

MAPLE LANE NURSERY SCHOOL



PARENT HANDBOOK 2020-2021

© MAPLE LANE NURSERY SCHOOL

28 TRACEY LANE COLLINGWOOD, ON L9Y3Z4 | 705-445-0086

(E) intake@maplelanenurseryschool.com | (W) www.maplelanenurseryschool.com

TABLE OF CONTENTS

1. WELCOME **PG. 2**
2. PROGRAM STATEMENT **PG. 3-5**
3. GUIDELINES AND INFORMATION **PG. 5**
 - a. Admission
 - b. Change to registered days
 - c. Open House
 - d. Orientation
 - e. Trial Period
 - f. Waitlist
 - g. Discharge
4. FEES AND PAYMENT POLICIES
 - a. Tuition Fees **pg. 5 – 7**
 - b. NSF Cheques
 - c. Child Care Subsidy
 - d. Tax Receipts
5. SCHOL TERMS AND HOURS
 - a. Program Overview and Policies **pg. 10**
 - b. PD Days
 - c. Late Fees
 - d. Alternate Pick up
 - e. First Day
 - f. Holidays
 - g. Snow Days
6. HEALTH AND WELL-BEING
 - a. Health Regulations
 - b. Immunizations
 - c. Communicable Diseases
 - d. Anaphylaxis Policy
 - e. Infections Prevention and Control Policy
 - f. Contagious Illnesses
 - g. Smoke Free
7. MISCELLANEOUS
 - a. Clothing
 - b. Toilet Learning
 - c. Shoes
 - d. Backpack
 - e. Birthday
 - f. Snacks
 - g. Parking
 - h. Class trips
 - i. Insurance and liabilities
8. POLICIES AND PROCEDURES
 - a. Implementation of Policies and Procedures
 - b. Fire Drills
 - c. Serious Occurrences
9. EMERGENCY MANAGEMENT
10. PARENT POLICIES AND PROCEDURES
 - a. Policy
 - b. Parent Involvement
 - c. Communication of Concerns
 - d. Code of Conduct and Confidentiality
 - e. Suspected Abuse or Neglect
 - f. Supervision of Students and Volunteers
11. SCREENING AND DEVELOPMENT
 - a. Policy
 - b. Screens available
12. CONTACTS

WELCOME TO MAPLE LANE NURSERY SCHOOL

We're so glad you've chosen us for your child's early learning experiences. Maple Lane Nursery School emerged out of a pursuit to inspire and support children's early learning. Celebrating its 40th year running, Maple Lane has built a strong relationship with our community as Leaders in Early Education experiences.

Maple Lane Nursery School is a licensed child care centre with the Ministry of Education, Early Years and Child Care Division and inspected annually. We are financed by school tuition, government grants and proceeds from various fundraising activities. We are a licensed child care program for children aged 2.5 - 6 years of age. We offer program for up to 32 children per day within 3 different classrooms. Children are required to be potty trained as required by our licence. We run our program within New Life Church in Collingwood. There is currently no direct access to public transportation from New Life.

At Maple Lane Nursery School, we are dedicated to pursuing emergent learning. We believe children learn best when they are the architects, developers and researchers for their own learning. Programming is largely based on identified student interests and areas of curiosity. We are always striving to meet and support a child's curiosity by providing opportunities to scaffold their learning.

We believe that children are capable learners, rich in potential, and have the ability to make connections about the world around them. We believe that offering a holistic and nurturing learning environment will strengthen a child relationship and connection to things in their world. We believe passionately about helping children develop optimally through regular screening and early intervention.

We commit to supporting every person to accomplish their own learning and fulfillment through: relationships, an engaging learning environment, making connections between children and what is meaningful to them.

"Every child deserves to have someone's eyes light up when they enter a room." – Dr. Jean Clinton

"Free a Child's potential and you will transform him into the world." - Maria Montessori

PROGRAM STATEMENT

Here at Maple Lane you will see a community of friends, educators who strive to remain current with standards and best practices. You will also see out-of-box programming that has been inspired by children's interests and inquiry. You will find passionate educators who believe in the importance of empowerment and autonomy.

We commit to positive, affirming, encouraging, and respectful language and communication.

To guide our team as we seek to live these beliefs every day, we commit to the following practices:

- 1.) To support the well-being of the children through purposeful choices about physical activity, health, safety and nutrition**
 - We will encourage healthy attitudes about food by offering healthy food choices and role modeling healthy eating habits for the children in our care.
 - We will look at ways to adopt our program to address special needs of children in our care so they can participate to the best of their ability.

