

Muppets Co-operative Preschool Inc.



Learning through play and exploration

Parent Handbook “Red Book”

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1 Muppets Co-operative Preschool Incorporated

Welcome to Muppets! This handbook has been created to provide families information regarding school procedure and policies. It also informs families the important role each one plays in a co-operative environment. Our hope is that this guide helps you and your family choose the right preschool experience for your child.

1.1 Muppets History

- Muppets celebrated its 45th year in 2020.
- Muppets was originally called Happy Tots and was started by a group of parents who wanted their children to go to a Co-operative Preschool.
- Happy Tots was started in 1975 and was operated out of the basement of a Presbyterian Church on New Street. The name was changed to Muppets in 1977.
- Muppets then moved to Ascension Catholic School in 1980, where it remained until September of 1985 when it moved into Frontenac Public School.
- The final move was made to Appleby United Church in 1988.

1.2 What Is a Co-operative Preschool?

The Co-op School is a parent-aided non-profit organization where “cooperative” means just that: student’s families are responsible for the development, fundraising and maintenance of the school. The Board of Directors is comprised of elected parents, and all parents share the responsibility of upholding the school’s guiding principles and our ultimate goal of blending community with education. Duty people participate in the classroom as a part of ratio supporting the teachers in running the program. The co-operative preschool is a family project with everyone involved working towards the same goal. It can also be a valuable community project with each family making its own contribution for the good of all.

A Co-operative Preschool program is unique in that staff, parents and children work, learn and grow together.

The more parents put into it, the more parents will get out of the experience.

Muppets was set up not only to provide preschool educational and social experience for the children, but also to provide opportunities for parents.

Parents must be willing to give of their time:

- To assist in the daily operation of the school through committee work.
- For consultations with the teachers.
- To discuss procedures.
- To attend all general meetings.

1.3 School Terms

Muppets Co-operative Preschool is a three-morning program (Tuesday, Wednesday, and Thursdays) that provides care from 9:15 am - 12:30 pm for Preschool aged children (2 ½ – 5 years old). Muppets adheres to the Ministry of Education guidelines set out in the Child Care Early Years Act (CCEYA). Muppets is licensed for 24 children, however, the class size is limited to 16 children. Muppets employs 2 Registered Early Childhood Educators (teachers) and one Program Support Staff. Teacher to child ratio is 8:1. Muppets maintains ratio, and strives to have more adults in the classroom whenever possible. Our focus is to foster social skills and help prepare children for the expectations of Full Day Kindergarten (FDK). We set children up for success by empowering them with self-regulation and self-help skills. Most of all, Muppets is a fun ‘first school’ experience.

*When there is interest from the community, a Friday morning program is implemented based on the requests of the participating families. The Friday class maximum is 8 children, 1 RECE and 1 program support staff. Pricing can be found on the Muppets website. Fees are reviewed and adjusted as enrollment warrants. First come, first serve, preference given to children participating in the 3 day program (a wait list, if needed, will be kept by the Registrar). **Due to COVID-19 restrictions, the 2022-2023 class will be a cohort of the three-morning program***

- The school year begins in September; usually one week after public school begins. The children are introduced on a staggered basis during the first week and continue their education until the 3rd week of June.
- All statutory and Halton District School Board (HDSB) holidays are observed. Muppets may remain open on HDSB P.D. Days, but could close for Preschool Professional Development Days offered by THRC. Notice of scheduled school closures will be provided well in advance of the date.
- In the event of inclement weather, Muppets follows the policy of HDSB. If Halton Board closes the schools, Muppets will close. If buses are cancelled, however, schools are open, the President of Muppets will decide whether to close the school for the safety of the teachers and families. A phone tree will be activated to notify parents of school closures as well as an email. If HDSB moves to extended online/remote learning, Muppets will close until schools reopen for in person learning.
- Please refer to our website www.muppetspreschool.ca for current fees. Please note, there is a non-refundable registration fee.

1.4 Participation Requirements

As an active member of the co-op, **you have commitments to:**

- 1) Abide by the by-laws of the school.
- 2) Attend all General Meetings. These meetings will be posted and are held at the school. If for some reason you are unable to attend a meeting, you must notify a Board representative or Supervisor in advance. It is your responsibility to obtain all information. **ATTENDANCE IS MANDATORY. ABSENTEEISM WILL BE SUBJECT TO A \$25.00 FINE FOR EACH MISSED MEETING.**
- 3) Fill an executive board or committees as set out by the executive board. Failure to fulfill your committee duties will result in a **\$75.00 fine**. If you have more than one child enrolled you will be expected to fulfill all committee for each child.
- 4) Fundraising ideas will be decided by the Board prior to the start of the school year. No idea is final, and the Board is always looking for new and profitable fundraising ideas. The fundraising goal is ideally \$150 per student enrolled at capacity.

2 Membership Requirements

Membership:

- 1) Children must be 2.5 years of age to be eligible for enrollment. Muppets can make exception for two children between 2 and 2.5 years of age at the discretion of the Supervisor. Toilet training is not a requirement of Muppets.
- 2) The maximum number of children attending school each day will be 16.
- 3) Applications are accepted according to the date the child's name was registered with the Registrar. All spots are first come, first served. A waitlist will be implemented once the school reaches maximum capacity.

To secure a spot the following requirements must be met:

- Completed registration package in FULL along with the registration fee e-transfer is required;

- Online submit to Halton Region Immunization records for each child (or Halton Region exemption form);
- A current 4x6 or 5x7 candid headshot of child.

Members are strongly encouraged to participate in the classroom. A completed volunteer form along with current vulnerable sector police check needs to be on file at the school prior to the first volunteer day.

Please refer to our website at www.muppetspreschool.ca for current fees and registration packages.

2.1 Parents Role and Executive Board of Directors

The parents have a very important role in a co-op preschool. They are responsible for everything from setting the policy of the school, financial details overseeing and ensuring the continuity of the program.

The appointed parents make up a Board of Directors that are accountable to:

- Administration responsibility of the school.
- Meet and maintain the requirements of the Child Care Early Years Act.
- Arrange scheduling of volunteers.
- Maintain enrollment, waiting lists and admission policies.
- Be responsible for employing staff and deciding on policies affecting staff; i.e. contracts, salary, sick leave, establish fees.
- Maintaining school property and equipment, cleaning, arranging workshops, making and repairing furnishings.
- Arrange and conduct parent business meetings.
- Keep records, which are passed on to the new executive members to help in the continuity of the school.

It is essential to understand that in becoming a member of a Co-operative Preschool, you are not merely sending your child to an affordable preschool. You are making a commitment to take an active role in sharing your child's preschool experience, to share your time and talents with other committed parents to ensure that the goals of the school are being achieved.

2.2 Fees

- 1) The regular fees are reviewed and approved by a majority of the Board of Directors, when necessary.
- 2) **Registration fees are non-refundable.**
- 3) Fees must be paid by e-transfer to muppetstreasurer@gmail.com with the first month, last month and registration fee submitted with the registration package. (The first e-transfer payment must be sent by August 15th for September and June, then September 15th for October, October 15th for November and so on until April 15th for May.)
- 4) The \$100 volunteer e-transfer January 1st will be refunded at the end of the school year (with any deductions for incurred fines in failing to attend general meetings or fulfill committee duties, or if the fundraising goal is not met). **An additional e-transfer may be required if total fines exceed \$100.**
- 5) Please contact the Treasurer via email muppetstreasurer@gmail.com for other payment accommodations (i.e.: payment via cheque).

2.3 Refunds

- 1) Refunds will not be made when the school is closed due to emergency conditions.
- 2) Refunds will not be made for absence of a child due to illness or vacation.
- 3) If a member does not wish a child to go on a particular field trip, it is the member's responsibility to notify the School. No refund will be given and no regular classes will be held.

2.4 Withdrawal from Program

- 1) **No refund will be given for withdrawal after May 1st.**
- 2) A member may be asked to withdraw their child due to the child's failure to adjust to preschool procedure or the member's failure to participate. A rebate shall be made from the child's last day of school.
- 3) If a parent decides to terminate enrollment with the preschool he/she should fill out the termination form and return it to the Registrar. One month's notice is required see (Appendix 1).

