

# Muppets Co-operative Preschool Inc.



*Learning through play and exploration*

## Red Book

*Revised date: August 2019*

# *Muppets Co-operative Preschool Inc.*

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# *Muppets Co-operative Preschool Inc.*

## **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 40<sup>th</sup> year in 2015.
- 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. As a result of parent involvement, the fees are lower than at a private preschool and therefore more parents are able to afford a preschool experience for their children. More important than this reduction in cost is the fact that 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 runs from 9:30-11:45 am for Preschool aged children (2.5 – 5 years old). Muppets employs two Registered Early Childhood Educators

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(teachers) who work alongside volunteer parents in the classroom. Muppets adheres to the Ministry of Education guidelines set out in the Child Care Early Years Act (CCEYA). The full class size is limited to 24 children. Teacher to child ratio is 8:1. Two duty staff replace the need of one qualified staff member. When the class is running at or near full capacity, there are two teachers and a minimum of two duty staff present. 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 12 children, 1 teacher and 2 duty staff. Pricing is generally \$25 per Friday. 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).*

*Muppets is also licensed to run an afternoon program identical to the three morning program. (Tuesday-Thursday 12:45-3pm.) It is up to the discretion of the Board, with a vote from current members whether to reinstate the afternoon program if the need arises.*

- 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 will remain open on HDSB P.D. Days, but may close for Preschool Professional Development Days offered by Co-op Council. 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.
- Please refer to our website [www.muppetspreschool.ca](http://www.muppetspreschool.ca) for current fees. Please note, there is a non-refundable registration fee.
- 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 2.5 years old and the space can only be taken by a child 2.5 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](mailto:muppetsregistrar@gmail.com). For budgetary reasons a waitlist will be activated after 16 children are registered. Once 18 children are registered in the program, the 17th and 18th waitlisted children will be accepted into the program.

### **1.4 Communication**

Communication vital to the functioning of a Co-operative Preschool.

Families are always welcome to discuss their child's progress on an individual basis. Parents are encouraged to discuss with the teachers any particular concerns at any time. Ideas and suggestions are always welcome.

If you have any special interests, occupations or activities that you would like to share with the children, we invite you to make arrangements with the teachers to set up a presentation. Knowledge shared by the community enriches the program.

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Means of communication:

- Email.
- Monthly Newsletters and Calendar.
- Informal meetings at drop off and pick up time.
- Scheduled formal meeting when requested (either by parent or teacher).
- Phone tree for school closures due to inclement weather.
- Facebook page.
- Daily Logs.

A resource library is available to Muppets members, offering books and articles on various aspects of parenting and child development. Please ask the teachers if you are looking for information on a specific topic and they will assist you in finding the appropriate material.

## **2. The Muppets Program Philosophy and Mission Statement**

*“The mission of Muppets Co-operative Preschool is to provide children aged 2.5-5 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, it is the goal of Muppets to ensure there is synergy between parents who are deeply committed to participation through a sense of community, supported by the teachers and the Muppets Executive Board of Directors.

The Muppets families 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 majority of the day consists of intentionally planned and engaging play based activities to promote inquisitive thinking through play, crafts, special baking events and physical activity.
- 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 and when learning is embedded in meaningful contexts. This makes learning fun and engaging. It is important to us to educate the entire child on all levels: emotional, social, physical and intellectual.
- Students work as a group and think as individuals, expressing feelings and contributing ideas peacefully and respectfully.
- The curriculum helps your child think and communicate as readers, scientists, mathematicians, artists, and social scientists. In this way, children’s innate curiosity can be expressed purposefully and enable him/her to experience the joy of self-motivated learning.
- The fostering of self-expression and creativity are significant to learning and in the classroom, each child can

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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.

- The program is also supplemented with field trips throughout the year to further develop learning experiences that both engage and interest your child.
- Children also learn about team performance by select on stage artistic means.

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 duty people.
- General quarterly meeting information, supported by literature on key topics.
- Written communication via newsletters, 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.

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- 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 consultants rate program based on a score card.

Muppets Co-op teachers and duty 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.



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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) yearly facilitated by a third party.
- Survey duty staff as requested.
- Reflections: Child, Parent, Teachers, Duty People.
- Testimonials.
- Survey parents of graduation class for JK readiness one year after graduation.

## **2.1 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).

## **2.2 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'.

### **ASK (formerly known as DEIPP)**

#### **What is ASK?**

**ASK** is designed for families with children born in 2012 or later 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.