- 2.) To prioritize the relationships between children, families and staff in recognition of the importance of secure connections and positive interactions**

- We will spend as much time as possible engaged directly with the children and will organize our time to manage other tasks during non-program times.
- We will continue to create and establish trusting relationships with students and parents. These conversations may also be offered during outside school hours at our family events.
- We will assume that each person is doing the best they can at any given time and meet their efforts with love, support and respect.

3.) To foster a social environment founded on respect for others, respect for oneself and respect for our learning environment by introducing and implementing self-regulation awareness and strategies.

- We will engage our staff team in further study around how to support children in increasing their ability to self-regulate for the betterment of the child and the learning environment.
- Staff will educate children and families on the Zones of Regulations and strategies and language to dialogue at home and in the classroom. Staff will utilize resource teachers and consider their recommendations and strategies so we can all work together.
- We will support the children in learning about respect through purposeful interactions and role modeling. We will recognize opportunities to give positive reinforcement when desirable behaviours are demonstrated for both children and staff.

4.) To prioritize exploration, play and inquiry through the thoughtful experiences.

- We will arrange our learning environment regularly, with fresh and intriguing activities that are centered on the children's interests.
- We, as educators, will understand that reasonable risk taking is an essential step in the development of self-esteem and critical thinking skills and will allow for these activities and opportunities in our program.

5.) Knowing the value of children initiated and adult supported play experiences.

- We will provide learning environments that are rich in materials which allow for open safe exploration, and maintaining a flexible schedule that allows for extended child-initiated learning experiences.
- We will use our professional discretion, knowing when to stand by and allow children to experience the beauty of discovery and inquiry through self-directed activities and experiences.

6.) Intentionally creating a positive learning environment and play experiences where every child's learning and development will be supported

- We will provide a program that is developmentally appropriate in all domains by meeting regularly to discuss what is working and what is not. We will also allow for changes to be made and maintain flexibility within the program based on the needs of the classroom.
- We will address concerns about a student's development within a reasonable timeframe and recognizing the need to be discreet and supportive.

7.) We will incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;

- We will ensure each child has the opportunity to participate in active play, whether indoors or out, on a daily basis.

- We will offer challenges in a safe way, paying special attention to the physical environment and the capacities of each child.

8.) We will make parent engagement and ongoing communication with parents a priority.

- Educators will make every attempt to communicate with families during drop off and pick up times, allowing families to express their concerns or discuss their child’s progress. Staff will also encourage a different time and location for further communication if those times are not sufficient enough.
- Educator’s will discuss, plan and implement family centered activities outside of school hours to engage parents. Staff will provide a monthly newsletter as a means to communicate with families.
- We recognize parents as valuable contributors to their child’s learning and will actively seek their input and participation in our program while respecting their individual cultures, perspectives and ideas

9.) To create a diverse and resourceful early learning network through collaborative relationships with community partners and supports in the classroom.

- We will seek opportunities to partner with the community and its available preschool resources.
- We will communicate and attend valuable workshops presented through Simcoe County to enhance our strategies in the classroom and to continue to network and communicate within our resource community.

10.) To actively seek ongoing professional development and personal growth.

- We will engage in self-reflection in order to create a personalized development plan for each member of our teaching team. We will examine the highs and lows of the job and re-evaluate.
- We will build mentorship relationships within our organization and within the larger community to support our team and build a culture of continuous professional development

11.) To engage in ongoing review and revision of our priorities, vision and approaches in consideration of the changing needs of the children, families and staff

- We will review this Program Statement each year during the first quarter (January to March) and encourage team members to share feedback and suggest goals/approaches for the coming year.
- We will document this review using the Annual Program Statement Review record and this feedback will be used to update the program statement to reflect our current goals and approaches.
- We will develop new strategies to address current concerns or areas needing improvement in our program.

In support of these objectives we reference the document “How Does Learning Happen? Ontario’s Pedagogy for the Early Years” which identifies the four foundations Belonging, Well-Being, Expression and Engagement as fundamentals of a high-quality Early Learning and Care program.

