



MINNOW LAKE | NEW SUDBURY
**COOPERATIVE
NURSERY SCHOOL**

Welcome to Nursery School!!

Registration package and Parent Handbook

Our Nursery School is a warm, nurturing, and fun environment that promotes each child's development, well-being, and sense of belonging. We are licensed by the Ministry of Education and follow the guidelines and requirements set out in the Child Care and Early Years Act. By basing our practices on the 4 Foundations of "How does Learning Happen" pedagogy, we help to foster and nurture a wonderful Early Learning Environment for your young one. The adventures they experience here will be a steppingstone and make for a smoother transition into the kindergarten program.

Important: Please read though all documents in the registration package and return the following signed documents to the educator or secretary:

- Application for enrollment
- Signed program statement
- Member participation agreement
- Social Networking policy and Confidentiality agreement
- Parent Interview form
- Child medical record
- Photo consent
- CCR consent form
- Child's emergency contact information
- Notice with respect to the collection of personal information
- Copy of parent and child immunizations
- Completed criminal reference check for duty parent
- Tuition fees (first and last months) payable by cheque or e-transfer.

CONTACT US

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SudburyNurserySchool.ca

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About Minnow Lake / New Sudbury Co-Operative Nursery School

Our nursery school was established in 1978 and is a well-known and loved program in Sudbury. Our program is unique in the sense that we are co-operative in nature and thrive on the active involvement of our parents, alongside our trained educators, in the daily program and their children's experiences. Our program is located at the premises of North Edge Church (264 Levesque Street) where we have all the facilities needed for encouraging your child to be creative, independent and learn from play through their natural curiosity.

Program Statement and Implementation policy

Minnow Lake / New Sudbury Co-Operative Nursery School strives to deliver positive and stimulating learning experiences in a safe environment that enhances a child's social, intellectual, physical, and emotional development. This enhancement happens throughout a child's daily routine which encompasses a balance of free play, active play, quiet time (when needed) and snack time.

Play is the cornerstone of our curriculum – understood to be essential to the healthy social and cognitive development of children. Through play experiences and guidance by specially trained staff, the children are exposed to situations that will stimulate:

- communication and social skills through child-child and adult-child interactions;
- fine motor development;
- gross motor development through physical activity;
- self-esteem and decision-making capabilities;
- curiosity;
- initiative; and
- independence

When this approach to learning takes place along with staff's understanding of child development, each child's learning and individual development is supported and as a result, the child's competence, capacity, and potential are maximized. We know that children flourish in all areas of development when they are in supportive, caring, and responsive relationships with adults whose focus is on the health, safety, nutrition, and well-being of all children. This is the foundation of our quality childcare.

Children are encouraged, but not forced, to participate in all activities. We strive to provide a program that offers services to children, their families, and the community, that encompasses the research and legislation in Ontario's three major early learning documents: How Does Learning Happen? (HDLH), The Early Learning for Every Child Today (ELECT) and Think, Feel, Act Lessons from Research about Young Children.

Minnow Lake / New Sudbury Co-Operative Nursery School believes that all children are competent, capable, curious and rich in potential.

Minnow Lake / New Sudbury Co-Operative Nursery School is a centre of inclusion. We believe that every child deserves to be treated with dignity, respect, and equality. We honour and respect all children's beliefs, culture, language, and experiences acquired from their family and community.

It is also the duty of the centre to ensure that any child with special needs is given the opportunity to excel and flourish physically, socially, mentally, and emotionally.

Minnow Lake / New Sudbury Co-Operative Nursery School is open to all support services and aids in the community to train our staff, contribute to individual program plans or work in the program as additional support in the classroom. Our staff will work cooperatively in a professional partnership with all services in place for the well-being of the child. Service coordination meetings are required to successfully setup goals and discuss what the best interest of the child and their family is.

It is important to the success of our program to have positive and responsive interactions among the children, parents, and our staff. We encourage engagement and open communication with parents about our program and their children at daily drop-off and pick-up times, parent/staff/board meetings and messages on our private Facebook page / classroom app ClassDojo.

Staff will communicate to parents any special activities via our classroom app: ClassDojo and parents can use this tool for involvement by bringing in resources, such as books, pictures, costumes, or music, which are relevant to the programming in the room at that time.

Minnow Lake / New Sudbury Co-Operative Nursery School believes capturing and documenting our practice is a form of reinforcement of the learning process for educators, family, and children.

Strategy:

Our goals to achieve our program statement are guided by the work done on Ontario's Pedagogy for the Early Years ("How Does Learning Happen").

We understand that learning and development happens within the context of relationships among children, families, staff, and their environments.

We understand that for children to grow and flourish, the four following foundational conditions need to exist: Belonging, Well-Being, Engagement, and Expression.

These foundations are a vision for the future potential of all children and a view of what they should experience each and every day. These four foundations apply regardless of age, ability, culture, language, geography, or setting. They are aligned with the kindergarten program. They are conditions that children naturally seek for themselves.

<i>FOUNDATIONS</i>	<i>GOALS FOR CHILDREN</i>	<i>EXPECTATIONS FOR PROGRAMS</i>
Belonging	Every child has a sense of belonging when he or she is connected to others and contributes to their world	Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them
Well-being	Every child is developing a sense of self, health, and well-being	Early childhood programs nurture a child's healthy development and support their growing sense of self, as well as self-regulation skills
Engagement	Every child is an active and engaged learner who explores the world with body, mind, and senses	Early childhood programs provide environments and experiences to engage children in active, creative, and meaningful exploration and play to develop skills such as problem solving, creative thinking and innovating
Expression or communication	Every child is a capable communicator who expresses himself or herself in many ways	Early childhood programs foster communication and expression in all forms including creativity, problem solving, mathematical behaviours and language development

Minnow Lake / New Sudbury Co-Operative Nursery School will adopt the following twelve (12) goals to create these conditions:

- a. Promote an environment which is healthy, safe, supports general well-being and ensures good nutrition
 - Parents and their children will be greeted by the staff every morning and the staff will be receptive to any information about the child (health, interests, new experiences etc.).
 - The staff will complete an attendance register every morning and complete a visual health check of each child.
 - The staff will maintain a staff to child ration of 1:8, or better, at all times. Children will be supervised at all times.
 - The classroom and toys will be maintained and disinfected in accordance with the guidelines issued by Public Health Sudbury & Districts.
 - Children will be released only to the parents/persons authorized in the child's file. If the staff do not recognize the person collecting the child, they will ask for ID and confirm that they are indeed authorized to collect the child.
 - All staff have current first aid and CPR and all volunteers are encouraged to obtain their first aid and CPR.
 - All the staff and children sit down together to have a family style snack around the table.
 - The staff will model good eating habits and encourage the children to try the healthy foods included in their snack.
 - The staff will model good table manners.
 - Canada's food guide is used as a good reference for healthy and balanced snacks.
 - The school is peanut free and any other allergies will be visible on the bulletin board at the school.
- b. Support positive and responsive interactions
 - Staff will role-model appropriate social skills and behaviours throughout the day to support learning and growth.
 - Staff will direct positive attention to all children, maintain a positive tone of voice, model positive non-verbal communication skills, display empathy and use teachable moments to further develop positive social behaviours.
- c. Encourage the children to interact and communicate and support their ability to self-regulate
 - Staff will encourage the children to interact with their peers and model age-appropriate communication skills.

