

PARENT HANDBOOK

St. James Co-op Pre-school

137 Melville St., Dundas, ON L9H 2A7

905-627-8773



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WELCOME

Welcome to St. James Co-operative Nursery School. We are pleased that you have chosen our very special pre-school for your child. It is our mission at St. James to provide the children with a warm and caring atmosphere in which to learn. We encourage our families to be actively involved in the school and we strive to maintain an open-line of communication between parents and teachers.

OUR SCHOOL PHILOSOPHY

The philosophy of St. James Co-operative Nursery school is to provide members of the community and their families with an opportunity to be involved in a non-profit, non-sectarian, pre-school program.

The parent's role in our school is very important. Parents help to carry out the program under the guidance of the supervisor qualified in Early Childhood Education. Parents are able to view different levels of childhood development, and positive ways to modify behaviour. Parents gain support from the teacher and other parents in the programs.

The pre-school environment is safe and comfortable for children. They are provided with plenty of opportunities to express themselves through creative activities in our Creative Room, and dramatic play in our Imagination Station. Cognitive games and toys are available for children to increase their intellectual skills. Physical activities are encouraged through a variety of gross motor equipment in our Upstairs Gym. Children have the opportunity to socialize and interact with peers, and learn positive ways of dealing with conflict situations in our Active Room. In circle time, they participate in songs, and stories to stimulate memory and imagination.

The curriculum is based on themes which are planned by the teachers. The themes are regularly posted for the parents to view.

Pre-school helps children to become more independent, learn more about their peers, other families and the world around them. The exposure to a variety of experiences helps them to prepare for kindergarten.

Children and parents benefit from the co-operative experience.

OUR TEACHER'S PHILOSOPHY:

- To promote the social, physical, emotional, and intellectual growth at a level that is appropriate to the individual child's development.
- To encourage a natural sense of curiosity and knowledge through peer interaction and play.
- To encourage each child to participate in both group and individual tasks and activities.
- To encourage the start of independence and self confidence.

A BRIEF HISTORY OF OUR SCHOOL

In September 1967, St James began as a full parent participation pre-school. Ann Reynolds was the first president of the executive and Pam Bottrill was our first supervisor, with Barbara Freeman as assistant supervisor. Since the school was using the church's name in its title, a church warden attended executive meetings for the first three years to act as a liaison between the church and the school. Once the credibility of the school was established, this practice ceased, and the school has operated independently ever since.

We have been located in our current facilities since 1980. Prior to that, we were housed in the church when in 1978 a disastrous fire destroyed much of the interior, with significant damage to the basement. From January to May 1978 we used the Dundana Kindergarten room, and from September 1978 to May 1980, we used the former Dundas Baptist church on Park St West.

In the first year of operation, the school had 30 children who came 3 mornings a week. The following spring, the waiting list was so long that an afternoon program was established. This format continued until the 1995-1996 year. We now offer a toddler program, a pre-school program for 3 and 4 year olds as well as enrichment programs for junior and senior kindergarten children.

WHAT IS A CO-OPERATIVE SCHOOL?

The co-operative preschool movement began as a means of enabling families to benefit from a social enrichment program which involved parents in the administration of the school as well as the development in all areas of the child's growth – social, emotional, physical and cognitive.

The parents and teachers work together to operate the school. Many duties are performed by the parents, supplies are donated by the parents, and fundraising is required by all families. This enables us to offer lower fees than a non co-operative school.

At St. James, our member families are considered part of a team which together strives to create the best possible pre-school environment for our children. We believe that your lives will be enriched with the experience.

REGISTRATION, ADMISSION REQUIREMENTS AND WITHDRAWAL

Application for *admission* may be submitted to the Membership Co-ordinator with the appropriate forms and a non-refundable registration fee.

Returning parents will have a one week window prior to the spring Open House to register for the following year. Applications will be accepted from the Spring Open House up until the following school year.

Children must be age appropriate by December 31st of the school year to be eligible for the program. (i.e.: Toddlers 2 years ; Kids Club Juniors 3 years; Seniors 4 years; Alphabet Soup 4 years; Print Works 5 years; Sports Fit 4 years.)

An interview will be set up for each child the week just after Labour Day in September. The children shall have a staggered start in order for them to become comfortable with their surroundings.

Written notice of permanent *withdrawal* must be given to the Membership Co-ordinator three weeks in advance. Program fees will be refunded the month following withdrawal but not for the month of the withdrawal. If the withdrawal occurs on or after April 1st, no refund will be given. Parents are responsible for duty days during the three week notice period. The Supervisor in consultation with the Executive may consider asking the parent to withdraw their child if policies are not followed, fees are not paid, or if the program is unsuitable for the child.

PARENT RESPONSIBILITIES

As St. James is a co-operative school, all families participate in the running of the school. We encourage active participation by parents in their children's learning process. Parent/family involvement is key to the success of our programs! Volunteers from the community are also welcome.

