

The Parent Handbook

Cornerstone Preschool



*~Inspiring your child's*

*Love for learning~*

## **Cornerstone Preschool**

### **Program Statement**

At Cornerstone Preschool, our classroom is a carefully prepared environment that reflects a child's inner desire to learn. Everything within the environment needs to be beautiful and appealing to a child. All Materials are designed for the youngest of children to explore, using their senses to identify and discover different fundamental cornerstones of higher learning including Measurement, Size and Colour Discrimination, Mathematics, Language, and Daily Life Skills. The environment and the Teacher are there to aid the children to become self-disciplined, independent, peaceful, problem-solving, and caring members of a community.

Cornerstone Preschool is committed to creating rich learning environments for children to reach their full potential in alignment with four foundational conditions that are outlined in the Ministry of Education's, "How Does Learning Happen?" Ontario's Pedagogy for the Early Years

Our Registered Early Childhood Educators and Education Assistants understand the importance of allowing the children to explore their environment freely without hindrance from adults. Although they are readily available to assist when the child struggles, they are observers and understand the outcome of each experience, and where to take the child next to stimulate and assist in each child's personal growth.

We believe that a child is his/her own teacher and their natural desire for learning pulls the child to certain activities that will fulfill an inner need. From birth to age six a child learns everything he/she will need to build upon for the rest of his/her life, what an important journey we are privileged to be a part of. Keeping this in mind, we at Cornerstone Preschool believe each child has the ability become an outstanding learner and explorer. We, as their teachers will light the path for the child to follow, leading the way, allowing the child to experience and build a life long love for knowledge.

Programs here at Cornerstone Preschool are designed to deliver stimulating learning experiences in a safe environment that enhances children's social,

intellectual, physical, and emotional development. This enhancement happens throughout a child's daily routine, which encompasses a balance of indoor and outdoor play, as well as active play, rest and quiet time.

While planning for the positive learning environments, we will make sure that the environment and all the planning that goes into it, is inclusive of all children, including children with individualized plans.

Exploring the inner curiosity of a child along with play is the cornerstone of our program – understood to be essential to the healthy social and cognitive development of children. Our program takes a child initiated, adult-supported approach that focuses on a play- based learning, which in-turn allows the child to take the lead and then focusing on his or her interests through intentional observation, interaction and engaged communication. 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 a supportive, caring and responsive relationships with adults whose focus is on the health, safety, nutrition and wellbeing of all children. This is the foundation of a childcare here at Cornerstone Preschool.

We strongly believe that Child Care is a shared responsibility between parents and CP Educators. The teachers and assistants at CP work together with the parents to exchange information about the child's language, culture, interests and development so that the sum of a child's experience is greater than that which parents or CP'S Educators alone could provide.

Cornerstone Preschool values parent engagement in the area of both their child's development as well as the program development. We provide the following opportunities to ensure that communication and information sharing takes place between parents and CP Educators: daily open communication, evaluation/report cards, family events, such as concerts, barbecues, Tea Party for Mothers and newsletters.

CP Educators are true professionals who connect with children, ensure safe environments, plan and extend play, scaffold learning, reflect on successes

and document the children's play and learning, all of which is the foundation to guiding the Educator's planning. The documented learning's are shared regularly with parents.

Our Teachers & Assistants encourage each child's developing sense of self and their ability to see themselves as capable communicators, able to manage their emotions and behavior.

Cornerstone Preschool creates a rich learning environment for children to reach their full potential.

The program statement is reviewed by staff, students and volunteers prior to interacting with children and whenever modified.

This policy / approach to learning is in complete alignment with the Ministry of Education's *How Does Learning Happen?*, a resource developed by the Ministry of Education to promote a shared understanding of what children need and what can be done to help them grow and flourish.

### The Four Foundations of How Does Learning Happen?

How Does Learning Happen? is organized around four foundational conditions that are important for children to grow and flourish: Belonging, Well-Being, Engagement, and Expression. These foundations, or ways of being, are a vision for all children's future potential 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