- Staff will be attentive, interested, and responsive in the children's play instead of giving directions or instructions.
 - Staff will have awareness of the individual children's cues when faced with a task, transition, or interaction with other children, but will give the children the opportunity to develop their self-regulation and self-help skills at these times. Positive interactions and role model behaviour by the staff will provide a supportive learning environment for children to learn how to process their own emotions, learn to identify the emotions of others and reach a desirable outcome.
- d. Foster exploration, play and inquiry
- Children are confident and capable; therefore, staff will encourage them to explore their environment and practice safe risk taking.
 - Children are curious and rich in potential; therefore the room is set up to include different areas of exploration such as arts and crafts, play area, library, dramatic area and sensory. Toys, materials, and equipment are added or changed in the room to encourage creative thinking, exploration and problem-solving.
 - Staff will observe the interests of the children and build on these interests to create meaningful learning experiences and activities for the children.
- e. Provide child-initiated and adult-supported experiences
- Children will have access to many natural and open-ended play materials to give them their own initiated play experience. Staff will always be available to support and engage to enhance the learning experience while still upholding the belief that children are confident, capable, curious, and rich in potential.
 - Staff will document what interests the children to reflect on ways to provide fun and meaningful activities, interest areas, and experiences.
 - Activities flowing from the interests of the children can be utilized and extended for as long as the interest lasts.
 - Children have access to the activities but are never forced to reach a certain goal or outcome.
- f. Plan for and create positive learning environments and experiences
- Staff will observe the interests of the children and build on these interests to create meaningful learning experiences and activities for the children.
 - Age-appropriate furniture is used in the room and visuals aids are placed at eye level for the children to feel comfortable.
 - Children are acknowledged as being fully capable and treated with respect and dignity.
 - Staff are flexible and will allow children to move toys to a different area to further their play and learning.

- g. Incorporate indoor, active play and quiet time (when needed)
- The daily program gives your children the opportunity to express themselves in many ways, either through play, music, art, creative stories, physical activities, and social interactions.
 - Indoor play involves free play, arts and crafts and sensory experiences to name a few. Staff is always ready to engage in child led inquiries and games to further your child's learning experience.
 - Active time involves gross motor activities such as kicking balls, dance parties, animal races or playing duck-duck-goose.
 - When the day gets overwhelming, we have a quiet corner with chairs, stuffies and books where your child can unwind for a couple of minutes.
- h. Foster the engagement of and communications with parents
- Being a cooperative Nursery School, parent's/caregiver's voices and opinions help to make the program successful.
 - Parents/caregivers are invited to share thoughts and ideas to help make learning fun and engaging for the children. If a child is particularly interested in a certain area, staff invites the parent's/caregiver's input because it helps staff to plan environments that will engage the children and provide them with meaningful experiences.
 - There are scheduled meetings for parents and staff to come together to discuss any concerns, present ideas, and to share stories about what's been happening in the program.
 - Communication takes place via phone, email, closed Facebook group or classroom app ClassDojo.
 - We live in a diverse world and understand that we all have many beliefs, values, and come from different cultures, backgrounds, and ethnicities. Staff encourage parents/caregivers to share culture and family experiences with us.
- i. Involve local community partners
- Community is an important component to a child's early learning experience. The school works with community partners such as Child and Community Resources, and the City of Sudbury to ensure parents, caregivers, and educators are given the support when needed, and to ensure we are meeting all the standards of a quality program.
 - It is important that the children not only feel they belong in the classroom, but to feel a sense of belonging within the community. Various field trips are planned throughout the year. Some examples are a visit to the local fire hall, visit the grocery store, story time at the library, visit to a local farm, visit to a senior's home.

- Community members are invited to visit our classroom, such as, the dental hygienist, firefighter, policeman, and music teacher. It is also a special treat when parents, family members, and caregivers share their special talents with the children.
- j. Support staff and others in relation to continuous professional learning
- Staff engage in continuous professional learning; either through, videos, reading materials, and workshops to promote the overall well-being of the children in the program.
 - Our staff are qualified and are RECE's (Registered Early Childhood Educators) or approved by the Ministry and in the process of obtaining a diploma in Early Childhood Education Program and intend on registering with the College of ECE. RECE's must abide by a Code of Ethics and Standard of Practice and are required to keep up to date on current childcare practices by attending professional development courses, workshops, and by referring to the Ministry of Education resources, such as, "How Does learning Happen: Ontario's Pedagogy for the Early Years" (HDLH), and "ELECT: Early Learning for Every Child Today". These resources are also available to families online or in the classroom.
 - First Aid and CPR are kept current with all staff and parents are invited to attend First Aid training when a course is available.
- k. Document and review the impact of the goals set out in clauses (a) to (j) on the children and their families
- Our program statement is treated as a living document and is continuously updated as our program grows and improves.
 - Staff observe and make notes of the reactions (of children and their families) to the implementation of the goals in the day-to-day operation of our program. Staff will convey their observations to the board and the program statement will be reviewed and updated as needed.
 - We welcome feedback from our families in the form of an annual survey. The results of the survey is reviewed by the board and our program statement is updated to reflect the needs of the community while still adhering to the HDLH document.
- l. Approaches that will be implemented to achieve our goals (Implementation policy)
- The following nine approaches to implement, monitor, and evaluate our action plans and allow us to continually improve our performance.
 1. All new staff on hiring, volunteers and, all existing staff (annually) will acknowledge and review:
 - the program statement, all our policies and procedures

- review any modifications made to the above
2. Annually, parent surveys will be conducted to assess our performance against the 12 key goals
 3. Each goal will undergo an annual assessment for compliance and necessary updates
 4. Each month a staff meeting will be scheduled and will include a discussion relating to performance against the program statement and a plan for improvement for next month; also included in the monthly meeting will be a discussion on one of the 12 key goals (on a rotational basis) to create the conditions promoted by the HDLH (“How Does Learning Happen”) document – current practices will be compared to the goal and a plan for improvement will be created
 5. At least each quarter a Board meeting will be scheduled and will include a discussion relating performance against the program statement and a plan for improvement for next quarter
 6. Annually a staff meeting will be scheduled to review and discuss performance relating to the program statement and to set goals for the upcoming year
 7. Provide the goals and achievements (relating to the program statement) discussed at the annual staff meeting with the Board of Directors and document and incorporate their feedback into the plan for the upcoming year
 8. To support staff in their continuous growth and professional learning, a professional development investment for each staff will be budgeted to support the program statement needs
 9. Annual performance review of staff members will include a self-assessment of the 12 key goals promoted by the HDLH document, where they will outline successes and goals for improvement for the upcoming year relating to these goals.