#### **What does ASK offer?**

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

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- **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 ErinoakKids
- **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:**

- ASK Coordinator  
905-825-6000 ext. 2531

Ask is provided by the following Community Partners:

- **Reach Out Centre For Kids**
- **Community Living North Halton and Community Living Burlington**  
Preschool Services
- **ErinoakKids**  
Speech and Language Services
- **Halton Health Care Services**  
Audiology
- **Halton Region**  
Children's Developmental Services and Early Years Health Program

### **3. Program Outline**

The Muppets Preschool Program is 2 ¼ hour in duration.

Our Daily Schedule includes:

- at least 45 minutes of uninterrupted free-play time
- 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
- gross motor activities on gym days

Traditionally, the class splits into two groups on gym days 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.

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## **3.1 Arrival and Dismissal**

- Your child's school program begins at 9:30 a.m. Duty people and children should come promptly upstairs at 9:15 a.m. Parents and children are asked to wait in the hallway until the door opens except on your duty days. Please keep the door closed as the teachers will open when the program is ready to commence. It is encouraged that your child visits the washroom and washes hands before entering the classroom.
- 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 is 11:45 a.m., please be on time. It is difficult for the children to sit and wait at this time. Failure to pick up your child(ren) on time may result in a \$10.00 fine. In the event you are delayed, please call the school to notify the teachers. If you have the need to pick your child up early, 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.

## **3.2 Field Trips and Neighbourhood Outings**

Muppets yearly goes to Springridge and Frootogo 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.

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.

## **3.3 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.

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## **3.4 Washroom Routine**

Parents are asked to have their children visit the washroom before school. Children are free to use the washroom with permission from the teacher, and will be accompanied by a duty staff. Duty 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. A regular washroom routine is part of the daily schedule. Thursdays have a free-flow routine. Please inform the teachers if you are toilet training, we will support and assist as required.

## **3.5 Child Safety**

### Ministry 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 duty person.

## **3.6 Sanitary Practices**

- Muppets is inspected yearly by the Halton Public Health Department.
- Children **MUST** wash their hands before and after snack as well as after using the washroom. They are encouraged to use tissues to wipe their noses then they **MUST** wash their hands.
- It is highly suggested that adults use the disposable plastic gloves when treating any bodily fluids. In the event of an incident where bodily fluids are present, the affected area must be immediately disinfected with a bleach solution (1 part bleach to 100 parts water).
- Tabletops for snack are disinfected before and after snack.
- Toys and equipment are washed and disinfected on a regular basis as outlined on the housekeeping schedule. Toys in children's mouths or otherwise soiled are removed and cleaned immediately.
- Washrooms are cleaned daily by Appleby United Church maintenance staff; however Muppets members are expected to clean up after each use.
- Rugs and floors are cleaned daily. Rugs are professionally cleaned at least once a year.
- All cleaning supplies are specifically labeled and stored out of children's reach.

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## **3.7 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.

## **3.8 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 in the Red Bag. 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 and wipes in the bag. Don't forget to check the Red Bag often to replace clothes and diapers as needed.

## **4. Membership Requirements**

To secure a spot a fully completed registration package along with the registration fee cheque is required. A wait list will be formed if there is no space available. Before the child's first day of school members must also fill out and submit the Halton Region Immunization form for each child (or Halton Region exemption form), and a current 4x6 or 5x7 candid headshot of child. Monthly fees will be in the form of 10 post-dated cheques. Members are required to submit a volunteer cheque that will only be cashed if a committee job or general meeting is missed.

Members are strongly encouraged to participate in the classroom. An Honorarium of \$30 is given for each duty day performed in the classroom. Every duty parent is required to fill out the Participating Families package. Duty parents are required to have a current Criminal Reference Check with Vulnerable Sector Screening, valid First Aid with CPR-C and medical information on file before participating in the classroom.

Please refer to our website [www.muppetspreschool.ca](http://www.muppetspreschool.ca) for current fees and registration packages.

## **4.1 Parent's Role**

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 duty days for duty people.
- 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.

## *Muppets Co-operative Preschool Inc.*

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.

### **4.2 Membership**

- 1) Children must be 2.5 years of age to be eligible for enrollment. Muppets can make exception for three children between 2 and 2.5 years of age at the discretion of the Supervisor. Toilet training is not a requirement of Muppets.
- 2) Before entering school, all forms must be completed and returned to the Registrar, along with post-dated cheques for school fees.
- 3) The maximum number of children attending school each day will be 24.
- 4) Applications are accepted according to the date the child's name was registered with the Registrar. Children returning for a second year are given first placement.