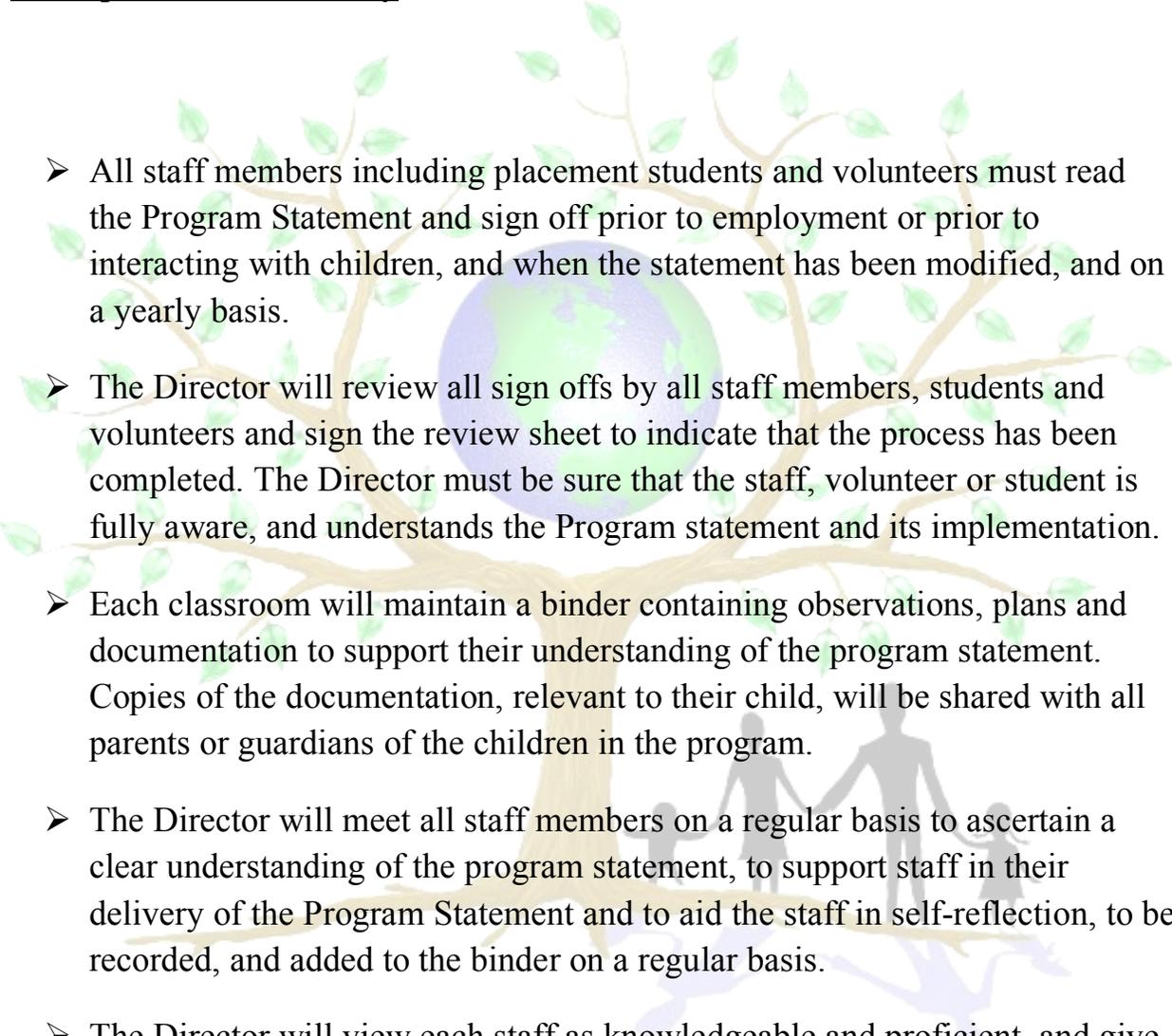


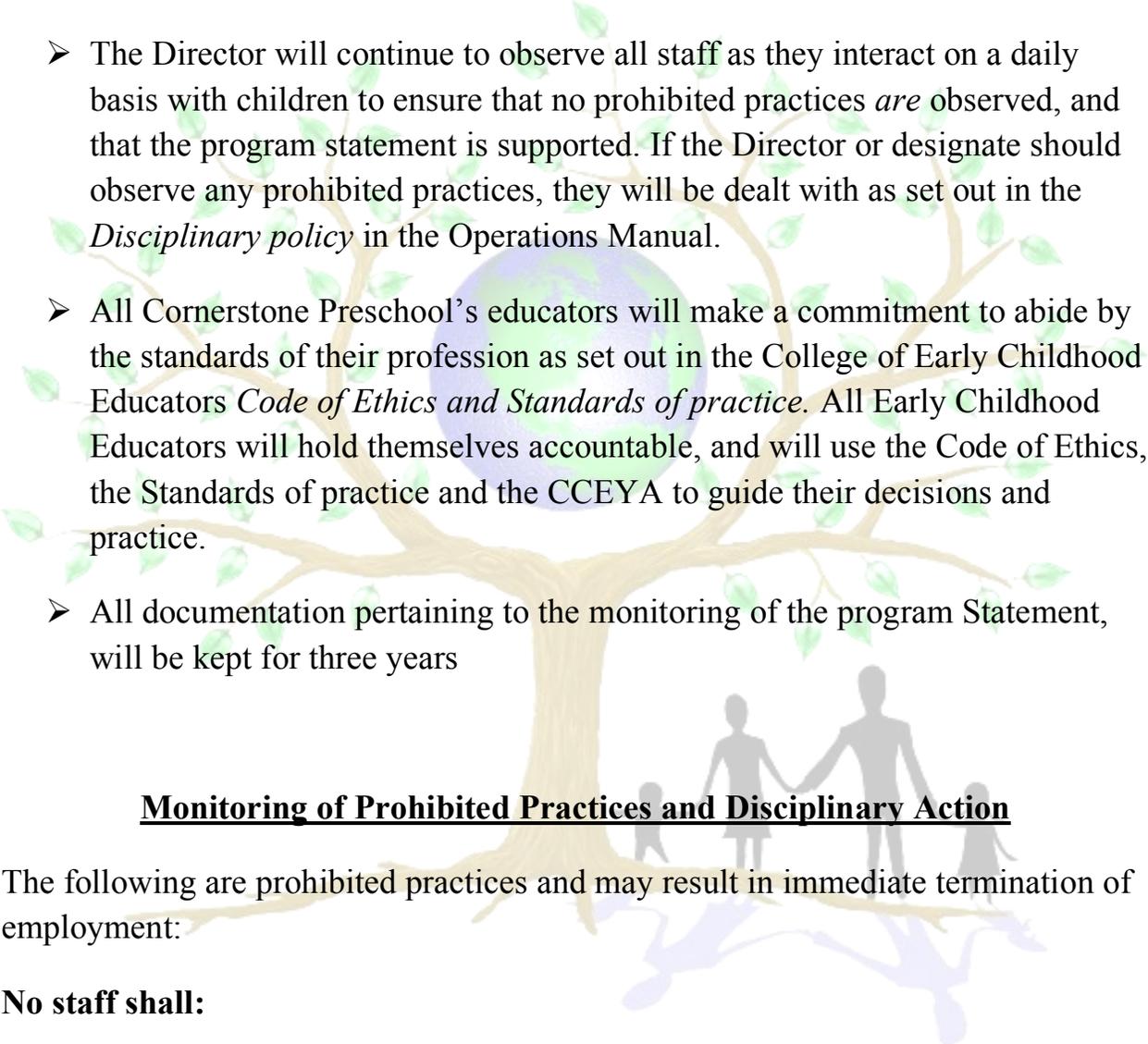
- Belonging refers to a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
- Well-being addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.
- Engagement suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.
- Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviours. Language-rich environments support growing communication skills, which are foundational for literacy.

A focus on these foundations throughout all aspects of early years programs ensures optimal learning and healthy development.

## **Policies and Procedures** **The Parents Handbook**

### **PS implementation Policy**

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- All staff members including placement students and volunteers must read the Program Statement and sign off prior to employment or prior to interacting with children, and when the statement has been modified, and on a yearly basis.
  - The Director will review all sign offs by all staff members, students and volunteers and sign the review sheet to indicate that the process has been completed. The Director must be sure that the staff, volunteer or student is fully aware, and understands the Program statement and its implementation.
  - Each classroom will maintain a binder containing observations, plans and documentation to support their understanding of the program statement. Copies of the documentation, relevant to their child, will be shared with all parents or guardians of the children in the program.
  - The Director will meet all staff members on a regular basis to ascertain a clear understanding of the program statement, to support staff in their delivery of the Program Statement and to aid the staff in self-reflection, to be recorded, and added to the binder on a regular basis.
  - The Director will view each staff as knowledgeable and proficient, and give them time to be heard and respected, and to reflect on their own performance and their contributions to the environment and the development of each child in their care. The Director will use all observations, interactions and conversations to monitor all staff.

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- Staff will reflect on How Does Learning Happen, by working through the reflection exercises in the document, by reviewing their observations and engaging children in meaningful activities, by maintaining communication with parents and building trusting relationships with the families, by working with their co-workers to create a safe and healthy environment and by taking the time to engage in self-reflection on a regular basis.
  - The Director will continue to observe all staff as they interact on a daily basis with children to ensure that no prohibited practices *are* observed, and that the program statement is supported. If the Director or designate should observe any prohibited practices, they will be dealt with as set out in the *Disciplinary policy* in the Operations Manual.
  - All Cornerstone Preschool's educators will make a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators *Code of Ethics and Standards of practice*. All Early Childhood Educators will hold themselves accountable, and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice.
  - All documentation pertaining to the monitoring of the program Statement, will be kept for three years

### **Monitoring of Prohibited Practices and Disciplinary Action**

The following are prohibited practices and may result in immediate termination of employment:

#### **No staff shall:**

- Lock or permit to be locked for the purpose of confining a child the exits of a day nursery
- Use a locked or lockable room or structure to confine a child who has been withdrawn from other children

- Abuse a child physically, verbally or emotionally
- Deprive the child of basic needs including food, shelter, clothing or bedding
- Use corporal punishment of a child
- Use deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect.
- Inflicting any bodily harm on children including making children eat or drink against their will.

### **Procedures and practices for child guidance**

No child shall be left out of mealtimes, nor outdoor activities. If a child is misbehaving he/she shall be given ample opportunity to follow classroom rules and routines through verbal advice from the Teacher or Assistant. In doing so, the Staff shall point out the *good* behaviour rather than the *incorrect* behaviour and always allow the child to correct his/her own behaviour, whenever appropriate.

Example 1: Shelly is running in the classroom.

The Staff Member shall approach Shelly and *ask her* how we are to move about the classroom.

“Shelly, when we are in the classroom how do we move around?”

If Shelly does not know the answer the Staff Member will advise her of correct behaviour.

“Shelly, let’s remember that we need to walk in the classroom and use our running feet for outside.”

If a child is causing injury to another child the Staff Member must step in to protect the children. In doing so however, the child causing injury needs to still be respected and discipline carried out in a loving and positive manner.

Example 2: Timmy is hitting another child at circle.

The Staff Member shall approach Timmy and stop any further hitting in a gentle and caring manner. Then *ask him* if hitting others is appropriate.

“Timmy, you are hitting Sally. That hurts Sally and she looks sad. Do we hit other people?”

“No, but she took my spot!” –Timmy

“If someone takes your spot try using your words to ask for it back. If that doesn’t work ask a Teacher for help. What can you do now to make Sally feel better?”

If in following this strategy you have a child that will not follow the rules regardless of numerous reminders a Staff Member will ask the child to remove himself/herself from the situation.

“Timmy, we have asked you many times not to hit Sally. If you are unable to keep your hands to yourself you will have to leave circle and we don’t want that.”

If it continues the Staff Member will ask the child to leave circle (or escort him/her if necessary) and return when he/she is able to follow the rules and routines.

“Timmy, please leave circle. You are welcome back as soon as you can follow the rules.”

The child may sit and watch circle or find a place in the classroom to collect himself/herself. The child at no point will be made an example of or disrespected in any manner. The behaviour however may be discussed at circle if deemed appropriate.

“Class, how should we treat our friends? If someone does something we do not like what should we do? Should we ever hit anyone?” ETC...

At anytime if the Staff Member feels that he/she cannot deal appropriately with a situation he/she must take a moment to rethink the strategy he/she is using and why it is not working. He/she will also seek advice from the Director in this matter. All

continued disciplinary actions or issues should be reported to the Director so a solution may be formatted. Corporal punishment, with holding food, inappropriate time outs, yelling, hitting, or any rough behaviors are not permitted within Cornerstone Preschool and as mentioned above, can result in immediate dismissal.

### **Disciplinary Action**

#### **Policy:**

If a Staff Member of Cornerstone Preschool is found or suspected to be violation or a complaint is reported to the Office, the Director of Cornerstone Preschool will follow strict guidelines in regards to the Staff Members alleged behaviour, as follows depending on the severity of the complaint.

#### **Procedure:**

If the complaint is of an inappropriate verbal reprimand of a child, (Example: *Raised Voice* towards child.) the following steps will be taken.

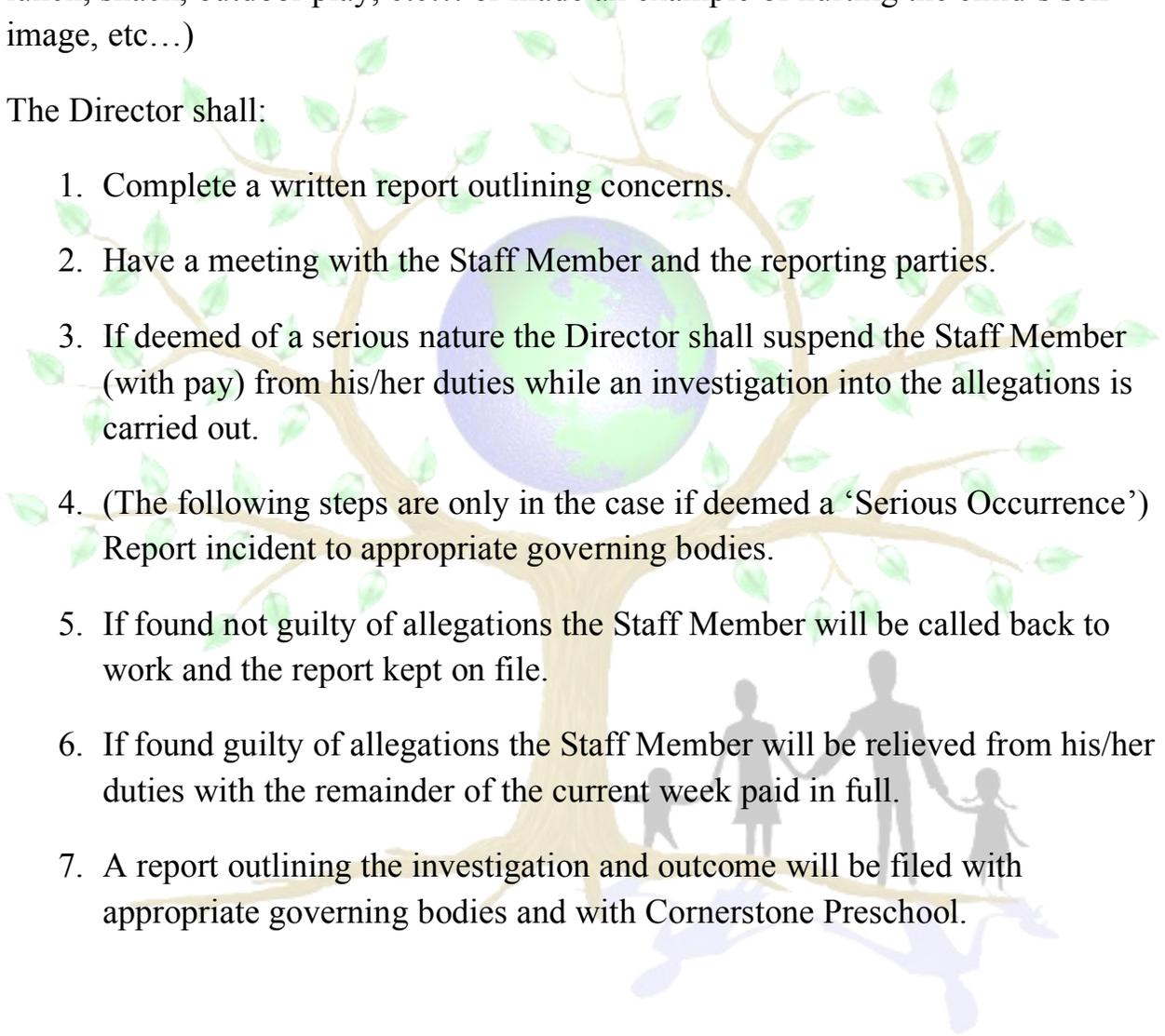
The Director shall:

1. Complete a written report outlining the concern.
2. Have a meeting with the Staff Member pertaining to the allegations made against him/her.
3. A written reprimand will be given to the Staff Member and the Staff Member will, with the Director, go through the Program Statement, implementation policy and procedures and practices for child guidance to make sure they have a good understanding of appropriate child guidance Strategies.
4. Will be put on three months probation. Reviewed after said time.
5. Will make a verbal apology to the child and his/her family.

If a complaint is filed with regards to the same actions being carried out for any reason what so ever it will result in immediate dismissal from Cornerstone Preschool. The Staff Member will be paid for the current week and a written report will be filed with all governing bodies deemed appropriate.

If the complaint is of a more serious matter, (Example: child is excluded from lunch, snack, outdoor play, etc... or made an example of hurting the child's self image, etc...)

The Director shall:

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1. Complete a written report outlining concerns.
  2. Have a meeting with the Staff Member and the reporting parties.
  3. If deemed of a serious nature the Director shall suspend the Staff Member (with pay) from his/her duties while an investigation into the allegations is carried out.
  4. (The following steps are only in the case if deemed a 'Serious Occurrence') Report incident to appropriate governing bodies.
  5. If found not guilty of allegations the Staff Member will be called back to work and the report kept on file.
  6. If found guilty of allegations the Staff Member will be relieved from his/her duties with the remainder of the current week paid in full.
  7. A report outlining the investigation and outcome will be filed with appropriate governing bodies and with Cornerstone Preschool.

If the complaint is of mistreatment of a child, physical child abuse, sexual abuse, etc...

The Director shall:

Immediately suspend Staff Member *without* pay.

Report to CAS and Police Department.

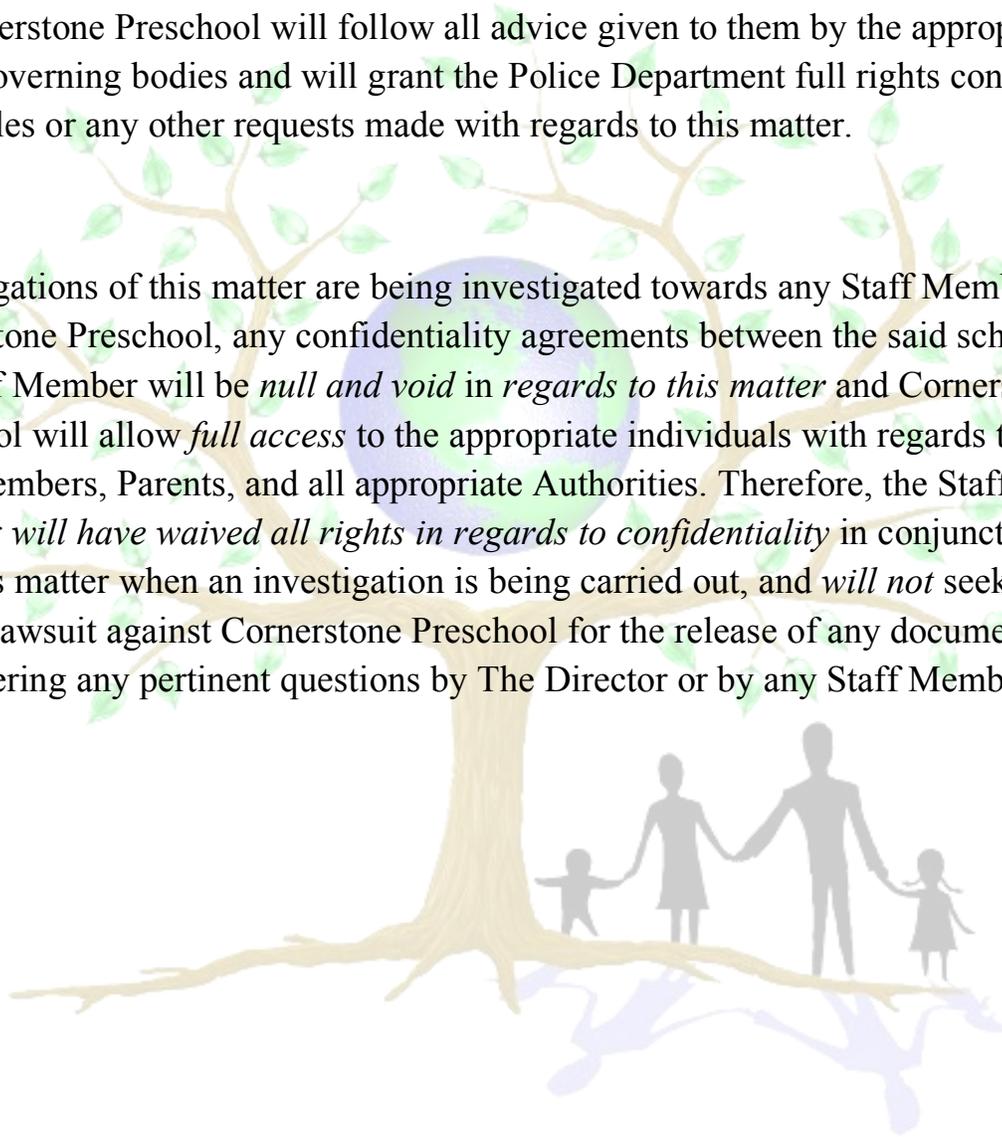
File Serious Occurrence Report with the Ministry of Children and Youth Services.

Steps 1, 2, 4 – 6 of a more serious matter as outlined above will be carried out.

Cornerstone Preschool will follow all advice given to them by the appropriate governing bodies and will grant the Police Department full rights concerning files or any other requests made with regards to this matter.

Policy:

\* If allegations of this matter are being investigated towards any Staff Member of Cornerstone Preschool, any confidentiality agreements between the said school and the Staff Member will be *null and void in regards to this matter* and Cornerstone Preschool will allow *full access* to the appropriate individuals with regards to other Staff Members, Parents, and all appropriate Authorities. Therefore, the Staff Member *will have waived all rights in regards to confidentiality* in conjunction with this matter when an investigation is being carried out, and *will not* seek to bring a lawsuit against Cornerstone Preschool for the release of any documents or in answering any pertinent questions by The Director or by any Staff Member.



## **Parent Issues and Concerns Policy and Procedures**

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: August 17th, 2017

Date Policy and Procedures Updated:

### ***Purpose***

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

### ***Definitions***

*Licensee*: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care 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 child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Cornerstone Preschool and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail

provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 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-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

### ***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/childrensaidthereportingabuse/index.aspx>

## *Procedures*

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:
<p><b>Program Room-Related</b></p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within 2 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>General, Centre- or Operations-Related</b></p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<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><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> <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 a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p><b>Student- / Volunteer-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> </ul> <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>	