GUIDELINES AND INFORMATION

ADMISSION AND DISCHARGE POLICY & PROCEDURES

Maple Lane Nursery School program runs from September until June. The preschool will accept new children when there are vacancies, on a first come, first serve basis. Registrations must be accompanied by the \$40 registration fee for all New families. Admission into the preschool will close by March 31st each year for the

current running school year. All other inquires will be directed to the coming Fall registration. No family will be discriminated against on the basis of race, language, culture, sex or sexual orientation.

Procedures:

- To enroll into the program, families are asked to register online through the school website: www.maplelanenurseryschool.com
- The maximum enrollment each session will be 32 children daily, with four (4) RECE's and one (1) Assistant Educator. Ratios of 1:8 in the smaller classrooms and 2:16 in the large classroom are maintained.
- Only children 2 1/2 (30 month) and older shall be eligible to enroll. A provision on our licence allows 6 children 24 months up to and including 30 months of age within capacity.
- Acceptance of each child in the preschool will be the responsibility of the Executive Director/Supervisor. If for any reason, a child is not eligible to enter the preschool (based on the discretion of the ED/Supervisor, the parents will be reimbursed in full.

Changes to Registered Days

- Families will not be allowed to make changes to registered days during the month of August. This is to accommodate the staffing arrangements made in regards to enrolment for September. If a family wishes to change their registered days, either adding or removing a day, they will need to complete the request in writing (Request for Change or Withdrawal form) from the director.

Spring Open House

- Registration into a new school year begins each Spring during the annual March Open House. During our Spring Open House, new families can register for spaces in the program. We continue to register throughout the year, depending on availability. However, registration will close during the current school year, by March 1st. Families will be expected to pay the tuition deposit (June tuition) and the registration fee, during the Open House.

Orientation

- Maple Lane provides an Open House Orientation Day the week prior to classes beginning in September. If a student registers late in the school year, they can arrange an orientation with the school at a mutually convenient time.

Trial Period

- On occasion, students are accepted for a trial basis to determine whether the staff, and classroom setting can meet the needs of all students. These trial periods occur at 2-week to 1-month increments. Fees will be required only for the time during the trial period. No deposit will be required. See inclusion policy for further details.

Waitlist Policy

- Due to the nature of our limited enrollment, when a class is full, parents will be offered the option to be put on our "waiting list". Names are placed on the list on a first come first serve basis. There are no fees associated with the waitlist. Once a secure space is available and offered, parents will be expected to pay the enrollment fees (first and last month's tuition and registration fee).

- We will only have a waiting list for the current school year. If parents wish to remain on the list, they can email or call monthly on the first of each month to confirm they would still like a spot in our part-time program.
- Parents on the list who do not register at our annual spring open house will be taken off the list as enrollment for the current year (ending in June) is now closed
- If an opening occurs, parents who are on the list will be called, based on the date they called and their child's age. We will give parents 48 hours to decide if they wish to accept the spot before we move on to the next name on the list. We will not accept children on our wait list who are under 2-1/2 years old. Children will only be on our list when they are eligible to start.
- The status of a child on our waiting list will be determined by the date we last received the request. Parents who wish to find out where they are on the waitlist, can call or email the supervisor for an update on their status. Children already enrolled in our school will be given first priority of class vacancies, followed by children on our waiting list.

DISCHARGE BY THE DIRECTOR

- The Director reserves the right to request the withdrawal of a child from a program due to:
 - If the child's behavior is destructive, uncontrollable, violent, or threatening to the other children or staff at the care facility.
 - If a parent's behavior is threatening or abusive to the children or staff at the care facility.
 - If parents fail to pay tuition fees on time.
 - If parents fail to complete required forms and submit them on time.
 - If the parents fail to cooperate with or abide by school policies and contract.
 - If parents knowingly bring a child to nursery school ill or medicated to mask a fever or illness after written warning.
- Maple Lane will allow the parents a two week notice to find other care arrangements for their child.
- In the event that the provider decides to terminate the child care relationship due to repeated contract violations by the parent or legal guardian, the provider reserves the legal right to terminate the child care relationship without notice. **To avoid this unfortunate situation from occurring, parents and legal guardians are required to thoroughly read the entire child care consents and parent handbook policies and procedures.**
- Parents and legal guardians are required to ask for a detailed explanation of any child care rules and regulations they do not clearly understand prior to enrolling the child in the child care center.