2.5 Financial Subsidy

Financial subsidy may be applied for through the Region of Halton:

Call 311 or 905-825-6000 or Email accesshalton@halton.ca.

Carefully consider the use of electronic communication for sensitive information. Halton Region will use reasonable means to protect your information, however, due to the inherent risks of electronic communications, confidentiality cannot be guaranteed.

Please contact the Supervisor if you have any questions. All inquiries are kept in confidence.

2.6 Waitlist Policy

If Muppets is at student capacity, there will be a waitlist organized by the Current Registrar. If an opening becomes available, the first person on the waitlist will be contacted via email or phone. If there is no response within 48 hours, the registrar will contact the next person on the list. Only children eligible for immediate admission will be contacted (if the next student on the list is under 2 ½ years old and the space can only be taken by a child 2 ½ or older, that student will maintain their spot on the waitlist for the next possible opening). There is no fee to have your name added to the waitlist. To inquiry about your wait number please contact the Registrar by email: muppetsregistrar@gmail.com.

3 The Muppets Program Philosophy and Mission Statement

"The mission of Muppets Co-operative Preschool is to provide children aged 2 ½ - 5 years old with a positive first school experience by creating a loving, safe environment for the whole family."

Based on the structure of a Co-operative school model, the Muppets families, teachers and the Executive Board of Directors are brought together by a longing for our children to receive quality education at an accessible price, and willingness to pitch in and participate in this journey.

Participation of each family is critical for the effective operation of the school. The co-operative model also provides great benefit for the members through the unique sense of belonging it builds.

The program is structured for your child in such a way to ensure:

- The curriculum aligns with Ontario's Pedagogy for the Early Years incorporating 'How Does Learning Happen?' into the classroom by respecting the four foundations (belonging, well-being, engagement, and expression). The children are viewed each as competent, capable, curious, and rich in potential. Children learn best when they are invested in finding out the answers to their questions through play. This makes learning fun and engaging. It is important for us to educate the entire child on all levels: emotional, social, physical and intellectual.
- The majority of the day consists of intentionally planned and engaging play based activities to promote inquisitive thinking through (but not limited to) play, crafts, baking activities, dance and physical activity.
- The fostering of self-expression and creativity are significant to learning and in the classroom, each child can experience counting, painting, drawing, making projects and collages, play acting, constructing, physical

- play, using block and thinking creatively in a way they are comfortable doing so.
- Students work as a group and think as individuals, expressing feelings working towards contributing ideas peacefully and respectfully.
- The program is also supplemented with field trips throughout the year to further develop learning experiences that both engage and interest your child.

All children will be supported in a caring, supportive, proactive learning environment:

Support and influencers are delivered as follows:

For the children:

- Awareness of your child's reactions to certain situations and promote the use of self-regulation;
- Verbally recognize and acknowledge your child's interactions with each other and with teachers;
- Predicting your child's behaviours and adapt accordingly;
- Role modeling for your child;
- Assist in labeling your child's feelings and emotions;
- Reading your child's body language;
- Set up of the classroom in a deliberate manner to support your child's learning through engagement;
- Encouraging children to learn from each other.

For parents:

- Role model for volunteers;
- General quarterly meeting information, supported by literature on key topics;
- Written communication via newsletters, calendars, daily logs and email;
- Verbal communication to all parents/caregivers via announcements at pick-up or drop off time;
- Verbal feedback either face to face or via telephone;
- Plan and deliver on social events for parents to socialize and build supportive bonds that result in engaging relationships.

By teachers, external evaluators and other support staff:

- Teachers maintain registered status by completing the terms and conditions set out by the College of Early Childhood Educators;
- Attend learning workshops to idea generate and learn through informal networks;
- Learning from each other through coaching, feedback and idea generation;
- On-going and regular discussions with church support staff to promote partnership and feedback in facility management;
- Reach out to other preschool teachers to benchmark and best practices;
- Conduct focus groups made up of past, present and future parents to brainstorm ideas about the program;
- Strong leadership demonstrated by Preschool Supervisor in idea generating, problem solving and overall strategy of the program;
- Quality First components set out by the consultants.

Muppets Co-op teachers and support staff want to ensure that your child interacts and communicates in a positive manner while at the same time supporting his/her efforts to develop increased levels of self-regulation as a life skill differentiator.

There are two main approaches to providing support:

- Provide materials for calming (i.e. a book) provide a quiet area in the classroom or encourage the use of specific fidget toys;
- Primary focus is on each individual child's needs and customize based on your child. The management of this philosophy is:

"Your child does not always get what they want however we strive daily to give each child what they need."

Muppets is committed to your child's sense of exploration, deeper levels of inquiry for development, and the endless desire to learn using numerous resources as follow:

- The teachers are always listening to children's conversation to gather feedback for building better capability through bettering the material available to them in order to support their play.
- Feedback is also gathered informally through day-to-day contact with duty parents and the formal feedback gathered at year-end from parents via an anonymous detailed survey. It is also paramount to ensure that the program relevant to the children's lives outside of school as school regulations and policy requirements change over time.
- Leveraging active listening, idea generation, flexibility and observing the tone of the classroom, Muppets is proactive in that your child is provided with a variety of multi-functional and multi-use materials that engage thinking, learning and interaction.
- The school has an on-going philosophy whereby the program is evaluated through the eyes of the children, using key learning philosophies and ongoing reviews of child non-verbal cues.
- A healthy balance of active, rest and quiet time is built into the program agenda to ensure your child's needs are met while learning. For example:
 - Dedicated gross motor space.
 - Quiet activity centres designed for one or two children.
 - Bringing the "outdoors in" and the "indoors out" is also anchored by outings, guest speakers and field trips.

Our continued dedication:

Measurement of the level of success against goals set of the Muppets school year along with areas of improvement as it relates to both the strategy, capabilities of ECEs/duty parents and the program scope are key to launching the program for the following school year. As such, a multifaceted view to measurement would be key.

The levers that can be measured are as follow:

- Teacher and program evaluations completed yearly by Muppets families;
- Early Childhood Environment Rating Scale (ECERS) used as a benchmark for quality programming;
- Survey duty staff as requested;
- Reflections: Child, Parent, Teachers, Duty People;
- Testimonials;
- Survey parents of graduation class for JK readiness one year after graduation.

3.1 Expectations of Program Statement Implementation

All teachers, other staff, duty staff, volunteers and placement students are expected to implement Muppets Program Statement in the following ways:

- Yearly review of the Program Statement, along with reviewing the statement whenever updated throughout the school year.

- Demonstrate knowledge of the Muppets Program Statement while interacting with children through play.
- Participate and review teacher and program evaluations completed by Muppets families and staff members.

All teachers, other staff, duty staff, volunteers and placement students are expected to follow the Ministry of Education Regulations regarding child safety and “prohibited practices”.

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care:

- Corporal punishment of the child.
- Deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect.
- Depriving the child of basic needs including food, shelter, clothing or bedding.
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child.
- Using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

Any infraction of these items listed above will result in immediate termination of your responsibility as staff, duty person or volunteer.

3.2 Inclusion Policy

At Muppets we believe that all children have the basic right to be valued, accepted, and included. Although our physical location may have structural limitations beyond our current control, we strongly believe that all children are entitled to full participation in our program and support individual needs. We will do our very best to make accommodations to ensure all family members are able to actively participate in all aspects of our program including meetings that pertain to the developmental needs of their child(ren).

3.3 Support for Children and Families Experiencing Difficulties

Muppets Preschool has a Purchase of Service Agreement with the Halton Regional Children’s Development Services.

If it is agreed that additional services are needed, Muppets will guide families as required whether it be the services of special education teachers, occupational therapy, counseling, speech and language and physical therapy. Sometimes a professional has already observed a delay or specific difficulty and the child may be referred to Muppets. Muppets will accommodate outside providers on-site in a collaborative manner as required. Families with questions concerning their child’s development are encouraged to just ‘ask’.