**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 Mac Mehta, Director, Cornerstone Preschool.

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

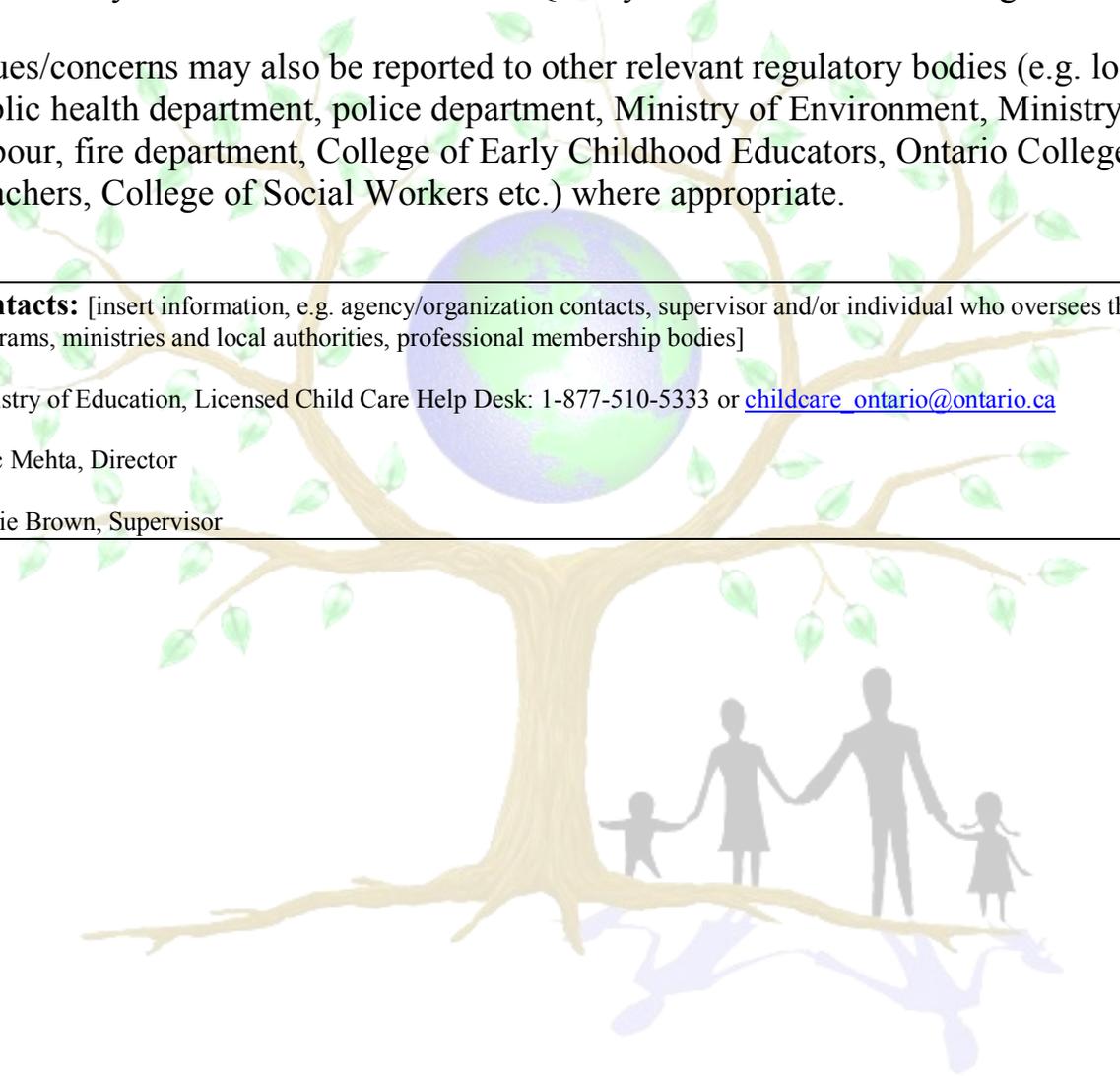
Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Contacts:** [insert information, e.g. agency/organization contacts, supervisor and/or individual who oversees the programs, ministries and local authorities, professional membership bodies]

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

Mac Mehta, Director

Jamie Brown, Supervisor



## **Parent Involvement**

At Cornerstone Preschool we focus on establishing relationships with our families.

Cornerstone Preschool hosts the following events yearly:

\*Annual End of Summer BBQ

\*Mother's Day Tea Party

\*Father's Day Sports Event

\*Annual Holiday Concert presented by the children

We encourage families to be a part of their child's experience in the programs we offer as they should feel that they belong and are valuable contributors to their children's learning.

When we recognize and build on strengths of families and the love they have for their children, everyone benefits.

Cornerstone Preschool is committed to working collaboratively with all our families as we work together on the mutual goal of providing the best possible child care service to families and children.

## **Educators & Staff**

At Cornerstone Preschool, our Early Childhood Educators Are Registered with the College of Early Childhood. All of our educators and staff have completed a vulnerable sector check, obtain a valid standard first aid including infant and child CPR along with immunization up to date and TB test.

**“Every Educator should feel he or she belongs, is a valuable contributor and deserves the opportunity to engage in meaningful work.”**

### **Days and Hours of Operation**

Cornerstone Preschool. Operates five days per week. The Centre is open Monday to Friday from 7:00 a.m. to 6:00 p.m.

The Centre is **Closed** on the following **Statutory Holidays**:

- **Labour Day**
- **Thanksgiving Day**
- **Christmas Day**
- **Boxing Day**
- **New Year's Day**
- **Family Day**

- **Good Friday**
- **Victoria Day**
- **Canada Day**
- **Civic Holiday**

Regular fees apply regardless of the above closure dates. Any additional days that the centre will be closed will be posted with sufficient notice to parents and regular fees apply.

**Please note that the centres close early on Christmas Eve and New Year's Eve at 2:00pm**

### **Cornerstone Preschool Facility Accommodations**

Cornerstone Preschool is located on 2247 Rymal Rd E, Hamilton, and has facilities to accommodate the following children:

TODDLER ROOM - 30 toddlers - 18 months to 30 months  
PRESCHOOL ROOM - 48 Preschoolers - 2.5 years to 6 years

### **Programs available**

Full-Time

o 5 days per week full day

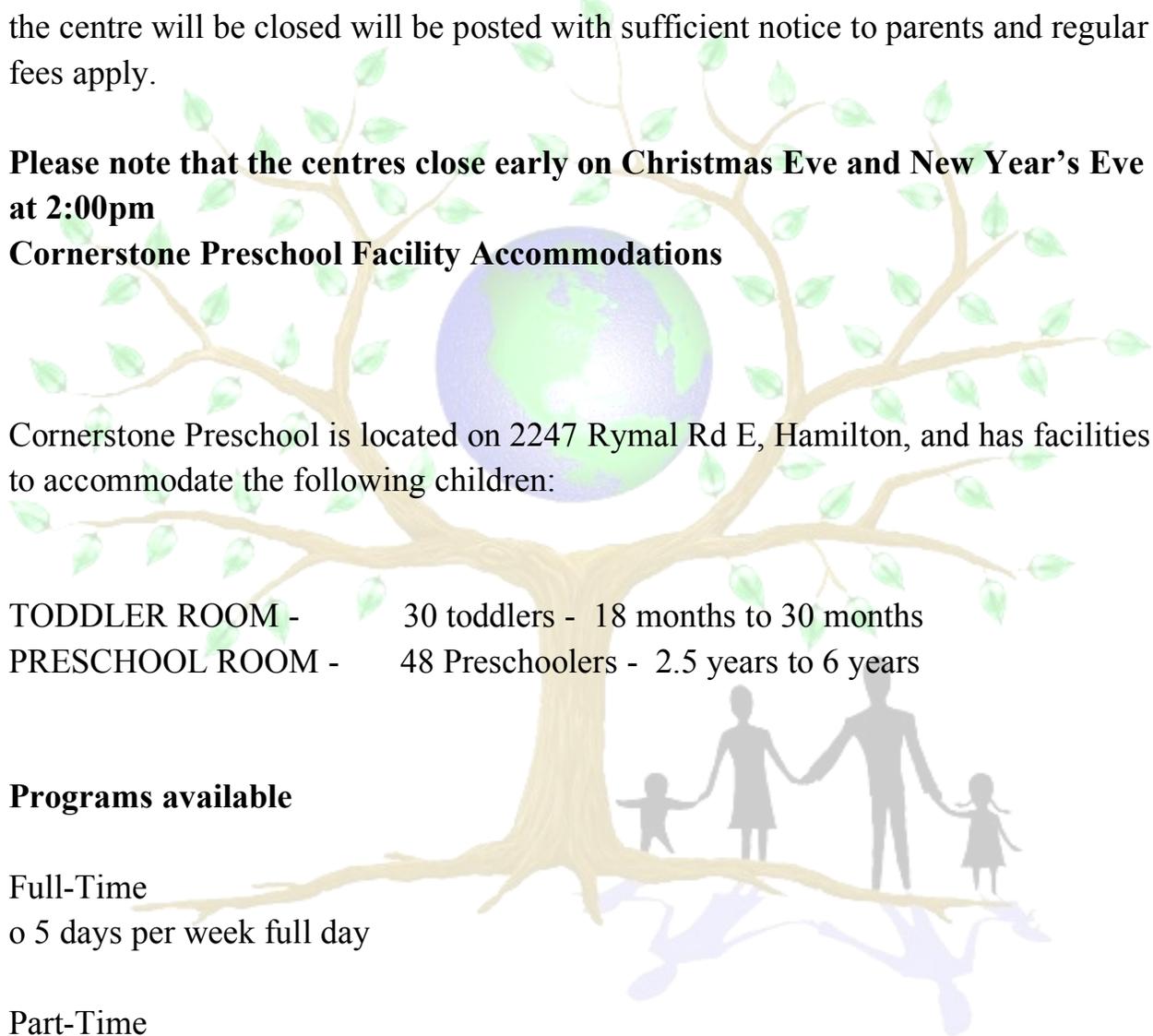
Part-Time

o Anything less than 5 days' full day

o Minimum of 2 days a week

o March Break\* and Summer Camp Programs\* available

o \*= additional costs apply



## **Summer camp July and August Calendars include activities/outings/visitors at additional costs**

### **Child Registration**

There is a one-time NON-REFUNDABLE registration fee of \$100.00 per family, to register a child. Registration fee is due only after the child has secured a spot. Registration fees will not be charged until a spot has been secured for the child(ren). A void cheque for the first month's fees to be processed. Fees are calculated and invoiced prior to the auto withdraw dates, 1st and 15th of every month.

