of that year or at the discretion of the Executive.

Section 3.03 The attending child shall be required to be toilet trained or at the discretion of the Executive.

Section 3.04 Children with special needs shall only be eligible on the approval of the Executive.

Section 3.05 Only families able to participate in a cooperative capacity shall be allowed to enroll their children.

Section 3.06 All families are eligible for membership upon full payment of the registration fee.

Section 3.07 Previous members seeking re-enrollment of their child will be eligible provided they are not in arrears of fee payment.

Section 3.08 Families commit to fulfill the cooperative requirements as outlined in the membership agreement and complete all said requirements.

ARTICLE IV. MEMBERSHIP

Section 4.01 Membership in CCNS shall consist of those persons whose written application form for membership has been accepted by the Executive and is accompanied by the non-returnable registration fee.

Section 4.02 Membership shall be open to all families who have children eligible for enrollment in CCNS and who are in compliance with all of the rules of eligibility.

Section 4.03 CCNS membership agreement may be amended by the Executive as required to fulfill all of the necessary requirements of the school.

Section 4.04 Membership requires families shall always act in the best interests of CCNS, following the policies and procedures as outlined in this, the CCNS handbook, as received upon registration.

Section 4.05 Membership fees are set by the Executive annually.

Section 4.06 Each family shall be accepted into CCNS as one member.

ARTICLE V. TUITION

Section 5.01 Tuition fees must be paid to CCNS on the first day of each month of the school year.

Section 5.02 The structure of tuition fee payment is as set out in the policies manual.

Section 5.03 The tuition fees are received by the registrar upon registration.

Section 5.04 Non-payment of tuition fees automatically withdraws a child from attendance at the school, at the discretion of the Executive.

Section 5.05 Tuition fees shall be set annually by the Executive. Any changes in tuition greater than 5% must have the approval of a majority of the members as voted on at a general meeting.

ARTICLE VI. WITHDRAWAL

Section 6.01 Members wishing to withdraw a child must give one month's notice in writing or forfeit one month's fee along with the non-refundable last month's fee. Any further refunds will be at the discretion of the Executive.

Section 6.02 The Executive reserves the right to withdraw a child from the school with a minimum of one week's notice given.

ARTICLE VII. GENERAL MEETINGS

Section 7.01 There shall be at least one meeting of the members in each year. This meeting shall be called at such time as the Executive may determine.

Section 7.02 No member shall be entitled to vote by proxy.

Section 7.03 There will be one vote allocated per member.

Section 7.04 A quorum for any general meeting of the members shall be 25% percent of the membership.

Section 7.05 The Annual General Meeting, when financial statements are presented, will require a quorum of 50% of membership.

Section 7.06 20% of the members of CCNS may requisition the Executive to call a general meeting of members for any purpose connected with the affairs of CCNS.

Section 7.07 The current President will act as chair, or one of the Executive members as appointed by the president.

Section 7.08 All questions coming before a meeting of the members shall be decided by a majority of the votes cast and the chair shall not have a casting vote in the event of a tie.

Section 7.09 Members will be notified of a general meeting with written notice given at least 10 days before the meeting.

Section 7.10 The general meeting may be held by electronic means this will be determined by the Executive. A member who votes at the meeting or establishes a communications link to the meeting is deemed to be present at the meeting. Such meetings shall be deemed held at the Co-operative's head office.

ARTICLE VIII. ORGANIZATION

Section 8.01 The organization and administration of CCNS, its policies and procedures, its adherence to government policies, the purchase of insurance, staff management, equipment upkeep, rental of premises, the approval of membership and regulating members duties shall be the responsibility of the Executive.

ARTICLE IX. ADMINISTRATION OF BANKING

Section 9.01 All monies payable to CCNS shall be deposited in the designated bank account(s) authorized in the name of CCNS.

Section 9.02 There shall be a minimum of two Signing Officers.

Section 9.03 Signing officers shall include the President and Treasurer or as members of the Executive may determine.

Section 9.04 Two signing officers are required for all contracts and bank accounts.

Section 9.05 Fiscal year end shall be July 31st.

Section 9.06 CCNS shall approve, by special resolution, the audit exemption annually.

ARTICLE X. ELECTIONS

Section 10.01 Election of Executive positions shall be held by June of each year.

Section 10.02 The Executive shall receive no remuneration from CCNS.

Section 10.03 Term of office for all Executive positions will be from July 1st to June 30th, excluding the position of Registrar.

Section 10.04 The Registrar's term will be January 1st to December 31st, and the position is to be filled by a returning member or as appointed by the Executive Board.

Section 10.05 Nominations will be accepted prior to the general meeting at which the Executive positions are elected. Nominations may be in written form and handed to the chair or received from the attending members at the general meeting at which the Executive positions are elected.

Section 10.06 There will be a minimum of 3 and a maximum of 5 Executive positions.

Section 10.07 The Executive positions must include a President, a Secretary and a Treasurer and may include a Vice President and a Past Executive Position. Past Executive is a non-elected position which is first offered to the outgoing President, then Vice President, Treasurer, Secretary. 20% (one person out of 5) of the Executive Positions may be filled by an alumni member who does not attend the school.

Section 10.08 The term of office of any member of the Executive shall terminate on the withdrawal of his/her child/children from the school.

Section 10.09 Any vacancy in the Executive may be filled by appointment of the remaining members of the Executive from among the members of CCNS for the remainder of that year's term. The office of an Executive member shall be vacated if:

- (a) they cease to be eligible for membership.
- (b) if they are absent without notice to their fellow Executive members from 3 consecutive Executive meetings.
- (c) if by notice in writing to CCNS, they resign their office
- (d) if by resolution passed by a majority of the votes cast at an Executive meeting called for by members for that specific purpose, they are removed from office. In the case of absence or inability to act or for any other reason the Executive members may deem sufficient, the executive members may delegate all or any of the duties of such member to any other member for the time being, provided that the Executive members concur therein.

Section 10.10 Executive members shall be eligible for re-election upon completion of their term for up to five years in the same executive position.

Section 10.11 Every Executive member of CCNS and their heirs, executors and administrators and estate and effects respectively, shall from time to time, and at all times, be indemnified and saved harmless out of the funds of CCNS from and against:

- (a) all costs, charges and expenses, whatsoever which such Executive member may sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office;
- (b) all other costs, charges and expenses which he may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.

ARTICLE XI. MEETING OF EXECUTIVE MEMBERS

Section 11.01 Meetings shall be held from time to time as may be necessary at the call of the President or two other Executive officers.

Section 11.02 A quorum of any meeting of the Executive shall be a majority thereof.

Section 11.03 Each Executive member will have a vote.

Section 11.04 All motions at meetings of the Executive shall be decided by a majority of the votes cast and the chair shall not have a casting vote in the event of a tie.

Section 11.05 All members of the Executive shall be advised of an Executive meeting by telephone or verbal or written notice not less than 48 hours prior to the meeting.

Section 11.06 Emergency meetings called with less than 48 hours' notice must only be held at the agreement of all members who will be contacted and agree to said meeting. All members then shall sign a written waiver of notice.

ARTICLE XII. BYLAW CHANGES

Section 12.01 Any Bylaw passed by the Executive including a Bylaw amending this by-law shall be effective only upon approval at a meeting of the Executive and shall only be effective if approved with a quorum of 2/3 of the votes present cast at the general meeting duly called for that purpose. This meeting must be called within three months of Executive approval of said bylaw change.

Section 12.02 Notice of the effect of any bylaw change to be approved at a general meeting shall be delivered with the notice calling the meeting at least 10 days before the meeting.

ARTICLE XIII. DISSOLUTION

Section 13.01 In the event of dissolution of CCNS and after payment of all debts and liabilities, the remaining property and assets of CCNS shall be distributed or disposed of to a charitable organization(s) carrying on their work solely within Canada, at the discretion of the Executive.

Policies & Procedures

CCNS Policies & Procedures

The following policies (listed alphabetically) are the governing regulations of CCNS. Each member family and staff member are required to act in accordance with these policies. Additional policies and procedures are found in the Staff Policies and Procedures binder which may impact the administration of CCNS. Specific policies are available upon request.

PLEASE NOTE: All CCNS COVID-19 policies and procedures in the **CCNS COVID-19 Pandemic Handbook** will supersede all applicable prior policies and procedures until such point when CCNS may legally return to normal operations. Policies and procedures are all subject to change without prior notice.

Abuse (Suspected) 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 (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.

The Executive Board will immediately be informed of such concerns, ensure the proper authorities are notified, file a Serious Occurrence report and begin an internal investigation as per Parent Issues and Concerns policy.

Accessibility Policy

Clarkson Co-operative Nursery School (CCNS) has the right, as well as the legal and moral responsibility, to ensure that all its members are treated fairly, equitably, and respectfully, in order to provide a learning, working and living environment that is inclusive and barrier-free. CCNS is committed to fulfilling the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). The CCNS Accessibility policy outlines the obligations of the CCNS and its employees to meet the requirements outlined under the AODA. In addition, CCNS has an Accessible Customer Service Plan policy.

All accessibility policies and procedures are located in the Staff Policies and Procedures binder and available upon request. The Province of Ontario's Accessibility Standards for Customer Service Employer Handbook is also available at CCNS.

Accident Reporting

CCNS staff play an important role in identifying, documenting and obtaining help for children in both first aid and emergency situations.

If a child suffers an accident or serious injury at CCNS, the School Supervisor and/or CCNS staff will immediately:

1. Identify if the child needs basic first aid or immediate emergency medical intervention.
2. If emergency intervention is needed, 911 will be called by the School Supervisor and/or CCNS staff will immediately provide necessary first aid while emergency services are pending arrival.
3. If basic first aid is needed, CCNS staff will immediately apply first aid for which they are trained and monitor the child.

The School Supervisor will immediately notify the parents/guardians/emergency contact in case of accident.

1. In an emergency situation, the parents/guardians/emergency contact will be advised of the medical treatment given and which hospital the child was transferred to.
 - a. A CCNS Accident Report will be completed within 24hrs and signed by the parents.
 - b. The Ministry of Education will be notified and a Serious Occurrence report will be completed as per CCEYA (2014) criteria by the Executive Board within 24hrs and posted for 10 business days.
2. In a first aid situation, CCNS staff will notify parents via telephone or at pick-up time depending on the nature of the accident. A CCNS Accident Report will be completed and signed by the parents.

The CCNS Accident Report is available in all Emergency Procedures binders. It must be completed within 24hrs of an accident by the CCNS staff that witnessed and intervened in the incident. Parents/guardians must sign the completed Accident Report to acknowledge they have received notice of the incident and medical intervention. All CCNS program staff must hold a valid C Level CPR and Standard First Aid certificate for employment with CCNS. First Aid kits are located in all classrooms, gyms and kitchen. They are to be checked monthly and documented on the First Aid Kit Inspection Log by the School Supervisor.

1. Basic first aid may include, but not limited to: band aides, washing wounds, splints, applying ice, bandaging.
2. Non first aid measures may include, but not limited to: applying hand cream to dry hands, applying Vaseline to dry/cracked lips

AED – The AED is located at the top of the Christ First main staircase in a clearly marked AED box.

Admissions and Enrollment

Membership

Membership to CCNS begins when CCNS receives a completed and signed Membership Agreement, completed Request for Enrollment, required fees and deposits AND a child has been enrolled into an eligible spot in a CCNS class. Membership is considered to be valid when the Executive Board has reviewed the membership documents, determined eligibility and signed the Membership Agreement. Being placed on the CCNS Waitlist, with submitted paperwork, fees and deposits, does not constitute membership. Membership runs the term of the school

year, unless renewed during the registration process for the following school year. Membership runs from July 1st through June 30th of each school year.

Attendance

Attendance in CCNS is defined as the continuous, in-class presence of a student from September to the last day of school or from their start date until the last day of school.

CCNS does not allow for intermittent increases/decreases in enrolled days, unless under specific Executive Board approval. A member must formally request to permanently (month over month) increase or decrease their enrolled days (if available).