3.3.1 What is ASK?

ASK is designed for families with children who live in the Halton Community. The purpose of **ASK** is to provide a quick 15 minute consultation for parents who have questions about their child’s development. If it is evident to a parent or professional that there are existing developmental concerns **ASK** is not appropriate. Instead, a referral for a full assessment should be made directly to the appropriate services. For example: speech, hearing and developmental organizations.

3.3.2 What does ASK offer?

ASK offers consultations with professionals from community agencies in the following areas:

- **Speech**
A Speech Language Pathologist will briefly screen your child in the area of speech and language.

- **Hearing**
An Audiologist will provide a brief check of your child's hearing. For infant hearing call Erinoak Kids
- **Behaviour**
A Consultant will briefly discuss your questions and concerns regarding parenting and your child's behaviour.
- **Development**
A Consultant can talk to you about any concerns you might have and can answer questions about your child's overall development.

A Public Health Nurse will also be available at clinics to provide information on nutrition, safety, immunization, parenting, etc.

For more information: Call 311 or visit the website <http://halton.ca/ask>

4 Program Outline

The Muppets Preschool Program provides care for 3.25 hours.

Our Daily Schedule includes:

- at least 1 hour minutes of uninterrupted free-play time;
- at least 30 minutes of gross motor play in the gym;
- a scheduled sit down snack time including good hygiene handwashing skills;
- a large group circle time with songs and stories;
- small group invitations (facilitated or set-out by teachers) to introduce process art, math, language, science, sensory activities;
- washroom routine, if needed, on a personalized schedule.

Traditionally, the class splits into two groups when at maximum capacity. It is at the teachers' discretion to maintain the class as a whole or split based on the needs of the children enrolled.

4.1 Arrival and Dismissal

- Your child's school program begins at 9:30 a.m. A staggered drop-off will start at 9:15 a.m. Please keep the door closed as the teachers will open when the program is ready to commence. Hand sanitizer is used upon entry into the program. Children are encouraged to use the washroom before coming into school.
- Always notify the teachers if someone other than the person dropping off is picking up. That person must be on the child's file as an eligible release person.
- Dismissal will start at 12:15 p.m. until 12:30 p.m.; please be on time. It is difficult for the children to wait at this time. **Failure to pick up your child(ren) on time may result in a \$10.00 fine (for each late pick-up).** In the event you are delayed, please call the school to notify the teachers. If you have the need to pick your child up during program time, please notify the teachers at drop-off time.
- Parents must pick up children at the door at going home times. No child is allowed through the door without an adult and there is to be no running or shouting in the halls.
- Once you have picked up your child, the child becomes your responsibility.

4.2 Absence of a Child

Please notify the school if your child is going to be absent from school for any reason whether it be illness or otherwise.

Call 905-333-5272 or email muppetspreschool@gmail.com.

In case of absence due to vacation or prolonged illness, the child's place will be held in the school as long as regular fees are paid. ***The school must be notified of a confirmed COVID-19 case of a student attending the program.*

4.3 Health and Medical Supervision of Children

A new medical background form shall be required from each child before admission. All immunizations of children need to be reported to Halton Region with a copy provided to the school. All staff including duty people must provide documentation of a negative tuberculin skin test upon employment/uninterrupted enrollment. They should also provide evidence of an original series of vaccinations against Polio, Measles, Mumps and Rubella or evidence of having contracted the disease itself. Booster shots for Diphtheria and Tetanus must have occurred within the last ten years and should be documented as well.

Communicable diseases or prolonged illness of children shall be reported at once to the Supervisor.

No child should attend school if:

- (S)he has had a fever within the last 24 hours;
- (S)he has begun taking a prescribed antibiotic within the last 24 hours;
- (S)he has a continuous dry hacking cough;
- (S)he had diarrhea that is not of obvious dietary, drug, or medical cause;
- (S)he or an immediate family has come in contact with, or is under quarantine for, a serious respiratory illness;
- (S)he has a constant running nose that is NOT clear in colour;
- (S)he is overtired;
- (S)he has contracted head lice:
 - He/she will have to be checked by a health professional and been deemed to be clear of all live lice and eggs.
 - A note from a health professional shall be submitted to the supervisor at the time the child re-enters the school. Any parent of a child deemed to have head lice is asked to inform the school so that parents of other children in the class may check their child for head lice.

Daily Health Check:

- The teacher conducts an informal visual health check and if required, reports back to parent either at pick-up or as a follow-up conversation later in the day.
- In the event that there is an occurrence during classroom time whereby an interaction took place that the parent needs to be aware of, the parent is informed of the situation and details that would include any first aid given to your child or how the teacher/duty person remedied the situation.
- An accident report is filled for any incident that needs medical attention. The parent receives a copy of the report and a signed copy is required to be kept on file at the school.
- Any child who shows signs of illness may be sent home at the discretion of the Supervisor.

4.4 Your Child's Clothes

Dress your child in clothing that they will feel free to participate fully in all activities (some of which may be quite messy!). Label all boots, coats and shoes. Remember that easy clothing means independence (i.e., use of the toilet). Shoes with rubber soles should be worn to ensure safety during school activities. Please keep extra set of clothing for your child at school. If your child is toilet training it is recommended to keep multiple sets of clothes your child can be changed as

necessary for their comfort level. If your child is not toilet trained, please keep an extra diaper/pull-up in a labeled, sealed bag. The teachers will inform families when to replace clothes and diapers as needed.

4.5 Field Trips and Neighbourhood Outings

Annually, Muppets goes to local farms, and spend Halloween and Easter at Heritage Place Retirement Community. We enjoy going on various trips (Dentist, Gymnastics, etc.) throughout the year. On all of these trips we ask that you drive your child to the trip location for drop off and pick up. If you are a duty person on a trip day, you need to show up 15 minutes earlier to receive instructions from the teachers. Permission forms are to be signed by parents prior to each class trip. ***Please note there are no scheduled field trips until further notice due to the ongoing pandemic.*

Muppets recognizes that community is an important part of growth. Outdoor experiences contribute to the Muppets program. Outdoor activities include (but not limited to):

- Outdoor gym in parking lot;
- Walks in neighbourhood including the “Secret Forest”;
- Gross motor activities at the park.

We will do our best to give as much notice as possible. Weather will be a factor as to how much notice we give, sometimes we may decide that morning that an outdoor activity is appropriate. Please note teachers do not apply sunscreen at school, it is recommended to apply at home.

4.6 Snack Routine

Muppets Snack Policy complies with the mandates of the Ministry of Education. Muppets provides a nutritious snack daily for each child within the program. Filtered water is provided at snack time and throughout the morning. Muppets is a nut-free school and follows the guidelines of Canada’s Food Guide. Please speak with the Supervisor regarding specific food allergies and/or dietary needs. Muppets does not permit outside food into the school. Substitutions when necessary will be provided by the school.

4.7 Washroom Routine

Parents are asked to have their children visit the washroom before school. A regular washroom routine is part of the daily schedule. Staff are to close the washroom door, and remind the children not to lock the stall doors for safety reasons. Children are assisted with washing their hands after using the washroom facilities. Please inform the teachers if you are toilet training, we will support and assist as required.

4.8 Child Safety “Prohibited Practices”

Ministry of Education Regulations:

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care:

- Corporal punishment of the child.
- Deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect.
- Depriving the child of basic needs including food, shelter, clothing or bedding.
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child.

- Using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

Any infraction of these items listed above will result in immediate termination of your responsibility as staff, duty person or volunteer.

4.9 Sanitary Practices

Please see supporting document: “Muppets Cooperative Preschool Protocols – Operations during COVID-19”

4.10 No Smoking Policy

Coinciding with Smoke-Free Ontario, Muppets has a no smoking policy. Please refrain from smoking or vaping on the Church’s property during program time.

5 Drug and Medication Administration Policy and Procedures

Muppets follows the mandates set out by the Ministry of Education regulatory requirements Child Care and Early Years Act: Ontario Regulation 137/15.

Administration of Drugs or Medications to Children Policy:

The staff of Muppets Cooperative Preschool will administer drugs or medications to children as an absolute necessity when prescribed by a doctor or pharmacist that cannot be given outside of program time.