DISCHARGE BY THE PARENT/GUARDIAN

- As part of our commitment to your child's reserved space in the program, Maple Lane requires all families to submit one month's written withdrawal notice if they need to terminate care. If insufficient notice is given, the deposit (June tuition) will not be refunded.
- **As of March 1st, this deposit will be non-refundable for the remainder of the year even if a family chooses to withdraw.**

FEES AND PAYMENT POLICIES

TUITION FEES

- Maple Lane tuition fees are required monthly in order for children to attend. Maple Lane give families the options of paying monthly or per 5-month terms. **Monthly payments** will be due the first Friday of each month. **Term Payments** are due in August (Term 1) and January (Term 2) on the first Friday of those months. Payment options include: cash, cheque (Payable to NEW LIFE CHURCH) or EMT. See payment policies for EMT directions.
- During the enrollment process, **the first and last month's tuition fees are due immediately as well as the new or returning family registration fee.** This deposit (June tuition) secures the spot registered for that child. This deposit will be refunded with 30 days written notice of withdrawal from Nursery School. A deposit must be made for EACH child. This deposit will be non-refundable after March 1st.
- Prompt payment of fees is necessary in order that basic operating expenses may be met.
- **NSF Cheques:** Maple Lane Nursery School implements an administrative charge against bounced cheque. A charge of \$15.00 will be placed upon your child's outstanding balance.
- It is a monthly fee for all programs and the number of days your child attends per month may vary due to holidays, sick days, snow days etc. The fee will not be prorated for any shortened months that may result from the above.
- **Refunds:** No refunds will be made as a result of absence due to illness, travel or any other reason, except where written notice of temporary withdrawal of the child has been given with 14 days' notice and the **period of absence is more than 30 days.**
 - No refunds will be made when preschool is temporarily closed due to emergency conditions (i.e. snowstorms, loss of heat, etc.)
 - No refunds will be given due to pandemic closure by the Simcoe Muskoka District Health Unit or an 'act of God' for a period of less than 14 days. If longer closure is necessary the Board will review the situation.
 - No refunds will be given for the 'deposit' (last months fee) beyond March 1st of the current year. Maple Lane no longer registers new students beyond March 1st.
 - If for any reason your child is no longer able to attend Maple Lane, the following refund policy will apply: Families are required to give 30 days' written notice of withdrawal before the deposit will be refunded. All registration fees are non-refundable.

Child Care Subsidy

- Subsidy is available by applying through the Simcoe County Children Services. Application for subsidy are not processed through the school but must be approved through the County of Simcoe.

TAX RECEIPTS

- Tax receipts will be issued in January for fees paid during the previous year. Please note that only one receipt per family will be issued.

SCHOOL TERMS AND HOURS

PROGRAM OVERVIEW AND POLICIES

- The school year shall begin the first week in September and continue until the 3rd week on June.
- All school closings (with the exception of PD days) shall be observed as per the Simcoe County District School Board Calendar.
- Morning class hours shall run 9:00 am – 11:30 am.
- Afternoon Hours shall run 12:30 pm – 3:00 pm.
- Extended day hours shall run 9:00 am – 2:45 pm.

Professional Development Days (P.D. days):

- On occasion, Maple Lane will be closed in order for staff to attend or participate in prearranged Professional Learning Opportunities. Maple Lane will notify families in advance of any PD days at Maple Lane.

Late Fees:

- Maple Lane Nursery School does not regularly implement late fees for pick-up. However, we must ensure that parents maintain a prompt schedule that gives them the appropriate time needed to pick up their child before the morning closure at 11:30 AM and the afternoon time of 3:00 PM. If a pattern of late pick-up persists, we reserve the right to implement a late fee policy of \$5.00/per 10 minutes in order to compensate the staff's extended wait time.
 - If we have not been able to make contact with the parents by 11:45 AM or 3:15 PM, we will contact the emergency contact person listed on your child's registration form.

Alternate Pick Up

- If your child is to be picked up by any person other than a parent, please notify one of the staff members during drop off or in advance if necessary. Maple Lane requires verbal or written consent from a parent of these changes. Please be reminded that any other person involved in pick up is required to adhere the parent code of conduct. If a problem arises, please be advised that the responsibility lies with the parents.

The First Day of School

- The first day of Nursery school can be very difficult for both you and your child. Even if there are tears, your child needs to see you leave and hear you say that you will be back. A quick stay, getting your child interested in an activity or toy, and then goodbye, will help your child settle sooner. After a final reassuring hug and goodbye from a parent, a teacher will be waiting to comfort your child and settle him/her. We encourage you and your child to come and visit prior to your child's first day. Families are strongly encouraged to attend our Orientation Open House in August to become acquainted with the school and staff. As educators, we share a role with you in making children feel safe and secure as they move into a new setting.