Should your child not start on the scheduled start date for any reason, your registration fee will NOT be refunded. If your scheduled start date is delayed/postponed charges will apply from the original start date to your new start date unless arrangements have been made with the supervisor.

### **Child Registration Package**

Cornerstone Preschool Requires your child's registration package to be completed in full in order to enroll your child. It is the parent's responsibility to ensure all information is updated on our files. All information is required for Ministry and emergency purposes. Any information gathered is protected by the PIPEDA policy, kept confidential and remain the property of Cornerstone Preschool.

# Emergency Management policies & procedures

## Cornerstone Preschool

### Emergency Management Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool  
Date Policy and Procedures Established: August 18th, 2017  
Date Policy and Procedures Updated: December 5, 2017

#### ***Purpose***

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

#### ***Definitions***

*All-Clear:* A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

*Authority:* A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

*Emergency:* An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

*Emergency Services Personnel:* persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

*Evacuation Site:* the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

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

*Meeting Place:* the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

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

*Unsafe to Return:* A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

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## ***Policy***

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: On the side of the building adjacent to the vacant land

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: Credit Union, 2245 Rymal Rd E

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, Supervisor, Jamie Brown will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by Jamie Brown in the daily written record.

### **Additional Policy Statements**

E.g. regular drills with staff for training/practice, emergency bag preparation, etc.

1. Fire Drills will be done every month
2. Staff practice lining up with children and all other evacuation procedures
3. Emergency Bag is always prepared

## Procedures

### Phase 1: Immediate Emergency Response



## Emergency Situation

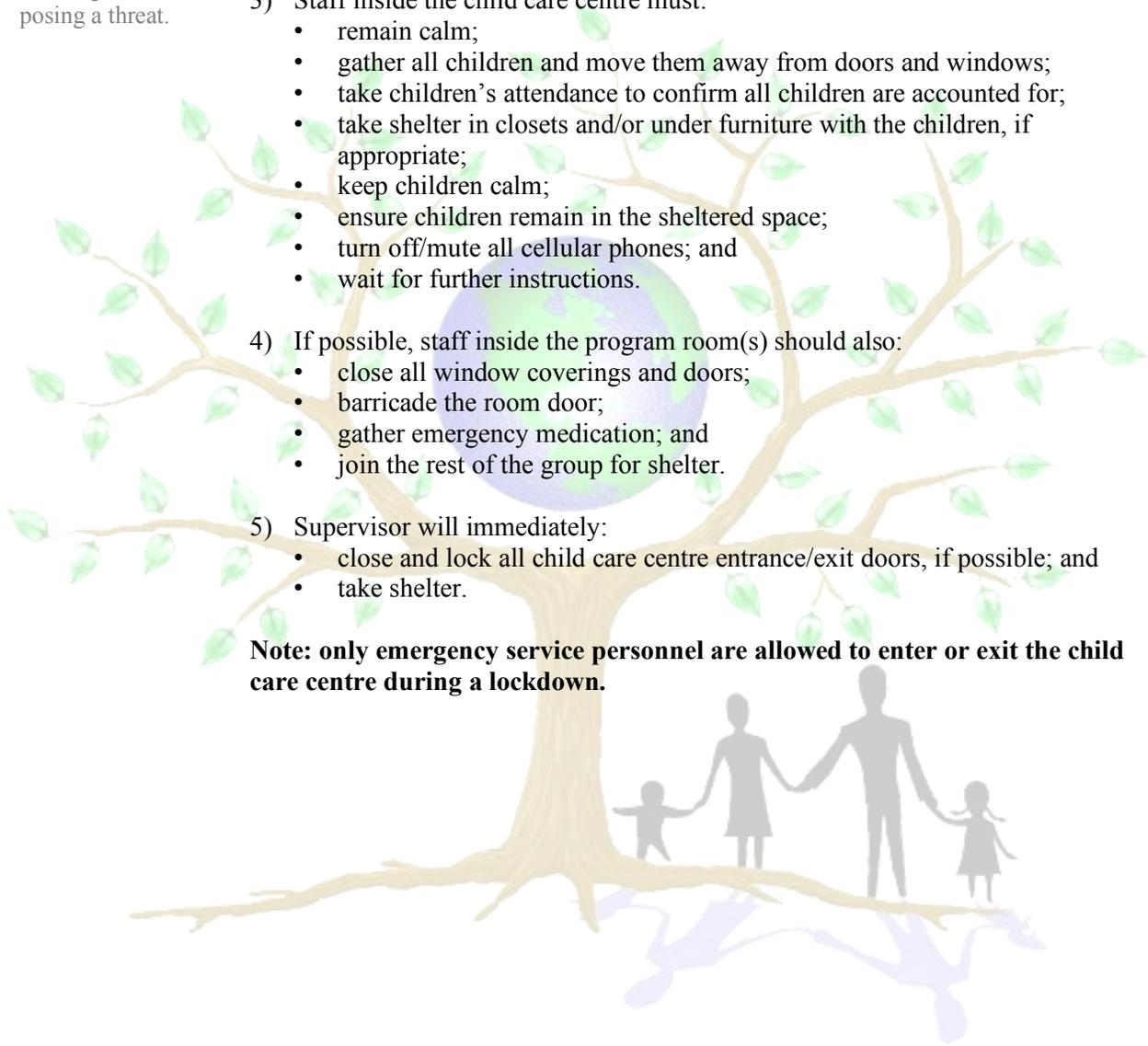
## Roles and Responsibilities

### Lockdown

When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.

- 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.
- 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.
- 3) Staff inside the child care centre must:
  - remain calm;
  - gather all children and move them away from doors and windows;
  - take children's attendance to confirm all children are accounted for;
  - take shelter in closets and/or under furniture with the children, if appropriate;
  - keep children calm;
  - ensure children remain in the sheltered space;
  - turn off/mute all cellular phones; and
  - wait for further instructions.
- 4) If possible, staff inside the program room(s) should also:
  - close all window coverings and doors;
  - barricade the room door;
  - gather emergency medication; and
  - join the rest of the group for shelter.
- 5) Supervisor will immediately:
  - close and lock all child care centre entrance/exit doors, if possible; and
  - take shelter.

**Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.**



## Hold & Secure

When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.

- 1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.
- 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.
- 3) Staff in the program room must immediately:
  - remain calm;
  - take children's attendance to confirm all children are accounted for;
  - close all window coverings and windows in the program room;
  - continue normal operations of the program; and
  - wait for further instructions.
- 4) Supervisor / Assistant Supervisor must immediately:
  - close and lock all entrances/exits of the child care centre;
  - close all blinds and windows outside of the program rooms; and
  - place a note on the external doors with instructions that no one may enter or exit the child care centre.

**Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.**

## Bomb Threat

A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.

- 1) The staff member who becomes aware of the threat or Supervisor / Assistant Supervisor must:
  - remain calm;
  - call 911 if emergency services is not yet aware of the situation;
  - follow the directions of emergency services personnel; and
  - take children's attendance to confirm all children are accounted for.
- A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.
- B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

## Disaster Requiring Evacuation

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.

2) Staff must immediately:

- remain calm;
- gather all children, the attendance record, children's emergency contact information any emergency medication;
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
- escort children to the meeting place; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

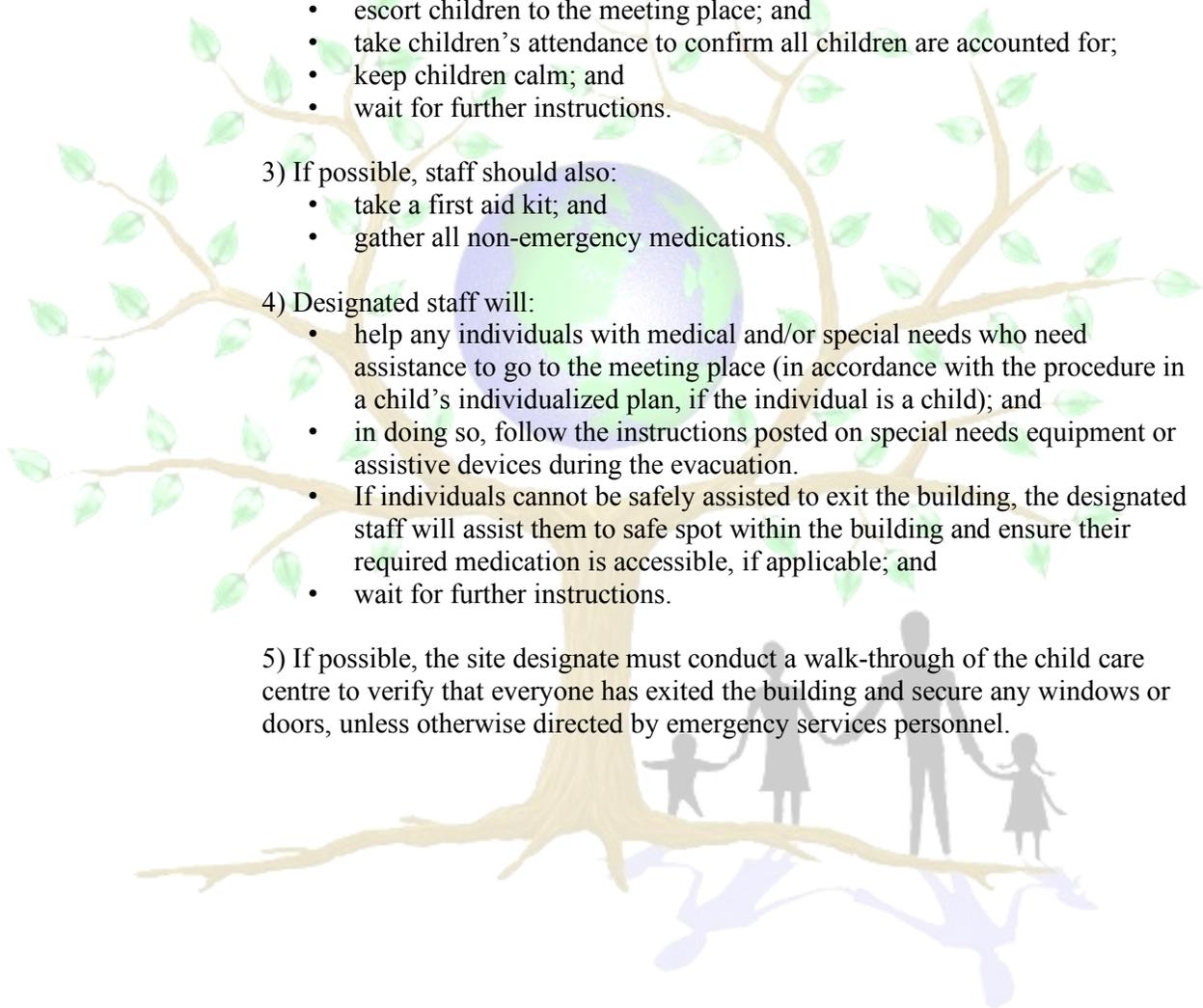
3) If possible, staff should also:

- take a first aid kit; and
- gather all non-emergency medications.

4) Designated staff will:

- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
- in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to safe spot within the building and ensure their required medication is accessible, if applicable; and
- wait for further instructions.

5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.



## **Disaster – External Environmental Threat**

An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.

- 1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.

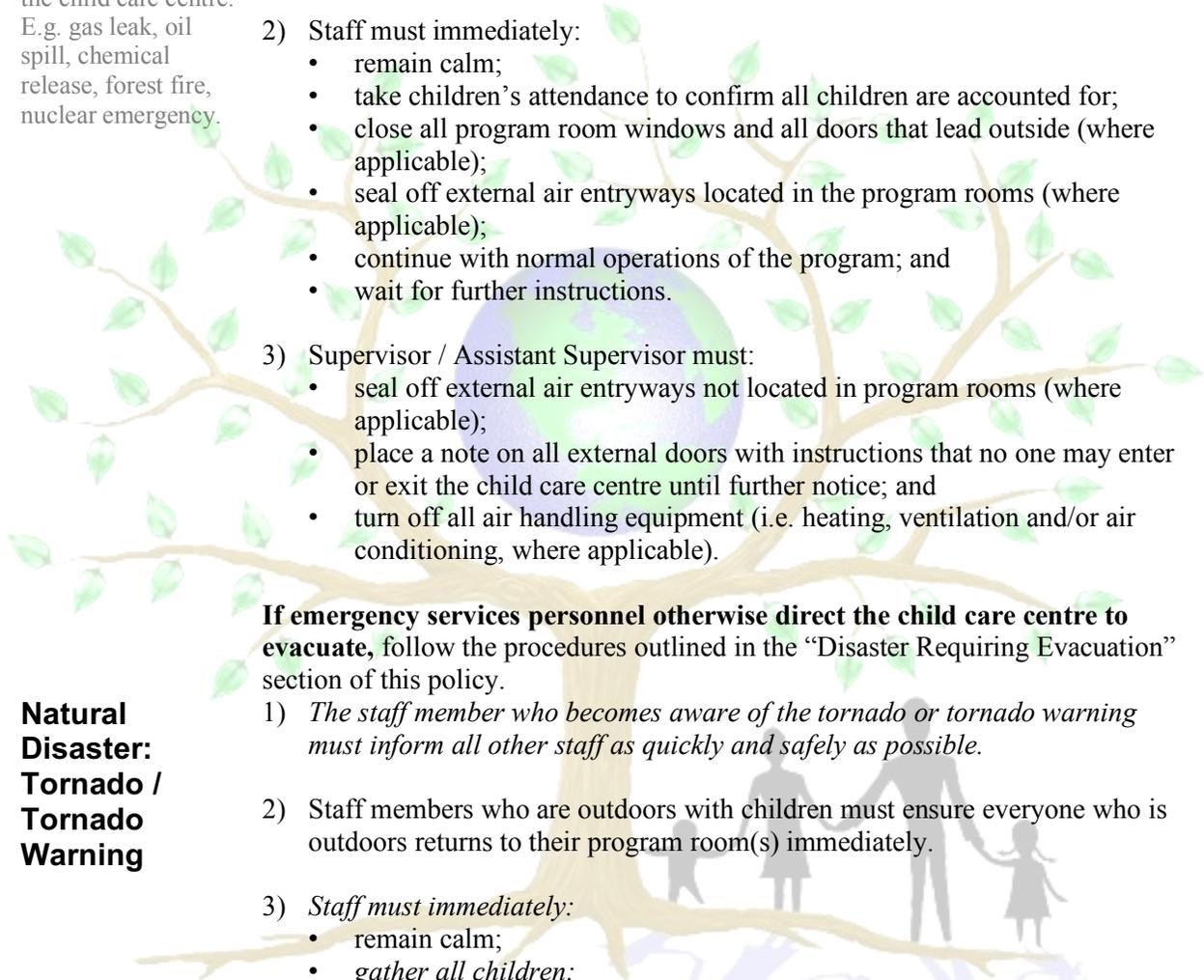
### **If remaining on site:**

- 1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.
- 2) Staff must immediately:
  - remain calm;
  - take children’s attendance to confirm all children are accounted for;
  - close all program room windows and all doors that lead outside (where applicable);
  - seal off external air entryways located in the program rooms (where applicable);
  - continue with normal operations of the program; and
  - wait for further instructions.
- 3) Supervisor / Assistant Supervisor must:
  - seal off external air entryways not located in program rooms (where applicable);
  - place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and
  - turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).

**If emergency services personnel otherwise direct the child care centre to evacuate**, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.

- 1) *The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.*
- 2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.
- 3) *Staff must immediately:*
  - remain calm;
  - *gather all children;*
  - *go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;*
  - take children’s attendance to confirm all children are accounted for;
  - *remain and keep children away from windows, doors and exterior walls;*
  - keep children calm;
  - conduct ongoing visual checks of the children; and
  - wait for further instructions.

## **Natural Disaster: Tornado / Tornado Warning**



**Natural  
Disaster:  
Major  
Earthquake**

- 1) Staff in the program room must immediately:
  - remain calm;
  - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
  - ensure that everyone is away from windows and outer walls;
  - help children who require assistance to find shelter;
  - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
  - find safe shelter for themselves;
  - visually assess the safety of all children.; and
  - wait for the shaking to stop.
- 2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.
- 3) Once the shaking stops, staff must:
  - gather the children, their emergency cards and emergency medication; and
  - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.
- 4) If possible, prior to exiting the building, staff should also:
  - take a first aid kit; and
  - gather all non-emergency medications.
- 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.
- 6) Designated staff will:
  - help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
  - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
  - If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a place of safety and ensure their required medication is accessible, if applicable; and
  - wait for further instructions.
- 7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.

## Immediate Emergency Response Procedures for Other Emergencies



Click here to enter text.

**2247 Rymal Road East, Hamilton  
Addendum To The Approved Fire Safety Plan  
Staff Protocol In The Event Of A Fire Emergency**

1. Adhere to the approved Fire Safety Plan (attached).
2. Calmly inform children to stop all activity and line up by the emergency exit.
3. R.E.C.E staff #1 ensure all children are accounted for by immediately counting them.
4. Non-E.C.E staff #2 conduct a quick scan of the room and washroom, take the attendance binder, (puffers and epi-pens), turn off the lights and close all doors behind the evacuating group.
5. R.E.C.E or Non-E.C.E. if applicable staff #3 staff assist R.E.C.E staff#1 to maintain the group in the line as they evacuate, perform a secondary count of the children after R.E.C.E. staff #1 completes the initial count of the children to ensure all children are accounted for.
6. Staff will guide children to the designated exterior emergency location.
  - a) Staff#1 will lead.
  - b) Staff # 2 will place themselves at the rear of the group, counting the children as they evacuate and closing the door to the room once unoccupied.
  - c) Staff #3 will position themselves alongside the evacuating group equally apart from staff #1 and #2 as they proceed to the designated exterior location.
7. Upon arrival at the designated exterior location, staff #1 (or designate) will confirm 9-1-1 has been contacted, staff #1 will count the children, staff #2 will perform a re-count the children to ensure all children are accounted for.

**Designated Exterior Emergency Location**

**Credit Union/Prime Financial  
2245 Rymal Rd. E  
Hamilton ON  
L8J 2V8**

**Evacuation Centre Main Intersection:  
Highway 56 and Rymal Rd**

## Additional Procedures for Immediate Emergency Response

E.g. assisting other program rooms during an emergency, etc.

### FIRE SAFETY PLAN

FSP

#### PROCEDURES FOR OCCUPANTS

##### IN CASE OF FIRE:

- A) CALMLY NOTIFY ALL OCCUPANTS IN THE IMMEDIATE AREA OF A FIRE CONDITION.
- B) IF SAFE TO DO SO, LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT, TAKING YOUR KEYS AND CLOSING DOORS BEHIND YOU.
- C) SOUND THE ALARM BY ACTIVATING A MANUAL PULL STATION.
- D) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:

Cudley Corner Childcare Centre      2247 Rymal Road East Unit 110 Stoney Creek

##### IF YOU HEAR AN ALARM OR ARE NOTIFIED OF A FIRE:

- A) IF SAFE TO DO SO, LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT, TAKING YOUR KEYS AND CLOSING ALL DOORS BEHIND YOU.
- B) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:

Cudley Corner Childcare Centre      2247 Rymal Road East Unit 110 Stoney Creek

##### IF YOU REMAIN IN THE BUILDING

IF YOU CANNOT EXIT THE BUILDING DUE TO EXCESSIVE SMOKE, HEAT OR FIRE YOU SHOULD SEEK REFUGE IN A SAFE LOCATION.