Registration

ADVANCE REGISTRATION

Opens to current CCNS members in January or February each year. The period lasts 1-2 weeks, in which current CCNS members may register their children for enrollment. This includes children currently attending CCNS as well as siblings.

GENERAL REGISTRATION

Opens after advance registration has closed. During this time all CCNS members may continue to register for enrollment, though are no longer given preferential status. All outside parties interested in CCNS will be contacted via an open email regarding the opening of general registration.

Registration Process

Enrollment spots are filled on a first-come-first-served basis. The order in which completed Registration materials are received is recorded. Only a complete Registration Package (see Registration Documents for definition) will secure an available spot. NSF cheques will void the registration process. No exceptions can be granted, and members are responsible for delivering required materials to the Registrar in a timely manner during the outlined dates. When demand exceeds available spots, the Waitlist Policy will be followed.

Deferred Enrollment

An enrollment request for a child not eligible for enrollment (due to age) will be placed on the Waitlist, when enrollment is outside of a start date of September through November 1st of that school year. CCNS will notify applicants of their Waitlist status (as per policy) and will begin admission for the second half of the school year in November of that school year or at the discretion of the Executive Board.

REGISTRATION DOCUMENTS

During the Advance Registration and General Registration period, a spot in CCNS is secured (subject to availability) by submitting all of the required Registration documents along with all required non-refundable fees; post-dated cheques, immediately payable fees and subject to review and sign-off by the Executive Board.

The complete Registration Package set of documents must be submitted to the Registrar prior to a child starting school, or admission cannot occur. The Registration Package is considered complete when:

- All consents and forms are filled out in full. Required supplemental documentation is submitted to CCNS, including Public Health (immunization or exemption) requirements, Ministry of Education requirements and CCNS forms and acknowledgements.
- Cheques and/or credit/debit payment are received: non-refundable Membership Fee payable immediately, non-refundable first and last month's tuition (September & June) payable immediately, post-dated tuition cheques dated October-May, Toy Wash deposit cheque, and General Meeting deposit cheque.

Kindergarten Extended Hours Registration

The Extended Hours program is subject to availability each year, dependent on

1. teacher availability and
2. the ability of the program to cover the cost per day of running the program.

When enrollment does not cover the cost of the program, the program will not run. Members may indicate on the Registration Package the days they would like to enroll, however, the Executive Board will determine, after assessing interest and cost, the days the program will run per week. The program will typically aim to run 2-4 days per week when permitted. Only children enrolled in the Kindergarten program may be enrolled in the Extended Hours program.

The Extended Hours program capacity will be set yearly by the Executive Board based on projected enrollment, staffing and room capacity. The program capacity will not exceed 12 children.

Age of Admission and Criteria

- CCNS is licensed for children 30 months through 6 years of age.
- CCNS is approved for mixed age grouping (pursuant to subsection 8(2) & (3) of Ontario Regulation 137/15). Children younger than 30 months of age may be enrolled into the preschool program, but CCNS must follow licensing guidelines. Class size, waitlist and developmental milestones (toilet trained, walking stairs, etc.) will be taken into

consideration for children under 30 months. The Executive Board has the right to determine time of enrolment for children under 30 months of age.

- CCNS does not provide diaper changing services within the facility by CCNS staff. All children must be toilet trained (Bylaw Article III, 3.03). Parents are required to change soiled diapers or underwear and will be contacted to do so as required. A child enrolled at CCNS must be able to climb up and down stairs and be comfortable leaving their parent/guardian for an extended period of time.
- All reasonable accommodation will be made in accordance with the Province of Ontario's Accessibility Standard for Customer Service Employer Handbook, applicable laws, and the CCNS Children with Specialized Educational Needs policy. CCNS reserves the right to deny membership and/or admission when a child's needs exceed the facilities and supports available to CCNS to ensure a child's safety at CCNS.

Authorized Release – Arrival and Dismissal

CCNS requires that all families maintain an up-to-date Authorized Release Form in their child(ren)'s file. Only proper names of the persons to whom the child may be released will be on file. The Authorized Release Form is given in the Registration Package and is available from the child's file for updating anytime throughout the school year.

1. The emergency contact persons on the Registration Form must be named on the Authorized Release Form.
2. The staff of CCNS are not permitted to release any child except to those persons listed on the Authorized Release Form as identified by name and relationship to the child.
3. It is understood by parents that all persons on the Authorized Release Form are legally entitled to pick-up their child from school on any given school day.
4. If an emergency situation arises during the time the child is at school and the parent requires someone else to pick up the child, the parent must telephone the school and speak directly to a teacher who will verify the voice and direct the teacher to release the child to the "named person". This form of authorization is for use in emergency situations only and is effective for that day only.
5. The Staff may request photo identification from any person picking up a child.

Arrival

It is the parent/guardian's responsibility to assist their child(ren) during the arrival process at CCNS. Drop-off with classroom supervision begins at 9:00 am. Parents/guardians are asked to wait outside or at the top of the stairs until a teacher greets them to enter at 9:00 am. Any child

not enrolled at CCNS must not play on or use any CCNS equipment at arrival time. This is in accordance with CCNS General Liability Insurance.

PARENTS AND GUARDIANS MUST:

- Assist their child(ren) in removing outer clothing, boots, etc. and changing into indoor shoes.
- Take the child(ren) to the bathroom to toilet the child and wash their hands before entering the classroom.
- Take the child(ren) to their teacher and be sure the teacher knows the child has arrived and in their care. Verbal confirmation should be made between teacher and parent.
- Notify teachers of who will pick up the child, if not them, and ensure that person is on the Authorized Release Form.

Dismissal

CCNS teachers will only release a child(ren) to individuals on the Authorized Release Form. After dismissal has occurred, the child(ren) becomes the responsibility of the parent/designate and is to be properly supervised. Any child not enrolled at CCNS who accompanies you during pick-up time must not play on or use any equipment at dismissal time. This is in accordance with CCNS Liability insurance.

The child will be released by the teacher to the parent/guardian's care after verbal and visually confirmation has been made between parent/guardian and teacher.

Late Dismissal Fee

In the event of recurring lateness by a parent/guardian at dismissal time (first time being late, with a warning that the next time they will be charged), a late fee of \$25 per 15 minutes will apply beginning at 12 noon/2:30pm. This fee is due by the next school day. Failure to pay said fee may result in immediate suspension of CCNS membership and school attendance.

The late fee recognizes that having the teachers waiting with children results in additional staffing costs for CCNS.

Child Care Fee Subsidy Program (Region of Peel)

The Region of Peel provides financial assistance to help eligible families with their child care costs for children up to 12 years of age in licensed childcare programs. Please visit the Region of Peel website for program information. The Region of Peel outlines and administers the application process.

CCNS welcomes all families enrolled in the Child Care Fee Subsidy Program.

Please see the CCNS Child Care Fee Subsidy Program Policy for information on the programs eligibility, application process, enrollment, attendance, tuition/payment, absence, breaks of service and program withdrawal.

Children with Medical Needs

Clarkson Co-operative Nursery School (CCNS) requires that an individualized plan be developed for each child with medical needs and that CCNS and the child's parent/guardian take all necessary steps to support the child's medical needs and ensure his or her inclusion in the program.

A child with medical needs is defined as a child who has one or more chronic or acute medical conditions and he or she requires additional supports or accommodations.

A child enrolled at CCNS with individualized medical needs must have a documented CCNS Individualized Plan for a Child with Medical Needs form and the Training and Consent for Individualized Plan for a Child with Medical Needs form in their school file prior to the child starting school at CCNS. Please see the complete CCNS Children with Medical Needs policy in the staff policies and procedures binder.

Code of Conduct and Behaviour Management

The following policy applies to children enrolled in CCNS. Any children that are not enrolled at CCNS but are present at the school are the responsibility of the parent/guardian. The Behaviour Management Policy is posted at the school and must be adhered to by all staff. Upon employment, and once per year, each staff member and volunteer/placement student is required to sign and review the policy confirming understanding and compliance as stated in the CCEYA, (2014).

CCNS believes that positive practices are an integral part of the CCNS program as it complements our goals and philosophy and teaches children to respect others, themselves and property. Role modeling is an effective practice to prepare young children to conduct themselves in an appropriate manner.

A program that is age appropriate, has lots of toys and activities, and has a balance between stimulating and quiet, is most conducive to learning. A program that is relaxing yet enriching, has a variety of activities but is not overwhelming, is challenging and has opportunity for success, will work towards this goal. Ensuring that children consistently witness adult's conduct themselves appropriately will foster happy developing children.

Prohibited Practices

1. corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
2. physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
3. locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;
4. use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their self-respect, dignity or self-worth;
5. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. inflicting any bodily harm on children including making children eat or drink against their will.

Permitted Methods of Positive Practices

Methods of positive practices used at CCNS are as follows with the best interest of the child and their individuality always in focus:

1. **Resolve/Reason:** in a controlled voice, explain in simple language the inappropriateness of the behaviour displayed.
2. **Redirect:** if the behaviour continues, the staff shall redirect the child to an alternate activity.
3. **Remove:** if the behaviour continues, the child shall be removed from the situation for a limited supervised period. Staff should always consider the exact purpose for using this method and what is intended to accomplish
4. **Natural Consequences:** follow through with natural consequences, e.g. if he/she continually throws sand, he/she will not play in the sandbox.

Sometimes children will feel angry in response to restrictions or interference. A child has a right to that anger and needs to feel that they can assert themselves safely, just as they need to know that they can live with restrictions and limitations. The consequences of an undesirable action should be made understandable to the child by the staff. A clear warning will be given so the child can choose to stop the inappropriate behaviour. If further assistance is needed, the child may be removed from the activity. When a child has engaged in an activity that could be

grounds for suspension or expulsion, CCNS teachers will communicate necessary information to the school supervisor.

Contravention of Prohibited Practices

At least twice per year the Supervisor or Designate Staff will observe another staff member for means of reporting compliance to policies and procedures. If a CCNS staff member or volunteer does not comply with these policies, the following steps will be taken:

1. Discussion with the School Supervisor and notes of the discussion will be kept on file.
2. Trial period whereby the staff improves management methods, such as professional development programs, while the Supervisor observes.
3. If no improvement is shown within a set time frame, and if the teacher shows no sign of trying or clearly disagrees with the above, then termination may be required.

If a serious incident has occurred where a staff has blatantly contravened the CCNS Code of Conduct and Behaviour Management Policy, an immediate suspension will occur and Serious Occurrence will be filled with the Ontario Ministry of Education within 24hrs. A follow-up investigation will take place immediately and the school supervisor, in consultation with the Board of Directors, will make a decision of termination if it is deemed necessary. Any allegations of abuse will be addressed as per the child abuse policy.

Behaviour Management Monitoring:

- Observations will be made by the supervisor of all staff, students, and volunteers on a regular basis.
- The Executive Board will observe the school supervisor.
- Any contravention of the Code of Conduct and Behaviour Management Policy will be dealt with as per this policy.
- A record of each review will be kept for at least two (2) years.

Aggressive Behaviour Policy:

From time to time, there may be a child who exhibits behaviour that conflicts with the goals and mandate of CCNS. Aggressive Behaviour includes any intentional physical, or verbal act which may result in placing themselves, staff, and/or other children at CCNS in an emotional, physical, harmful, or unsafe situation.