### **4.3 Fees and Refunds**

- 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 in full by post-dated cheques and handed in with the registration package. **Cheques are made payable to MUPPETS CO-OPERATIVE PRESCHOOL INC.** The first cheque is dated August 15<sup>th</sup> for September, then October 1<sup>st</sup> to June 1<sup>st</sup> inclusive.
- 4) **N.S.F. and bank fees will be charged for a returned cheque.** Cheques are required prior to the commencement of school.
- 5) The \$100 volunteer cheque post-dated January 1<sup>st</sup> will be refunded at the end of the school year (with any deductions for incurred fines in failing to attend general meetings, regular duty days, fulfill committee duties, or housekeeping duties, or if the fundraising goal is not met). **An additional cheque may be required if total fines exceed \$100.**
  - **Refunds will not be made when the school is closed due to emergency conditions.**
  - **Refunds will not be made for absence of a child due to illness or vacation.**
  - **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.**

### **4.4 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 pre-school 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).

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## 4.5 Financial Subsidy

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

### Halton Region

1151 Bronte Road  
Oakville, Ontario, Canada, L6M 3L1

- **Phone** Dial 311 or 905-825-6000  
**Toll Free** 1-866-442-5866 (1-866-4HALTON)  
**TTY** 905-827-9833
- **Fax** 905-825-9010
- **Email** [accesshalton@halton.ca](mailto: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.*
- **Hours** 8:30 a.m. - 4:30 p.m., on regular business days

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

## 4.6 Participation

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) All members are required to do one Housekeeping duty per year per child enrolled. Failure to fulfill your housekeeping duty will result in a **\$75.00 fine.**
- 4) Fill two positions as listed on the committee sheet. 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 and housekeeping requirements for each child.
- 5) 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.
- 6) Complete duty days if volunteering in classroom.

## 4.7 Health and Medical Supervision

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

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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 interface 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.

It is Muppets school policy to administer prescription medicine only when absolutely necessary. See section eight for emergency medical management. We encourage all other medicines to be taken outside of program if possible. Muppets will not administer over the counter medicine unless under written instruction from the child's physician.

### **4.8 Absence of a Child**

Please notify the school if your child is going to be absent from school. School Phone number is 905-333-5272 or email the preschool at [muppetspreschool@gmail.com](mailto:muppetspreschool@gmail.com). In case of absence due to prolonged illness, the child's place will be held in the school as long as regular fees are paid. Emergency information must be kept on file at the school and a signed parent consent form to make possible emergency care if the parent is not available.



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## **4.9 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.

## **4.10 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 the: 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.

## **4.11 Communications**

Communication is the most important tool we have in our Co-op to promote understanding, efficiency, problem solving and the gathering of new ideas. Our school could not function if we did not communicate.

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- 1) Bulletin Board: When you have a spare minute at school, look at our board. The Executive and Staff monitor the information posted there. You will find community news, upcoming events, and registration tips for other children's activities, reminders, duty schedules and other things of interest to our families.
- 2) Children's Red School Bags: Your child will be given their own red school bag when starting school, in which their artwork will be placed and sent home. If you choose not to use the red bag, please return it to the school. The bags are to be HAND WASHED ONLY! The bags will fall apart if put in the machine for washing.
- 3) Correspondence File: Each member is given a file. These files need to be checked daily. Notices, reminders, and other important information are put in your file. You are responsible for picking up this information. If someone else is picking up your child they need to pick up your mail and pass on any other information from bulletin boards etc.
- 4) Telephone: The Teachers and the Board will call to advise members of unscheduled/emergency closure of Muppets via phone tree.
- 5) General Meetings: There is a minimum of four scheduled General Meetings per year. They are scheduled in advance where possible. The meetings are mandatory, as school business is discussed and important issues brought forward to vote. The meetings are also an important opportunity for social interaction and parent education.
- 6) Committee Meetings: Committees are smaller groups of members who have specific responsibilities in our school, such as fundraising, computer, library, etc. Meeting arrangements are up to the committee members.
- 7) Newsletter: This is a communication device for keeping you abreast of current school business classroom events and happenings.
- 8) E-mail Communications: E-mails will be sent to notify of any changes, upcoming meetings, fundraisers and community interests and activities.