Parents:

- contribute to the **weekly snack** if it is a program requirement **and water cooler**
- participate in **duty days** if it is a program requirement (on average twice a month)
- attend **mandatory general meeting(s)**
- participate in **fundraising**
- participate in one **cleaning day** a year
- sign up for one **membership committees** (which include playdough, laundry, toy cleaning, cut & paste, fundraising, baking) if it is a program requirement
- sign up for one designated **supply**
- sign up for one **Imagination Station** theme decorating session per year

All Parents (Members and Associate Members) may also get involved at the Executive Level as:

President, Vice-President/Membership Co-ordinator, Treasurer, Secretary, Fundraising, Chairperson, Viva Las Vegas Chair, Committees and Supplies Chairperson, Schedules Chairperson, Trips and Visitors Chairperson, Social Chairperson, Scholastic Canada Co-ordinator, Newsletter & Publicity Chairperson

NEW REQUIREMENT TO POST SERIOUS OCCURRENCES IN LICENSED CHILD CARE CENTERS

The safety and well being of our children in licensed child care programs is the highest priority. Operators of licensed child care centers and private-home daycare agencies work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

The Ontario government has now introduced a new policy that requires licensed child care centers and private-home daycares agencies to post information about the serious occurrences that happen at the centre or home location. To support increased transparency and access to information, a Serious Notification Form must be posted at the centre or home location in a visible area for 10 days.

A serious occurrence could include

- a serious injury to a child
- fire or disaster on site
- complaint about service standard

Licensed Child care centers and private home daycare agencies are already required to report serious occurrences to the Ministry of Children and Youth Services, which is responsible for child care licensing. This new policy requires child care operators to post information in their facilities so that parents also have access to it.

This posting will give parents information about the incident and outline follow up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer term actions taken by the operator will also be included to help prevent similar incidents in the future, where applicable.

Many outcomes may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

This new policy supports the government's efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of the child care licensing inspection findings on the Licensed Child Care Website which is available at www.ontario.ca/ONT/portal61/licensedchildcare

We encourage you to speak to the operator of your child care program for more information about serious occurrences and the new Serious Occurrence Notification Form posting policy.

Sandra Datas Bere | Hamilton/Niagara Regional Director, Ministry of Children and Youth Services

DUTY PARENTS

- All parents who register their child in duty programs must participate in duty days. The duty parent may be the parent themselves, a legal guardian, a grandparent or a person agreed upon by the Supervisor, President or Executive. The duty person must have the physical ability to carry out cleaning responsibilities and monitor the children in all their activities.
- Duty days will occur approximately twice a month. On occasion, the duty may not be in the same class as your child, depending on the days requirements.

- Parents on duty for Kids Club must arrive by 8:50am, and those on duty for Superstars (Toddler group) must arrive by 9:00am. Duty parents should sign in by initialing their name on the white board when they arrive for duty. This allows for other parents to know when duty parents have arrived. Parents not on duty are asked not to leave their child until they are sure all duty parents have arrived.
- The duty responsibilities vary depending on the program. Please refer to the next section on specific duties.
- If you are unable to attend a scheduled duty day, you may trade with another parent. Please notify the schedules chair and change names on the posted duty list.
- If you are unable to participate due to illness, try to make arrangements with another parent to trade days. If you have exhausted all possibilities and it is an **EMERGENCY** you may call the schedules chair to arrange for an emergency duty parent to cover your day. The fee for this service is **\$25.00**. (paid to the emergency duty parent) You may use this service a maximum of 2 times per year. In such a case, please call the Schedules chair between 7:00am and 8:00am in order to provide time to make arrangements.
- If you fail to show up for a scheduled duty day for any reason without notifying the school, you will be required to pay a **\$25.00** fine to the Schedules Chair who shall in turn pay \$25.00 to the duty parent left on their own. If this is particular cause for concern, or it is a regular occurrence the family may be withdrawn from the school at the discretion of the executive. **If the parent/child ratio falls below what is required by the Day Nurseries Act, the class will be cancelled.**
- Although non-duty parents are not involved in duty days, they are welcome to visit the classroom during school hours. They are however required to still be involved in all other aspects of the school

All duty parents are required to have the following:

- a police check – (please see Appendix D for details on Police Check policy)
- a TB test
- up-to-date booster shots.