- Parent / guardian will provide written authorization that includes a schedule that includes a schedule that sets out the times the drug or medication is to be given and amounts to be administered. Parents need to provide information on how to administer “as needed” medications that are consistent with the prescribing doctor or pharmacist guidelines.
- The drugs or medication must be in the original container with proper usage guidelines. All drugs and medications must be stored according to the written instructions on the package. All drugs or medications are kept in a locked container with the exception of allergy and asthma medications.
- All medications are stored inaccessible to children.
- Muppets staff will not accept into the school or administer expired or unnecessary medications.

5.1 Record-Keeping of Administered Drugs and Medications

Muppets Cooperative Preschool records all administered drugs and medications with time, date and staff member administering the medication. The record is kept in the child’s file.

5.2 Anaphylaxis Policy

Definition:

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

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

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

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

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

5.4 Risk Reduction Strategy

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

- Do not serve foods where its ingredients are not known.
- Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- Ask staff and families to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- All food / snacks will be provided by the centre.
- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g., by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

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

5.5 Communication Plan between Parents / Staff for Life-Threatening Allergies

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

- Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre during the first general meeting of the school year.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- The teachers, staff, or individuals who collect groceries on behalf of the child care centre and/or other food handling staff, where applicable, will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the staff about which foods are not to be used in the child care centre and will work together on food substitutions to be provided.
- The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

5.6 Staff Procedures for Life-Threatening Allergies

Procedures to be followed in the circumstances described below:

Circumstance	Roles and Responsibilities
A) A child exhibits an anaphylactic reaction to an allergen	<p>The person who becomes aware of the child's anaphylactic reaction must immediately:</p> <p>implement the child's individualized plan and emergency procedures;</p> <p>contact emergency services and a parent/guardian of the child, or have another person do so where possible; and</p> <p>ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy).</p> <p>Once the child's condition has stabilized or the child has been taken to hospital, staff must:</p> <ul style="list-style-type: none"> i. follow the child care centre's serious occurrence policies and procedures; <p>document the incident in the daily written record; and</p> <p>document the child's symptoms of ill health in the child's records.</p>
B) A child is authorized to carry his/her own emergency allergy medication.	<ul style="list-style-type: none"> I. Staff must: <ul style="list-style-type: none"> i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication; <p>ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g., in the child's cubby or backpack);</p> <p>ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and</p> <p>Where there are safety concerns relating to the child carrying his/her own medication (e.g., exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.</p>

5.7 Glossary of terms in this section

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

Skin*: hives, swelling, itching, warmth, redness, rash

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

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

Heart (cardiovascular)*: pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock

Other*: anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste in mouth

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

Eggs, milk, mustard, peanuts, seafood including fish, shellfish, and crustaceans, sesame, soy, sulphites which are food additives, tree nuts, wheat, latex, insect stings.

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

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

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

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

* (Source: <http://foodallergyCanada.ca/about-allergies/anaphylaxis/>)

6 Parent Issues and Concerns Policy and Procedure

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

6.1 Policy:

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 the Staff and Board of Muppets Cooperative Preschool 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 two school days. 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.

6.2 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).

6.3 Conduct

Muppets 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.

6.4 Concerns about the Suspected Abuse or Neglect of a child

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

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

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

For more information, visit <http://www.children.gov.on.ca/htdocs/English/childremsaid/reportingabuse/index.aspx>

6.5 Who to Contact – Issues / Concerns Procedure

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none">- the classroom staff directly or <ul style="list-style-type: none">- the supervisor or licensee.	<ul style="list-style-type: none">- Address the issue/concern at the time it is raised or <ul style="list-style-type: none">- arrange for a meeting with the parent/guardian within 4 school days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none">- the date and time the issue/concern was received;
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none">- the supervisor or licensee.	<ul style="list-style-type: none">- the name of the person who received the issue/concern;- the name of the person reporting the issue/concern;- the details of the issue/concern; and- any steps taken to resolve the issue/concern and/or information given to the

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly or - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>parent/guardian regarding next steps or referral.</p> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
Student- / Volunteer-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. - <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

6.6 Escalation of Issues or Concerns

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the President of the Board at: muppetspresident@gmail.com

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

Issues/concerns may also be reported to other relevant regulatory bodies (e.g., local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Halton Public Health: Call 311

College of Early Childhood Educators: General complaints and discipline inquires discipline@college-ece.ca or Practice inquiries practice@college-ece.ca

7 Insurance and Liability

- All consent forms must be signed by parents or legal guardians on application.
- With notification of each trip, a consent and waiver of liability form will be sent to be signed by parents or legal guardians.
- Transportation for official trips will be parent drop-off and pick-up with the necessary adult supervision.
- The school shall have an insurance policy to indemnify the members against any injury to a child due to an accident during School attendance.
- The school shall have Directors and Officers Liability Coverage to safeguard the Board of Directors.
- The school shall name the Regional Municipality of Halton and The City of Burlington as additional insured parties.

8 Right to Privacy

Notice with Respect to the Collection of Personal Information (Freedom of Information and Protection of Privacy Act):

Each staff, student and volunteer in a licensed child care centre or person employed by / associated with a licensed home child care agency must complete this form. In administering and enforcing the Child Care and Early Years Act, 2014 (CCEYA), 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 under the authority of s. 30, 31, 67(1) and 69(1) of the CCEYA and s. 53, 54, 55, 56 and 57 of O. Reg. 137/15 under the CCEYA to ensure that the licensed child care centre or home child care agency is complying with the CCEYA and O. Reg. 137/15. This form is required to be kept for the ministry's review at the child care centre where you are employed or the head office of the home child care agency. Your personal information may be provided by your employer in connection with an application for approval of a Supervisor, a person to take the place of a Registered Early Childhood Educator or approval of a Home Child Care Visitor, if applicable. Information collected in the licensing process about Registered Early Childhood Educators may be shared with the College of Early Childhood Educators if necessary for the enforcement of the Early Childhood Educators Act, 2007.

Questions concerning the direct or indirect collection of personal information may be addressed to:

Child Care Quality Assurance and Licensing Branch
Early Learning Division Ministry of Education
900 Bay Street, 24th floor
Mowat Block, Toronto, ON
M7A 1L2
416-314-8373

Each family is required to read and sign the Photo Release before the commencement of school. It is important to remember that although we live in a social media driven society, not all families choose to be a part of online postings.

You may NOT post photo of other children on social media websites, even if they are just in the background, without the permission of their parent or guardian. Please be aware and respectful of this during your time with Muppets.

All Board Members sign a Code of Conduct which includes keeping confidential information private.

All adults participating in the program are asked to not discuss classroom issues outside of the classroom. The Supervisor will handle any issues that arise. This may include the involvement of teachers, duty staff, and the Executive Board of Directors.

9 Duty Staff, Volunteer and Placement Student Requirements

9.1 Duty Staff

Under licensing regulations, Muppets has the capacity to have 2 duty people take on the role of a teacher. Currently Muppets is no longer accepting duty parents in the classroom, but encourage parents to volunteer when available. The Board of Directors will discuss if / when duty people are needed in the classroom on a yearly basis.

9.2 Volunteers

Volunteers can be (but not limited to) special guests, college students, resource staff and non-duty staff participating in the classroom, in contact with the children. Volunteers are not permitted to be alone or unsupervised with a child and cannot be counted in staff-child ratios. The supervision of volunteers and student policy must be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with the Ministry of Education.

9.3 Placement Students

Currently Muppets does not have the facilities to host placement students. Muppets will continue to work with colleges in this area to be able to welcome placement students into our program in the future.