Holidays

- Maple Lane Nursery School recognizes all statutory holidays. Maple Lane will also be closed for two-weeks during Christmas and New Years as well as one-week in March. Please review the School Calendar for closures for holidays.
- Sometimes families will take extended holidays during our school year. If your family is planning a holiday please inform staff of their absences in advance. Tuition fees are still to be paid in FULL regardless of the length of absence. This is to maintain your child’s reserved spot in the program.

Inclement Weather School Closures Policy

- Maple Lane Nursery School will close if the Simcoe County Student Transportation Consortium cancels the Simcoe West buses in our area. It is our school policy to close the school if the SCSTC deem road travel or weather conditions unsafe for travel for the safety of our families and staff. We do appreciate your understanding and respect for our safety policies, we do apologize for the inconvenience this may cause you. A refund will not be issued for a day the school is closed. Maple Lane will make every effort to notify parents of a school closure. Parents will receive an email notification of the closure and/or receive an announcement of the closure through the REMIND app.

HEALTH AND WELL-BEING

HEALTH REGULATIONS

Immunizations:

The Public Health Department requires that parents and/or guardians keep a copy of your child’s immunization history. This is most typically done either electronically at your Doctor’s office or on the Yellow Immunization History Card. Maple Lane requires a current copy of this record to be submitted to the local health unit (SMDHU) and to retain a copy on file. This record must be received during the registration process.

- If families do not immunize, they will be required to complete the Provincial *Statement of Conscience or Religious Belief Exemption Form*. This must be completed by **“a commissioner for taking affidavits”** and must be notarized. This is due with your registration. Maple Lane can provide these forms upon request.
- Children who are not receiving immunizations for medical reasons are required to complete the Provincial *Statement of Medical Exemption form* by a doctor or nurse practitioner.
- Parents must also notify the Nursery School when any immunization is given throughout the year, while attending, if your child is on a differed schedule. The Nursery School will request an updated immunization and medical form for each child annually.

Communicable Diseases: shall be reported at once to the Director.

- **Illness:** If a child is at school and shows signs of ill-health the parent will be contacted and advised to pick up the child.
- **Head Lice:** shall be reported to the Director and the child must received treatment before attending classes.
- **Medications:** Maple Lane Educators do not administer medications to the children except in life threatening situations. These medications must be provided by the family and kept up-to-date, all expired medications must be replaced by the family. Inhalers and Epi-pens will be administered after

the parent has signed a waiver to remove all liability from the Educators and Nursery School. All inhalers and Epi-pens will be clearly labelled with the Child's name. Inhalers will be locked up and Epi-pens will be placed in the Teachers backpack and hung on the wall out of children's reach.

- **Allergies:** Maple Lane is a Nut-Free Preschool. If a child attending Maple Lane Nursery School has an allergy, the allergy will be posted in each room of use. The staff will be aware of the allergy and accommodate snacks provided. If the allergy requires an Epi-pen, parents will need to complete an Individual Anaphylaxis Emergency Plan and attached is to the emergency records in each classroom (Back Packs).

Anaphylaxis Policy:

- Before a child attends nursery school or upon discovering that a child has an anaphylactic allergy, an individualized student plan and emergency procedures will be developed for that child. This ISP will be completed in consultation and collaboration with the child's parent, and any relevant health professional involved. Staff and Volunteers will be made aware of any potential anaphylaxis students in advance and will do everything possible to limit the exposure to possible anaphylaxis triggers. This may include limiting food/beverages in the classroom environment, purchasing and providing allergy free snacks, and educating and communicating families on proper routine handwashing practices prior to entering the classroom.