DUTY DAY TIPS

- Arrive on time at 8:50am for Kids Club or 9:00am for Toddlers
- Wear clothing that you are willing to expose to paint, glue, etc.
- Please remember that you are a teacher at the school when you are on duty. The children are learning to play with our guidance. If we facilitate their play through involvement, they will have more success with the toys and socially.
- Your manner, if calm, relaxed, pleasant and friendly will be imitated by the children.
- Approach children slowly. Stand near but avoid jumping in to settle a minor dispute, which could be worked out by the children. When should you step in? Limit a child if he/she is about to :

- a) hurt himself
 - b) hurt others
 - c) destroy equipment
 - d) lose control
 - e) generally bother others and be a nuisance
- Sit whenever possible. At the child's physical level, we are more approachable.
 - Let the child be as independent as possible. However, if he/she requests help, do show him how to hold scissors, do up a zipper etc.
 - Encourage inside voices, and walking feet.
 - Be positive rather than negative with requests. Say "walk", not "don't run" or "the playdough stays on the table" instead of "Don't throw the playdough.."
 - Your own child may react to your role as a teacher. Feel free to let him follow you around if he/she wants to. A child needs special understanding at this time, as it is sometimes difficult for a child to share his/her parent with others.
 - Assist the children in clean-up, but do not do everything for them.
 - If you are uneasy about any situation, don't hesitate to ask the teacher for assistance.

SPECIFIC PROGRAM DUTIES

Kids's Club Duties:

Duty cards will be available to indicate the parent responsibilities. There is generally 3-4 duty parents and 1 snack parent but this will depend on enrollment.

Duties can include the following:

Vacuuming gym, creative room, imagination station and snack room; cleaning bathrooms; putting out the garbage. These cleaning duties should be performed on arrival at the school. The parents will assist the children with their work in the creative room, monitor the play in the imagination station, and assist children in activities in the gym. General clean-up is required as well as assistance with artwork being put into cubbies and helping children with coats etc.

Toddler Duties:

There is generally 3 duty parents but once again this is dependent on enrollment. Duties include assisting and monitoring child's play, helping with artwork, bringing and preparing snacks, and general clean-up.

Sports Fit Duties

Depending on enrollment, there may be 1 duty parent required for this program. The parent will bring refreshments and snack and assist the teacher in the games, and activities for the 2 hour period.

Committees/Supplies/Special Events

All parents will be asked to join committees, bring in supplies and participate in special events. These responsibilities are based on the program where the child is registered.

Examples of these are as follows:

General committees: Baking, Laundry, Fundraising, Cut & Paste, Playdough

Special Events committees: Halloween party, Las Vegas Night, Christmas party, Winter Fun Fair, Valentines party, Easter party, Year End party

Imagination Station committee: monthly theme decoration

Families will be asked to fill out a committee form at the beginning of the school year.

Committee/Supplies/Special Events – Specific Program Requirements

Superstars-Toddlers

- One general committee- approx. once every 6 weeks
- One special event committee- once per year
- One imagination station decorating committee- once per year
- Snack when on duty
- One cleaning day per year(approx. 2 hour time commitment)
- Designated supply or payment
- Donation to water cooler(approx \$2.00 per child per year)

Kid's Club

- One general committee – approx once every 6 weeks
- One special event committee- once per year
- One imagination station decorating committee – once per year
- Weekly snack
- One cleaning day per year(approx. 2 hour time commitment)
- Designated supply or payment
- Donation to water cooler(approx \$2.00 per child per year)

Specialty Programs (Alphabet Soup/Print Works/Sports Fit)

- Designated supply or payment
- One cleaning day per year(approx. 2 hour time commitment)
- Donation to the water cooler(as above) *Excluding Sports Fit students*

STAFF DUTIES

The staff/child ratio shall be reflected according to the age of the children in the program.

Toddler program: 1 teacher and 3 duty parents for every 12 children

Senior and Junior programs: 1 teacher for every 8 children or 1 for every 5 children if only one teacher present in the school. 1 teacher for every 16 children if duty parents present.

THE SUPERVISOR'S RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Planning and carrying out the school curriculum
- Interviewing applicants
- Oral evaluation reports to the parents regarding their child
- Keeping accurate records on each child
- Keeping a file on medical and consent forms, and emergency number at the school
- Advising the parents on the practical application of the school program
- Attending all general, and executive meetings.

THE ASSISTANT SUPERVISOR'S RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Working with the Supervisor in planning and carrying out the school curriculum
- Fulfilling the duties of the Supervisor in her absence
- Attending all general meetings and executive meetings when possible

The Supervisor must have completed a training course approved by the Ministry of Children and Youth Services. All assistants must have completed or be about to complete a training course approved by the Ministry. The hiring of the Supervisor shall be the duty of the Executive, and if necessary the Teachers Representative of the Hamilton and District Council of Co-op Preschools Consultant. There shall be a contract of employment between the teachers and the school to be completed one week prior to the Annual Meeting in September.

EXECUTIVE

The Executive Committee shall consist of the following officers:

- President
- Vice-President/Membership Co-ordinator
- Treasurer
- Secretary
- Fundraising Chairperson
- Viva Las Vegas Chair
- Committees and Supplies Chairperson
- Schedules Chairperson
- Trips and Visitors Chairperson
- Social Chairperson
- Scholastic Canada Co-ordinator
- Newsletter & Publicity Chairperson

Executive meetings are chaired by the President and they will be scheduled monthly.