- A) KEEP SMOKE FROM ENTERING THE ROOM BY CLOSING THE DOOR AND USE WET TOWELS AND DUCT TAPE TO SEAL CRACKS AROUND THE DOOR. SEAL VENTS OR AIR DUCTS THE SAME WAY.
- B) MOVE TO THE MOST PROTECTED ROOM AND IF POSSIBLE, OPEN THE WINDOW FOR FRESH AIR.
- C) KEEP LOW TO THE FLOOR WHERE THE AIR IS CLEANER.
- D) CALL 911 AND ADVISE THE FIRE DEPARTMENT OF YOUR LOCATION.
- E) LISTEN FOR INSTRUCTIONS FROM AUTHORITIES.

• THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND HAVE AVAILABLE ALL KEYS NECESSARY AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE BUILDING.

• IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER SOUNDING THE ALARM AND EVACUATING THE BUILDING.

- 
- THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND HAVE AVAILABLE ALL KEYS NECESSARY AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE BUILDING.
  - IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER SOUNDING THE ALARM AND PHONING 911. IF SMOKE OR FIRE THREATEN THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA AND CLOSE DOORS TO CONFINE THE SPREAD OF SMOKE AND FIRE.
  - ALL FIRE HAZARDS IN THE BUILDING SHALL BE CONTROLLED AND ELIMINATED.
  - ALL BUILDING FACILITIES PROVIDED FOR THE SAFETY OF OCCUPANTS SHALL BE MAINTAINED AND TESTED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE ONTARIO FIRE CODE.
  - DURING ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT AND SYSTEMS OR PART THEREOF, THE PERSON IN CHARGE WILL ARRANGE FOR HOURLY ROUNDS OF THE AFFECTED AREAS TO BE CONDUCTED. A LOG BOOK RECORDING THESE HOURLY ROUNDS IS TO BE MAINTAINED.
  - A FIRE DRILL WILL BE HELD ON A MONTHLY BASIS BY THE DAYCARE.
  - THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHILE THE BUILDING IS OCCUPIED TO PERFORM THE DUTIES AS REFERRED TO IN THIS PLAN. ALL SUPERVISORY STAFF AND OTHER OCCUPANTS SHALL READ THE FIRE SAFETY PLAN SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

**A COPY OF THIS PLAN SHALL BE POSTED ON EACH FLOOR.**

## Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, a staff member must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

**List of Emergency Contact Persons:** [insert information (e.g. supervisor, licensee, on-site designate, board of directors, local authority)]

Local Police Department: 905-546-4925

Ambulance: 911

Local Fire Services: 905-546-3333

Site Supervisor:

Licensee Contact(s): Mac Mehta – 647-801-9622

Child Care Centre Site Designate:

Supervisor – Jamie brown - 289-442-7324

[insert others:]

- 4) Where any staff, students and/or volunteers are not on site, Supervisor must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.
- 5) Supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
  - help keep children calm;
  - take attendance to ensure that all children are accounted for;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children; and
  - engage children in activities, where possible.

- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

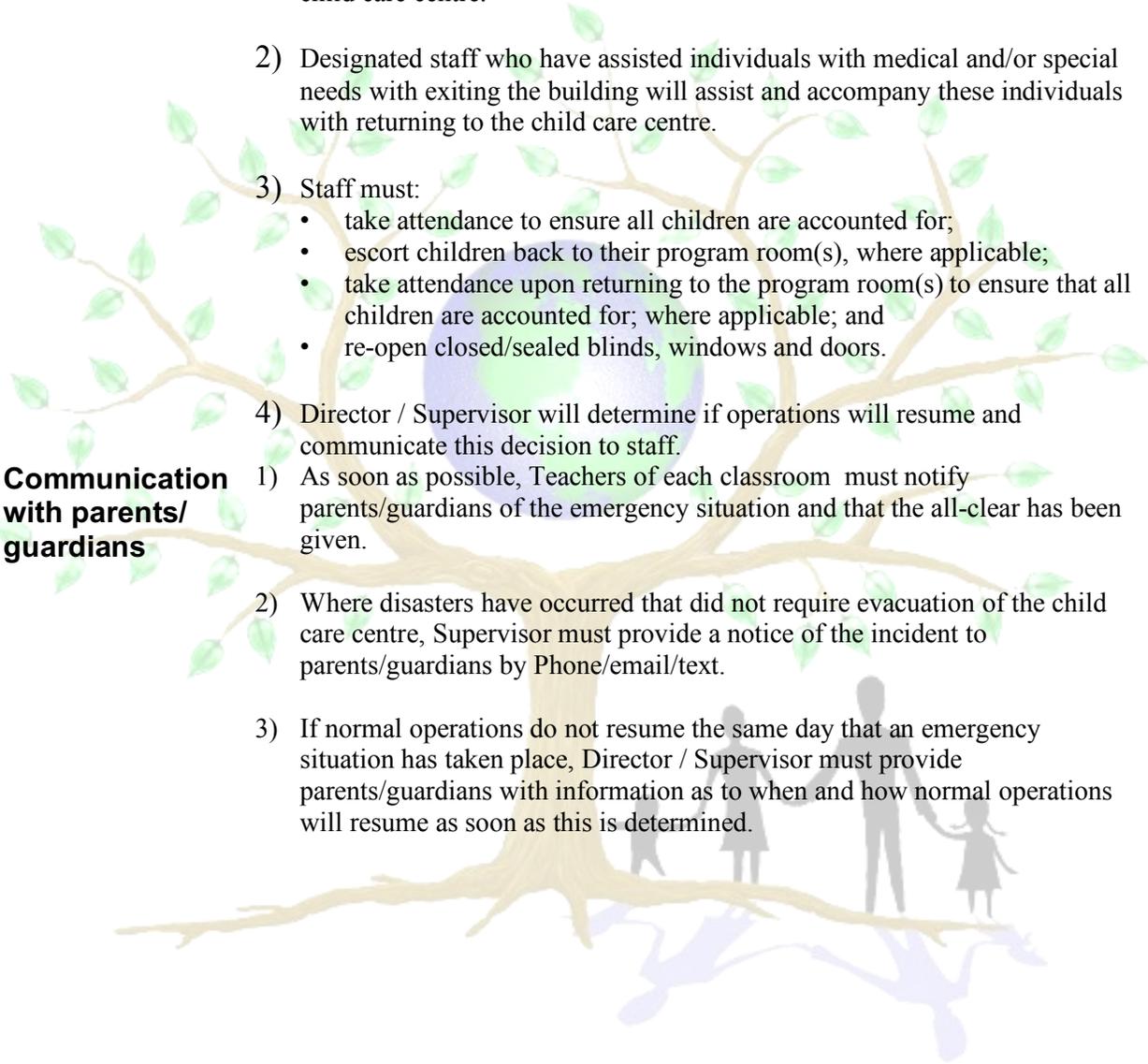
### **8a) Procedures to Follow When “All-Clear” Notification is Given**

#### **Procedures**

- 1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.
- 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.
- 3) Staff must:
  - take attendance to ensure all children are accounted for;
  - escort children back to their program room(s), where applicable;
  - take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and
  - re-open closed/sealed blinds, windows and doors.
- 4) Director / Supervisor will determine if operations will resume and communicate this decision to staff.

#### **Communication with parents/guardians**

- 1) As soon as possible, Teachers of each classroom must notify parents/guardians of the emergency situation and that the all-clear has been given.
- 2) Where disasters have occurred that did not require evacuation of the child care centre, Supervisor must provide a notice of the incident to parents/guardians by Phone/email/text.
- 3) If normal operations do not resume the same day that an emergency situation has taken place, Director / Supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.



## **8b) Procedures to Follow When “Unsafe to Return” Notification is Given**

### **Procedures**

- 1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.
- 2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.
- 3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.
- 4) Supervisor / Assistant Supervisor will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.
- 5) Upon arrival at the evacuation site, staff must:
  - remain calm;
  - take attendance to ensure all children are accounted for;
  - help keep children calm;
  - engage children in activities, where possible;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children;
  - keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and
  - remain at the evacuation site until all children have been picked up.

### **Communication with parents/guardians**

- 1) Upon arrival at the emergency evacuation site, Credit Union, 2245 Rymal Rd E, Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.
- 2) Where possible, Supervisor / Assistant Supervisor will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.

### **Additional Procedures for Next Steps During an Emergency**

E.g. documenting children’s accidents/injuries, providing water and/or snacks, etc.

1. All Accident/incidents will logged in the daily logbook and Supervisor’s log book
2. All Parents will be provided with an incident/accident report form
3. Children will provided water and snacks in accordance with their dietary restrictions

## Phase 3: Recovery (After an Emergency Situation has Ended)

### Procedures for Resuming Normal Operations

E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.

Supervisor will email Program Advisor  
Insurance will be contacted  
Fire Safety will be called  
If required, the catering company will be called as well  
All Parents will be called and an update of the situation will be provided

### Procedures for Providing Support to Children and Staff who Experience Distress

### Procedures for Debriefing Staff, Children and Parents/Guardians

Include, where, applicable, details about when and how the debrief(s) will take place, etc.