Prohibited Practices

In accordance with the *Ontario Child Care and Early Years Act*, no licensee shall permit, with respect to a child receiving childcare at a childcare center it operates or at a premise where it oversees the provision of childcare,

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical

- restraint is for 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;
- (c) locking the exits of the childcare center or home childcare premises for confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
 - (d) 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;
 - (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
 - (f) inflicting any bodily harm on children including making children eat or drink against their will.

The intention of stipulating the prohibited practices is to ensure that all staff, students, and volunteers support and enforce the overall well-being of the children. Young children benefit from staff adopting an affirming approach that promotes self-esteem and positive interactions with other children and adults rather than a punitive approach to manage difficult behaviour.

Dealing with contraventions of any portion of the Policy Statement:

Staff, volunteers, and students:

1. Discussion with the Program Supervisor. Clear goals within a set time frame must be agreed upon and documented.
2. Trial period whereby the staff/volunteer implements agreed upon goals while the Program Supervisor observes.
3. If no improvement is shown within a set time frame and if the staff/volunteer shows no sign of trying or clearly disagrees with the above, then termination of duties will be required.
4. If a serious incident has occurred where a staff has blatantly defied the policies and prohibited practices of the centre and rights of the child, then an immediate suspension of all duties will occur. Child and Family Services of Sudbury and Manitoulin will be contacted, and an investigation will be had into the incident and the necessary steps will be carried out.

Program Supervisor:

1. Discussion with the board of directors. Clear goals within a set time frame must be agreed upon and documented.
2. Trial period whereby the supervisor implements agreed upon goals while board of director's monitor.
3. If no improvement is shown within a set time frame and if the supervisor shows no sign of trying or clearly disagrees with the above, then termination of duties will be required.
4. If a serious incident has occurred where a supervisor has blatantly defied the policies and prohibited practices of the centre and rights of the child, then an immediate suspension of all duties will occur. Child and Family Services of Sudbury and Manitoulin will be contacted, and an investigation will be had into the incident and the necessary steps will be carried out.

*Please note that due to the unique nature of our program and to provide clarity, duty parents are referred and included under the umbrella term volunteer(s).

Some important links:

<http://www.edu.gov.on.ca/eng/>

<http://www.edu.gov.on.ca/childcare/ExcerptsFromELECT.pdf>

<http://www.edu.gov.on.ca/childcare/howlearninghappens.pdf>

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

Minnow Lake / New Sudbury Co-Operative Nursery School Program Statement

Minnow Lake / New Sudbury Co-Operative Nursery School ensures that all new staff, students, and volunteers review this program statement prior to interacting with the children; and, that all staff, students, and volunteers review this program statement at any time that it is modified or at least annually.

I, _____ (please print) have read the Program Statement for ***Minnow Lake / New Sudbury Co-Operative Nursery School***, and I agree to comply with all aspects as outlined.

In addition, I understand my responsibilities and what is expected of me as a staff, student, or volunteer while in the classroom.

Signature _____

Date _____

General Information

Directions and Entrance to the School:

The school is located at North Edge Church, 264 Levesque Street. Please use the Main Entrance, our classroom is located on the main floor in the Nursery Room. Our educators will be at the school each morning by 9:00 am and will welcome the children to the program at 9:15am. We ask that children be ready and settled in class within the first 10 minutes of arrival.

Description of a typical day at Nursery School

Our teachers and duty parent will welcome your child to school. Once settled, the children engage in free play by exploring the classroom and playing in a variety of centers set up in the classroom. During this time the children will have the chance to get their creative juices flowing and participate in a craft or structured activities. The centers are changed on a regular basis according to the children's interests and to encourage exploring and creativity. Typically, we have a circle center with books, blocks and puzzles, a kitchen center with play food and utensils, a block center, a toy car/train center, sensory bin, art center, literacy center and math center. Thereafter the children gather on the carpet to sing songs, have discussions, and play games followed by a nutritious snack. After snack time the children engage in more free play and gross motor activities. The educators are always ready with fun games to get the children moving and running. When the day gets overwhelming, we have a quiet corner with chairs, stuffies and books where your child can unwind for a couple of minutes. In the final part of our day, the children we read a book and sing some songs.

Daily Schedule

9.15 – 9.30	Arrival and Greeting
9.30 – 10.15	Free play and activities
10:15 – 10.30	Circle Time
10.30 – 10.45	Snack time
10.45 - 11:15	Free play and activities
11.15 - 12.00	Gross motor activities
12.00-12:15	Story Time and dismissal

Essentials to pack in your child's backpack:

1. Complete change of clothes.
2. Diapers and wipes (if required).
3. Water bottle.
4. Nutritious snack (nut-free). Please check the allergy list for your class and refer to Canada's Food guide.
5. A pair of non-skid shoes. We highly recommend a shoe with a Velcro strap to make it easier for your child to change their shoes by themselves.
6. Please send your child to school in their play clothes!

Please ensure that all items are clearly labelled and marked

Safety rules in our classroom:

1. A 1:8 ratio of educators to children, or better, will be always maintained. Children are never left without adult supervision.
2. First Aid and CPR are kept current with all staff. Parents are invited to attend First Aid training when the course is available.
3. Children do not run in our classroom, except when the educator announces that the gross motor activity time will start.
4. Children sit with their feet under the table and on the ground when eating.
5. Toys and books are handled with respect.
6. Snacks must please be packed and cut into bite size chunks suited to your child's capabilities.

Parent/Volunteer Meetings:

Meeting times and dates will be posted on our Facebook page. Sufficient time will be given before hosting a meeting, to ensure plenty of time to plan for attendance. Our school is a Co-operative and runs and thrives on parents' involvement and commitment to the program.

Orientation Meeting:

(September) Date to be announced.

Field Trips:

The Nursery School organizes various field trips throughout the year (i.e., Fire Hall, Library, Gym Zone, Train Museum, Farm, etc.). Each child must be accompanied by an adult to these field trips.

Facebook:

You will be invited to join our private Facebook page after registration. Please keep an eye out for postings about any upcoming events, sign-up sheets, memos, and important information. We also make use of the classroom app, ClassDojo to communicate information and photos to our parents.