Job descriptions for these positions are available in the Board Handbook and may be requested by any co-op member.

DAILY OPERATIONS

SCHOOL TERMS, HOURS AND TRANSPORTATION

1. The school year will begin approximately the second week of September and will end at the end of May. The school year will consist of 36 weeks, not including holidays. There will be 2 weeks of holidays at Christmas and 1 week at March Break.
2. The school will be closed on all statutory and public school holidays, and on days when special events are held in the church if required by the church corporation.
3. School hours will be as follows:

Kid's Club- 9:00am - 11:30am

AM Alphabet Soup/1-2-3 KaBoom - 9:00-11:15

Superstars - 9:15am - 11:00am

Print Works/Sports Fit/PM Alphabet Soup - 12:45pm-2:45pm

4. Parents are responsible for transporting their children to and from the school.
5. For safety reasons, please use the rear entrance of the church. Access is off Victoria Street.
6. Parents are to bring their children into the school as a safety precaution. At school closing time, children will be released by the teachers to parents or designated adults.
7. It is essential that children be picked up promptly at release time as they can become distressed if left behind when others have gone home.
8. No refunds or compensation will be made to parents when the school is closed due to emergency conditions (i.e.: bad weather). School closures are determined by the President and the Supervisor. In the event that the school is closed, every attempt will be made to contact the parents via telephone, but please listen to the local radio stations or TV stations for cancellation notices of schools within the Hamilton area.

*****Please see Appendix A details on Arrival, Departure and Release of Children**

WHAT TO BRING/CHILDREN'S BELONGINGS

- St. James canvas totes are available and can be brought in each day for the child to carry home his/her work for Kids Club. Alphabet Soup and Print Works will receive containers for artwork. Toddlers will have an art file to check.
- Each child will have a cubby to keep their belonging in while at school
- In cooler weather, hats, mitts, boots etc. should be marked with the child's name
- Clothing that can stand up to paint, glue etc.
- Please discourage children from bringing toys to school
- No additional food, gum or candy is allowed at the school

- Kids Club children bring a fruit or vegetable each week for snack on their first day
- Special treats may be brought in for birthdays (i.e.: cupcakes, or cookies) but these must be peanut free
- Designated supply

COMMUNICATIONS

The teachers and executive will communicate with the member families in several different ways:

- Mailboxes for each family are located in the hall – Please check them regularly
- Monthly newsletters will be distributed to the families – Please note calendar of events in each newsletter
- Please also check the notice board in the entrance foyer as pertinent notices will be posted here
- Urgent items will often be posted on the school exit door

DAILY SCHEDULE

Kids Club

- 9:00 - 9:45 – Creative Room
- 9:45 - 10:15 – Snack and Circle Time
- 10:15- 11:00 – Active Room/Gym
- 11:00-11:30 – Story Time

This schedule may be subject to change depending on the enrollment. If there are enough students then one group would start in the Creative room and the other in the Active Room switching classrooms and teachers after circle time.

Toddlers

- 9:15 – 10:00 – Active Room
- 10:00 – 10:30 – Story and Circle Time
- 10:30 – 11:00 – Snack in Gym and move to Imagination Station

Health Regulations

- An up to date immunization record for the child is required before admission as required by the Day Nurseries Act and Local Medical Officer of Health.
- Each child must be immunized against diphtheria, polio, tetanus, and pertussis (D.T.P.P.) including boosters, and measles, mumps, rubella (M.M.R.) unless medically exempt at the discretion of the school officials and Executive.
- All Duty parents are required to have a TB test with proof from the doctor of a clear result
- All Duty parents must have had a booster within the last 10 years

- Communicable diseases or prolonged illness must be reported to the President and teachers as soon as possible.
- Parents are required to keep their child at home if the child is showing any signs of illness (i.e.: fever, extreme fatigue etc.) The child shall not return to school until 24 hours after a fever has subsided.
- Parents may be notified to pick up their child if there are any signs of illness while at school.
- Parents are asked to use discretion in regard to their own health on duty days. If your illness may be contagious, please get a substitute or call the Schedules chairman for an Emergency parent.
- Medication will be administered at the school if it is agreed upon by the supervisor and the parent with written authorization.
- Please see Administration of Medication policy Appendix J