Children who display regular and consistent inability to control aggressive behaviour will be subject to the following procedures and policies:

- Upon observing aggressive behaviour (as defined above), staff will document observed behaviour, as behaviour occurs, to determine if the aggression is patterned (occurring three times or more within a month). Documentation will be completed in a behaviour log, as well as incident reports. Copies of incident reports will be given to parents/guardians. Originals will be kept in the child's file. Behaviour log will be kept on site should parents wish to review.
- The staff will make all attempts to redirect the child to stop aggressive behaviour.
- If the aggressive behaviour continues to endanger the safety of classmates, themselves, and/or staff, and all attempts have been made by staff to redirect the child with no success, the parent/guardian will be contacted immediately to pick up their child.
- If the parent must be contacted to come pick up their child two times, and there is no improvement to aggressive behaviour, the child's family will be contacted for a school meeting with supervisor and/or staff and a Board Member to develop an action plan (a written plan developed by staff, supervisor, and/or child's family to help stop aggressive behaviour).
 - The action plan should include: an agreed upon timeline to meet goals, goals for the child, and strategies to be implemented by staff.
- If the action plan doesn't resolve the identified aggressive behaviour within the set timeline, the child's family will be asked to seek outside intervention via our Early Years Specialist, PIRS program, or Children's Services within 1 week of notification.
- If outside sources are unable to create a plan to manage aggressive behaviours within the time allocated by outside intervention, or the family does not seek or refuses outside support within 1 month of notification, the family's membership will be up for review by the Executive Board. Membership review may result in suspension, or termination of membership.

Calendar and Important Dates

The CCNS calendar and important dates are set prior to the start of school by the Executive and informed by membership feedback from our Membership Survey results. Setting dates in advance ensures members have notice of holidays, professional development days, events, and dates members are obligated to attend (toy wash, general meetings, etc.).

Our holiday calendar aligns with the Peel District School Boards calendar for any given year. CCNS will attempt to ensure all dates are accurate, but in some instances, dates may change due to unforeseen circumstances. CCNS will then make every effort to communicate to the membership these changes in a timely manner. Please see Appendix A for the CCNS calendar and important dates.

Charitable Donations

CCNS involvement in any charitable donation will remain consistent with our non-political, non-sectarian status. Any charitable donation should first be presented to the Executive Board

for consideration. If approved, the proposal may be taken to the general membership and approved by a majority of members.

Closure Policy

Clarkson Co-operative Nursery School (CCNS) is committed to safe and efficient operations. In the event that CCNS cannot operate in a manner that is in line with its own policies and procedures or those defined by the Ministry of Education or Peel Public Health, CCNS will not operate.

PROCEDURES

CCNS provides co-operative members with a yearly calendar of events, special dates and closures in the Parent Handbook. Additional dates and amendments will be communicated to members in a prompt manner via email, at General Meetings and on the hallway communication board. In the case of a previously unplanned, but scheduled closure, CCNS will communicate this information to members in advance.

CESSATION OF OPERATIONS

CCNS will temporarily cease operation if it does not meet the following criteria:

- Closure outlined in the ***Emergency Management Policy and Procedures***
- Closure outlined in the ***Inclement Weather Policy***
- Closure outlined in the ***Pandemic/Epidemic Policy and Procedures***
- Unable to meet student-teacher ratio requirements
- Closure due to building issues related to landlord
- Unforeseen emergency in which CCNS cannot safely operate as deemed by the Executive Board

COMMUNICATION

CCNS will communicate via email and text message alert an emergency or unforeseen closure to its members as soon as reasonably possible, or if the event occurred overnight, at approximately 7am on the day of operations. Please ensure that you maintain an accurate and up-to-date email address on the CCNS Member's List and that CCNS is not blocked by spam filters, or you may not receive notification of the school closure. CCNS will also communicate to its members when CCNS will re-open.

CCNS will provide communication updates to its members in line with its ***Emergency Management Policy and Procedures*** where applicable.

EVALUATION

CCNS will evaluate each closure in line with its ***Emergency Management Policy and Procedures***. Where applicable, CCNS will communicate its closure findings to its members via email.

Communicable Diseases and Exclusion of Sick Children:

To report your child's absence from school please **TEXT** (no phone calls) to **Mrs. Fielding** to report an absence in the morning **647-408-7604**

Child care staff play an important role in identifying early signs and symptoms of illness in children and staff. All children should be observed for signs or symptoms of illness at the start of the day and throughout the day.

SEVEN SIGNS AND SYMPTOMS OF ILLNESS TO LOOK FOR:

- Unusual behaviour
- Runny nose, coloured discharge
- Cough or difficulty breathing
- Vomiting
- Diarrhea
- Change in skin color
- Rash
- Fever

Staff need to document all symptoms and signs of illness. Parents can help prevent illness and outbreaks by communicating with staff and give information to the staff with regards to the child's health and well-being. Parents need to:

- Inform CCNS when the child is sick
- Describe the symptoms the child is experiencing
- Keep the child away from CCNS when they are sick
- Ensure the child's immunization schedule has been followed and a copy of the immunization record is provided to the office. If parents have chosen NOT to inoculate their child, see the CCNS Immunization policy.

WHEN A CHILD IS SICK, CHILD CARE CENTRES ARE REQUIRED TO:

- Separate sick children from well children
- Note symptoms of illness in the child's record
- Contact a parent/guardian to take the sick child home

CHILDREN ARE NOT PERMITTED AT CCNS UNTIL THEY ARE 24 HOURS (48 HOURS for diarrhea) WITHOUT SYMPTOMS WHEN THEY EXHIBIT ANY OF THE FOLLOWING:

- Fever AND a combination of other symptoms (example nausea, vomiting)

- Fever AND a body rash
- Diarrhea – two or more liquid stools or a change in the normal pattern of bowel movement
- Vomiting – two or more times in 24 hours
- Eye discharge – yellow or white
- Severe cough
- Yellowish skin or eyes, or jaundice
- Irritability, continuous crying or requires more attention than can be provided

WHEN A CHILD HAS LICE

- If lice is detected then your child will be required to be picked up from school immediately.
- You will be required to treat it with a Health Canada approved medicated wash + comb (as directed by the product or health care professional).
- You/your child can return to CCNS after 24hrs of treatment.
- You must continue to comb daily to remove nits and repeat wash in one week as directed. You will be required to report progress to the school supervisor.
- If reinfestation in the student occurs during the week of treatment the exclusion/reentry process begins again.

Outbreak Management

An outbreak is when a greater than expected number of children and staff have similar symptoms (e.g. fever, diarrhea, vomiting, rash, respiratory symptoms) and are sick or absent due to illness in a given period of time. A warning signal is when 10% of the children are sick with a similar illness. During this time, Peel Public Health and a public health inspector will dictate to CCNS the appropriate course of action. This will be communicated to CCNS member families.

Prevention

CCNS has in place comprehensive policies and procedures to prevent illness in addition to this policy (see complete policy in the Staff Policies and Procedures binder). See CCNS Sanitary Practices policy and Routine Practices policy.

Drug and Medication Administration

CCNS has clear policy and the procedures outlined to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at CCNS and for appropriate record-keeping. This applies to both prescription and over-the-counter medications. Please refer to the complete CCNS Drug and Medication Administration policy in the Staff

Policies and Procedures binder. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a child care centre.

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. When the child requires medication at CCNS, parents are required to complete the CCNS Authorization for Medication Administration form.

CCNS has clear procedures for drug and medication requirements, drug and medication storage, drug and medication administration and record keeping.

Emergency Management

In accordance with the CCEYA (2014) and Peel Public Health, CCNS has a comprehensive emergency management program, the CCNS Emergency Management Policies and Procedures. This policy is located in the Staff Policies and Procedures binder and posted in the CCNS hallway.

Staff will follow the emergency response procedures in the policy by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

School Supervisor and CCNS Executive Board will notify parents/guardians of the emergency situation, evacuation and the location/time to pick up their children. Where possible, School Supervisor and CCNS Executive Board will update the CCNS voicemail box as soon as possible to inform parents/guardians that CCNS has been evacuated and include the details of the evacuation site location and contact information in the message. The CCNS Executive Board will debrief parents/guardians after the situation resolves and provide any follow-up needed.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. All emergency situations will be documented in detail by the School Supervisor or designate in the daily written record.

The policy includes procedures for a Lockdown, Hold and Secure, Bomb Threat, Disaster Requiring Evacuation, External Environmental Threat, and Natural Disaster

Tornado/Earthquake. As required by Peel Public Health, this policy also includes management in case of onsite flood, sewage back-up, water interruption/no potable water, and power outage. In the event of an emergency requiring the evacuation of CCNS, staff and students will be evacuated to:

White Oaks Public School
1690 Mazo Crescent
Mississauga, ON L5J 1Y8
Phone: 905-822-0451

Equipment and Classroom Items

Clarkson Co-operative Nursery School (CCNS) maintains its equipment and classroom items to ensure they are in good working order. Inspections are done on a yearly and as needed basis.

EQUIPMENT

CCNS will not lend or rent out any of its equipment, toys, books, or classroom items to its membership or the general public under any circumstances.

BOOK BAGS

CCNS provides book bags filled with an assortment of books to their preschool and kindergarten students on a regular basis. It is the responsibility of the member family to ensure the book bags are returned in the same condition they were provided to the child in September.

BOOK BAG FEES

A \$25 book bag replacement fee will apply to all book bags and their contents that are deemed lost by the Board or teaching staff.

A \$20 book bag replacement fee will also apply to bags that are torn, soiled or damaged.

A \$10 per book fee will apply to any lost book from a child's book bag when the bag is returned. The fee is applicable to the lost book(s) no matter the age of the book or its original condition.

No member replacement of books or bag will negate the replacement fee. Book bags are custom made and cost is incurred in their replacement. CCNS purchases school sets of books, and the loss of books from its sets and its library force CCNS to incur substantial replacement costs.

All fees are payable by cheque only to "CCNS"

Excursions and Field Trips

CCNS program staff and Executive Board strive to ensure that all field trips will enhance and support curriculum. Where possible, field trips will be planned before the start of the school year. When this is not possible, CCNS will attempt to give adequate notice of an event. Additional fees may apply for field trips.

CCNS reserves the right to cancel or change an event date due to inclement weather, student-teacher ratio concerns, inadequate interest or safety concerns. CCNS also reserves the right not refund field trip fees when the field trip location does not provide CCNS with a refund.

CONSENT

All CCNS parents/guardians will be required to sign a permission form prior to a field trip. Failure to do so will result in a child not attending the trip. If the trip is specific to either preschool or kindergarten, the child may be required not to attend school that day if student-teacher ratio cannot be supported in another classroom. In cases where all CCNS students are invited to attend (preschool and kindergarten) a field trip, CCNS will be closed on that day.

CCNS will advise if a field trip/excursion can include siblings (including additional costs). CCNS is not responsible or liable for the supervision and safety of children not enrolled at CCNS or at a CCNS field trip on a day a CCNS student is not scheduled to attend school. Supervision of both these groups is the sole responsibility of the parent/guardian. They will not be counted in student-teacher ratio. Parents/guardians of a CCNS student is not scheduled to attend school that day **MUST** attend with their child(ren).

If a CCNS member chooses not to sign the Field Trip Consent form in the Registration Package, the member acknowledges their child cannot attend CCNS field trips or excursions. This will result in the child not being able to attend CCNS that day if the school will be closed. No tuition refunds will be provided for such an occurrence.

TRANSPORTATION

Parents are responsible for arranging transportation to and from field trips. CCNS strongly advises parents, if sending their child with another parent in a vehicle, to ensure that parent holds a valid driver's license and automobile insurance.

Fire Drill

The CCNS School Supervisor shall ensure that the CCNS Fire Safety and Evacuations policy, and Fire Evacuation Procedures are followed in the case of fire. This procedure outlines the duties of each staff member in the event of a fire. This includes situations when special events are taking place on premises and larger groups are present.

- The Supervisor will instruct the staff, volunteers and children of CCNS in the proper fire drill procedure.
- Fire Evacuation Procedures are posted in each room of CCNS
- Monthly fire drills occur with staff and children and are recorded for review by the Ontario Ministry of Education.
- The Supervisor of the school shall permit, at any time, an inspection of CCNS by the local Fire Chief or any person designated by him/her.
- Emergency information (Police, Poison Control, Hospital, Ambulance, Fire Dept., etc.) is posted in a prominent place in the school.
- Fire systems in the building plus updates to fire extinguishers are conducted yearly (by authorized outside agencies) and recorded for Ministry review.
- Also see the CCNS Emergency Management policy.