Child supervision:

A 1:8 ratio of educator to children, or better, will be always maintained. Children are never left without adult supervision. Every volunteer (which includes duty parents) or student will be supervised by the educators at all times by a Registered Early Childhood Educator or other staff. In order to adhere to regulations in the Child Care and Early Years Act (Ontario Regulation 137/15) MLNS Cooperative Nursery School also has a policy in place that guides our practice with regards to supervision.

Emergency Management Policy and Procedures:

The Emergency Management Policy and Procedures is available on request from the Nursery School. Parents will be notified via telephone, our class app ClassDojo or our private Facebook page of any emergency situation at the Nursery School.

Note: Policies and procedures not covered in this handbook are available on request from the Nursery School.

Tuition Fee Schedule

School Year: September -June

Program: Preschool (ages 2 ½ - 6 years old)

Mondays and Wednesday: 9:15 am – 12:15 pm*

Tuesdays, Thursdays and Fridays 9:15 am – 12:15 pm*

Monday - Friday**9:15 am – 12:15 pm***

*Maximum 14 children per class

Fee Schedule (per month):

Minnow Lake / New Sudbury Co-operative Nursery school is enrolled in the Canada Wide Early Learning and Childcare system.

Monday/Wednesday	Tuesday/Thursday/Friday	5 days
Base fee	Base fee	Base fee
\$96.00	\$144.00	\$240.00

- First and last months tuition (September & June) is payable by the first day of school.
- Post-dated cheques for the remainder of the year (October-May) are due by the first day of school. Cheques should be dated for the 1st of each month. **Cheques must note the name of the enrolled child.**
- All fees should be paid by cheque unless otherwise arranged in advance with the Secretary.
- In the event that a cheque bounces, the bank charges and tuition is due before the child can return to class.
- If paying via e-transfer, payment must be received by the 24th of the month preceding enrolment and every month thereafter. If payment is not received by the end of the day on the 24th, a late fee of \$25 will be added to the fee for that month. E-transfers are to be sent to mlnscooperative@gmail.com with the password set to "nurseryschool".

Example:

- Monday/Wednesday: First payment \$192.00 + 8 cheques/e-transfers of \$96.00 each
- Tuesday/Thursday/Friday: First cheque \$288.00 + 8 cheques/ e-transfers of \$144.00 each.

Withdrawal:

One month's written notice addressed to our secretary is required. The secretary will be in touch regarding the refund of deposits and class fees (if applicable). Please note, no tuition fees will be refunded after 1 May.

Arrival, Dismissal and Late Fees:

In accordance with our Safe Arrival Policy, families are asked to notify the program any time their child will not be attending. If your child does not arrive as expected, staff will proceed with calling the emergency contact list to confirm the absence. When your child arrives to the program, a staff member must be made aware of their presence. When picking up your child, the staff must be aware that you are leaving. Under no circumstances will a child be released to anyone not known to the employee without authorization from a parent or guardian. This person must also supply photo identification before the child will be released to them. The Nursery School abides by all custody arrangements through court orders. It is very important that we receive a copy of your court order to ensure the safety of your child during the registration process. We are also instructed to follow the court order directives as presented. Any changes requested by the family must be presented as an amendment to the court order or a new order.

Minnow Lake New Sudbury Cooperative Nursery School is open Monday to Fridays until 12:15 p.m. In consideration of the staff's time, a late pick up fee will be levied for those picking up their child(ren) after 12:15 p.m. The Nursery School is licensed by the Ministry of Education until 12:15 p.m. The fee is payable directly to the staff (cash or cheque) and is \$10.00 for the first 5 minutes late and \$1.00 per minute thereafter. Parents are responsible for informing family members and friends of the late fee charge that is in effect regardless of last minute pickup arrangements. The late fee is not charged during snowstorms. A written record will be kept of the late pick up and must be signed by both the family and the staff member. The late fee must be paid no later than the child's next scheduled school day (i.e., late on Tuesday, pay the fee on Thursday). The school clock will be considered to be the correct time. We thank you in advance for your consideration and punctuality.

NOTE: Minnow Lake New Sudbury Cooperative Nursery school is required to call the Children's Aid Society and/or Police if a child has not been picked up by 2:15 p.m.

School Closures:

The Nursery School runs the same schedule as the school board; therefore, the program is closed on the same statutory holidays and professional development days as the schools in Sudbury/Manitoulin. In the event of extreme weather conditions and the schools close, we will also close the program; however, if school buses are cancelled, the program will remain open.

School Year Calendar 2024-2025

Labour Day	September 2, 2024
First Day of School for Students	September 9, 2024
Thanksgiving	October 14, 2024
Christmas Break	December 23, 2024 to January 3, 2025
Family Day	February 17, 2025
Board Holiday	March 7, 2025
Mid-Winter Break	March 10 to 14, 2025
Good Friday	April 18, 2025
Easter Monday	April 21, 2025
Victoria Day	May 19, 2025
Last Day of School for Students	June 27, 2025

Professional Development Days

September 27, 2024

January 31, 2025

November 1, 2024

March 31, 2025

November 29, 2024

June 6, 2025

What does it mean to belong to a Co-Operative Nursery School?

A co-operative Nursery School is a non-profit organization owned and operated by the parents of the students. Qualified educators run the day to day of the nursery school which includes programming and general administration. One duty parent assists the educational team every day to facilitate the smooth operation of the program. All of our duty parents contribute their time, talents, or ideas to grow our wonderful program. The parents and existing board hold a meeting at the beginning of the year to appoint a Board of Directors. The Board of Directors, along with the educators is responsible for monitoring and upholding the program to its program statement and ensuring a high-quality delivery of the program. The Board of Directors is comprised of the following positions:

The President:

- Deals with government agencies and licensing
- Co-ordinates operation of the school
- Gets the school up and running for the following year
- Sets/Chairs meetings

Vice President:

- Fills in for the President when necessary

Secretary:

- Takes minutes at the meetings
- Deals with mail and correspondence as directed by the President/Treasurer
- Issues notices of meetings
- Responsible for necessary permission from zoning, health, and fire departments

Registrar:

- Accepts new registrations
- Manages City Daycare registry
- Monitors the school email and responds to enrolment inquiries
- Gathers required documentation/cheques from new families

Treasurer:

- Manages financial affairs of the school
- Deals with financial reports for members
- Prepares financial reports for members
- Responsible for insurance policy

Member Participation Agreement

By becoming a member of the Minnow Lake/New Sudbury Cooperative Nursery School, you become an essential participant in our unique program. Enthusiastic and dedicated parents operate our school. A well-run school benefits you and your child. As members of the Co-op, all parents/guardians agree to fulfill the following responsibilities:

Member responsibilities

1. Participating as a duty parent. Duty parents will be assigned approximately 1 duty day per month (depending on enrollment). If a family has 2 children in the same class, they will do 1½ time, rather than double the normal duty days. If you are unable to attend your duty day, it is your responsibility to inform the educator and trade with another parent or sign up for a different duty day. Duty parents assist our educators in the classroom with the execution of the educational program, supervision of children and keeping our classroom clean.
2. Timely payment of the tuition fees. Please refer to our tuition fee schedule. Late fees will be issued for late payments and ultimate expulsion of the child from the school.
3. Attendance and participation at our orientation meeting in September and our Annual General Meeting in the Spring (dates will be communicated on our Facebook page). Your attendance is very important as we will review our program statement and objectives for the school year. The Board of Directors is also elected at one of these meetings.
4. Participate on a committee or serve on the Board of Directors. There are a number of committees to choose from (i.e. fundraising, extra curricular, social committee, playdoh, supply duty parent). You can sign up to become a member of a committee at the orientation meeting in September. If you do not state a preference, you will be asked to join a committee that needs more members.
5. Actively participate in fundraising. One or more fundraising events will take place during the year. We encourage our members to propose ideas and to participate in the event to help us to keep our tuition to a minimum.
6. Members will be required to review the program statement and implementation policy prior to interacting with children in the program. They must also review the information if it has been modified in any way. The educator is there to model positive interactions with the kids. Duty parents are encouraged to ask many questions regarding the program statement to ensure the duty parents behaviours and interactions reflect the program statement. If there are concerns with the implementation of the program statement, a discussion will take place and strategies can be discussed to help with positive change and appropriate implementation. It is important to remember that duty parents and volunteers are considered staff, so they need to make sure their responsibilities are being met. The educator is there to support and mentor the duty parents during their time with the Nursery School to ensure a high quality and best practice delivery of the program always.

7. For reference to any of our other policies and procedures, please request to read the Policy Binder kept at the Nursery School.

Being part of our co-operative nursery school means you can have a real and lasting impact on your child's early learning years, meet new families and have direct involvement in getting your child ready for kindergarten.

Duty days: Expectations

1. Duty parents are asked to arrive at 9.00 on their duty days to assist the educators with certain tasks.
2. The secretary will post a duty schedule on our private Facebook page. It is the duty parent's responsibility to make note and remember when they are scheduled for duty.
3. If you are unable to attend your duty day, it is your responsibility to inform the educator and trade with another parent or sign up for a different duty day.
4. Duty parents are required to provide a completed Criminal Reference Check (Vulnerable Sector Screening). The nursery school will provide you with a letter to provide to the Sudbury Police to support your application. Please provide the name of the adult that will be performing duty for your criminal reference check letter to the police: _____
5. Duty parents are also required to provide the nursery school with a copy of their up-to-date immunization record.
6. Please note that children not enrolled in the school (siblings) are not allowed to accompany the duty parent on a duty day.

Don't worry if all of this seems overwhelming. You are welcome to reach out to our educator or secretary for further information and assistance. Duty days are a fantastic way to meet new families and be directly involved in the development and education of your child!

Duty days: Responsibilities

1. Assist the educators with the set up of the room every morning. This includes the moving of any furniture, prepping the sensory bin, setting up the craft table, and any activities planned by the educators.
2. Assist the children with their crafts.
3. Clean and sanitize the tables before and after snack.

4. Sit down with the children at the table during snack, engage in conversation, promote safe eating habits and good table manners.
5. Supervision of all children at all times. Children are never to be left alone and unsupervised.
6. Observing and engaging with the children during play. It is very important that the duty parents follow the lead of the children and engage with them on an age-appropriate level (e.g., sit on the carpet with them, making eye contact, being friendly and warm).
7. Duty parents should encourage children to be independent and intervene in a situation where a child is in danger, very frustrated or having problems in a social situation.
8. Assist children to clean up toys.
9. Assist the educator during the washroom routine.
10. Keeping the washroom and kitchen clean and tidy.
11. Wipe down and sanitize toys and high touch areas every day. Cleaning and tidying the arts and crafts table.
12. Mouth toys must be cleaned and sanitized every day.
13. Sweep and wash the floors and vacuum the carpets every day.
14. Empty garbage/diaper bins and taking the garbage home.

To remain a member in *good standing* at Minnow Lake/New Sudbury Cooperative Nursery School, I agree to fulfill all the responsibilities listed above. In addition, I have read, and I understand the Policies and procedures presented in the parent handbook and I agree to abide by them.

Print Parent Name: _____

Signature: _____ **Date:** _____

Allergies & Sensitivities

Our program will make every effort to ensure our environment is nut safe. Since our children bring their own snack to the program, it is essential that snacks do not contain nuts and nut products on the ingredient list. Families must sign the snack confirmation letter or provide a handwritten letter acknowledging they will provide a healthy, nut-free snack. Thank you in advance for keeping our children safe.

On occasion there are some children with severe allergies to some specific foods. A notice will be provided to you for any additional high-risk foods that should not be packed in your child's snack. Children with severe identified food allergies who have their own Epi Pen, will be required to have an Individual Health Care Plan completed prior to enrolment in our programs. The Food Allergy Canada website www.foodallergy.ca has an abundance of information for your review and our own Anaphylaxis Policy will also help guide our conversations together about your child's needs. All of our staff are trained in infant/child First Aid and CPR and Anaphylaxis.

Admission & Discharge

All families requiring care must be registered on the Greater Sudbury Child Care Registry (onehsn.com/sudbury) before admission to program is confirmed. Admission to the program is offered based on room availability and chronology in which children registered and in accordance with our Waitlist Policy. Once a space has been offered to your family, you will need to complete the full Registration Package available in this Handbook and on our website at sudburynurseryschool.ca.

You will be invited to an Open House to tour the space and familiarize you and your child with our early learning and care surroundings. If you are unable to attend the Open House, a tour will be arranged for you. The Registrar will discuss with you the information outlined in this Family Handbook and will ask for specific information concerning the health and safety of your child. During the first week of school, families are invited to an Orientation meeting where we will discuss Co-op responsibilities and share information on how and when it is necessary to contact the site, your financial agreement as well as all policies and procedures. There is no charge to be placed on a waitlist.

You may be asked to pick up your child if staff have serious concerns about bullying and physical aggressiveness towards self, others and equipment. If physically aggressive behaviours continue, program staff will work with your family to ensure all possible supports and accommodations have been considered, including a referral to community supports. Minnow Lake New Sudbury Cooperative Nursery school reserves the right to discharge a child who, in the opinion of the Board of Directors/ Program Supervisor and employees, has needs that cannot be adequately met by the program. Families will be involved in this process, and all attempts to review or revise program routines, supports and accommodations will be made towards averting the discharge.