Finances

1. Tuition fees for each program are dated monthly using post-dated cheques.
2. There is a non-refundable registration fee of \$25 or \$35 for two children
3. All fees are payable in advance in post-dated cheques and are to be delivered to the Membership Co-ordinator before the child will be admitted to the school. The first of nine equal payments are to be dated the first day of the fall term. The remaining eight payments are to be dated October 1st through to May 1st. Cheques not received by the 1st of each month will be subject to a \$5.00 fine. Families are also encouraged to pay tuition in 3 month(or more) blocks if they are able to do so.
4. **Fees will be reviewed annually** by the Executive and are subject to change.
5. In the case of an emergency financial difficulty, the school may consider subsidizing a family in order to allow the child to remain in school. Requests can be made to the Teachers and President in confidentiality.
6. No refunds or reductions can be made for absences due to illness or any other reason.
7. If a child's absence is due to a prolonged illness, the child's place will be held as long as fees are paid and the parent participates as scheduled.
8. If a cheque is NSF, the treasurer will contact the parent. If the family is in arrears for one month and fees are not received by the first of the second month, the parent may be asked to withdraw their child from the school at the discretion of the Executive.
9. A proposed budget will be put forth for consideration at the May meeting in order that fees can be determined for the following September. A final budget will be presented by the Treasurer for acceptance by the membership at the

fall General meeting. The budget will be prepared by the Treasurer, President, Past President and Teachers.

10. Expenditures not approved in the budget must be authorized as follows:

<\$200 - by the Treasurer

\$200 - \$500 - by the Executive Committee

>\$500 - Must be voted on by the Membership

Insurance/Field Trips

1. A medical treatment consent form, signed by the parent must accompany each application form at the beginning of the school year.
2. Written permissions, signed by the parent must be given so that a child may be taken on field trips away from the school. Parents must be notified of impending trips. If the parent does not want the child to go on a particular trip, it is the parent's responsibility to keep the child home on that day.
3. The school shall take out an insurance policy to indemnify the parents against any injury to the children due to an accident during school attendance. Any member family may see the policy on request to the President. If you intend to drive children on field trips, it is suggested that you carry the amount of liability insurance coverage recommended by your own insurance agent. Parents who do not drive their own children on trips must make arrangements to car pool with other parents. St. James will not be responsible for arranging car pools.
4. Parents driving on field trips are responsible for ensuring the vehicle transporting the children is equipped with proper child restraints.

Process for expressing concerns

Our policy at St. James is to ensure open communications between the teachers and the parents and the Executive and the general membership.

Any member is welcome to discuss issues about their child with the Supervisor on a casual basis in the classroom if an opportunity arises, or by a scheduled appointment.

*****Please see Complaints Policy Appendix C**

APPENDIX

APPENDIX A- ARRIVAL, DEPARTURE AND RELEASE OF CHILDREN

ARRIVALS:

Parents are responsible for their children until all duty parents have arrived and class time has begun. Early drop-offs will not be allowed. Teachers and duty parents are busy preparing for the class and cannot properly supervise the children.

Parents must drop the child off in the designated classroom. The teacher in charge will greet the child and perform a brief health assessment while greeting the child.

If parents have any information about their child or alternate arrangements for pick-up, they should inform the teacher at this time.

If parents have arranged for an alternate pick-up person other than those previously designated, they must verbally inform the teacher at this time or the child will not be released at the end of the class.

DEPARTURES:

While the children are in their final story circle, the white gates in the lower foyer will be moved to block children's access to the hall. This will ensure that when the children are moving from the story circle to the coat area no child shall bypass the teacher and leave unnoticed.

Parents are asked to stay behind the gates until their child has been called by the teacher. This ensures that each child is being released to the proper and designated adult.

Once all the children are released, the white gates will be returned to their proper place in accordance with the fire safety guidelines.

Parents are encouraged to wait until all the children have been released before approaching the teacher. This ensures that the teacher is able to concentrate on the safe release of all the children.

Parents are encouraged to be prompt at pick-up time. If late pick-up becomes a chronic problem, the family may be asked to withdraw from the program.

RELEASE OF CHILDREN

Parents must appoint designated people to whom the teachers may release the child upon registration. This information will be kept in the registration binder in the office.

If parents need to make alternative arrangements, they must inform the teacher in charge or the child can not be released to an undesignated adult.

APPENDIX B- BEHAVIOUR MANAGEMENT POLICY

Behaviour management, or discipline, is to be carried out in a positive manner. It is a plan of setting limits for children which will ensure a safe and secure environment while demonstrating respect for the individual needs of the children. Behaviour is not to be labeled good or bad and the child's self-respect must be maintained at all times.

EXPECTATIONS

St. James operates under the premise of expectations rather than rules. Outlines of behaviour that a child can aim for as opposed to rules that can be broken. These expectations must be realistic and age appropriate.

If you expect a child to come away from an activity she/he is involved with, then give the child notice that in 'x' amount of time she/he is to finish up and come to another activity. For example, if it is time to tidy up in the Imagination Station before snack, then you might say, " in 5 minutes we will tidy up for snack, please finish what you are doing." Another reminder when there is 1 minute left may also be helpful.