9.4 Tips for Duty Staff, Volunteers and Placement Students

- Wear clothing that you are willing to expose to paint, paste, sand, etc.
- Be accepting of the fact that your child may find it difficult to share you with others. Your child has a special need for you - don't push him or her away.
- Realize that your child may act differently when you are not in school. In all dealings, seek to be:
 - Fair
 - Reasonable
 - Consistent
- Beyond the call of scheduled duty - this calls for good judgment, alert watching and initiative.
- Roll up sleeves of a child who is about to play in water, use finger-paints, etc.
- Supply or direct a child to a tissue when he needs it. There should be a box at each end of the playroom at the child's level. Have them wash hands after they are finished with the tissue.
- Straighten the equipment and keep it orderly, without restricting the children's play while doing so.
- Follow through having a child put away toys when finished. Provide guidance by bringing the child back to the area to put the item away.
- Encourage children to see that scraps are put in the wastebasket after cutting activity.
- Never put away puzzles with a piece missing - if you cannot find the piece, inform one of the teachers.
- Report equipment that is broken or in need of repair.
- Straighten up a messy table so that there is more room to work.

9.5 Language and Modeling for Duty Staff, Volunteers and Placement Students

The following suggestions, although far from complete, may help you in your participation in the classroom:

Manner

- Seek to have a manner that is gentle, quiet, relaxed, friendly, calm, controlled and understanding.
- Remember - children are imitators.

- Let your presence be felt in a quiet way, and above all, use good judgment, alert watching and your own common sense.

Talking

- Too much talk invariably leads to over-direction and confusion.
- Let the child take the initiative in conversation. Say, "tell me about it".
- Having a quiet conversation with a child can show friendliness.
- Teach them to have "indoor voices" indoors.

Helping

- Let the child be as independent to the best of his/her ability.
- Help the children to help themselves, realize and respect each child's level of independence.
- Please refrain from doing artwork for your child, as it conveys the message that his/her work is not good enough.

Sitting

- Sit down whenever possible, when participating or watching.
- When we are down at a child's level, we are less noticeable.
- We appear more stable and settled when we sit. Children, through imitation, will also play in a more settled way.
- The presence of an adult sitting near an activity usually steadies the situation and often prevents destructive play from starting in the first place.

Choices

- Encourage the child to make a choice from a variety of desirable activities.
- If the child needs to focus, have the child choose from two different activities (i.e.: water table or easel).

Listening

- An important art to develop.
- Give the child time to express themselves. Sometimes it can clear up a distressing matter if an upset child can talk about what is bothersome to a sympathetic listener.
- The quality of your facial expression shows the child you are interested.
- Develop the "tell me about it" attitude when approached by a child for comment on their creative work.
- Reflect or label feelings and accept what the child is saying. For example:
 - "I can tell that you are angry, but I can't let you hit."
 - "Ask for a turn."
 - "Tell him it's yours."
- Substitute more mature ways to handle conflicts.

Danger Awareness and Limitations

- Always watch out for potential situations and, if anticipated, stand nearby, caution, or remove hazard.
- Children walk indoors – running is for outdoors.
- Use scissors, paints brushes, needles, etc. with care - never walk around with these.
- Sand, blocks and hard objects are not for throwing. Sand stays in the tub.
- If nails need hammering or screws need tightening, ask the teacher for proper tools and perhaps one of the children would like to fix it - with supervision.
- Inform the Supervisor immediately if a child is hurts themselves or others.

10 Criminal Reference Check Policy and Procedure

The purpose of this policy and the procedures outlined is to provide clear and transparent rules and processes for regularly collecting and using information in police record checks, offence declarations and attestations for staff, students and volunteers and other persons who provide child care and other services to children.

This policy is intended to help protect the health, safety and well-being of children, families and those involved with the child care centre by setting out measures to verify that individuals involved in providing child care in positions of trust are not prohibited doing so under the *Child Care and Early Years Act, 2014* (CCEYA) and do not have a criminal history that may put children in care at risk.

This policy sets out additional measures to protect children while a vulnerable sector check is being obtained, which help to reduce risk where there is a gap between the time an individual starts interacting with children and the time they provide their vulnerable sector check (VSC).

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for staff screening and police record checks for a child care centre.

10.1 Vulnerable Sector Checks (VSCs)

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

Individual: Employees, volunteers, board members and students who interact with children.

Timeline:

- Before beginning employment or otherwise interacting with children;
- On or before the 5th anniversary after the date the most recent VSC;
- After any break in the relationship with the licensee that has lasted 6 or more months, before the relationship resumes; and
- After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, before the relationship resumes.

All VSCs will be reviewed by the Supervisor to ensure that they are:

- conducted by a police service from the city or town in which the person lives, where applicable;
- prepared no earlier than six months before the day it was obtained by the child care centre, for employees (see exception below for students and volunteers);
- the original documents or true copy (i.e., not a photocopy, see exception below for students and volunteers);
- not altered;
- clear and legible;
- provided in English (otherwise a certified translated copy into English must be provided);
- complete (i.e., no information missing or cut off);
- inclusive of all information required about Criminal Code (Canada) convictions as set out in section 9 of the CCEYA.

The following exceptions will apply to volunteers and students only:

VSCs for volunteers and students that are performed more than six months before the day they are provided to the child care centre will be accepted as long as the VSC is less than 5 years old from the date it was performed to the child care

centre. In these cases, the volunteer/student will also be required to provide the child care centre with an offence declaration addressing the period since the day the VSC was performed.

The child care centre will accept a photocopy of a VSC from a volunteer or student as long as it is less than 5 years old from the date was performed.

A criminal record check (CRC) will only be accepted in the place of a VSC where:

- any statute of Ontario or Canada prohibits the disclosure of information contained in a VSC in respect of a person (e.g., information about persons under 18 years of age, pardoned offences, etc.);
- a police service will only issue a CRC, not a VSC, for an individual; and/or
- a licensee is a corporation and the director or officer does not interact with children at the child care centre.

A Criminal Record and Judicial Matters Check will be accepted in place of a CRC but will not be accepted in place of a VSC.

Any person who turns 18 while in a position where they interact with children at the child care centre will be asked by the Supervisor to provide a statement disclosing every previous finding of guilt under the Youth Criminal Justice Act (YCJA) if they received an adult sentence. Where the individual confirms that there are no such findings, the Supervisor will document the request and the individual's confirmation in their file.

Any person who turns 19 while in a position where they interact with children at the child care centre will be asked by the Supervisor to apply for a VSC within one month after their 19th birthday. That person must provide the child care centre with evidence that they have submitted a VSC application.

All VSCs provided to the child care program must be intended for the position that the individual will hold (i.e. employee and volunteer positions). Where the VSC has not been provided for the correct position, it will not be accepted.

There will be no exceptions made for individuals to obtain a police record check (e.g., for medical reasons).

10.2 Offence Declarations (ODs)

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

Individual: Employees, volunteers, students (including international students).

Timeline:

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

Individual: Other persons who provide child care or other services to children at the child care centre

Timeline:

- if an attestation is not otherwise provided, prior to interacting with children; and
- annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such child care/other services).

- ODs will be obtained from the individuals mentioned above every calendar year except if the individual has to provide a VSC that year.

Any individual from whom the child care centre is required to obtain a VSC must provide ODs to the Supervisor at the child care centre as soon as reasonably possible any time they are convicted of any offence under the Criminal Code (Canada).

The Supervisor will ensure that every OD includes all of the following information:

- the name of the individual who is making the offence declaration;
- the date of the last VSC or OD, or date of 18th birthday (whichever is most recent);
- a list of all of the individual's convictions for offences under the *Criminal Code* (Canada), if any, from the date of the last VSC or OD (whichever is most recent), or a statement that the individual has not been convicted of any offences under the *Criminal Code* (Canada);
- the date the OD was made; and the signature of the individual who is making the offence declaration.

The Supervisor who received an OD from an individual will review it and keep it on file at the child care centre in a secure location for three years after it was created.

10.3 Attestations

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

Individual: Other persons who provide child care or other services to children at the child care centre

Timeline:

- If an offence declaration is not otherwise provided, prior to interacting with children; and
- Annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such child care/other services).
- All attestations will be from the person's employer or the person/entity who retained the person's services (e.g., a child's parent).
- Where the template in Appendix B is not used, every attestation will include the following confirmations:
 - the employer, person or entity has obtained and reviewed a VSC from that person;
 - the VSC was performed within the last 5 years; and
 - the VSC did not list any convictions for any offences under the Criminal Code of Canada which are listed in subparagraph 1 ii of subsection 9 (1) of the CCEYA.