Child Care Centre Waiting List Policy and Procedures

Name of Child Care Centre: Minnow Lake / New Sudbury Co-Operative Nursery School

Date Policy and Procedures Established: 2019

Date Policy and Procedures Updated: 2 May 2022

Purpose

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a childcare centre that maintains a waiting list to have related policies and procedures.

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

Policy

General

- Minnow Lake / New Sudbury Co-Operative Nursery School will strive to accommodate all requests for the registration of a child at the childcare centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

Additional policy statements

- The secretary of the Board will be responsible for managing the waiting list.

Procedures

Receiving a request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list via phone, email or in person.

Placing a child on the Waiting List

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received (first come, first served).
2. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

1. When space becomes available in the program, priority will be given to siblings of children currently enrolled and children of staff/board members.

Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via a telephone call that a space has become available in their requested program.

Parents will be provided a timeframe of 48 hours in which a response is required before the next child on the waiting list will be offered the space.

Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. The secretary of the Board will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.

The secretary of the Board will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Additional procedures

Parents/Guardians are not guaranteed a childcare spot until the enrollment is complete, necessary documents are obtained, and a contract is signed.

Glossary

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

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

Board: Board of Directors of the Minnow Lake / New Sudbury Co-Operative Nursery School

Parent Issues and Concerns Policy

Purpose

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

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates (i.e., the operator).

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

Policy

General

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

All issues and concerns raised by parents/guardians are taken seriously by Minnow Lake / New Sudbury Co-Operative Nursery School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

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

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

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for

legal reasons (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children’s Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modelling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

Concerns about the Suspected Abuse or Neglect of a child

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

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

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

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.aspx>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities,	Raise the issue or concern to the classroom staff directly or the supervisor or licensee.	Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within two (2) business days. Document the issues/concerns in detail. Documentation should include:

<p>feeding arrangements, etc.</p>		<p>the date and time the issue/concern was received;</p> <p>the name of the person who received the issue/concern;</p> <p>the name of the person reporting the issue/concern;</p>
<p>General, Centre- or Operations-Related</p> <p>E.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to the supervisor or licensee.</p>	<p>the details of the issue/concern; and</p> <p>any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to the individual directly</p> <p>or</p> <p>the supervisor or licensee.</p> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Student- / Volunteer-Related	<p>Raise the issue or concern to the staff responsible for supervising the volunteer or student</p> <p>or</p> <p>the supervisor and/or licensee.</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	
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Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the President of the Nursery School.

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

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

Child Care Centre Application for Enrolment

Minnow Lake / New Sudbury Co-Operative Nursery School

Age Group Placement at Time of Enrolment: Preschool

Days of Care (please circle the days on which you want to enroll your child):

For office use

Date of enrolment:

Date of discharge:

MON	TUES	WED	THURS	FRI
3 hours	3 hours	3 hours	3 hours	3 hours

Child Information

Full Legal Name: _____ Preferred Name: _____

Date of Birth (dd/mm/yyyy): _____ Age (years, months): _____

Home Address(es): _____

Language(s) Spoken at Home: _____

Other children in the family enrolled in the centre (list names, if applicable): _____

Parent Information

Full Legal Name: _____ Preferred Name: _____

Relationship to Child: _____ Primary Phone Number: _____

Alternate Phone Number: _____ Email address(es): _____

Home Address: _____
 Same as Child

Full Legal Name: _____ Preferred Name: _____

Relationship to Child: _____ Primary Phone Number: _____

Alternate Phone Number: _____ Email address(es): _____

Home Address: _____
 Same as Child

Duty Parent Information

Full Legal Name: _____ **Preferred Name:** _____

Relationship to Child: _____ **Primary Phone Number:** _____

Alternate Phone Number: _____ **Email address(es):** _____

Home Address:

Same as Child

Add my name to the Supply Duty Parent List: YES NO

Committee I would like to join (please circle at least one): Fundraising, Extra Curricular, Social Committee, Playdoh, Supply Duty Parent, Board of Directors (preferred role _____)

Custody Arrangements (if applicable)

Are there custody arrangements pertaining to legal right of access to your child? YES NO

If YES, please provide a copy of the appropriate legal documentation (e.g., court order).

Name(s) of custodial parent(s): _____

Name(s) of individuals prohibited from accessing/picking up your child: _____

Emergency Contacts

In the event of an emergency, if a parent cannot be reached, the following individual(s) may be contacted. Please list in order of preference.

Emergency Contact #1	Emergency Contact #2	Emergency Contact #3
Full Legal Name:	Full Legal Name:	Full Legal Name:
Preferred Name:	Preferred Name:	Preferred Name:
Relationship to Child:	Relationship to Child:	Relationship to Child:
Primary Phone Number:	Primary Phone Number:	Primary Phone Number:

Emergency Contact #1	Emergency Contact #2	Emergency Contact #3
Alternate Phone Number: Home Address: <input type="checkbox"/> Authorized to pick-up child	Alternate Phone Number: Home Address: <input type="checkbox"/> Authorized to pick-up child	Alternate Phone Number: Home Address: <input type="checkbox"/> Authorized to pick-up child

Pick-Up Authorization

The following additional individuals are authorized to pick up my child (Photo ID will be required to confirm identify before the child will be released):

Full Legal Name	Relationship to Child	Primary Phone

Additional Emergency Information

Please provide any special medical or additional information about your child that could be helpful in an emergency (e.g., known medical conditions, skin conditions, vision/hearing difficulties):

Health Information

If your child has had any history of communicable diseases (e.g., chicken pox, measles), please list them below (see Appendix B for common communicable diseases from Health Canada):

Does your child have any medical need(s) that requires additional support (e.g., Diabetes)?

YES NO

If yes, an individualized plan for children with medical needs must be developed between the parent and the child care centre prior to the child's first day of care.

Immunization Records

Please provide a copy of your child's immunization record (e.g., yellow card) to the centre prior to your child's first day of care. If you do not have an immunization record, please complete the chart below.

If you have chosen not to immunize your child, a [Statement of Medical Exemption](#) form or a [Statement of Conscious or Religious Belief](#) form must be completed and provided to the centre. These forms are available on the Ministry of Education's website.