SETTING LIMITS

Limits must be clearly defined for the child to accept them and test them. Avoid forcing or imposing limits. A child tests to assert his/her independence and initiative. We can help the child to accept limits by:

1. Adapting the limits to the individual child.
2. Giving the child time to accept them by giving advance notification of what is expected.
3. Respecting and acknowledging the child's feelings.
4. Allowing the child to test the limits but through guidance which is firm, understanding and clear, the child moves from testing to acceptance.

CONSEQUENCES

Consequences of behaviour must be relevant, understood by the child and should facilitate learning. They should provide an incentive toward self discipline, in that we are consistent when dealing with a child's behaviour. Remember, each child is an individual with individual needs, which must be taken into consideration.

Consequences for behaviour can involve choices, however, a choice must be only given when you intend the child to make a decision. For example, " Mary, are you ready to come to the washroom?" allows a child a choice of yes or no. If you expect her to come to the washroom now, then it should be phrased, "Mary, it is time to come to the washroom now, I'll save your toy for when you are finished."

The following forms of punishment must **never** be used:

- Corporal Punishment-Striking, shaking, shoving, spanking, aggressive contact
- requiring a child to maintain an uncomfortable position
- forcing the repetition of physical movement
- forcing the consumption of food
- Harsh, humiliating or degrading responses
- Restriction of usual comforts(shelter, clothing, food)
- Confinement to a lockable structure, isolating or physical restraint- A child may be removed from the group but never out of sight of a staff member.

INSTEAD:

STEPS TO SUCCESSFUL BEHAVIOUR MANGEMENT

1. Understanding child development- knowing the stages of development help to clarify why a child is behaving in a certain manner and what one can expect of a child
2. Structuring the environment- to meet the developmental needs of children
3. Defining reasonable limits- be consistent but flexible to modify the limits when it seems reasonable to do so. Avoid offering choices when they do not exist.
4. Substituting one activity for another- gently and calmly to provide alternatives before taking something away from a child or stopping an activity.
5. Preparing the child for change-avoid confusion and disappointment by discussing with child changes that are going to happen. Allow time for change.
6. Using discipline consistently and as soon as possible after the behaviour occurs- helps the child understand that for every unacceptable behaviour there is logical consequence. Outline calmly what behaviour is expected of the child.

Teachers are always available to help with any problem that you feel is unmanageable.

A POSITIVE APPROACH BY CAREGIVERS TO DISCIPLINE WILL RESULT IN A POSITIVE RESPECT FOR DISCIPLINE BY CHILDREN.

APPENDIX C- COMPLAINTS POLICY

If a member has a complaint regarding an individual, or a group, the complainant should speak directly to the other party. If the nature of the complaint involves school policy or child safety, the complainant should speak to either the Supervisor or the President.

If the complainant is unable to speak directly to an individual, they should speak or write to the Supervisor or the President.

PROCEDURE FOR RESPONDING TO VERBAL COMPLAINTS:

- Whoever receives the complaint should relay the information to the President or Supervisor.
- They will then speak to each party individually.

- If the complaint can be resolved at this point then no further intervention is required.
- The President or the Supervisor will report the intervention back to the complainant.
- If the situation is not easily resolved, the President or Supervisor will take the issue to the next Executive meeting for resolution.
- If the matter is deemed to be of a serious nature, then it will be documented and kept on file in the office.

PROCEDURE FOR RESPONDING TO WRITTEN COMPLAINTS:

- The complaint will be relayed to the appropriate person. The Supervisor will handle classroom and child-related issues and the President will handle policy and board issues. All other issues will be dealt with at the discretion of the President and the Supervisor.
- The President or the Supervisor will speak to the parties involved in an attempt to resolve the complaint. If this is not possible, it will be presented at the next executive meeting.
- The President or Supervisor will then respond to the complainant in writing outlining the issue and actions taken to resolve the complaint.
- A copy of the letter will be kept on file in the office.

Every effort will be made to maintain confidentiality where possible.

APPENDIX D – POLICE REFERENCE CHECK POLICY

St. James Co-op Nursery School has implemented a policy regarding Police Reference Checks (PRC) which is as follows:

The PRC applies to all volunteers (who do duty days or are on the Executive) and all employees. The intent of this policy is to ensure that the children in the care of the preschool are protected from individuals who may be at high risk to harm them. The Ministry views these reference checks as a precautionary measure designed to ascertain whether employees or volunteers providing direct service to children may have a criminal history which could potentially make them unsuitable for certain positions of trust. This includes all teachers, duty parents and others providing direct contact with the children in a co-op preschool setting.

In compliance with the directives outlined by the Ministry of Community and Social Services, effective March 1 1995, it is the Hamilton and Area District Council of Co-operative Preschools policy that all member schools must obtain a current PRC from all new employees, volunteer duty parents, and students on work placement within the school. It is St. James' policy that PRC's are to be completed by all Executive Board members regardless of their duty status. Employees, at the request of the Executive, may be asked to repeat the PRC at any Time. The checks are to be returned to the Supervisor no later than Oct 30th. Applicants who have not returned their completed PRC's by the assigned date will be

expected to make other arrangements for their duty days with a parent with a completed check. The Supervisor is the only person allowed to view the results of the PRC. Once that is done it is returned to the applicant. The results will be held in the strictest of confidence by the designated representative.