### **4.12 Parent Issues and Concerns**

All issues and concerns raised by parents/guardians are taken seriously by our Board of Directors and preschool staff. 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 to either the Supervisor or Board President. If the issue/ concern is resolved verbally with no extra scheduled meeting, no further action will be taken. In the result of a meeting request (by parent, teacher or board), the meeting will be documented and held confidentially in the child's file. Any written request via email will be answered in the same recourse. When an issue is raised the school will:

- Contact the person within two school days to acknowledge issue/ concern
- Investigate issue by gathering details, maintaining confidentiality. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.
- Work to resolve issue/ concern to the satisfaction of all parties involved.

### **5 Duty Days and Volunteer Requirements**

Duty persons who have decided to participate in the classroom are paid a \$25.00 honorarium for each session. Duty persons in a cooperative child care program who are taking the place of an employee are counted in ratio. Two duty people take the place of one qualified staff member (R.ECE). Duty people are responsible for the care and supervision of all children in the group and must meet all requirements applicable to employees of a child care centre.

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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.

### **5.1 Participation and Schedule**

The duty person is the enrolled child's parent, legal guardian, or any consistent caregiver. Every participating member must fill out the Participating Families package which includes how many duties wanted to perform on a monthly basis. The Board Scheduler will do their best to accommodate all duty day requests as put forth in the registration package.

- It is imperative that duty people arrive **15 MINUTES** prior to school starting in order to set up all of the activities. The program will not start until all duty people and teachers are ready.
- **If a duty person is five or more minutes late a five dollar deduction will be taken from that day's duty pay.**
- A schedule will be printed each month, and the participating member will rotate through the various routines. These schedules will either be given directly to you, or will be emailed. Please read them carefully and keep them in a safe place.
- Please inform the scheduler if you plan to take vacation or be absent from the program more than four weeks in advance so that adjustments can be made to the future schedule.
- **If you are unable to work on your duty day, make arrangements with another duty person to take or to swap days. Adjust the schedule that is posted in the classroom, and notify the supervisor of the change via email or phone message. The scheduler is not responsible for making changes to posted schedules.**
- An emergency duty list is provided to all duty people. It is highly recommended to call individual people rather than sending a mass email. **Failure to cover your duty day may result in a \$25.00 fine along with not being paid out that session's honorarium.**
- Siblings cannot be brought to school on your duty day or on school outings.

### **5.2 Criminal Reference Check**

In compliance with the Ministry of Education and the CCEYA, every staff member and volunteer in the classroom is to obtain a current Criminal Reference Check (CRC) with Vulnerable Sector Screening. CRC's MUST be dated less than 6 months prior to starting school. Parents returning in consecutive years must sign a declaration (within 15 days of the anniversary date of original CRC) of no change related to CRC (Note: A new CRC must be submitted every 5 years). The supervisor will review each CRC and keep the original or true copy on file at the school in a secure location. A positive CRC will be reviewed by the Supervisor and President of the Board to determine the relevance of the information listed to providing direct service within the preschool. In this case, a Record of Clearance may or may not be granted. All individuals required to obtain a CRC must obtain a Record of Clearance in order to provide any direct service to children within the preschool setting. Individuals who are denied a Record of Clearance may participate in the schools in ways which do not involve direct service to children in accordance with other policies within the school. Individuals denied a Record of Clearance will be required to find a suitable replacement to perform their duty days. Please note that the results of the CRC will remain the property of the individual. Information regarding the results and any decisions made on the basis of these results will be held in the strictest of confidence. Duty parents will not be put on the schedule rotation until a CRC is on file at the school. No child will be left alone with an adult who does not have a CRC on file at the school.

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## **5.3 Application Procedure for Vulnerable Sector**

You must apply for your Criminal Reference Check in person at either:

**Halton Regional Police**

**Halton Regional Police 30 Division**

**1151 Bronte Road, Oakville**

**3800 Constable Henshaw Blvd, Burlington**

Please apply for the Volunteer Vulnerable Sector Criminal Reference Check. You must bring 2 pieces of government issued identification, preferably Birth Certificate and Driver's License. There is a processing fee. Once your application is processed, the Halton Police Services will mail your Criminal Reference Check to your home. It can take up to **8 – 10 weeks**.

**Please do this as soon as possible so you will have this required form for the first General Meeting and your initial start day.**

## **5.4 Duty Responsibilities**

Greater understanding of one's own child comes from observing your child in the school program with other children and adults and in aiding the teacher who provides varied daily activities which are challenging yet safe.