General Meetings

General Meetings of CCNS occur two times during the school year. General Meetings are required by law for a co-operative corporation. It is a time when members learn about general CCNS matters, discuss financial matters and vote on necessary agenda items. As a member of a co-operative you are obligated to attend General Meetings.

Members are required to provide a \$100 General Meeting Attendance Deposit each year, refundable upon mandatory attendance of both General Meetings. Meeting attendance exemptions will only be granted under exceptional circumstances and should be discussed with the Secretary when Meeting invitations are sent out.

General Meeting dates are found in Appendix B – Important Dates. Meetings begin at 7:30 pm sharp. Attendance is recorded. No children permitted at the meetings (infants exempted for feeding purposes).

Immunization

All children at CCNS must comply with the immunization requirements outlined by the Ministry of Education, Ontario Regulation subsection 35(2) of 137/15 under the Child Care and Early Years Act, 2014 and Peel Public Health.

For enrollment to CCNS, parents must complete all the required documentation in the CCNS Registration Package, and documentation from Peel Public Health.

As per Peel Public Health and CCEYA (2014) requirements, all parents/guardians must submit the following immunization records to CCNS to keep in the child's file and be submitted to Peel Public Health:

1. Region of Peel – Immunization Records Form for Registrants to School (blue form)
2. 2 copies of the child’s official immunization record (front and back of card)
3. CCNS “Child’s Medical Form” in the Registration Package

Immunization Exemption

Should a parent/guardian choose not to immunize their child due to medical reasons, the following must be completed:

1. Ontario Ministry of Education – Statement of Medical Exemption for Child form
 - a. Form must be completed and signed by a Regulated Health Professional
2. CCNS Immunization Exemption form
 - a. Form must be signed and witnessed

Should a parent/guardian choose not to immunize their child due to conscious or religious belief, the following must be completed:

1. Ontario Ministry of Education – Statement of Conscious or Religious Belief for Child form
 - a. Form must be signed by a Commissioner for Taking Affidavits
2. CCNS Immunization Exemption form
 - a. Form must be signed and witnessed

All costs associated with the exemption process, including but not limited to form completion and signature of a Regulated Health Professional and signature of the Commissioner for Taking Affidavits, will be incurred by the child’s parent/guardian, not CCNS. CCNS is not responsible for any delays in completing exemption forms by parents/guardians or third parties. Failure to complete and submit the required forms with the Membership Package to CCNS prior to the start of school will result in the immediate suspension of the child from school until the necessary forms are completed and submitted to CCNS. The CCEYA (2014) exemption form only applies to children enrolled in a child care centre and is no longer valid once a child begins school.

MANAGEMENT OF IMMUNIZATION EXEMPT CHILD DURING AN OUTBREAK

Please note that in the event of an outbreak or risk of an outbreak of a designated communicable disease, the Medical Officer of Health may exclude individuals with valid medical exemptions or conscience/religious exemptions, from school or a licensed child care facility under Section 22 of the Health Protection and Promotion Act, 1990.

It will be the Medical Officer of Health’s decision when to lift the exclusion and allow the child to attend CCNS. CCNS will not be held responsible for any delays in process from the Medical Officer of Health during this process.

CCNS will not provide any refunds during this exclusion period, or period of suspension for non-completion of forms. This includes, but not limited to, tuition, deposits, field trip costs, or any non-refundable fees.

Inclement Weather

In the case of inclement weather, CCNS will not open for the school day if the Peel District School Board cancels all of its buses, or specifically Mississauga buses. Please note that cancelling buses and cancelling school are not the same thing for the School Board. CCNS will close if buses are cancelled regardless of whether Peel District School Board schools remain open. If Peel schools are closed, this means that we will also be closed as buses will not be running once that announcement is made. This policy is in accordance with our staff employment contracts.

We strongly recommend members listen to the local news or follow the Peel District School Board (@peelboard) on Twitter or on Facebook for the most up-to-date closure and cancellation notifications.

On a day that the school will be closed due to inclement weather, an email will be sent out at approximately 7:00am notifying CCNS members that CCNS will be closed. Please ensure that you maintain an accurate and up-to-date email address on the CCNS Member's List and that CCNS is not blocked by spam filters, or you may not receive notification of the school closure.

Inclusion and Equity Policy

Clarkson Co-operative Nursery School (CCNS) believes that all children have the right to learn together in a preschool where appropriate supports and access to necessary services are available in order to foster growth and development to reach their fullest potential. We believe it is important to find ways to remove barriers that may prevent a child from actively participating in a "caring" and "sharing" supportive environment.

As is written in the Canadian Charter of Human Rights and Freedoms, (1982) "...all individuals must be treated equally, regardless of their race, national or ethnic origin, colour, religion, sex, age or mental or physical disability." CCNS also strives to develop policies and procedures in line with Ontario's Equity and Inclusive Education Strategy (2009).

Any child in our program is accepted "where they are" with the goal of seeing "where they can go". CCNS strives to address individual needs in programming choices for all children along with the use of "reflective" strategies involving home/family and staff, allowing flexibility and recognize that needs can change on an ongoing basis.

Together with our Peel Inclusion Resource Services (PIRS) consultant, CCNS values the community engagement and resources that are available, along with support within the classroom for creating environments where there is a fostering of each child's self-esteem and

self-worth. This promotes emotional, social and intellectual growth and development as we recognize the children as unique learners. CCNS will develop individualized support plans with a child's parent, the child (if appropriate), and other professionals to ensure the child is included in the CCNS program.

Insurance

CCNS has insurance that covers:

- Commercial general liability and property damage
- Non-owned auto liability of the school when vehicles not owned by the school are used on school business
- Errors and omissions
- CCNS annually purchases Directors and Officers general liability insurance that provides coverage to the Executive who, as members of the Executive, assume a personal liability on behalf of CCNS. The insurance indemnifies the Executive from actions as a result of error or omission when they act in the best interest of CCNS.

Parents are responsible for arranging transportation to and from field trips. CCNS strongly advises parents, if sending their child with another parent in a vehicle, to ensure that parent holds a valid drivers license and automobile insurance.

CCNS liability insurance does not cover siblings at any time while they play on CCNS equipment. Therefore, any child not enrolled at CCNS cannot play with CCNS equipment. Siblings involved in school excursions are not covered by CCNS Liability insurance. Parents must sign provided parent supervision forms when siblings attend event.

Kindergarten Extended Program

The CCNS Kindergarten Extended Program is an afternoon program for Junior and Senior Kindergarten members. The program runs from 12:00 p.m. until 2:30pm.

The goals of this program are to provide extended, enriching learning activities in the arts, science and music areas, as well as more concentration on the “basics” of literacy and numeracy. Children will also be taken outside if/when weather permits.

The Kindergarten teacher will provide the program schedule for the program to parents at the start of the year. The Executive will set fees and a minimum number of children must be enrolled to support the program. Teacher/child ratios as set out by the CCEYA, (2014) will be observed.

Children attending the Extended Day Kindergarten program are required to bring a bagged lunch. Please see Bagged Lunch Policy in the Nutrition section of this handbook.

The Extended Hours program is subject to availability each year, dependent on

1. teacher availability and

2. the ability of the program to cover the cost per day of running the program.

When enrollment does not cover the cost of the program, the program will not run. Members may indicate on the Registration Package the days they would like to enroll, however, the Executive Board will determine, after assessing interest and cost, the days the program will run per week. The program will typically aim to run 2-4 days per week when permitted. Only children enrolled in the Kindergarten program may be enrolled in the Extended Hours program.

The Extended Hours program capacity will be set yearly by the Executive Board based on projected enrollment, staffing and room capacity. The program capacity will not exceed 12 children.

Medical Devices Policy

Clarkson Co-operative Nursery School (CCNS) endeavours to maintain its facilities and equipment in a safe, clean condition, in accordance with the requirements relating to sanitary practices set out in the O. Reg. 137/15 under the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1. CCNS staff will practice sound cleaning and disinfection practices with medical devices to reduce the risk of transmission of infectious diseases.

Child With A Medical Device

The Child Care and Early Years Act (CCEYA), 2014, requires an Individualized Plan for a Child with Medical Needs and an Individualized Plan and an Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy for any child with an identified need. CCNS will require that the child's medical device be included in such Plans and Procedures.

The Plan and Procedures (or other documentation in the child's school file) should include, but not limited to, the following information:

- The devices use
- Statement of storage – will the device stay on-site at all times or be sent home with the child
- The devices safe operating procedures
- Any medical documentation that accompanies the device(s)
- Providing the manufacturers instructions to CCNS to be stored in the child's file in Room 7
- Providing CCNS with direction as to clean and maintain the device when on site
- Parent contact information in case of an emergency

As per the CCEYA, 2014, the parent is responsible for training staff on the device(s) as outlined in the mandatory Individualized Plan for a Child with Medical Needs Training and Consent Form and Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy Training and Consent Form. The parent must provide on going support to staff regarding training, maintenance and trouble shooting and issues with the device(s). The parent also assumes responsibility to ensure the device is in good working order and service the device(s). CCNS accepts no liability in the day-to-day use of the device(s) or any damage that may occur to it while at CCNS.

Procedures for Cleaning and Disinfection of Medical Devices

DEFINITIONS:

Cleaning - is the physical removal of debris from surfaces using detergent, water and friction.

Disinfection - is the process of killing most disease-causing microorganisms using a chemical solution.

Single-use/Disposable – designated by the manufacturer for single-use only and cannot be reused. Device must be discarded immediately after use. Ex. EpiPen, lancets, etc.

Reusable Medical Devices – devices that reused and must be cleansed and disinfected after each use. Ex. Aerochambers, thermometers, glucometers, etc.

Cleaning and Disinfection of Reusable Medical Devices:

Before using a medical device, CCNS staff and the child will undertake hand hygiene prior to and after using the device.

CCNS will require that all medical devices go home with a child at the end of the day (when used) to be thoroughly cleaned by the parent and returned the next day to CCNS. Students cannot attend CCNS unless the device(s) are made available by the parent on-site at CCNS on a daily basis.

In instances where an item is heavily soiled or soiled and needed to be cleaned by CCNS on site, the following procedures would apply:

1. Wash hands thoroughly with soap and water before and after touching the device in Room 7 If a large device needed substantial cleaning, the device may be taken to the Christ First Boiler Room (lower level, room N).
2. Wear any required PPE
3. Discard all used single-use devices and accessories of the device. Discard any sharps into an approved sharps container

- a. The sharps container will be stored in Room 7 on top of the fridge
 - b. CCNS will acquire a sharps container when required for a child's needs.
 - c. The sharps container would be disposed of safely by the child's parents or at a safe disposal site designated by Public Health.
 - d. Sharps containers will be ordered via a designated medical supplier.
4. Clean the reusable single use device with detergent and water or another product approved by the manufacturer. Allow drying time before disinfecting.
 5. Disinfect devices by following manufacturer's instructions for use and ensure appropriate contact time. Note that certain types of aerochambers require cleaning, but not disinfection if reused by the same person
 6. Air dry/wipe medical device
 7. Store medical device in a clean, closed container to prevent potential contamination
 - a. Medical Devices will be stored in the locked medication box in Room 7 or in a location in compliance with that child's Medical Needs Form or Anaphylactic Allergy Form.

CCNS will observe the following compliance indicators:

- Medical devices will be labelled with the child's name and for exclusive use of that child. The exception would be a thermometer.
- CCNS will contact a public health inspector when the device(s) manufacturer's instructions do not specify disinfection instructions.
- CCNS will follow manufacturer's directions on cleaning products.
- Staff are observed to use proper cleaning techniques in accordance with the recommendations/requirements of the local public health unit and the cleaning products WHMIS label.
- Disinfectant products used by CCNS will include a quaternary product, bleach solution and 70% isopropyl alcohol wipes
- CCNS checks expiry dates in compliance with a child's Medical Needs Form or Anaphylactic Allergy Form and monthly first aid kit checks.
- The School Supervisor will maintain an inventory of all medical devices on site to be kept in the School Supervisor binder. The inventory will occur at the start of the school year and be updated as required.