Infection Prevention and Control Policy:

- Your child's health and well-being are important to us. We maintain and follow guidelines from the health unit around illness prevention and control measures. **If you suspect your child might be coming down with a fever or illness, please keep them at home.** Germs and bacteria spread easily in the preschool environment.
- The following signs and symptoms of illness are not permitted at school and may require a student to be picked up early from school: **Fever of 101° F (38.3° C), persistent diarrhea, severe coughing, difficult or rapid breathing, conjunctivitis, unusual spots or rashes, yellowish colour or tint to the eyes or skin (Jaundice), vomiting, head lice, or difficulty in swallowing**
- If a child becomes ill at the school, we will do everything possible to comfort the child until the parent or emergency contact person arrives to take the child home. If a child has become ill, staff will remove the ill away from the group to a comfortable area until they can be picked up. **Children must be FEVER-FREE and SYMPTOM-FREE for 24 hrs. before returning to school.** Children will not be allowed to stay at school, if they have had a fever less than 24 hrs. or if they have been medicated to mask the fever. This is often when children could be most contagious and most likely to spread illness.

Contagious Illnesses:

- Parents will be notified if any contagious illnesses have been identified in the nursery school. A child with a communicable disease or illness will NOT be readmitted into care until the infectious period has passed or until the child has fully recovered from his/her illness. Information on routine practices to keep you and your child healthy are posted in public areas of interest including, the classroom, the hallway and washroom.
 - If your child has received a diagnosis from a Doctor for an illness that could be contagious, please report the illness and possible sign and symptoms to the director.

Smoke Free:

- Please be advised that there is absolutely no smoking in the New Life Church building. By-law enforces that smokers must be at a distance of 15 feet from the front doors outside of the building. A breach in these bylaws could affect the nursery school licensing.

MISCELLANEOUS

Clothing:

- Please label all personal items to ensure they go home with the correct child. All children must have an extra set of clothes (weather appropriate) to be left at the school (in a bag on their coat hook) for any unforeseen accidents or spills.

Toilet Learning Policy:

- Children are required to be toilet trained, as our facility and licensing agreement do not accommodate diaper changing. If an accident occurs, staff reserve the right to call the parent/guardian to come change the child into clean clothing.

Shoes:

- Children must also have a clean pair of indoor non-scuffing shoes.

Backpack:

- Please purchase a bag and clearly label it to hold your child's extra clothing.

Birthdays:

- On special occasions, such as birthdays, you may choose to provide a snack for the group. Please advise staff ahead of time to ensure that you are aware of any potential allergies so we can be inclusive to all of our students. No home baking is allowed. All food must be purchased or prepared on site at the nursery school. This is in compliance with the Child Care Early Years Act (CCEYA).

Snacks:

- A healthy snack will be provided mid-morning and mid-afternoon each day. It is absolutely necessary that we are made aware of all allergies that your child may have. The snack list will be posted monthly. We will do our best to accommodate all dietary requirements. Occasionally parents of a child with intolerances or allergies may prefer to provide their child's own snack in a labelled container or lunch box.

Lunches:

- Maple Lane allows children that have difficult food allergies or intolerances to bring in their own lunch during the full day class. Lunches must be sent in a LABELLED lunch pail with all containers and beverages labelled with the student's name. Please notify the director in advance of any allergies or lunch changes.

Parking:

- When parking, please do not block the entrance doors for any reason. On busy parking lot days (Friday mornings and occasionally Thursday mornings), reserved spots are set out by the doors for swift parent pick up. Please ensure you arrive and depart quickly to allow another parent to use those reserved spaces.
 - Parents should accompany children into the school, ensure outer clothing is removed; backpack properly placed in the hallway; and the child is brought to the main classroom entrance door for arrival.
 - Please be sure to remove any art or papers in your child’s shoe basket in the hallway as important papers and reminders may be inside.

Class trips:

- Occasionally the school may organize school outings (typically one or two per year if available) and will notify families in advance of all excursions. A child must have a parent/family member attend in order to participate. If children are not able to attend the field trip/excursion, they are requested to stay at home as the school will not be open.
 - Maple Lane Staff may also organize walking trips, and in and around the church property, as these trips support our units of study. Parents or guardians will be notified in advance of any trips that will take place, and that their participation may be required. Parent will also be notified and asked for consent to animal activities prior to a field trip.

Insurance and Liabilities

- All children and staff are covered by a blanket insurance policy, help with the Robertson Hall Insurance Inc., which is reviewed annually.

POLICIES AND PROCEDURES

IMPLEMENTATION OF PROGRAM STATEMENT

Policy

1. Implementation of the Program Statement Approaches

Maple Lane Nursery School staff, students and volunteers are required to implement our approaches and goals as outlined in our current program statement when they are applicable. Each approach may not be observed in practice on a daily basis, or when involving local community partners; however, whenever an educator is interacting with a child, it is expected that the approaches for positive and responsive interactions would be implemented.