The Supervisor who received an attestation from an individual will review it and keep it on file at the child care centre in a secure location for three years after it was created.

Using Information Revealed in a VSC, OD and/or Attestation and Confidentiality

No individual will be hired as an employee, accepted as a volunteer or student, or be allowed to otherwise interact with children at Muppets Cooperative Preschool if their VSC, OD and/or attestation reveals any of the following findings:

- Any conviction for an offence under the CCEYA;
- Any conviction under the following sections of the *Criminal Code* (Canada):
- Section 151 (sexual interference);
- Section 163.1 (child pornography);

- Section 215 (duty of persons to provide necessities);
- Section 229 (murder); and/or
- Section 233 (infanticide);

In addition, a person with other convictions under the Criminal Code (Canada) for offences that pose a high risk to the health, safety and well-being of children, families and other representatives of the child care centre will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre. These include, but are not limited to:

- Physical or sexual abuse or assault;
- Manslaughter;
- Indictable criminal offences for child abuse;
- Convictions for any violent offence, whether or not it involved weapons;
- Offences which indicate a pattern of behavior which could create risk in terms of the role the individual is expected to play; and
- Current prohibitions or probation orders forbidding the individual to have contact with children under 16 years of age.

Any person with a work permit or work visa that indicates that the individual is not permitted to work with children will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre.

Information about an individual's criminal record and history will be treated confidentially and every effort will be made to protect the privacy of staff, students, volunteers and any other person mentioned in this policy except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

All CRCs, VSCs, ODs, attestations and statements of findings of guilt under the YCJA will be kept onsite, locked in the Muppets office.

10.4 Additional Measures to Protect Children

Where appropriate, a person who has not provided a VSC will be allowed to start their employment or volunteer position, or otherwise start interacting with children if they apply to obtain a VSC as soon as possible and provide evidence of their application to the Supervisor.

Until a VSC is obtained, the child care centre will put additional measures in place to protect children who interact with a person who has not yet provided their VSC. Examples of the additional measures that will be used may include, as appropriate:

- verifying of the candidate's credentials (e.g., their standing with regulatory bodies);
- obtaining an offence declaration from the individual until a VSC is obtained;
- ensuring all interactions between the person and children are supervised at all times by an employee who has provided a clear VSC;
- ensuring the individual is not left alone with children;

If a VSC is not provided within 30 days of their start date, the child care centre will terminate employment or refuse volunteering, except in extenuating circumstances where evidence is provided that indicates that the delay for obtaining a VSC is out of the individual's control.

10.5 Police Record Check Procedures

10.5.1 Obtaining a PRC (i.e. VSC or CRC as applicable) – Process and Responsibilities

The person from whom a PRC is required must:

- apply for a PRC from the local police department where the individual resides, submit the required fee for a PRC; and
- provide the evidence of application (where there is a delay in processing the application) to the Supervisor ; or
- provide the original PRC to the Supervisor for review prior to starting the position or otherwise interacting with children, or within 30 days if the person has been allowed to start their position or interact with children.

Upon receipt of a PRC, the Supervisor must:

- i. confidentially review the PRC to ensure that it meets the requirements outlined in this policy;
- ii. where the individual needs to keep their original PRC, create a true copy of the document to keep on file at the child care centre for three years after the true copy was created; and
- iii. place the PRC (original or true copy, where applicable) in a secure location at the child care centre with limited access.

6 months before a new VSC is required, the Supervisor must:

- i. notify the individual(s) who need to provide a new VSC in writing and require them to apply for a new VSC; and
- ii. obtain a new VSC from the individual(s) no later than the 5-year anniversary date of the most recent VSC.

How to create a true copy of a PRC:

- i. Make a complete and legible photocopy of the original PRC;

Make a true copy statement on the photocopy by:

- i. Writing “Original received and reviewed by:” and printing the full name of the individual who received and reviewed the original PRC;
- ii. Writing “Date received and reviewed:” and printing the full date the PRC was received and reviewed; and
- iii. Signing the true copy statement (the signature must be that of the individual who received and reviewed the PRC).

10.5.2 Submitting an Offence Declaration – Process and Responsibilities

The Supervisor or designate must:

- i. Make the OD template available at all times at the child care centre to individuals who are required to complete an OD; and

When the anniversary date for a previous OD is approaching provide a reminder to the individual in writing and the OD template.

The individual who is required to provide an OD must:

- i. Complete either the template available online or at the child care centre, or complete their own OD that contains all the required information;
- ii. Provide the completed OD to the Supervisor no later than 15 days after the anniversary date of the most recent OD.

Upon receipt of an OD, the Supervisor must:

- i. confidentially review the OD to ensure that it meets the requirements outlined in this policy; and
- ii. Place the OD in a secure location at the child care centre with access limited.

10.5.3 Obtaining an Attestation – Process and Responsibilities

The Supervisor must inform any ‘other person’ that an attestation is required prior to interacting with children.

Upon receipt of an attestation, the Supervisor must:

- i. confidentially review the attestation to ensure that it meets the requirements outlined in this policy; and
- ii. Place the attestation in a confidential file in a securely locked cabinet with access limited to the licensee or designate only.

Where the immediate health and safety of the children are a concern (e.g., a PRC, OD or attestation reveals that an individual has been convicted of child pornography), the licensee or designate will:

- i. follow the serious occurrence policies and procedures;
- ii. notify the local Children’s Aid Society immediately in accordance with “duty to report” obligations under the *Child, Youth and Family Services Act*, 2017 or subsequent legislation; and
- iii. notify other authorities (e.g., College of Early Childhood Educators, Consolidated Municipal Service Manager/District Social Services Administration Board, local police service, local public health, etc.), as applicable.

10.6 Glossary of Terms for this Section

Attestation: A written declaration provided for an ‘other person’ who provides child care or other services to children in a child care centre, completed by the person’s employer or the person or entity who retained the person’s services (e.g., a parent/guardian of a child). See the Attestations section of this policy for information on what needs to be included in an attestation.

Break in a Relationship with the Licensee: The ending of a relationship between the licensee and an individual from whom a VSC is required (i.e. employee, student or volunteer) that is later restarted. Examples of breaks in relationship include, but are not limited to:

- The end of an employee’s contract and the start of a new contract after a period of time has passed.
- A student’s placement ends and the student is hired as an employee the following week.
- A volunteer completes their volunteer hours and starts volunteering again after a period of time has passed.

Breaks in relationship do not include vacations, parental leaves or sick leaves where the person intends to return to their position after a period of time.

Certified Translated Copy: A copy of a police record check that is signed and dated by a translator certified with a body belonging to the Canadian Translators, Terminologists and Interpreters Council (CTTIC), that certifies that the translated copy is a true copy of the original document.

Police Record Check: A document concerning an individual that was prepared by a police service or service from national data on the Canadian Police Information Centre system and contains information concerning the individual’s personal criminal history. There are three types of police record checks: (1) Criminal Record Checks (2) Criminal Records and Judicial Matters Checks (3) Vulnerable Sector Checks.

Criminal Record Check (CRC): A basic type of police record check that is not intended for people who are seeking positions working with vulnerable persons.

Criminal Records and Judicial Matters Check: A type of police record check that may include criminal convictions, findings of guilt under the Youth Criminal Justice Act (Canada), outstanding charges, warrants and judicial orders, absolute discharges, conditional discharges and other records as authorized by the Criminal Records Act (Canada). This check is not intended for people who are seeking positions with vulnerable persons and cannot take the place of a vulnerable sector check.

Vulnerable Sector Check (VSC): An enhanced type of criminal record check for persons who may hold positions of trust or authority over vulnerable persons, that is performed at the request of an organization responsible for the well-being of a child or vulnerable person to protect children and vulnerable persons, as governed by [section 6.3\(3\) of the Criminal Records Act \(Canada\)](#). A VSC verifies whether an individual has a criminal record and any record suspensions for sexual offences and local police records for information relevant to the VSC.

Employee: An individual paid directly by the licensee (not a third party) to provide a service in the child care program (e.g., program staff).

Interacting: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g., food/drink consumption, toilet use).