In the event of a positive reference check, the following procedure will be followed:

1. The applicant has the option to take the result to either the Supervisor or directly to Co-op Council.
2. Co-op Council or the Supervisor will then decide whether the information is relevant to the preschool setting.
3. The applicant may be called for an interview to determine whether the information is pertinent to the provision of direct service to the pre-school(ie-safety of children or the handling of finances). This does not mean the applicant cannot enroll his/her child in the preschool, only that they may not be allowed to perform duty days, be alone with the children, and/or serve on the Executive. In the event the information is of extreme nature, the applicant may be asked to leave the nursery school.
4. All information received will be held in the strictest of confidences.

APPENDIX E – SNOW DAY POLICY

If unsafe weather conditions occur, St. James Co-op will not operate classes for that day. In general, when the Hamilton-Wentworth School Board cancels buses then St. James will opt to close the school. We recognize the importance of the safety of our children and their care-givers and do not wish to risk anyone's safety by remaining open when conditions are less than favourable. No refund of fees will be offered as a result of a school closure due to snow days. Make-up classes will be available in the JK/SK Enrichment Programs. No make-up classes will be offered for Kids Club or Superstars.

PROCEDURE FOR CLOSING THE SCHOOL

1. The Supervisor will contact the President on the morning of the closure before 7:00am. Based on weather conditions, they will decide whether to close the school.. If the School Board has cancelled, St. James will automatically close.
2. The Supervisor will contact the radio station and other news sources to alert our members of the closure.
3. The Supervisor will contact the appropriate teaching staff.
4. The Supervisor will contact the Executive and enlist their assistance in calling their "buddies" who attend that day. The President will have a copy of all members and their telephone numbers. The list will indicate which children are to attend that day.
5. It will be assumed that the school will re-open the next day, unless the inclement weather continues. . If the school is to remain closed, the Executive will then re-contact the appropriate members.

If the school is closed during a class session, parents will be contacted by phone to pick up their children early.

APPENDIX F- REPORTING MINOR ILLNESS OR ACCIDENT POLICY

(NON- SERIOUS OCCURRENCE)

- When an illness or minor accident occurs at school the Supervisor must assess whether the child is safely able to participate in the program that day.
- The teacher or duty parent shall comfort and remove the child to a quiet area.
- The teacher in charge shall assess the child's injury and administer any first aid required and determine the child's ability to re-enter the classroom. No medication is to be given except in the case where an Administration of Medication Form has been signed and then only the authorized medication will be given. If the child is unable to return the teacher shall call the parent or designated contact to pick up the child. If the child is able to return to the class, the teacher must inform the parent of the incident at pick up time.
- In the case of the onset of illness while at school, the teacher shall isolate the child from the class and contact the parent to pick up the child.
- Injuries and illnesses requiring the child to be sent home early must be documented on the accident and illness report form in the registration binder in the office.
- In the event of a serious accident involving a child, refer to the Serious Occurrence Policy.

APPENDIX G- SERIOUS OCCURRENCE POLICY

DEFINITION OF A SERIOUS OCCURRENCE IS AS FOLLOWS:

1. Death or event causing death of a child while in attendance at the nursery school.
2. Any serious injury to a child while in attendance at the nursery school.
3. A complaint concerning operational, physical, or safety standards on the premises.
4. Abuse of a child by a staff member.
5. Fire or any other disaster.

IN THE CASE OF A SERIOUS OCCURRENCE THE FOLLOWING STEPS MUST BE FOLLOWED.

1. The staff or any other witness should report the occurrence at once to the Supervisor. Provide any person with immediate medical attention as required.
2. The Supervisor must conduct a preliminary inquiry immediately which must include:
 - i. contacting the child's/children's parents
 - ii. ensuring that all persons having knowledge of the occurrence remain at the site as required.
 - iii. contacting the President

- iv. contacting the Program Advisor within 24 hours(if unavailable, then contact the Area Manager Designate)
- 3. The Supervisor completes, documents, and signs the Preliminary Inquiry Report form as provided and supplies the Program Advisor with the original within 7 days.
- 4. Once the inquiry has shown that the incident meets the criteria of a serious occurrence, the Supervisor informs other relevant authorities(Police, Children’s Aid Society, etc.)

Note: The local Children’s Aid Society must be notified of all suspected abuse cases. The report must be made by the initial witness of abuse. Refer to section 0202-07 of the Day Nurseries Act for further instruction for reporting cases of child abuse.

APPENDIX H- CHILD ABUSE POLICY

It is the legal responsibility of the Supervisor and Teachers of St. James Co-op to report any suspected incidents of child abuse. Any parents who suspect a child in our care is the victim of abuse may either report it to the Children’s Aid Society on their own or discuss it with one of the Teachers or the Supervisor.