2. Pedagogical documentation

Maple Lane Nursery School will consider many interesting ways and approaches to include pedagogical documentation into our daily program. Making learning visible through documentation, will illustrate the approaches in our program statement that are being implemented when they cannot always be observed.

3. Additional Considerations

Where applicable, Maple Lane may choose to align the program statement with municipal quality assurance mechanisms/measures.

Maple Lane Nursery School may also use the many resources and examples provided on the Early Years Portal (government website) and provincial documents such as the How does learning happen? document as a framework to support our program statement.

Behavioural Minding and Prohibited Practices

- It is our professional goal to provide a safe and happy environment for your child. Therefore, we protect the emotional and physical safety of your child. Children are disciplined in a positive manner and at a level that is appropriate to their actions and age. In order to promote self-discipline, ensure health and safety of all those involved, and respect the rights of others and property, staff will monitor children's behaviour and intervene when needed.

In accordance with the Child Care and Early Years Act, we shall not engage in nor shall we permit our staff, students, and volunteers to engage in any of the following:

- corporal punishment of the child;
- physical restraint of the child, such as confining the child to a chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraints is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the nursery school premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required a part of the licensee's emergency management policies;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Children may be redirected to other activities in order to be separated from another child or group of children where the behaviour occurs. If that attempt has failed at diminishing the unwanted behaviour, children may spend time individually at a supervised activity. When an incident occurs between children, staff will help model positive resolution by encouraging apologies between children. This, "make it right" approach helps communicate the appropriate behaviour limits and boundaries to all children. All nursery school staff, students and volunteers will enforce positive reinforcement of appropriate behaviour and in our best effort, reach out to parents in situations they need to be made aware of.

Fire Drills

- Fire Drills are practiced each month by all classes. Posted in each classroom is the fire drill procedure for that area. The children are encouraged to walk quickly and listen to teachers.

Managing Serious Occurrences

A Serious Occurrence is defined as:

- the death of a child who received child care, whether it occurs on or off the premises,
- abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,
- a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,
- an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised,
- an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre
 - CCLS subcategory: a. Fire b. Flood c. Gas Leak d. Detection of Carbon Monoxide e. Outbreak f. Lockdown g. Other Emergency Relocation or Temporary Closure

Maple Lane Nursery School will post the Serious Occurrence Notification Form in order to communicate any serious events that have occurred on school property. This report will be posted in the parent's hallway. This information will protect the personal information and privacy of all clients involved. No staff or child names, initials, age, or date of birth will be used on the notification form.

EMERGENCY MANAGEMENT

IMPORTANT INFORMATION ABOUT YOUR EMERGENCY INFORMATION

Please advise the program director immediately in writing, of any changes in your address, telephone number at home, work, or cell phone, emergency contact person (their work or home numbers) or your family doctor (their phone number), medical issues, immunizations, etc.

Ensure that your emergency contact understands their responsibilities should they receive a call from the school.

HOW WILL WE NOTIFY FAMILIES?

- Typically, the telephone is not answered during school hours. However, you can leave a message at the school by calling 705-445-0086. If you need to reach the school in an emergency, call and let the telephone ring a few times, hang up and then immediately call again. Alternately, in extreme emergencies, call the Church Office at 705-445-5892. They will notify your child's teacher.

- If a crisis occurs during program hours, children and staff must evacuate the building or travel to our Emergency Shelter in Place. Families will be notified via the REMIND text app and by telephone if students have been moved to our emergency location.
- If a crisis occurs after program hours and the school must close or cancel program, families will be notified via REMIND app and email. Such emergency might include power or water failure, staff emergency, fire or flooding.
- For the safety of the children and staff at Maple Lane nursery school, fire drills and emergency procedures are practiced monthly. This includes lockdown drills, which are conducted with only staff in attendance once per year.

In the event of an emergency evacuation, Sinton Transportation will transport children and staff to St. Mary's Catholic School. The address is 18 Saunders St. Collingwood. The number is 705-445-6132. If an emergency should arise, parents will be notified as soon as possible by phone and REMIND app.

PARENT POLICIES AND PROCEDURES

Purpose

- 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.