**Tasks will rotate on a scheduled basis from "A" to "C".**

"A" is the Small Room Designate. They are responsible for monitoring the children in the small room.

"B" follows the routine of Group One.

"C" follows the routine of Group Two.

Duty cards are provided in the classroom to clarify tasks. The scheduler tries to accommodate all requests, while maintaining teacher to child ratio when making monthly schedules. **If Muppets cannot schedule the appropriate amount of duty staff per day, the program is unable to run.**

**Duty Persons must abide by the child safety and sanitary practices set out in 3.3, 3.4, 3.5, and 3.6.**

## **5.5 Tips for Duty Staff on Duty Days**

- 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.

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- 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.

### **5.6 Language and Modeling of Duty Staff**

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.

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- 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. "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 Situations and Limits

- 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.

### **5.7 Duty Staff Jobs in Classroom**

Duty Cards are located in the classroom to aid the duty staff with the tasks at hand. The timeline is a guide only, and some non-essential jobs may not be completed (i.e. putting artwork into Red Bags) if the class is particularly busy that day.

Please refer to these jobs are on the reverse side of each duty card often:

**Cleaning Tables** – First wash the tables with the Soap and Water Spray. Dry with white paper towel. Dispose of paper towel in Green Bin. Next use the Bleach and Water Solution (**MUST** be kept out of reach of children). Let the solution sit on the table for a minute before drying with white paper towel. Dispose of towel. You must use a separate, clean disposable towel to dry each of the tables (avoids cross-contamination).

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**Hand Washing / Snack Time** – Children need to wet hands before using soap and making bubbles. Rinse hands and dry with paper towel. Dispose of towel in Green Bin. Now the children are to go directly to the table to minimize re-contamination of their hands. Once the last child is finished washing please turn off faucet by using a paper towel. When finished eating their snack the children are to tidy up their belongings and wash hands again before getting a book.

Please remember to help children wash hands after:

- A messy creative or painting
- Wiping their nose or sneezing
- Going to the washroom or diapering
- Sand or water play
- Touching contaminated objects (i.e. trashcan)

**Fire Drill Procedure** – Fire Drills are completed on a monthly basis:

**Parent A:** Responsible for checking the bathroom and gym.

**Parent B:** Exit immediately with the children and help children down the stairs.

**Parent C:** Responsible for closing the doors in the classroom after all children exit.

Everyone is to congregate at the bottom of the stairs near the outside door. Roll call will be taken for each class. Each month we will alternate using the “Muppets” door and the “Church” door.

**Washroom** – At the end of each group using the bathroom, duty parents must disinfect:

- Toilets including the back, base, seat and toilet handles
- Toilet paper dispensers, paper towel dispensers, soap dispensers
- Bathroom sinks, handles and counter

## **6. Serious Occurrence (SO)**

### **6.1 Definition of 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,

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(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.

(2) 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).

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.

Special Instructions:

The serious occurrence policy must include:

- information on how to identify a serious occurrence (list of categories);
- 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.);
- 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.



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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

### **6.2 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.

### **6.3 Annual Analysis**

Licensees are required to conduct an annual analysis of all serious occurrences that occurred in the previous year. The annual analysis is to be used as a method of identifying issues, trends and actions taken. The analysis and record of actions taken in response to the analysis must be kept on file at the child care centre. In addition to ongoing reviews and follow-up to serious occurrences, licensing ministry staff will review the serious occurrence annual analysis during licence renewal inspections.

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## Compliance Indicators

1. There are written serious occurrence policies and procedures that address at a minimum, how to identify, respond to and report a serious occurrence.
2. A review of CCLS confirms that all serious occurrences were reported within 24 hours of the licensee or supervisor becoming aware of the incident.

Or

There is evidence that the program advisor was notified of the serious occurrence within 24 hours of the licensee or supervisor becoming aware of the incident.

3. There is an annual analysis and record of actions taken in response to the analysis on file.
4. Serious occurrence notification forms are kept for at least three years (or for two years if the incident took place while the Day Nurseries Act was in force).
5. If a serious occurrence was reported and/or updated within the last ten business days, a notification form is posted in a conspicuous place at the child care centre (including any allegation of abuse or neglect).

Or

Where a serious occurrence was reported and/or updated more than 10 business days ago, the licensee or supervisor confirms that notification form(s) were posted in a conspicuous place at the centre for 10 business days.