The teacher/duty parent “who has reasonable grounds to suspect that a child may be in need of protection must promptly report the suspicion and the information upon which it is based” to the supervising teacher immediately. The witness would then contact the Children’s Aid Society with the support of the Supervisor. The witness and the Supervisor would then write a report of their observances. If a teacher is witness to abuse or suspected abuse, he/she would report to the Supervisor and contact the CAS. The witnessing teacher and Supervisor would each make a written report.

DEFINITION OF CHILD ABUSE

(as described by the Ministry of Community and Social Services)

- a) The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person’s
 - i. Failure to adequately care for, provide for, supervise, or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
- b) There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child, or caused by or resulting from that person’s
 - i. failure to adequately care for, provide for, supervise or protect the child or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
- c) The child has been sexually molested or exploited by the person having charge of the child or by another person where the person having charge of

- the child knows or should know of the possibility of sexual exploitation and fails to protect the child.
- d) There is the risk that the child is likely to be sexually molested or exploited as outlined in paragraph c).
 - e) The child requires medical treatment to cure, prevent , or alleviate physical harm or suffering and the child's parent or person having charge of the child does not provide, or refuses, or is unavailable, or is unable to consent to, the treatment.
 - f) The child has suffered emotional harm, demonstrated by serious anxiety, depression, or withdrawal, self-destructive or aggressive behaviour, or delayed development and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act, or pattern of neglect on the part of the parent or person having charge of the child.

APPENDIX I- RESPONDING TO ALLEGATIONS OF MISCONDUCT OR SUSPECTED CHILD MISTREATMENT AGAINST STAFF/VOLUNTEERS

All staff members are expected to comply with the program's stated policies and procedures in respect to behaviour guidance. At the beginning of the fall term or when a child begins to attend, the parent's or guardian of the child will sign a form implying that they have read and agreed with St. James' Behaviour Management Policy. Failure to comply could result in an initial verbal warning, followed by a written warning and finally, dismissal. Various criteria will be considered to determine which action will be implemented, they are:

- Seriousness of the offence
- Actual or potential risk or harm to the child
- Past performance of the employee in general
- Previous disciplinary action taken

Any member of the staff or volunteer who does not adhere to the disciplinary policy of the program will be dealt with as follows:

- 1) The Supervisor will gather facts from any witnesses to the incident.
- 2) Any witnesses to the incident will write a description of the incident and then sign and date.
- 3) The individual directly responsible for the incident will write a written description of the incident and then sign and date.
- 4) The Supervisor will conduct an interview with the individual to discuss the incident.
- 5) The Supervisor will determine the course of action to be taken:
 - Verbal warning
 - Written warning

- Probation period
 - Dismissal
- 6) The Supervisor and the individual will sign an agreement as to the course of action taken and any future action to be taken in the event that a similar situation occur.

In the event of another child mistreating an child(biting, hitting, etc) the teacher or volunteer will follow the steps outlined in the Behaviour Management Guidelines. (refer to Appendix B)

APPENDIX J- ADMINISTRATION OF MEDICATION

The following procedure and policy is to be reviewed and signed annually.

DESIGNATED EMPLOYEES TO ADMINISTER MEDICATION

- Michelle Franks- Supervisor
- Sandra Walker- Assistant Supervisor
- Jennifer Walker- Teacher

NOTE: Whenever possible, parents will be encouraged to give medication to their children at home, if this can be done without affecting the treatment schedule.

PROCEDURE FOR THE ADMINISTRATION OF MEDICATION

- 1) A written authorization form must accompany all prescriptions and non-prescription drugs. See 'Medicine Authorization' Form. (On file in the office)This form must be signed by a qualified doctor or nurse. All drugs brought to the school must be in their original container.
- 2) This form must be hand-delivered by the parent to the designated employee to administer medication. The parent must include instructions regarding time and quantity of each dosage.
- 3) Parents wishing children to administer their own medication, in the case of asthmatic puffers, must provide written consent and guidelines.
- 4) Medication must be administered, when required, in a quiet, well-lit area by the designated employee only.
- 5) Medication must be stored as directed and kept in a provided medical box, which is kept out of the reach of children. Medication is only administered from its original container and that the child's name, name of drug, and date of purchase, and instructions for storage and administration is clearly written on the container's label.
- 6) The necessary information must be documented by the designated employee on the 'Administration Record' form after each and every dosage.
- 7) Any accidental administration of drugs will be immediately recorded and reported to the Supervisor and parent of the child.
- 8) Any leftover medication will be returned in its original container to the parent.

** A written procedure of the child's ailment, causes, symptoms, and necessary instructions will be posted in each activity area. A picture of the child will accompany the procedure and will be visible to all duty parents and teachers.