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

Offence Declaration (OD): A written declaration signed by an individual that lists all of their convictions for offences under the *Criminal Code* (Canada), if any, during the period stated in the declaration.

Other person providing child care or other services to children at the child care centre ('other person'): Any person who provides child care or other services to a child who receives child care at the child care centre, other than an employee, student or volunteer (e.g., resource teachers, nurses, occupational therapists, speech pathologists, entertainers, sport/activity instructors, etc.). This would not include Ministry of Education program advisors, fire/health inspectors, CAS investigators, quality assurance analysts or other inspectors.

Student: An individual who is on an educational placement with the child care centre and interacts with children in care.

True Copy: A photocopy or digital copy of an original document that is signed and dated by the individual who reviewed it, confirming that the original was reviewed and that the photocopy matches the original document. True copies may be kept in hardcopy or electronically.

Volunteer: An individual who participates in the child care program and interacts with children in care but is not paid by the licensee (e.g., parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.).

Vulnerable Person: A person who, because of his or her age, disability or other circumstances, whether temporary or permanent is:

- i. In a position of dependency on others; or
- ii. Is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

11 Serious Occurrence (SO)

Ontario Regulation 137/15 – Definitions of “Serious occurrence” means:

- (a) the death of a child who received child care at a home child care premises or child care centre, whether it occurs on or off the premises,
- (b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care premises or child care centre,
- (c) a life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care premises or child care centre,
- (d) an incident where a child who is receiving child care at a home child care premises or child care centre goes missing or is temporarily unsupervised,
- (e) an unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre

Every licensee shall ensure that:

- (a) there are written policies and procedures with respect to serious occurrences in each child care centre operated by the licensee and each premises where it oversees the provision of home child care, that address at a minimum, how to identify, respond to and report a serious occurrence;
- (b) a report is provided to a program adviser of any serious occurrence in any child care centre operated by the licensee or any premises where it oversees the provision of home child care within 24 hours of the licensee or supervisor becoming aware of the occurrence;
- (c) a summary of the report provided under clause (b) and of any action taken as a result is posted for at least 10 business days in a conspicuous place at the child care centre or home child care premises; and
- (d) the report and the summary of the report are each kept in accordance with section 82.

Every licensee of a child care centre or home child care agency shall:

- (a) conduct an annual analysis of all serious occurrences that occurred in the previous year at each child care centre operated by the licensee and at each premises where the licensee oversees the provision of home child care; and
- (b) keep records of the actions taken in response to the analysis. O. Reg. 126/16, s. 25 (3).

11.1 Intent

This provision requires that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and staff and that these serious incidents are reported, tracked and followed up on.

11.2 Special Instructions

The serious occurrence policy must include:

- i. Information on how to identify a serious occurrence (list of categories);
- ii. Information on how to respond to a serious occurrence (for example, immediate medical attention), who to notify (for example, fire and police services, child protection agency, etc.);
- iii. Information on how to report a serious occurrence (e.g., all serious occurrences must be reported to the ministry through CCLS within 24 hours of the licensee or supervisor becoming aware of the occurrence).

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. See Manual Subsection 1.2 for these requirements.

Licensees, designates or supervisors are required to promptly notify their program advisor through CCLS. If licensees, designates or supervisors cannot access CCLS, they must still notify their program advisor via telephone or email within 24 hours of becoming aware of the occurrence and complete a serious occurrence report in CCLS as soon as the system becomes available.

The serious occurrence categories in CCLS are:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
 - a. Injury
 - b. Illness
4. Missing or Unsupervised Child(ren)
 - a. Child was found
 - b. Child is still missing
5. Unplanned Disruption of Normal Operations
 - a. Fire
 - b. Flood
 - c. Gas Leak
 - d. Detection of Carbon Monoxide
 - e. Outbreak
 - f. Lockdown
 - g. Other Emergency Relocation or Temporary Closure

11.3 Mandatory Reporting Obligations and Notification Forms

In 2015 changes to the Early Childhood Educators Act, 2007 (ECEA) came into effect. Included in these changes are new requirements for employers to submit mandatory reports to the College of Early Childhood Educators. In addition, the legislative changes specify required time lines for reporting and set out information the College must provide to employers in response to any reports that are received. For more information, please visit the Ontario e-laws website to view the ECEA and visit the College of Early Childhood Educators website.

Licensees are required to complete and post a summary of each serious occurrence in a place that is visible and accessible to parents within 24 hours of becoming aware of the occurrence for a minimum of 10 business days, including any allegation of abuse or neglect. The summary must not include any identifying information and shall be updated as new information is obtained.

11.4 Duty to Report

Some serious occurrences, most notably an allegation of abuse or neglect, will give rise to a duty of report that a child may be in need of protection. If a licensee or staff member suspects that a child is, or may be, in need of protection, they must report this to the local children's aid society in accordance with section 72 of the Child and Family Services Act. The person who has the reasonable grounds to suspect that a child is, or may be, in need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf. A report to a children's aid society must be made for all situations where a child is, or may be, in need of protection, no matter where the alleged abuse or neglect took place. However, licensees are only required to notify the program advisor of a serious occurrence if the alleged abuse or neglect occurred while the child was receiving care at the child care centre.

It is also important to note that registered early childhood educators (RECEs) are expected to be accountable for their actions as early childhood educators and to abide by the College of Early Childhood Educators' Code of Ethics and Standards of Practice as well as all applicable legislation, regulations, by-laws and policies that are relevant to their

professional practice. The Early Childhood Educators Act, 2007 and the Professional Misconduct Regulation state that it is an act of professional misconduct to “[contravene] a law, if the contravention has caused or may cause a child who is under the member’s professional supervision to be put at or remain at risk.” RECEs should familiarize themselves with reporting requirements under the Child and Family Services Act, and abide by them as the failure to do so is contrary to the law and may constitute professional misconduct. For more information on the Child and Family Services Act and the duty to report, see Reporting Child Abuse and Neglect: It’s Your Duty. For more information about the responsibilities of an RECE, please visit the College of Early Childhood Educators website.

12 Emergency Preparedness and Procedures

In the event of an emergency, staff will maintain supervision of the children until a parent or guardian arrives. Children with individualized plans will have their plans followed during emergency situations. Parents and staff will be notified promptly via email after an emergency situation occurs as to how Muppets Co-operative Preschool will resume normal operations. The email will debrief parents (children) and staff of the occurrence and what (if any) preventative measures can be taken in the future to prevent an emergency of the same nature. Muppets will work to support staff, parents, and children who may have experienced distress during the emergency by offering support of necessary local agencies (doctor, therapist, etc.)

12.1 Water Supply

In the event of the disruption in water supply or a “boil water” order from the local Medical Officer of Health, the following procedures shall be implemented immediately:

- 1) Ensure all drinking water is from the “Emergency” supply of bottled water. The bottled water is clearly marked “Emergency”.
- 2) All water used for washing dishes, hands, toys, floors, water table, water colours, etc. has been boiled for 5 minutes and allowed to cool before using.
- 3) Regular use of tap water can only be maintained when the Medical Officer of Health lifts the disruption in water supply or the “boil water” order.
- 4) A serious occurrence report will be submitted to the Ministry of Education as per defined practices.

12.2 Fire, Flood, Leaks and Power Outages

- 1) Keep calm.
- 2) Notify staff and sound the alarm.
- 3) Move children in your room towards the fire exit. Remind children to use walking feet. Do not gather coats. Go directly outside with the children.
- 4) With staff, exit out fire exit doors, down the stairs and congregate at East end of parking lot on the grass.
- 5) The Supervisor (or designate) comes outside as leader and immediately does a head count. The Supervisor (or designate) checks all rooms for children, shuts doors, turns off lights, brings attendance & emergency book outside. Supervisor does roll call for each child to ensure all children are outside and accounted for.
- 6) As soon as the Supervisor (or designate) can do so safely, (s)he will call the local emergency response agency (i.e. 911 for fire department)
- 7) Winter weather – duty people will quickly gather coats and bring outside. (Only if safe to do so)
- 8) If the children cannot be returned safely to the school within a reasonable length of time, the staff will supervise the transfer of the children to the Evacuation Center listed below, whereupon their parents or guardians will be contacted via phone of their whereabouts to facilitate prompt pick-up.