## Recommendations

The regulation does not set out the length of time for a child to be “temporarily unsupervised”, however licensees may define temporarily unsupervised in their policy. It is recommended that licensees develop a protocol for staff to respond to a situation where a child has gone missing while receiving care at a child care centre or home child care.

These guidelines should take into consideration the age of the child who is missing, and can include steps to:

- Alert all staff
- Immediately search the child care premises, including outdoor areas (e.g. playground)
- Have a staff member who is not searching the premises immediately alert the child’s parents (in case parents have additional information about child’s whereabouts)
- Advise the police by telephone

## **6.4 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.

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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.

### **7 Emergency Preparedness and Procedures**

In the event of an emergency, staff and duty people 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.)

#### **7.1 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.

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

#### **7.2 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.

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- 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.

### **7.3 Evacuation Center**

**Pineland Public School – 5121 Meadowhill Road, Burlington (905) 634-2311**

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

### **8. Emergency Management of Asthma, Anaphylaxis and Diabetes**

#### **8.1 Policy**

To support SABRINA'S LAW – An Act to Protect Anaphylactic Pupils, Muppets Co-Op Preschool endeavors to provide a safe environment for children with life threatening allergies – “a minimized allergen environment”. It is NOT possible to totally eliminate the risk of children coming in contact with a life threatening allergens in the school environment and/or at off site locations (i.e. field trips).

The emergency treatment plan in the event of exposure to a life threatening allergen as recommended by Anaphylaxis Canada is as follows – A.C.T.

A = Administer the auto-injector immediately if the child displays any of the Anaphylactic symptoms

C = Call 911

T = Transport the child by ambulance to hospital even if symptoms subside

Emergency procedures specific for each affected child are to be posted in designated areas along with a recent photograph of the child.

#### **8.2 Parent/Guardian Obligation**

**SABRINA'S LAW: An Act to Protect Anaphylactic Pupils, 2005**

Excerpts:

Obligation to keep a school/center informed:

- It is the obligation of the pupil's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the pupil is taking.
- The pupil's file must contain: a copy of any prescriptions and instructions from the pupil's physician or nurse OR a photocopy of the prescription label on the auto-injector and a current emergency contact list.

To comply with the above obligations we request the completion of the following forms:

**Request and Consent for the Administration of Epinephrine Form**

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Return the completed form to the Supervisor as soon as reasonably possible along with:

## **Copy of the Prescription**

Or a photocopy of the prescription from the auto-injector label. The parent is also responsible for providing the school with a current epi-pen either to be kept at the school or brought in with the child each day they attend class. The date of purchase of each prescription medication, including epi-pens, must be provided and stored with the medication.

## **Anaphylaxis/Allergic Reaction Information Form**

This form contains the child's photograph, information about the child's allergy, emergency contact numbers and emergency protocol and signature of parent/guardian. Pictures should be recent photographs of the head and shoulders, approx. 2'x2.5" (this form will be posted in the classroom where appropriate with parent permission).

## **Usage Training**

The parent / guardian is to inform supervisor about the allergy and will train staff on how to use the epi-pen in case of emergency. At the September General Meeting all attendees will be trained either by the supervisor or a trained professional or the parent of the child with the allergy. Parents who are absent from the September General Meeting or who join Muppets after the meeting has occurred will be trained by the supervisor or a parent of an allergic child. These parents will be required to sign an acknowledgement that they have received this training.

## **Diabetic Children**

If required by parent, staff will perform a finger-prick test. All needles used to perform finger-prick tests will be kept in a small sharps container (supplied by the child's parent) and kept in locked storage box in the preschool where it will be inaccessible to children. Parent must provide written authorization for staff to perform finger-prick test. The parent is also responsible for providing the school with a supply of glucose tablets or gel (to treat hypoglycemic episodes) either to be kept at the school or brought in with the child each day they attend class.

## **8.3 School Procedure**

The Supervisor:

- Identifies to all staff and volunteers of children who have asthma, anaphylactic allergies or diabetes.
- Ensures that all staff and volunteers are trained in using the plan signed off by the parent and/or other professionals as required emergency procedures.
- Ensures that the Medical Authorization and Administration Record, Asthma Emergency Plan, Parent/Guardian Responsibilities check List are filled out in full. The forms are to be kept: in the child's file, the emergency evacuation book, as well posted in the classroom.
- Policies will be reviewed on an annual basis by the Executive Board, to reduce the risk of exposure to life threatening allergies.