Training

Staff, students and volunteers are required to read the Peel Public Health "Take Control Guide" as needed.

Peel Public Health's "Routine Practices" are available to reference in the CCNS hallway.

CCNS completes WHMIS training and an annual training exercise to ensure safe chemical handling procedures are followed.

Parents are responsible to provide CCNS and its staff with device training prior the child starting at CCNS; each school year and as needed.

Review

CCNS will review the contents of this policy and related procedure with:

- A. All employees who will be interacting with children, before they begin their employment;
- B. Volunteers or students on placement who will be interacting with children at CCNS, before they begin to volunteer or before they begin their educational placement; and
- C. Employees, volunteers and students on placement who will be interacting with children at CCNS at least annually after the first review and at any other time when changes are made to this policy and related procedure.

The contents of this policy and related procedure will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted. This policy and its contents are required by Peel Public Health.

Membership Survey

CCNS will perform an annual survey of the general membership at the last general meeting. The objective of the survey is to gain valuable feedback from members/families about the general functioning of the school, Executive and staff performance, impact of fundraising activities, etc. The feedback from the survey will inform decisions made by the Executive for the following school year.

Nutrition

The Ontario Ministry of Education and the CCEYA, (2014) requires that an accurate nutrition menu be posted for each day the children attend CCNS and remain posted on a 30 day basis. It is a member's responsibility to select a day to prepare and provide snack. The teachers are required to keep a daily record of what is served to the children.

Each family is required to sign up to provide snack for the group on a rotating basis.

At CCNS:

1. Each family with a child enrolled at CCNS will contribute and prepare food for the snack break. The Snack Scheduler will post the schedule at the end of each month for the

following month. While CCNS aims for each family to provide snack on a monthly or bimonthly basis, you may be required to provide additional snack days based upon CCNS enrollment numbers, such as twice a month. All school days in a month (for snack) must be covered by members. CCNS will track additional snack days to ensure member equity.

2. Food provided should contain three dietary groups: fruit/vegetable, grain products and protein. One item from each group should be selected, as outlined in Health Canada's Eating Well with Canada's Food Guide (2011). All food must be nut free and should not contain any excessive sugars, fats and food additives. Whole grains are preferred.
3. The CCNS Snack Log (located beside the microwave) and the White Board in the hallway must be updated with the snack for that day (log book checked and initialed by staff and parent), in accordance with CCEYA, (2014).
4. MISSED SNACK FEE. On a day where the snack is forgotten by the member, they will be asked to obtain a snack that morning, and failure to do so will result in CCNS providing the snack and applying the missed snack fee. The \$50 fee is payable to CCNS on the next school day.
5. Snack preparation responsibilities are mandatory for all CCNS members. Parents may not opt out of the program or that day's supplied snack unless the child has a serious allergy or restriction (See Food Allergies and Restrictions for clarification).
6. CCNS members are solely responsible for finding another CCNS member to switch an assigned date. Both parties must be in agreement for the proposed date switch. Date switches must be recorded on the posted calendar and initialed by both parties. If the person assuming another member's date fails to provide and prepare food on that date, then the missed nutrition fee will apply to the person assuming that date.
7. Proper procedure for preparation of food is posted in the CCNS kitchen. It is the role of the Snack Trainer, overseen by the CCNS Supervisor and Executive Board, to "train" new parents and any members requiring additional training, on these procedures before they can prepare food for nutrition break independently. Parents are encouraged to ask questions if unsure about the preparation procedures.
8. The Ontario Ministry of Education and the Peel Public Health require that sanitary procedures be used in preparation of all foods at CCNS. Care must be taken to ensure that all surfaces, utensils and containers are nut-free.
9. All perishable food items will remain refrigerated until time of consumption. All food items on the snack break cart will be sealed/covered to avoid contamination.

Food Allergies and Restrictions

1. CCNS is exclusively nut-free. To ensure the safety of all students and staff, the following harm reduction strategies are in place and highlighted for members:
 - When preparing food on an assigned day, members must ensure the food is nut-free. A “peanut/nut-free” logo is your best insurance that a product is nut-free. “Peanut-free” labelled products are not necessarily “nut-free”.
 - Health Canada requires food manufacturers to clearly label products if they contain one of the government’s **priority allergens: peanut; tree nuts; soy; wheat; egg; milk; seafood; sesame; sulphites; and mustard**. Some food product labels state they “May Contain” peanuts or tree nuts. Food items indicating, “may contain nuts” are not permitted at CCNS.
 - Water is supplied by CCNS for snack and water is supplied for Extended Day Kindergarten lunch.
 - All snack items must arrive at the school unopened, and in their original packaging
 - No food or beverage items prepared at home or prepared in-store/local bakery are permitted for snack
 - The school supervisor and/or teachers will inspect all food and drink items brought in for snack prior to preparation
 - All lunches for the Extended Day Kindergarten will be inspected for allergen compliance by teaching staff.
 - See Appendix C: Snack Preparation Procedures for preparation and sanitary practices.
2. Should a child have serious allergies/restrictions that present a threat to that child's health, the parent is required to submit an *Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy* form or *Individualized Plan and Emergency Procedures for a Child with Medical Needs* form. The parent may decide that CCNS will not provide a daily snack for that child. Therefore, the parent must prepare and provide the daily snack. The parent must provide alternative food items for their child each day that the child attends CCNS in a clean, labeled, designated container, to be stored in the CCNS kitchen. The food items must be nut-free and arrive at the school in unopened packaging and checked by the supervisor. Items opened within the CCNS kitchen must remain stored (labelled with child’s name) in the kitchen.
3. Those providing food for the rest of the CCNS children will also be informed via posted notice in the kitchen and via notation on the snack preparation sheet that the child has a serious allergy/restriction and they and they should ensure the separate labelled container is included on the snack break cart (or fridge, as required).

4. Children attending the Kindergarten Extended Program are required to bring a bagged lunch. Any bagged lunch that does not follow the CCNS nut-free policy will be disposed of immediately and a parent will be notified. Please see Bagged Lunch Policy for further details.
5. **Birthday snacks:** Parents may wish to supplement a special snack to celebrate a birthday. Please supplement the snack of the group with which the birthday boy/girl eats and not the entire school. All food must be ***nut free***. Please do not bring a birthday cake, as it requires too much preparation and clean up.
6. If in the unusual circumstance that the staff becomes concerned about the safety of a child with allergies, staff may, at its discretion, take measures to ensure the safety of the child, which may include disposal of food items and/or medication administration.
7. Allergy information forms with the child's photo, name, food allergy/restriction and emergency response procedures must be posted in the serving area, and any other play area where a child may be throughout the day, for example Kindergarten and Preschool Room and the gymnasium.
8. In case of emergency evacuation from the school, the required medication will be taken with the child's teacher in the portable pouch or emergency backpack.

Anaphylaxis Policy

In order to provide a safe environment for anaphylactic students CCNS will ensure that strategies are developed in conjunction with parents and/or regulated health professionals to minimize exposure for children to life threatening allergies. Please see the full CCNS Anaphylaxis policy in the staff policies and procedures binder.

The Role Of CCNS

- The CCNS Registrar will collect information about the child's medical condition at the time of registration.
- Families may be required to meet with the school supervisor to discuss all allergies and food restrictions at the time of registration.
- All CCNS families and employees are provided with updated information and awareness of allergies, allergy triggers and current CCNS policies.
- Avoidance of the allergen that causes anaphylactic reactions whenever possible.
- Employ strategies including food avoidance, reducing of causative agents, purchasing of foods through an approved source, and diligent reading of food labels
- An emergency response procedure in case of accidental exposure to allergens.

- Medication for allergic reactions will be kept in a safe but accessible location that is known to all staff and volunteers.
- Training for staff and students is held prior to commencing employment, and when a new child is registered and during the annual policies and procedures review.

The Role Of The Parent/Guardian Of The Child:

- Complete all required CCNS forms and provide any required supporting documentation to CCNS for the safety and well-being of the child.
- Provide any medication and/or medical devices to CCNS for the safety and well-being of their child
- Provide or arrange for training by a regulated medical professional for CCNS staff on their child's medical needs, medication and/or medical devices.
- Provide or arrange for follow-up or "refresher" training for CCNS staff on their child's medical needs, medication and/or medical devices as requested by staff.
- Are responsible for maintaining and monitoring medication expiry dates, providing new medications and maintaining medical devices brought into CCNS for their child.
- Should a child have serious allergies/restrictions that present a threat to that child's health the parent is required to write a letter, signed and dated, for the child's file stating that the child has a food allergy/restriction and that CCNS will not provide food for that child. The parent must provide alternative food items for their child each day that the child attends CCNS in a clean, labeled, designated container, to be stored in the CCNS kitchen. The food items must be nut-free and arrive at the school in unopened packaging and checked by the supervisor. Items opened within the CCNS kitchen must **remain** stored (labelled with child's name) in the kitchen.
- In cases where a child has food allergies and the meals and snacks provided by CCNS cannot meet the child's needs, the parent should supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
 - a. Ensure that parents label food brought to the child care centre with the child's full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.
 - b. Where food is provided from home for children, teachers ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.

Anaphylaxis Emergency Planning

CCNS and the child's parents will complete an Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy form which will be available to staff and any volunteers that are in the program. This Plan will include a communication plan and the child's individual plan for emergency procedures in the event of an anaphylactic reaction.

COMMUNICATION PLAN

CCNS will develop a communication plan to identify the following information and to ensure that the information has been shared with parents, staff, students and volunteers:

- The child's Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy form with a recent picture will be posted in each classroom and in the kitchen to identify children with life threatening allergies that will include general information about the allergens and causative agents as well as the signs and symptoms of the life-threatening allergy. This form will also give consent for the administration of epinephrine (EPI-PEN) to a child exhibiting symptoms of an anaphylactic reaction.
- Notices will be sent out to inform families, staff, students, and volunteers of the life-threatening allergies at the center.
 - These notices will also include any foods and/or any causative agents to be avoided.
 - Signs will be posted to indicate what allergens are not to be allowed on the property. These lists will be revised as necessary depending on the life-threatening allergies of the children enrolled
- CCNS provides all snacks and meals through our own kitchens in accordance with the CCNS Nutrition policy. A list of foods/causative agents will be distributed to parents with Snack preparation instructions.
- These strategies will be reviewed regularly by the supervisor to ensure that the risk of exposure to life threatening allergies.

CHILD'S INDIVIDUALIZED PLAN AND EMERGENCY PROCEDURES

CCNS will work in conjunction with the parent/guardian and the physician of an enrolled child who have an anaphylactic allergy to complete the Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy form for the child. This plan will include the emergency procedure and the following information:

- a description of the child's allergy;
- monitoring and avoidance strategies;

- signs and symptoms of an anaphylactic allergy;
- action to be taken by staff in the event that the child has an anaphylactic reaction;
- emergency contact information for parents/guardians/emergency services; and
- permission to administer medication to stop the anaphylactic reaction.

Parents will provide all details regarding the child's diagnosis, symptoms and plan of treatment. Parents must provide an up-to-date photo of the child and medication that is in the original bottle with prescription (e.g. an EPI-Pen that is not expired).

It will be the parent's/guardian's responsibility to advise the child care operator if their child develops an allergy and requires medication, or if there are any changes to the child's individual plan or treatment.

MEDICATION

CCNS will store, in an easily accessible location, any asthma medication or emergency allergy medication in accordance with the CCEYA, 2014. All staff, students and volunteers will be aware of the location of the medication. It is the child care staff's responsibility to ensure that the medication is accessible to staff when children are off site on field trips.

EMERGENCY PROTOCOL

Every situation, in which a child has symptoms that are listed in the Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy form, must be treated as an anaphylactic reaction. In the event that a child has a life-threatening reaction to an allergen, staff will follow the following emergency procedure:

- One staff will stay with the child at all times. The staff should be familiar to the child and should be able to remain calm.
- A second staff should call for help/call 911. (If a staff is on their own, Epinephrine will be administered prior to leaving the child to call 911.)
- Epinephrine will be administered at the first sign of an allergic reaction. Staff must note the time the EPI-Pen is given. Time will be written on child with pen.
- Parents must be called and asked to meet at the hospital the ambulance is scheduled to go to
- The child must be transported to the hospital by ambulance as soon as possible even if the symptoms have stopped.
- The child's file along with the individual plan must accompany the staff who will travel to the hospital until the parent/guardian has arrived.