Vaccine (Age Usually Given) ¹	Date of Immunization	Date of Immunization	Date of Immunization	Date of Immunization
DTaP-IPV-Hib (2 mos, 4 mos, 6 mos, 18 mos) Diphtheria, Tetanus, Pertussis, Polio, <i>Haemophilus influenzae</i> type b				
Pneu-C-13 (2 mos, 4 mos) Pneumococcal Conjugate 13				
Rot-1 (2 mos, 4 mos) Rotavirus				
Men-C-C (12 mos) Meningococcal Conjugate C				
MMR (12 mos) Measles, Mumps, Rubella				

¹ Ontario's Publicly-Funded Immunization Schedule - <http://www.health.gov.on.ca/en/pro/programs/immunization/schedule.aspx>

Var (15 mos) Varicella				
MMRV (4-6 years) Measles, Mumps, Rubella, Varicella				
Tdap-IPV (4-6 years) Tetanus, diphtheria, pertussis, Polio				
Inf (every year in the fall) Influenza				
Other (please specify)				

Allergy Information

Does your child have a life-threatening allergy (e.g., anaphylactic to peanuts or bee stings)?

YES NO

If yes, an individualized plan for an anaphylactic allergy that includes emergency procedures must be developed between the parent and the childcare centre prior to the child's start date.

Does your child have any allergies that are not life-threatening (food or other substance [e.g., latex])?

YES NO

If yes, please provide relevant details, including what your child is allergic to, symptoms of a reaction and treatment required:

Physical Requirements

Does your child use diapers?

YES NO

If no, my child:

Uses the washroom independently Requires some assistance Requires full support

Please provide relevant details:

Does your child require any additional support or accommodation with respect to physical activity?

YES NO

If yes, please provide relevant details:

Special Needs

Does your child have any special health or developmental needs that we need to know about? YES NO

Check any of the following checkboxes to indicate concerns related to your child:

- Behaviour concerns
- Motor/physical concerns
- Social/Emotional concerns
- Development concerns
- Health concerns
- Speech concerns
- Audiology/Hearing concerns
- Other concerns (please specify):

Please list any relevant diagnoses:

Please provide more details about your child’s needs so that we can work to ensure a smooth transition for your child:

Additional Information

Please indicate any additional information that is relevant to the care of your child (e.g., prone to colds, frequent shoulder dislocation, etc.):

Parent Name

Parent Signature

Date (dd/mm/yyyy)

Staff Name

Staff Signature

Date (dd/mm/yyyy)

Note: 'Parent' is defined as a person having lawful custody of a child or person who has demonstrated a settled intention to treat a child as a child of his or her family and includes legal guardians.

Appendix A: Authorization for Non-Prescription Skin Products

Child's Full Legal Name:

Date of Birth (dd/mm/yyyy):

The following non-prescription items may be applied to my child in accordance with the manufacturer's instructions on the original container (please check off):

- Sunscreen
 Diaper Creams/Ointment
 Lip balm
 Hand sanitizers
 Insect repellent
 Lotions

Nursery School has agreed to provide:	Parent has agreed to provide:
Hand Sanitizer	Diaper cream / ointment
	Lip Balm
	Sunscreen (if needed for a field trip)
	Insect repellent (if needed for a field trip)
	Lotions (for dry skin)

Date (dd/mm/yyyy) Signature of Parent

Appendix B: List of Communicable Diseases

Acquired immunodeficiency syndrome (AIDS)

Chancroid

Chlamydia trachomatis infections

Creutzfeldt-Jakob disease, all types

Cytomegalovirus infection, congenital

Encephalitis

Gonorrhea

Hemorrhagic fevers

Hepatitis B

Hepatitis C

Influenza

Legionellosis

Leprosy

Meningitis, acute

Ophthalmia neonatorum

Personal service settings

Respiratory infections, including institutional outbreaks

Severe acute respiratory syndrome (SARS)

Streptococcal infections

Syphilis

Tuberculosis

Social Networking Policy

Minnow Lake New Sudbury Cooperative Nursery School (Centre) recognizes that many of its employees, volunteers and students use social media (such as Facebook, Twitter, LinkedIn, Instagram, YouTube and MySpace). However, use of social media could become a problem if it:

Interferes with the employee's, volunteer's or student's work

Is used to harass or discriminate against co-workers or our clients

Creates a hostile environment

Divulges confidential information about the Centre or any of its clients

Harms the goodwill and reputation of Minnow Lake New Sudbury Cooperative Nursery School

As a result, we encourage employees, volunteers and students to use social media within the following guidelines. If you are uncertain about the appropriateness of a social media posting, check with the Board of Directors of the Centre.

Social Media Guidelines:

Do not post any comment or picture involving an employee, volunteer, student or client of Minnow Lake New Sudbury Cooperative Nursery School without their express consent

If you post any comment about our Centre, you must clearly and conspicuously state that you are posting in your individual capacity and that the views posted are your alone and do not represent the views of Minnow Lake New Sudbury Cooperative Nursery School

Unless given written consent, you may not use Minnow Lake New Sudbury Cooperative Nursery School's logo or any organizational material in your posts

All postings on social media must comply with our policies on confidentiality and disclosure of proprietary information; if you are unsure about the confidential nature of information you are considering posting, consult the Board of Directors of Minnow Lake New Sudbury Cooperative Nursery School

Do not link to the website of Minnow Lake New Sudbury Cooperative Nursery School or post any material on a social media site without written permission from the Board of Directors

Do not forget that you are responsible for what you write or present on social media; you can be sued by other employees, volunteers, students, clients or any individual that views your social media posts as defamatory, harassing, libellous, or creating a hostile work environment

- All organizational policies that regulate off-duty conduct apply to social media activity including but not limited to, policies related to illegal harassment, code of conduct, non-discrimination, and protecting confidential and/or proprietary information
- Employees, volunteers or students may not use organizational equipment for non-work related activities without permission

Violation of this policy may lead to discipline up to and including immediate termination of employment.

Name

Signature

Date

Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, I, _____ of the town/city of _____, Ontario, hereby acknowledge and agree to the following:

1. CONFIDENTIALITY

I acknowledge that, in the course of my employment or volunteer activities with Minnow Lake Cooperative Nursery School (Nursery School) I will be exposed to confidential information.

I acknowledge that I have no present or future right, title or interest in any records and/or confidential information relating to Minnow Lake Cooperative Nursery School, its employees or clients.

During my involvement with Minnow Lake Cooperative Nursery School and without limit at any time following the termination of my involvement for whatever reason, including my resignation or the termination of my involvement with or without cause, I agree that I will not divulge or communicate to any person (other than with the instructions or with the approval of Minnow Lake Cooperative Nursery School any of the records or confidential information of the Nursery School which I may obtain during the course of my involvement either for my own benefit or for the benefit of others.

I agree that I shall take appropriate steps to safeguard Minnow Lake Cooperative Nursery School confidential information. Such steps include but are not limited to ensuring that documents containing confidential information are not left unattended at any time and will be properly secured when not being used.