The Supervisor provides each family with an information package before the commencement of school with the policies and preventative measures the center will take regarding a child with asthma or an anaphylactic condition. Some examples of these policies may be: preventative measures, fragrance free environment, children are not allowed to share food.

*NOTE: Each child who requires such emergency treatment should wear a medic-alert bracelet or similar device identifying the nature of the health condition and emergency actions.*

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The Supervisor ensures that all forms are filed out and are posted in the classroom.

Each child with an allergy will have a labeled plastic case, containing all emergency information and the required medication. These cases or kits will be located in the classroom.

The medication (inhalers, epi-pens, glucose) must be with the child at all times. A teacher either wears a pouch with medication in it or it is on a shelf which is out of reach of the children. (When the teacher leaves the child's presence, the pouch with medication is to be transferred to the teacher remaining with the child). When leaving the classroom with the child (i.e. Playground or Field Trip), the teacher will put the emergency binder and epi-pen kit in the travel bag.

The teacher is to record on the Medical Authorization and Administration Record:

- Date medication was needed.
- Time medication was given.
- Amount and staff initial will be recorded in the daily log.

### **8.4 Children with Medical Needs Policy**

Any child with a medical need (i.e. asthma, juvenile Type I diabetes, Crohn's disease, etc.) will have an individualized medical plan established in collaboration with the child's parents/guardians.

This individual plan will include, but is not limited to, a description of medication, dietary restrictions, medical devices used by the child, a procedure to be followed in case of a medical emergency as well as any additional procedures to be followed when a child with a medical condition is part of an evacuation or an off-site field trip.

Confidentiality will be maintained. Any sensitive or confidential medical information will not be included in the plan unless written consent has been given by the parent.

Communication and Training Plan:

- It is the parent's responsibility to inform the school of the child's medical condition when completing the preschool registration forms.
- All staff, students and volunteers must review the Children with Medical Needs policy, individual plans for children with a medical condition and the emergency procedures prior to beginning their employment and/or supervision of children. This training will be done annually after their first review and at any other time there are substantive changes made to the policy, plan or procedure.
- At the general meeting, the supervisor will review the Children with Medical Needs Policy with all parents and each member will sign off to acknowledge they have read and understood it thoroughly.
- The parent will train the supervisor prior to the start of school regarding the individual management plan.
- The supervisor/parent will train staff, students and volunteers who have contact with the child with the medical condition prior to having contact with them.
- Staff, students and volunteers will be shown the location of the individual management plan and where any related medication or medical devices will be stored during class time.

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## **9. 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.

### **9.1 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 an ex-officio on all committees.
- 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 Presidents duties.
- Be responsible for advertising for the position of supervisor (teacher).
- Be responsible for finding suitable facilities for the operation of the school.

### **9.2 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.

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- Assist the teachers with low-budget marketing strategies.
- Assist the teachers with social media.

### **9.3 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.

***If financially viable, a bookkeeper will be retained and assume the following responsibilities. (If there is no bookkeeper, these responsibilities will be assumed by the treasurer.)***

- 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.

### **9.4 Registrar**

- Handle all registrations and applications.



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- 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.

### **9.5 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.

### **9.6 Scheduler**

- Make up a duty schedule, giving at least one week's notice for each month, and provide copies to each participating member and supervisor.
- Be a voting member.
- Post duty schedule on the bulletin board.
- 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.

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- Be responsible for assigning a specific person each housekeeping night to be in charge of keys and that all tasks are completed as listed.
- Ensure all duty parents review the Worker Health and Safety Awareness in 4 Steps from the Ministry of Labour.
- Will take on Social duties if a Social chairperson is not appointed.

### **9.7 Social Chairperson**

- Be a non-voting member.
- Organize all aspects of the Christmas party with direction from the teachers.
- Organize all aspects of the Mother's Day Tea with direction from the teachers.
- Assist the set-up committees (Christmas and Mother's Day) with their evening duties.
- Assist teachers with any other social events as needed (Father's Day, Graduation).
- Purchase necessary supplies for all social events as needed (reimbursed by the school).
- Conduct 50/50 fundraiser at General meetings.
- Organize parent social/fundraiser nights as requested.

### **9.8 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.

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

- Review, understand and sign-off on The Child Care and Early Years Act.
- 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.

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.

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## 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: \_\_\_\_\_