TRAINING

Training must be completed prior to a child starting school at CCNS.

1. The parent/guardian or regulated medical professional will train the school supervisor and staff members.
2. The Supervisor, with parental signed consent, will train all other staff members, students and volunteers on recognizing the signs and symptoms of anaphylaxis as well as the procedures to be followed in the event of a child having an anaphylactic reaction.
3. The parent/guardian and staff will complete the CCNS Training and Consent for Individualized Plan for a Child with Medical Needs form and it shall be kept in the child's school file.
4. The child's Individualized Plan for a Child with Medical Needs form will be reviewed with all staff, students and volunteers upon enrollment of the child, change in the child's individual plan or treatment. The plans will be reviewed with all new staff, volunteer or student prior to their first day of employment.
5. CCNS Staff and volunteers:
 - a. Must feel safe and comfortable with the training provided by the parent or medical professional. Staff may ask for additional training sessions or procedure reviews from the child's parent or regulated medical professional at any time
 - b. It is the responsibility of the School Supervisor, when delegated to by the child's parent, and where the School Supervisor feels adequately prepared, to train volunteers in a child's Individualized Plan.
6. Executive Board
 - a. Reserves the right to ask the parent or medical professional for additional training should staff and/or Executive Board feel their initial training was inadequate or a child's medical condition has changed so as to warrant additional training. Training is provided and paid for by the child's parent/guardian.
 - b. Reserves the right to review the terms of membership to CCNS when a child's medical needs may exceed the ability of CCNS staff to safely administer in the school environment.

CCNS staff is trained in C Level CPR and Standard First Aid practices. Anaphylactic reaction protocols are reviewed annually with staff by the school supervisor. The training includes signs and symptoms to look for in the event of an anaphylaxis reaction as well as how to administer epinephrine (EPI-PEN).

Prior to employment and annually thereafter all staff, students and volunteers will review the anaphylaxis reaction policy. This will include the CCNS policy for anaphylaxis reaction, the communication plan and the child's individual plan.

Bagged Lunch for Extended Day Kindergarten

All children who are enrolled in the Extended Day Kindergarten program are required to bring a bagged lunch from home. Water is available for all students at CCNS. The lunch **MUST** have a dedicated lunch bag and containers along with an ice pack to preserve nutritional value and maintain the safety of perishable foods. If food needs to remain hot, food must be in a thermos and separated from any food that needs to be kept cold. CCNS will not provide ice packs. All containers and bags **MUST** be labeled with the child's name. Food cannot be stored in the CCNS fridge.

If a child is sent without lunch for the Extended Day Kindergarten program, then the child's parents/guardian will immediately receive phone notification of this occurrence and be asked to bring lunch to CCNS. If the school supervisor is unable to contact the parent/guardian, the child will be provided with snack items from the CCNS kitchen.

CCNS staff will check lunches and if an item containing nuts or allergens is found it will be removed and disposed of as per our *Food Allergies and Restrictions* policy. The school supervisor will notify the parent/guardian of the violation. Staff will encourage children not to share their lunches. *Parents are reminded that packaged and homemade food in their child's bagged lunch must be nut free.*

Occupational Health & Safety Guidelines

All CCNS staff has completed a health and safety on-line module, as required the Ontario Ministry of Labour and WHMIS. Staff inspects public areas daily to ensure the health and safety of parents and children. Any situation requiring attention will be communicated to members. Equipment is checked regularly for damage and items removed, repaired or replaced, as necessary.

Parent Issues and Concerns

The position of Ombudsman is performed by the Vice-President or by a person appointed by the Executive. The Ombudsman will act as liaison between the Executive Membership, General Membership and/or CCNS staff to facilitate resolution of issues and/or concerns as they arise and promptly address staff or members complaints/concerns.

Parents/guardians are encouraged to take an active role in our child care centre 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, child care 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 Clarkson Co-operative Nursery School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

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 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 centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from 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 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 Peel Children's Aid Society (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.

Parking

CCNS abides by the parking rules of Christ First. Parking is allowed in the Church parking lot, which is located directly across the street from the Church, and the White Oaks Public School parking lot adjacent to the East side of the Church. **Parking is prohibited in the church driveway or in the parking spots in front of the Church.** This is in accordance with the CCNS rental agreement with Christ First.

Privacy and Confidentiality

The personal information being collected, used and disclosed by CCNS is the minimum amount of information necessary to fulfil the legislative requirements imposed on all childcare facilities in Ontario. Please see the CCNS Privacy and Confidentiality Policy for additional information.

All information is collected in confidence, written and verbal. Collection is in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), (2000) and the Freedom of Information and Protection of Privacy Act (FIPPA) (1990).

In administering and enforcing the CCEYA, (2014), the Ontario Ministry of Education inspectors, program advisors and the director under the CCEYA may collect and review personal information about staff employed by a licensed child care centre or employed by or associated with a licensed home child care agency to ensure that the licensed child care centre is complying with the CCEYA.

The right to privacy is respected for the children, the families and the staff at CCNS. The executive members, volunteers, and supervisors/teachers must sign a confidentiality agreement upon taking office. A confidentiality agreement, in support of the right to privacy for all, is read and signed by all members of CCNS upon registration.

Parent Job Requirement

The fulfillment of Parent Job policy will ensure that all parents/guardians of children attending CCNS complete their required duties at the school (including but not limited to: snack responsibilities and parent volunteer job. CCNS tuition rates remain low because, as a cooperative, the school relies on its members to aid in the operations of the school and this policy helps to ensure all members adhere to the membership requirements

Goals/Objectives of the Policy

The goal of this policy is to ensure that all parents/guardians of children attending CCNS complete their required snack duties as well as their required parent job as per the CCNS Parent Handbook: Non-Executive Positions (Parent Jobs) which states that “[a]s a member of Clarkson Co-op Nursery School (CCNS), members must choose one of the following non-executive positions.” and under the section entitled Nutrition for the parent

handbook which states “Each family is required to sign up to provide snack for the group on a rotating basis.” This policy sets a framework to incent members to complete their role of parent involvement at the school so that the CCNS community can continue to maintain the vision and values of a co-operative nursery school — because CCNS is not a daycare.

Procedures

At the time of registration at CCNS, parents must stipulate their willingness and understand their requirement to participate in, and complete their snack days and parent job. This understanding will be indicated by the presentation of a Parent Job Deposit cheque to the amount of \$500.00 per year. This deposit amount will be collected only once per family, not once per child. This value is based on an approximation of the annual staff hours and extra resources that would be required to offset these duties at the school. Though not all parent volunteer jobs are equal (some may require more hours than others, and some may require more resources than others), the premise of parent involvement remains the same — CCNS cannot function without its parent volunteers. Families can expect to participate actively in the school for approximately 10 hours or more per academic year (September to June) inclusive of their required snack days. Hours completed via parent job will be documented by the Fundraising/Events Coordinator and/or the Vice President and Secretary. Snack hours (approximately 30 minute per snack day) will be recorded by the Snack Scheduler and shared with the Secretary with each snack sign-up period. Upon successful completion of these responsibilities, the Parent Job Deposit will be returned to families at the conclusion of the academic school year in June.

Implementation

PARENT JOB

The board of directors will provide an opportunity for parents/guardians to sign up for a Parent Job each year prior to the commencement of the school year in September. This is done on a first come first served basis. Members understand that if they are unable to attend Orientation Night, or if they begin their membership partway through the school year that their Parent Job will be assigned to them by the executive board of directors. Members understand that their Parent Job may be changed by the executive board of directors during the course of the school year.

SNACK RESPONSIBILITY

Parents/guardians are required to provide a healthy snack for the CCNS classes as per the Snack Responsibilities policy which is distributed to members prior to the start of school.

Compliance

In the event that a member does not complete their required Parent Job and/or Snack Responsibilities during the school year, the member family will forfeit their Parent Job Deposit.

Religious Accommodation

CCNS recognizes and values the cultural and religious diversity within its community. The Executive Board and CCNS staff are committed to providing a safe, respectful and equitable environment for all, free from all forms of discriminatory or harassing behaviour, including those based on religion. Freedom of religion is an individual right and a collective responsibility. CCNS and the community it serves must work together to foster an inclusive learning environment – one that promotes acceptance and protects religious freedom for all. While CCNS and its staff will take all reasonable steps to ensure such freedom, students and their families are expected to help CCNS understand their religious needs, and work with the Executive Board and CCNS staff to determine appropriate and reasonable accommodations. CCNS will limit practices and conduct which may put public safety, health, or the human rights and freedoms of others at risk. CCNS will further limit practices and conduct that are in violation of other CCNS policies and procedures. CCNS will provide accommodation for lessons that build a climate of inclusion and/or ensure safety of all students.

Please note CCNS encourages parents to volunteer in class, and community volunteers, and present on various topics to students, and this may include topics to promote diversity and inclusivity, a religious celebration (i.e. discussions limited to food, dress, dance, etc.), or event of cultural significance in the name of education and inclusivity. Parents should look for details in the monthly calendar and weekly email and ask for additional information on what their child may be learning.

Sanitary Practices Procedure

CCNS endeavors to maintain its facilities and equipment in a safe, clean condition, in accordance with the requirements relating to sanitary practices and food storage, handling and preparation set out in the O. Reg. 137/15 under the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1. CCNS staff will practice personal habits that promote good health and prevent the spread of infection. Tasks will be completed according to the scheduled frequency,

plus when necessary between scheduled times, in accordance with CCNS's Sanitary Practices Policy in the Staff Policy Binder.

Procedures for Food Storage and Preparation

CCNS WILL ENSURE THAT:

- where food or drink or both are supplied by a parent of a child receiving child care at CCNS's premises, the container for the food or drink is labelled with the child's name;
- all food or drink is stored, prepared and served so as to retain maximum nutritive value and prevent contamination; and
- any instructions set out in a child's anaphylactic plan that may impact food handling/storage will be followed at all times.
- CCNS will observe the following compliance indicators:
 - Food or drink supplied by a parent is observed to be in a container labelled with the child's name.
 - Food or drink that requires refrigeration or to be kept frozen is kept in the fridge or freezer at temperature recommended by public health.
 - No food or drink is observed to be beyond its expiry date.
 - No food or drink shows visible signs of spoilage or mold.
 - Staff are observed to use proper food handling techniques in accordance with the recommendations/requirements of the local public health unit.
 - Food products may be frozen prior to the expiry date. The freezing date must be noted on the food.

Cleaning, Sanitizing/Disinfecting

Cleaning, rinsing and sanitizing/disinfecting are required on most surfaces in child care facilities, including tables, counters, toys, etc. This 3-step method helps maintain a more sanitary environment and reduces the risk of illness in both staff and children. Please see the extended Sanitary Practices policy in the Staff Policy binder available upon request.

TO DISINFECT:

- Gather required materials
- Put on personal protective equipment (PPE)
- Clean the area with water and detergent
- Apply disinfectant
- Remove PPE
- Clean your hands

CCNS HAS POLICIES AND PROCEDURES FOR THE CLEANING AND DISINFECTING OF

- Staff, volunteers, and children's hands
- Toys and equipment
- The cleaning of surfaces
- Water play table
- Bathrooms
- Laundry

Children should be reminded of all of the above measures, as they are relevant. All cleaners, disinfectants and other potentially hazardous material must be kept in a safe/secure (locked) cupboard out of reach of children. All staff and volunteers should be aware of these procedures and have read the Peel Public Health Routine Practices document and the Sanitary Practices Policy in the Staff Policy Binder.

Serious Occurrences

Clarkson Co-operative Nursery School (CCNS) must report all Serious Occurrences to the Ontario Ministry of Education in compliance with CCEYA (2014).