Fire drills are practiced monthly. Procedures for staff are located on the back of duty cards and posted near all exits.

12.3 Evacuation Center:

Pineland Public School –

5121 Meadowhill Road
Burlington
(905) 634-2311

Note: A Serious Occurrence Report will be submitted to the Ministry of Education as per defined practices.

13 Duties and Responsibilities of Board of Directors

First and foremost are the ethical responsibilities of the Board to the members, the teachers and the community. It is the Board's duty to uphold high standards while maintaining confidentiality, tact, and diplomacy in sensitive matters. All Board members are expected to attend all executive and general meetings. The Board typically changes over before the new school year begins. At that time, the Board reviews policies, procedures and individualized plans and will record as necessary in the Board minutes. The Supervisor in conjunction with the Board monitors all school procedures (including policies, procedures, and individualized plans). If a contravention to any outlined policy takes place, the Supervisor and Board will discuss, work for a resolution and record in the monthly board meetings minutes.

13.1 President

- Prepare an agenda, organize and preside at all meetings.
- In case of a tie vote, shall break the tie.
- Be a signing officer.
- Be ex-officio on all committees.
- Complete Form 1 online.
- Notify members of any missed responsibilities and resulting fines.
- Act as Personnel Consultant to deal with any personnel problems with the assistance from the executive members.
- Review and renew teacher contracts.
- Coordinate the hiring of new staff and along with two other members, conduct interviews for the position of Supervisor (teacher) and make a recommendation to the Board.
- Attend meetings held by the Hamilton & District Council of Co-operative Preschools when topic relates to President's duties.
- Be responsible for advertising for the position of supervisor (teacher).
- Be responsible for finding suitable facilities for the operation of the school.

13.2 Vice-President

- Perform the duties of President in their absence/resignation.
- Be a voting member.
- Be a signing officer.
- Perform other duties as the President and other Executive Board may designate.
- Assist President in preparing teacher contracts for the upcoming year.
- Assist any committee that is formed for the purpose of fundraising or marketing (Appleby Street Fair Committee).
- Organize and lead fundraising initiatives.
- Assist the teachers with low-budget marketing strategies.
- Assist the teachers with social media.

13.3 Treasurer

- Maintain contact with the Bookkeeper and report to the Board/membership on updates as they arise.
- Be a voting member.

- Be a signing officer.
- Receive and deposit all monies of the school in a designated bank or trust account on behalf of the school.
- Disperse all monies of the school.
- Be responsible for returning cheques to withdrawing members.
- Collect from members with any delinquent fees, committee fines and fundraising amounts.
- Maintain listing of fees received for each member.
- Track teacher sick days/ lieu time.
- Assist President in preparing teachers contracts for the upcoming year.
- Respond to any financial inquiries from Halton Region and the Ministry of Education.
- Write and distribute tax receipts.
- Maintain and present up to date fundraising financial records to membership.
- Check mail during summer months/school closures for holidays.

13.4 Bookkeeper / Treasurer

If financially viable, a bookkeeper will be retained and assume the following responsibilities:

- Calculate teachers' biweekly payroll and write teachers' pay cheques.
- Prepare a monthly or bi-monthly (as deemed necessary) financial report for the Executive.
- Prepare an annual financial statement (with comparison to budget).
- Record all receipts and disbursements of the school on a monthly basis and prepare monthly bank reconciliation.
- Prepare T4 forms, T4 summaries and annual tax return.
- Prepare a budget for the upcoming year which is to be approved by the incoming board.

Note: If there is no bookkeeper, these responsibilities will be assumed by the treasurer.

13.5 Registrar

- Handle all registrations and applications.
- Be a voting member.
- Keep a master file of all members of the school.
- Mail all top copies of child's immunization forms to the Halton Regional Health Department.
- Notify the Supervisor and Executive Board in the event of the withdrawal of a child, or the addition of a new member.
- Plan one Open House in conjunction with the Supervisor.
- Maintain a list of all persons who have paid the registration fee.
- Maintain a list in the order in which applications are received.
- Provide the members with an updated membership list as needed.
- Assist the Supervisor in updating the student files.
- Assist the Supervisor in collecting participating member information.
- Check messages on the school's answering machine during summer months/school closures for holidays.
- Change outgoing message on the school's answering machine when necessary.

13.6 Secretary

- Record and file minutes of all meetings.
- Be a voting member.
- Deliver, collect and summarize school evaluation (feedback forms).
- Research and complete grants from Halton Region.
- Be responsible for all General Meeting sign-in sheet.

13.7 Scheduler

- Make up a volunteer schedule, giving at least one week's notice for each month, and provide copies to each participating member and supervisor.
- Be a voting member.
- Set up various operating and special events committees and schedule each member on each (excluding Executive) and provide the Supervisor and the members with updated committee lists as needed.
- Schedule each member (excluding Executive Members) with one Housekeeping day per school year, such days to be set at the beginning of the year, and reminders to be sent out 2 weeks prior to clean-up day.
- Be responsible for assigning a specific person each housekeeping night to be in charge of keys and that all tasks are completed as listed.
- Will take on Social duties if a Social chairperson is not appointed.

13.8 Staff Training and Development Policy

All new staff who join Muppets Co-operative Preschool must have a valid Criminal Reference Check in place with Vulnerable Sector Screening, as well as required immunizations as per Ministry of Health. All staff members and volunteers are required to be vaccinated against COVID-19. A staff / volunteer / placement student handbook is currently under development to assist with the transition into the classroom for following policies and procedures.

The following is a list of required training to be completed when a new staff member is hired:

- Review, understand and sign-off on “Child Care and Early Years Act and Ontario’s pedagogy How Does Learning Happen?”
- Review, understand and sign-off of the Red Book which includes policies and procedures.
- First Aid and CPR-C Training.
- Worker Health and Safety Awareness training (online).
- Food Safety Certification from the Halton Region (one staff member must have this certification at all times while in program).
- Quality First Training to be coordinated with both the employee and the supervisor and maintained throughout employment.
-

13.8.1 Ongoing Training and Professional Development

Current staff members must keep all certifications valid during employment. At Muppets, we strive to encourage and support every staff member with pursuing on-going professional development to help each team member to acquire new knowledge, improve existing skills and facilitate personal growth. As per our staff employment contracts, training time and necessary budget is allocated to each employee to participate in professional development.

Appendix 1

TERMINATION FORM

I, (full name) _____ would like to terminate my child's attendance at Muppets Co-operative Preschool Inc.

Name of Child(ren): _____

Effective Date (DD/MM/YYYY): _____

I understand that four weeks' notice is required for withdrawal, and I agree to assume any financial obligation that may be necessary.

My reason for withdrawing my child is: _____

I feel changes could be made in the area of:

- | | | |
|------------------------------------------|--------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Staff | <input type="checkbox"/> Facilities | <input type="checkbox"/> Orientation |
| <input type="checkbox"/> Schedule | <input type="checkbox"/> Meetings | <input type="checkbox"/> Executive |
| <input type="checkbox"/> School Routines | <input type="checkbox"/> Other (please specify): _____ | |

Please rate your experience at Muppets: _____

- | | | |
|------------------------------------------------|---------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Very Satisfied | <input type="checkbox"/> Somewhat Satisfied | <input type="checkbox"/> No Opinion |
| <input type="checkbox"/> Somewhat Dissatisfied | <input type="checkbox"/> Very Dissatisfied | <input type="checkbox"/> Unsure |

My suggestions for areas of improvement: _____

I would (☐) / I would not (☐) recommend Muppets Preschool to another parent of a preschooler.

The Red Bag needs to be hand washed and returned to the school as soon as possible. The Registrar will return remainder of post-dated cheques, if applicable. Please drop in or call the school to set a time to pick up all remaining artwork and other belongings.

(☐) I have a child eligible for preschool next fall, and would like information regarding registration when available.

(☐) Please notify me regarding the Open House.

Parent Signature: _____

Date: _____