I agree that the unauthorized use or disclosure of any records or confidential information during the course of my involvement with Minnow Lake Cooperative Nursery School will constitute just cause for immediate termination from my activities with the Nursery School.

Upon the termination of my activities and involvement for whatever reason, including my resignation or the termination of my involvement with or without cause, I agree to immediately deliver to Minnow Lake Cooperative Nursery School any records, confidential information and/or any other property belonging to Minnow Lake Cooperative Nursery School.

I acknowledge that in addition to any and all rights of Minnow Lake Cooperative Nursery School, it shall be entitled to injunctive relief in order to protect the rights and property of the Nursery School.

2. REASONABLENESS

I confirm that the above restrictions and covenants are reasonable and valid and are reasonably required for the protection of Minnow Lake Cooperative Nursery School and its goodwill, and that my agreement to same

by my execution of this agreement are of the essence to this agreement and constitute a material inducement to Minnow Lake Cooperative Nursery School to continue my involvement, that in the event of my violation of any of the covenants contained in this agreement, an injunction or other like remedy shall be the only effective method to protect the rights and property of Minnow Lake Cooperative Nursery School as set out above and that an interim injunction may be granted immediately on the commencement of any suit.

I acknowledge that (i) I have read this agreement and understand my obligations hereunder, (ii) I have been given an opportunity to obtain legal advice about the agreement and my obligations, and (iii) this agreement shall be governed by the laws of Ontario.

Dated at _____ this _____ day of _____, 20__ .

President (Name & Signature)	Witness (Name & Signature)
Parent Name (Name & Signature)	Witness (Name & Signature)

Parent Interview

(Information for the educators to get to know your child)

Child's Name: _____ Date of Interview: _____

Date of Birth (DD/MM/YYYY): _____

Name used: (i.e., Lizzie or Elizabeth) _____

Has your child attended preschool before?

Yes No

If yes, where and how long? _____

Any other children in the family?

Name	Age	Relation

What is the language spoken in the home?

Have there been any recent changes that educators should be aware of (i.e., medical concerns, allergies, new home, new baby)?

In general, how does your child react to stressful situations (i.e., cry, withdraw, temper tantrums)?

Does your child have difficulties separating from _____? Yes No

If Yes, what are some ways that would help to ease this separation/transition (i.e., music, stuffie, snuggles)?

What are some of your child's favorite play materials?

Does your family own a pet? Yes No Name: _____

What are some experiences your child has had (i.e., trips, fun activities)?

Do you have any special interests or talents?

Would you be willing to share any of your talents/hobbies with the kids?

Yes No

What would you like your child/children to get out of Nursery School?

Is there any other information that will help the educator(s) to have a better understanding of your child's interest or experiences?

Name of parent/caregiver: _____

(PRINT)

(Signature)

Name of Educator/Interviewer: _____

(PRINT)

(Signature)

Child Medical Record

Name of Child: _____ Date of Birth: _____

Physician's Name: _____

Address: _____

Phone Number: _____

Child's Health Card Number:

Chronic Illnesses: _____

Symptoms of child's ill health:

Allergies: _____

Current Medications: _____

Special Requirements for diet, rest or exercise:

Special Information:

Please note: Complete Immunization records must be on file prior to your child's first day of enrollment.

Photo Consent

During this school term, we will be having many fun and exciting learning activities. We would like to document these activities by photographing and/or filming the students. We need your support and agreement to allow us to do this. The pictures/filming will be done during classroom activities, field trips, etc. The pictures may be posted at school, used in our newsletter, slide shows, and school web community or for school projects.

Please fill out the form and return it to school.

Yes, you may photograph/film my child for the purposes stated above.

No, I do not want my child photographed or filmed.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Privacy Agreement

KID'S SAY THE DARNDEST THING

In an effort to maintain a safe and caring environment, confidentiality plays an important role and must be respected. I, _____, understand that any comments made by the children within the classroom environment shall not be repeated outside of the classroom. If any comments made during the course of the day are of a serious nature, please bring it to the attention of the teacher for follow up.

*Parent's Name (please print) _____

Parent's Signature _____

CCR consent form



Child & Community Resources
Ressources pour l'Enfance
et la Communauté

EARLY LEARNING & CHILD CARE REGISTRATION PACKAGE CONSENT FOR CONSULTATION

Child & Community Resources (CCR) is a non-profit community agency that supports an inclusive quality of life for children in the early years. The Special Needs Resourcing team, a department of CCR, facilitates the inclusion of all children in licensed Early Learning and Child Care (ELCC) programs through a team of trained consultants working with and alongside your child's educator. The role of the consultant is to provide consultation to educators to support the participation of all children in the program through activities, implementation of strategies, and at time child and educator specific goal planning.

As part of the relationship with your child's program, a Consultant completes regular on site consultation days, which may include interacting with program staff and children within the playrooms. The following services are provided:

- Consultations with educators to increase overall knowledge and expertise relating to inclusion;
- Resources and consultations for a range of services for children and groups experiencing needs;
- Supports for educators in completing developmental screenings and other related screening tools or forms of data collection;
- Interactions in playrooms to build relationships and knowledge of the childcare program which will include observations to identify resources that may be required;
- Information on child development and exceptionalities;
- Early literacy consultations, language, literacy and numeracy;
- Connecting program staff with other specialized services and agencies within our community.

Should additional involvement be required beyond initial consultations, a referral will be completed by the childcare program with the child's guardian/family to consent for services;

If you require additional information on the services offered by the Special Needs Resourcing team, please do not hesitate to discuss with the program supervisor or staff. The educator's of your child's program will share information with you regarding your child's development, the role of the consultant and discuss with you further a referral for services should the need arise.

Child's name: _____ Date of birth: _____

Family / guardian signature: _____

Date: _____

Note: Valid only until the child is withdrawn / no longer attends ELCC program.
Limited-identifying information will be collected for statistical purposes.

Child's Emergency Contact Information

Minnow Lake / New Sudbury Co-Operative Nursery School

Date Last Updated:

Child's Information

Full Legal Name:

Preferred Name (where applicable):

Date of Birth (dd/mm/yyyy):

Special Medical or Additional Information Helpful in an Emergency (e.g., allergies, known medical conditions):

Parent

Full Legal Name:

Preferred Name:

Preferred Phone Number:

Alternate Phone Number:

Emergency Contact

Full Legal Name:

Preferred Phone Number:

Alternate Phone Number:

Parent

Full Legal Name:

Preferred Name:

Preferred Phone Number:

Alternate Phone Number:

Emergency Contact

Full Legal Name:

Preferred Phone Number:

Alternate Phone Number:

Notice with respect to the Collection of Personal Information



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

Name (print) _____

Signature _____

Date _____

A copy of the form should be given to the person who completes it.