SERIOUS OCCURRENCES ARE DEFINED AS FOLLOWS:

- The death of a child who received care at a child care centre, whether it occurs on or off the premises;
- Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre;
- A life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre;
- An incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised; or
- An unplanned disruption of the normal operations of the child care centre that poses a risk to health, safety or well-being of children.

CCNS is required to determine whether an incident constitutes a Serious Occurrence and whether it should be reported to the Ministry.

- During a Serious Occurrence
- The School Supervisor or designate will take charge of the situation.
 - In the event of death/life-threatening injury/life-threatening illness the CCNS will immediately perform CPR/First Aid and call 9-1-1 and await and follow instructions

- In the event of a missing child, the CCNS Staff will follow the CCNS Supervision of Children and Missing Child policy and procedures
- In the event of an unplanned disruption that poses a risk to health and safety, CCNS Staff will follow the CCNS Emergency Management Policy.
- In the event of abuse/neglect or allegations thereof, CCNS Staff and Executive Board must report this to the local children's aid society in accordance with section 72 of the Child and Family Services Act. Staff will follow the CCNS Abuse (Suspected) or Neglect of a Child policy.
- After a Serious Occurrence occurs:
- Any Serious Occurrence should be handled in accordance with the Ministry's guidelines set out in the CCEYA, (2014) licensing manual.
- A report, through CCLS is filed and provided to a program adviser of any serious occurrence at CCNS within 24 hours of the Executive Board or School Supervisor becoming aware of the occurrence
- Follow-up
- A Serious Occurrence Notification Form will be posted when a Serious Occurrence has taken place. This notification will be posted for ten business days and held at the school for at least two years from the date of the occurrence.
- A summary of annual Serious Occurrences will be recorded and kept on file, along with actions taken.
- A member designated by the Executive will have primary responsibility for ensuring compliance with the Serious Occurrence requirements.
- Training
- The serious occurrence policy must be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with subsection 6.1 of CCEYA (2014).

Smoking/Vaping

Smoking, vaping or the consumption of marijuana is prohibited at CCNS and on Christ First property. Signs are posted in the hallways indicating this rule as Christ First is a public building. Parents are not permitted to smoke, vape or be under the influence of marijuana while transporting children or while attending school trips or school functions during school hours.

Sun Safety

This policy was developed to protect the children at CCNS from the harmful rays of the sun. Rationale: one severe sunburn during childhood doubles the risk of developing skin cancer later in life (Canadian Dermatology Association).

- Staff will review the Sun Safety Information Guide for Child Care and will role model sun safe behaviours.
- Outdoor activities whenever possible will occur in areas shaded by trees, umbrellas, awnings or buildings, especially from the beginning of April until the end of September.
- Parents are encouraged to apply sunscreen (SPF 30 or higher that offers UVA and UVB protection) before drop-off and provide a wide-brimmed hat or baseball cap and/or sunglasses with UV protection when outdoor activities will take place. Parents will be notified in advance of outdoor play for students.
- Kindergarten students please have a labeled bottle/tube of sunscreen with a SPF of 30 or higher that offers UVA and UVB protection (which parents have already tested on the child's skin for adverse reactions) in the child's backpack for afternoon application.
- Staff will ensure that children use the above items in a consistent and proper manner. Sunscreen will be applied at least 30 minutes before going outside and hats and sunglasses will be worn during outside activities.
- Sun safe behaviours will be practiced year round.

Supervision of Staff, Student and Volunteers in the Program

All staff will receive a full orientation prior to starting work at CCNS. The school supervisor will oversee and monitor teaching staff. Policies and procedures are reviewed with staff before they begin working with the children and annually thereafter. The individual plan for children with anaphylactic reactions and site-specific emergency procedures are reviewed by the school supervisor with staff.

All volunteers and students on placement receive a full orientation prior to starting their placement. Volunteers and students on placement will not be left alone with a child or group of children. The volunteers and students on placement are instructed that they must take direction and guidance from their immediate supervisor and other CCNS staff. Policies and procedures are reviewed with volunteers and students on placement who will be providing care and guidance at CCNS, before they begin working with the children and annually thereafter. The individual plan for children with anaphylactic reactions and site-specific emergency procedures are reviewed by the school supervisor with the volunteer and student on placement at the program. These are reviewed annually for returning volunteers and students on placement.

Staff, volunteers and students on placement sign and date the required forms. Copies of the required forms are kept at the centre for a minimum of 3 years. CCNS has a written procedure for monitoring the behaviour guidance practices of staff, volunteers and students on placement in the daily log book who provide care or guidance at CCNS.

No child at CCNS shall be supervised by a person who is less than 18 years of age. Only employees of CCNS will have unsupervised access to children at CCNS. Children will be

supervised at all times by a CCNS staff member. Volunteers and students on placement will not be counted in staffing ratios. The school supervisor or staff designate will be responsible for the direct supervision of the volunteer or student on placement at CCNS.

Vulnerable Sector Criminal Reference Checks

Vulnerable Sector Criminal Reference Checks are required for all staff, volunteers and students on placement having direct contact with children at CCNS. Community colleges and universities that provide CCNS with students on placement require Vulnerable Sector Criminal Reference Checks to be completed prior to placement.

See Supervision –Staff, Students and Volunteers Policy in the Staff Policy Binder for more information.

S.P.E.A.R. School Police Action Response

CCNS is a member of the Peel Region Police's S.P.E.A.R. program since 2018.

The purpose of this program is to provide crucial information to responding Officers during a major event or critical incident at CCNS or in the surrounding area. This program is meant to be a proactive emergency plan for police response to CCNS and the information is held in the police's secure system which is only available to Peel Regional Police. The Police will notify CCNS if we are required to enter into a Lock Down, Hold and Secure or Shelter In Place procedures and direct CCNS on follow up procedures. The S.P.E.A.R. programs works in conjunction with the CCNS *Emergency Management* policy.

Termination of CCNS Membership

At the discretion of the Supervisor and Executive Board, a parent may be asked to withdraw a child due to the program's inability to meet the child's needs; the parent's failure to participate in the co-operative; or due to specific incidences outlined by the Executive Board. One weeks' notice will be given; or immediately citing safety concerns. Postdated tuition cheques not due and owing shall be returned accordingly.

The CCNS Executive Board reserves the right to deny or terminate membership when it is found that the member family is in violation of the Membership Agreement, CCNS Bylaws, CCNS Handbook or provincial and/or federal law. Such violations may include, but are not limited to, supplying false or inaccurate information in the Registration Package; failure to supply requested documentation; and failure to disclose pertinent information regarding a child's educational and/or health needs and requirements.

The CCNS Executive Board reserves the right to deny or terminate membership when mandated by the Region of Peel, Public Health, or provincial and/or federal law. Specifically, during a public health emergency, such as a pandemic, CCNS may be legally bound to reduce

ratio or have limits placed on their ability to operate. CCNS may terminate memberships in accordance with applicable mandated guidelines/policies and will seek to determine a methodology for the termination process when memberships exceed operating capacity or ability. All outcomes are binding and without recourse by current members or terminated members.

Toy Wash

CCNS holds 5 Toys Washes throughout the school year. The Toy Wash process is extremely important to the health and safety of CCNS and its students. As part of our licensing with the Ontario Ministry of Education, CCNS must regularly clean and sanitize their classrooms, toys, kitchen and bathrooms and provide written proof. This is in accordance with CCNS' Sanitary Practices Policy and Peel Public Health directives and legislation.

Part of the co-operative experience at CCNS means that each member is required to attend one Toy Wash to ensure our school is safe and clean. Failure to do so could mean outbreaks of illness resulting in school closure and disciplinary action by the Ministry and Peel Public Health. If a member fails to participate in the Toy Wash, they not only lose their Toy Wash deposit, but they are putting the school at risk. Make-up dates for Toy Wash are not permitted. Members are responsible for making their own Toy Wash date changes should they need to. Children are not permitted at the Toy Wash.

Tuition and Fees

CCNS aims to provide clear and transparent information regarding its fees and tuition. The current CCNS fee table is located in *Appendix B*.

- Tuition is payable by 1) monthly post-dated cheques, 2) one full-year tuition cheque payable September 1st, or 3) one full-year tuition credit/debit card payment due on or before September 1st. All immediate payment (Membership Fee and last month's tuition) items must be done so at the time of Registration by cheque or credit/debit.
- Tuition cheques must be submitted in advance of the school year and dated for the first of each month (post-dated).
- Admittance mid-month will result in prorated fees, calculating the number of sessions left to attend that month.
- CCNS only accepts cheques for Toy Wash and General Meeting deposits.
- Please see the CCNS Admissions and Enrollment Policy for information on required post-dated tuition payment cheques and membership fees upon enrollment into CCNS.

- Deposit cheques for General Meetings and Toy Wash will be held by the Treasurer. Deposit cheques will be returned to members in June upon completion of their one mandatory toy wash and attendance of a minimum of two of three General Meetings. Failure to meet those conditions results in the cashing of the deposit cheque by CCNS.
- Child Care Fee Subsidy Program families must adhere to the Programs guidelines and administration by the Region of Peel and are subject to the CCNS Child Care Fee Subsidy Program Policy.
- Tuition tax receipts and tuition receipts for CCNS tuition are provided free of charge to member families via email. Additional print copies may be subject to additional charges.
- Please advise the Treasurer immediately if for some reason you cannot meet a monthly tuition payment. You will have 48 hours to supply payment or the Board reserves the right to withdraw the child from class and terminate membership to CCNS.
- Please see the CCNS Withdrawals and Changes To Enrollment Policy for information regarding required notice, deposits and fees associated with those changes.

REFUNDS

No tuition or fees will be refunded for temporary absences from CCNS; failure to complete/submit paperwork to commence/continue school; religious or cultural accommodation; school closures, such as inclement weather or emergency circumstances; or in the event an Extended Hours program day cannot be rescheduled.

BANKING FEES

The CCNS N.S.F. cheque/payment fee is \$20. Any banking costs incurred by CCNS for N.S.F. cheques will be borne by the member involved and not the school. It is the responsibility of the member to contact the Treasurer immediately if tuition cannot be paid. When using credit card/debit via a third-party provider to provide payment to CCNS, the member/enrollee will incur the cost of any service charges regarding payment and/or declined payment.

Volunteers

CCNS encourages its members to volunteer at CCNS to foster the co-operative spirit of the school. Teachers may require volunteers for special events, duty coverage, program support for large projects (i.e. large art projects), baking, music, etc. Teachers will indicate in the weekly email or contact parents directly when they need volunteers. CCNS encourages

parents/guardians wishing to volunteer to have all volunteer paperwork completed to ensure volunteer needs can be met.

Volunteering:

- Speak with your child(ren)'s teacher to ensure they know you are interested in volunteering
- As a volunteer you may join your child's class for any part or all of the program time.
- Any parent or designate is permitted to volunteer in the program providing all the necessary paperwork is deemed complete and submitted (Vulnerable Sector Check, medical forms, training, etc.) and all necessary policies are read, understood and signed off on.
- Children who are not registered at CCNS (including younger or older siblings), are not permitted in CCNS on your volunteer day.
- Volunteers must refrain from using cell phones, and refrain from wearing scents while volunteering and may not bring their own food to school.
- As a volunteer parent you are not expected to step in if a child needs to be redirected. Alert teachers of behavioral concerns.

VULNERABLE SECTOR CHECK

CCNS requires that all its Employees, Volunteers, Students on Placement and Service Providers who provide direct services to children undergo a criminal reference check (vulnerable sector check) in accordance with its obligations under the *Child Care and Early Years Act*, 2014, S.O. 2014, c. 11, Sched. 1 and its regulations.

Such checks assist the organization in determining whether individuals participating in its programs have been convicted of any offences that prohibit them from holding these positions of trust and ensuring the safety and well-being of the children at CCNS. Please see the extended version of the CCNS Vulnerable Sector Check Policy in the Staff Policy binder.