Policy

- Parents/guardians are encouraged to take an active role in our nursery school 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 Director and Church Leadership staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
- Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.
- An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.
- Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Parent Involvement

- We appreciate your involvement and understanding of our program and goals. We appreciate parental involvement and support while your child attends. Your feedback is essential and we welcome any and all questions concerns or encouragement towards staff and our program.
- If parents are interested in volunteering in the classroom, please email program supervisor at maplelanenurseryschool@gmail.com, so we can arrange a time for you to come in to discuss your interest. Please be aware that all parents volunteering must have a vulnerable sector check completed

(within the last 6 months) before they are permitted to volunteer in the classroom. They must also complete an orientation with the director as well as hand in a record of immunizations or attestation if applicable.

Communication and Addressing Parent Concerns

- All issues and concerns raised by parents/guardians are taken seriously by the Educational Director and Church Leadership staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
- Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian **will respect and maintain the confidentiality of all parties involved.**
- An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Parent Conduct and Confidentiality

- Our parent code of conduct in the registration package outlines our expectations of parents and their involvement. Please respect these guidelines and how they apply to the program and other parents and families. There is a strict confidentiality agreement involving student's photos or videos taken while attending school. **Please do not post any photos or videos involving Maple Lane Nursery School. We need to ensure the safety and protection of all students enrolled.**
- Our school 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 supervising teacher and/or director.

Concerns about the Suspected Abuse or Neglect of a child

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

Supervision of Students and Volunteers

- Students and volunteers are welcomed additions to our nursery school program. All volunteers and students must complete an application and Criminal Reference check under Vulnerable Sector Screening prior to the first day of attending the school. Volunteers and students are not left alone with children or counted in the ratios. A visitor may be an observer from an outside agency and only needed within the space to observe a specific student. The supervisor is always be present when an observation occurs and require an offence declaration from each visitor before interaction with students occurs. All students, volunteers, and visitors must respect and abide by the Visitor Code of Conduct in order to maintain a respected learning environment for our children and families. This code of conduct is posted in our parents' hallway.

SCREENING AND DEVELOPMENT

- Learning takes place in many different ways with each child and it should always be evolving and changing. We want the children to be excited about learning. We strive to provide an environment rich in opportunity, self-exploration and allows children to learn what is most meaningful to them.

Simcoe County

- Maple Lane works closely with the County of Simcoe to provide quality child care programming for young children. We work closely in developing a supportive relationship for learning that provides educators with the vision and strategies of developing an exceptional program, tailored to our unique vision and goals.

CHILD DEVELOPMENT AND SCREENING RESOURCES

- Part of our vision is to offer resources to families and equip children with everything they need to develop optimally during these early years. Regular screening of development is critical.

Developmental Checklist

- All staff will strive to provide an environment where we can partner with our families to ensure each child has the best chance possible to develop in the best way possible. Each Maple Lane family will be asked to complete a mandatory Developmental Checklist after beginning at Maple Lane. A second screen will be offered approximately 6 months later or within 2 months of the end of the school, depending on the student's enrollment date. This tool is provided by Simcoe County Early Intervention Services.

Early Referral Identification Kit (ERIK)

- In addition, families may be invited to complete an Early Referral Identification Kit {ERIK} with classroom staff if there are any questions or concerns regarding their child.

Speech and Language Checklist

Speech and Language development is one of the most critical school readiness skills, Early identification is key: don't wait! This screen tool can be used to identify red flags in speech and language development. Tool from Simcoe County Preschool Speech and Language Program.

Red Flags for Autism

This pamphlet can help identify if you child might be developing differently and need referral to discuss with a physician about further assessment. Autism is treatable. Early intervention is critical. Red Flags of Autism Spectrum Disorder in Early Childhood – Autism Ontario.

Looksee

The Looksee Checklist is a simple, easy-to-use developmental tool designed to help monitor a child's development from 1 month to 6 years of age, featuring a short list of "yes" or "no" questions about the child's abilities. Simply and easy to use!

<https://lookseechecklist.com/en/>

Inclusion Policy

- Maple Lane Nursery School strives to provide an inclusive learning environment to all children, regardless of needs. Our staff are equipped and experienced in dealing with children with a variety of needs. However, if a class has reached its capacity of needs, staff may not be able to accept more children with special needs into the program at that time

-

CONTACTS

Ministry of Education, Licensed Child Care Help Desk:

1-877-510-5333

Program Director:

Bethany Crawford maplelanenurseryschool@gmail.com

Church Leadership Liaison:

Kris Stadig children@newlifecollingwood.com