Waitlist Policy

During times when enrollment exceeds available program spaces at CCNS, CCNS will enact a waitlist for its Preschool, Kindergarten and Extended Day Kindergarten programs for current members and prospective members. No fees are charged to secure a spot on the waitlist. A copy of this policy is available free of charge to all waitlisted individuals. All individual information shared with CCNS is private and confidential and subject to the CCNS Privacy and Confidentiality policy.

Families may contact the Registrar to ascertain their current spot on the waitlist. The Registrar can provide a copy of the waitlist with their current position, at no charge. All private and confidential identifiers of other individuals on the waitlist will be removed.

When an individual is placed on the waitlist:

- The names are recorded with the date in which they were entered into the waitlist, along with their personal information, preferred methods of contact and other pertinent waitlist information.
- When a spot becomes available in the preferred program, the Registrar will contact the individual via their preferred methods of contact (i.e. email, phone message) that a program spot is available and when the enrollment offer expires. Individuals have 48 hours to respond from the time of first offer or the offer expires and the spot becomes available to other individuals. When an offer expires, it is no longer valid, and the individual will have to re-apply to the waitlist. The Registrar will keep a record of time and methods of contact with individuals.
- The individual then has 24 hours from the time of offer acceptance to provide the non-refundable membership fee and the first month's tuition cheque and all required Registration Documents to the Registrar or the enrollment offer expires. Should either cheque be returned NSF by the bank, then the offer is considered no longer valid. When an offer expires, it is no longer valid, and the individual will have to re-apply to the waitlist. The Registrar will keep a record of time and methods of contact with individuals.

CCNS aims to enact fair and transparent membership admission methodology for individuals on their waitlist. It does not act solely on a "first-come-first-serve" basis, but rather gives priority consideration in the following order:

1. Current member families with children enrolled in CCNS seeking a change in program
2. Children moving from JK to SK during the Registration period.
3. If none of the above listed provision(s) are met, then a "first-come-first-serve" will be enacted.

Waitlist in Advance of Age of Admission

When a member or individual completes the registration process in advance of their child turning the age of admission (30 months), they will be placed on the waitlist. They will maintain their spot on the waitlist, but an offer of admission will only be offered if a) a spot is available and b) the child is the age of admission. See *CCNS Admission and Enrollment Policy* for information on the Registration Process.

The contents of this policy and related procedures will be reviewed at least annually and at any time that changes are required by law.

Withdrawals and Changes to Enrollment

One month's notice in writing must be given to the Registrar, or one month's fee in lieu of notice, before a child is withdrawn from their program. The non-refundable Membership Fee cheque and non-refundable cheque for the last month's tuition remain non-refundable even upon withdrawal.

Should a member decide to switch the program they are enrolled in for more or less days than currently enrolled, the member is required to give the CCNS Registrar one month's written notice (or one month's fee in lieu of notice) for the change of enrollment. Ability to make such a change is determined on the ability of CCNS to ensure compliance within CCEYA (2014) student-teacher ratios and CCNS set class sizes. Upon granting the request to change enrollment, the member is required to pay any additional tuition fees prior to the commencing the change and adjust fee payment going forward.

CCNS members are not permitted to bring their child for class on days in which they are not enrolled. Exemption for special events: Children not regularly scheduled to attend CCNS and attending a CCNS special event will not be counted in student-teacher ratio. As such, the child must be accompanied and fully supervised by a parent/guardian and have signed a written consent form.

CCNS members will be granted a one-class trial for the Kindergarten Extended Hours program at no additional fee.

Workplace Violence and Harassment Policy

Clarkson Co-operative Nursery School (CCNS) is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment and violence will not be tolerated from any person in the workplace including all teaching staff, support staff, the Executive Board, CCNS members, guardians and designates, volunteers, students and affiliated program staff. Please see the CCNS Workplace Violence Policy and the CCNS Workplace Harassment Policy for more information.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. The OHSAA defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

PLEASE NOTE: CCNS reserves the right to amend and revise its policies and procedures at any time. Please speak with a CCNS Executive Board member to obtain the most recent version of a particular policy and procedure.

SCHOOL SPIRIT

School Song (revised 1999)

Ey, Ey, Ey, Eykis.

Everybody likes us;

We are the kids from Clarkson Co-op.

Always a caring, Always a sharing,

Always a feeling fine.

Big Smile. (Insert Clarkson smile)

It's A Small World

It's a Small World after all.

It's a Small World after all.

It's a Small World after all.

It's a Small, Small World.

Appendices

APPENDIX A

CCNS Important Dates

Important School Dates & Special Events

Orientation Night (parents/guardians only)	Wed, Aug 31, 2022 @ 6:30-8:00pm
Open House: Meet & Greet your Teacher	Tue, Sep 6, 2022 @ 10-11am
First Day of Class Extended Day Kindergarten Begins	Wed, Sep 7, 2022 Week of Sep 12, 2022
*Welcome Picnic	Fri, Sep 16, 2022 @ 5pm -6:30pm
Trike-a-Thon Fundraiser	Wed, Oct 12 & Thu, Oct 13, 2022
Holiday Store Event	Wed, Dec 7 & Thu, Dec 8, 2022
*Holiday Party	Fri, Dec 16, 2022
Picture Day	TBD Apr/May 2023
^^Graduation & Last Day of Class	Fri, Jun 16, 2023

(*) Denotes events that are subject to confirmation pending COVID-restrictions.

(^^) Denotes special event days where there will be an alternate schedule and early release from class. All children are invited to attend (pending permission forms and parental supervision). Information to follow on event specifics and day schedule.

Holidays & Other No Class Days at CCNS

- **Thanksgiving** – Mon, Oct 10, 2022
- **Teachers Professional Development Day (No class)** - Fri, Oct 21, 2022
- **Christmas Break** – Mon, Dec 26, 2022 – Fri, Jan 6, 2023 (inclusive)
- **Family Day** – Mon, Feb 20, 2023
- **Spring Break** – Mon, Mar 13 – Fri, Mar 17, 2023 (inclusive)
- **Good Friday** – Fri, Apr 7, 2023
- **Easter Monday** – Mon, Apr 10, 2023
- **Staff Professional Development Day** - Fri, Apr 21, 2023

- **Victoria Day** – Mon, May 22, 2023

Field Trips

- **Downey's Farm Trip (Preschool & JK/SK)** - September 30, 2022 10am-12pm
- **Offsite Play (JK/SK only)** - TBD January 2023
- **Bradley House Sugar Bush Trip OR Benares House Trip (JK/SK)** - TBD Spring 2023
- **Trip (Preschool & JK/SK)** - TBD June 2023

Parent Teacher Interviews

- **Fall JK/SK only**
 - Tuesday, November 29, 2022
 - Wednesday, November 30, 2022
- **Spring (JK/SK)**
 - Tuesday, March 28, 2023
 - Wednesday, March 29, 2023
- **Spring (Preschool)**
 - Tuesday, March 28, 2023
 - Wednesday, March 29, 2023
 - Thursday, March 30, 2023

Toy Washes

1. Tuesday, November 1, 2022 @ 7:30pm-9:00pm
2. Wednesday, January 11, 2023 @ 7:30pm-9:00pm
3. Monday, February 27, 2023 @ 7:30pm-9:00pm
4. Thursday, April 13, 2023 @ 7:30pm-9:00pm
5. Wednesday, May 31, 2023 @ 7:30pm-9:00pm

General Meetings

1. Tuesday, October 18, 2022 7:30pm-9:00pm
2. Thursday, May 25, 2023 7:30pm-9:00pm

Please note: Meetings, Special Events and Field Trip days may be subject to change due to unforeseen circumstances beyond our control. In such an event, we will communicate to members immediately of any such changes and alternative arrangements if available. Thank you for your understanding.

CCNS will not offer make-up dates of refunds for Extended Hours programming when schedule conflicts occur, including days when CCNS is closed.

Additional events may be scheduled throughout the school year to enhance curriculum. Please carefully review the monthly calendars and weekly emails for upcoming events and dates.

APPENDIX B

2022/2023 Fee Table

✓	Born in	Program	Tuition
	2019/Early 2020	2 Day Preschool (Tues./Thurs. – 9:00 am to 12:00 pm)	220
	2019/Early 2020	3 Day Preschool (Mon./Wed./Fri. – 9:00 am to 12:00 pm)	300
	2019/Early 2020	5 Day Preschool (Mon. - Fri. – 9:00 am to 12:00 pm)	500
	2018	5 Day Junior Kindergarten (Mon. - Fri. – 9:00 am to 12:00 pm)	488
	2017	5 Day Senior Kindergarten (Mon. - Fri. – 9:00 am to 12:00 pm)	488
	2017/2018	Kindergarten Extended Hours (12:00 pm to 2:30 pm) Monday & Wednesday (2 Days) Tuesday & Thursday (2 Days) Monday-Thursday (4 Days)	130 130 260

\$75 CCNS MEMBERSHIP FEE DUE ON ENROLMENT

FIRST & LAST MONTH'S TUITION (SEPTEMBER & JUNE) DUE ON ENROLMENT

\$100 GENERAL MEETING DEPOSIT CHEQUE DUE ON ENROLLMENT

\$150 TOY WASH DEPOSIT CHEQUE DUE ON ENROLLMENT

\$500 PARENT JOB DEPOSIT CHEQUE DUE ON ENROLLMENT

APPENDIX C

Snack Preparation & Procedures

ALL SNACK PREPARATIONS MUST BE COMPLETED AT SCHOOL
ALL SNACK FOODS MUST BE SEALED IN ORIGINAL PACKAGES (UNOPENED)
FOOD AND BEVERAGES PREPARED AT HOME ARE NOT PERMITTED FOR SNACK

The following is a checklist for distributing snack to the CCNS students.

1. Anyone preparing snack or handling food must be clean, wear clean outer clothing, and be free from any infectious agent of a disease that may be spread through the medium of food (Health Promotion and Protection Act, R.R.O 1990, Reg. 562, s. 65 (2)).
2. Supervisor/Teacher must inspect the snack prior to any preparation to ensure that it complies with our nut-free snack policy and any other allergies/restrictions at CCNS.
3. Record the snack in the CCNS Snack Log located beside the microwave. The snack must also be recorded on the calendar. This complies with Ontario Ministry of Education requirements for two-week postings of snacks served.
4. Leave groceries in bags on the floor
5. Wash with soap and water any visible soiling on the counter and dry. Disinfect the kitchen counter and sink using Quato 44 spray (located above the sink) or designated disinfectant solution. Let Quato 44 sit for one minute and then rinse with clean water.
6. Take groceries out of bags and wipe down using Quato and cloth. Place on the counter.
7. Wash hands with soap and hot water in the hand wash sink and don gloves following the posted instructions.
Gather all the items you will need. Use a cutting board to prepare any items.
8. Prepare snack, washing fruit/vegetables before cutting in the appropriately noted sink. The amount of snack needed is posted on the upper cabinets.
9. Cut all snack foods on the cutting boards provided. Use only utensils found in the CCNS kitchen drawers for your preparation.
10. Each class will have two tupperware containers. One for fruit and vegetables and the other for cheese, meat, bread, crackers etc. Use small containers for any spreads such as cream cheese or jam. Place prepared food in each class's tupperware and cover with the lid. If items need to be kept cold use ice packs from the freezer and place in a plastic bag.
11. Fill the Brita jugs. Ensure time to allow water to filter and add additional water as needed.
12. Place all dirty utensils and cutting boards in the dishwasher and turn on.
13. Wash with soap and water any visible soiling on the counter and dry. Disinfect the kitchen counter and sink using Quato 44 spray (located above sink) or designated disinfectant solution.
14. Leave the snack cart in the kitchen.
15. Doff gloves following the posted instructions and place in the garbage.

Take home any leftovers from the fridge at the end of the school day. If you have any questions, please do not hesitate to ask the Snack Trainer or Teacher Supervisor.

APPENDIX D

School Relationship Map

Clarkson Co-operative Nursery School – School Relationships Map