Staff can go to <http://thinkmentalhealth.ca/mental-health-crisis-options/>

Or Call 1-800-784-2433

Supervisor must debrief staff, children and parents/guardians after the emergency.

Supervisor will debrief parents at Pickup

Director will send out an email to all families to let them know what happened and to give an update on the situation.

## Regulatory Requirements: Ontario Regulation 137/15

### Emergency management

**68.1** (1) In this section,

“emergency” at a child care centre means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre. O. Reg. 126/16, s. 42.

(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that,

- (a) set out the roles and responsibilities of staff in case of an emergency;
- (b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency;
- (c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation;
- (d) set out the procedures that will be followed to ensure children’s safety and maintain appropriate levels of supervision;



- (e) set out requirements regarding communications with parents;
- (f) set out requirements regarding contacting appropriate local emergency response agencies; and
- (g) address recovery from an emergency, including,
  - (i) requiring that staff, children and parents be debriefed after the emergency,
  - (ii) setting out how to resume normal operations of the child care centre, and
  - (iii) setting out how to support children and staff who may have experienced distress during the emergency. O. Reg. 126/16, s. 42.
- (3) Despite subsection (2), a licensee is not required to have emergency management policies and procedures described in that subsection if,
  - (a) the child care centre is located in a school, the licensee uses or adopts the school's emergency management policies and procedures and those policies and procedures address the same matters as described in subsection (2); or
  - (b) the licensee is otherwise required to have a plan that addresses the same matters as described in subsection (2). O. Reg. 126/16, s. 42.

### **Intent**

The intent of this provision is to require licensees to have policies and procedures that protect the health and safety of children and staff in the event of an emergency.

The provision requires that staff roles and responsibilities be clearly outlined in the event of an emergency.

**Disclaimer:** This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

## **Orientation**

It is recommended that one to two weeks prior to your child's official start date, you set up an orientation visit day with the supervisor. The following is a recommended schedule for an orientation.

- 1 hour visit in the classroom with the company of a parent or legal guardian
- 2 hour visit without the parent or guardian in attendance

This will help and encourage your child with a smooth transition into the room and environment.



## Payments and Fees



# Cornerstone Preschool

## ENROLLMENT FORM – 2018

Program choice (please circle): Toddler Pre-school

### Child's Information

Childs First Name

Childs Last Name

Street Address

City

Postal Code

Home Phone #

Birthday dd/mm/yyyy

Gender

### Parents/Guardian's Information

Mother/Guardian

Home Phone #

Street Address

City

Postal Code

Employer/Company Name

Employer/During the day *Full Address*

Business Phone #

Cell # and E-Mail address

Father/Guardian

Home Phone #

Street Address

City

Postal Code

Employer /Company Name

Employer/During the day *Full Address*

Business Phone #

Cell # and E-Mail address

Is there any court order pertaining to who may pick up your child? \_\_\_\_\_. If yes, then a copy of the order is to be attached

Subsidy Spot:  Yes  
 No

**Emergency Contacts and Persons Authorized to pick-up Child**

Persons over 16 years of age who have consent to pick up child if you are unable to and/or in case of an emergency. In an emergency, child must be picked up within 1 hour of notification from Cornerstone Preschool. Please list in order of notification priority.

Name Address Phone # Relationship

Name Address Phone # Relationship

Name Address Phone# Relationship

Your Child will only be released to persons authorized above or with written permission from parents[s] or guardian. Any change in above information must be reported immediately to the centre to ensure the safety of your child. Identification will be requested.

In case of emergency and parent[s] cannot be reached, I authorize Cornerstone Preschool to release my child to the emergency contacts above

**PROGRAM REQUEST**

- Full Time - 5 Days a week
- Part Time – **Please circle days below**

Please circle the days your child will be attending: M T W TH F

Approx. drop off time

Approx. Pick up Time

Start Date: \_\_\_\_\_

**HEALTH INFORMATION**

Ontario Health Card Number: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_

Restrictions: \_\_\_\_\_  
\_\_\_\_\_

Physical Impairments/Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**MEDICAL INSTRUCTIONS**

Please outline instructions for any medical treatment or procedures for drug administration

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate any symptoms of illness the educators must be aware of

\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS HISTORY OF COMMUNICABLE DISEASES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PICTURES**

Throughout the year, Cornerstone Preschool may take and display pictures of my child within the school and in school advertising. I consent to allow Cornerstone Preschool to do so.

Yes, I do so consent.

No, I do not consent.

**SCHOOL  
OUTINGS**

Throughout the year, Cornerstone Preschool may take my child on nature walks, and short outings. I realize when leaving the school certain risks do occur being no fault of Cornerstone Preschool or its Staff. I consent to allow Cornerstone Preschool and/or its Staff to take my child out of / off the school premises for such outings.

\* You will be notified in writing the day of any said outing. At any time when we are planning a Class Trip or Long Excursion you will be notified and a Permission Form will need to be signed.

**EMAIL  
CONSENT**

Throughout the year, Cornerstone Preschool will email parents regarding what's going on with the school such as the monthly newsletters, information on field trips and other important announcements. Please be assured that all the information provided will be kept private and confidential and will not be passed on to any other organizations.

I consent to allow Cornerstone Preschool to do so.

- Yes, I do so consent.
- No, I do not consent

Do you have any ideas/special interests or jobs/time to volunteer? Yes / No  
If Yes, Please explain:

---

---

---

How did you find out about our Program?

---

---

**I AM ALSO INTERESTED IN THE FOLLOWING:**

\_\_\_ 10% deduction from tuition for sibling (applied to lesser tuition fee)

\_\_\_ 3% deduction from yearly fee if paid in full for the year

**APPLICATION PROCEDURE**

- Submit application and non-refundable application fee of \$100.00 to Cornerstone Preschool
- Registration fee is due upon enrollment

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## **Payments, Fees and After Hours Late Pick Up Fees Agreement Contract**

1. Fees are paid by **pre authorized payment only**. If fees are not paid within 5 days from the first of the month or have gone NSF, there is a \$25.00 late fee and if not paid by the end of the second week your child can be removed from the center due to arrears in payment and his/her vacancy will be given to the next child on the waiting list.
2. **NSF (Non sufficient funds)** cheques / electronic payments are treated as late payments and \$25.00 will be charged to your account along with an NSF charge of \$35.00. Total charge for an NSF payments \$60.00 (\$25.00+\$35.00). All re-payments (NSF cheques, NSF auto withdrawals) must be made in cash.
3. Fees are paid in advance of childcare services. The fees are taken out the 1st & the 15<sup>th</sup> of the month. If the 1st or the 15<sup>th</sup> falls on a weekend or holiday the fees will be withdrawn the first Monday of the month.
4. The **Non-refundable registration fee** of \$100.00 per child must be paid at the time of registration. If you have given a deposit to hold a spot for your child, written notice must be given four weeks in advance of start date should you choose not to take the spot. If notice of four weeks or more is given, only then will the deposit be refunded. If notice of four weeks is **not given** then the client is responsible for the remaining fees for the first month of start that had been confirmed for that family.
5. **Written** notice of withdrawal to the office administration **ONLY** (not the teachers in the class) must be given **four weeks** in advance of the withdrawal date for children who are already attending the centre or have a confirmed start date. As well, written notice must be given four weeks in advance when changing from full time to part time or to make any changes with child's number of days at the centre. If four week notice is not received, your next fees will be withdrawn and no monies will be refunded. The purpose of the four-week notice is to allow the centre to replace your spot and thereby meet its financial obligations.
6. Please note that if there is any holidays/vacation time taken by a child from the centre, the full/regular fees are due the 1st & the 15<sup>th</sup> of each month as normally required in order to maintain the spot in the centre.
7. **LATE FEES:** if a child has not **left the centre** by 6pm, that family is considered late and will be responsible for a charge of \$2 for every minute past 6:00p.m. Monday -Thursday, \$5 for every minute past 6:00p.m. Fridays per family and the parents will be responsible for paying in cash at the time or the next day. The pick up at that time will be in the office area. Late fees apply to all children, including subsidized children.
8. Receipts - Cash payments will receive a receipt upon payment, therefore you must keep all receipts provided as that is your proof of payment. Annual Tax receipts will be issued on an annual basis by end of February. Lost, misplaced or duplicate tax receipts will be charged \$25.00 to be replaced. Tax receipts will be available for pickup only (they will not be mailed unless specified).
9. For part-time students fees are owing on any day that is designated for the child (including STAT holidays or sick days) and cannot be traded for another day.

I \_\_\_\_\_ (Parent/Legal Guardian) have read and understand the Payment and Fees contract above, along with the Parent Handbook Payment and Fees Policies, and agree to follow all Policies outlined.



# Cornerstone Preschool

## TODDLER & PRE-SCHOOL FEE SCHEDULE (Hamilton Location)

### Program

### Semi-Monthly Fee

#### **Full Time**

5 full days per week

#### Toddler

**\$47/Day-\$10\***

**\$ 517 (407)\***

#### Pre-School

**\$45/Day -\$10\***

**\$ 495 (385)\***

#### **Part Time:**

4 full days per week

3 full days per week

2 full days per week

**\$49/Day -\$10\***

**\$ 428.75 (341.25)\***

**\$ 318.5 (253.5)\***

**\$ 220.5 (175.5)\***

**\$47/Day -\$10\***

**\$ 412 (323.75)\***

**\$ 305 (240.5)\***

**\$ 211.5 (166.5)\***

\*Any Extra day is charged at part time daily rate.

\*All programs include morning & afternoon snacks. Toddler & Preschool programs includes hot lunch

How we calculate days:

- 2 days per week = 9 days per month
- 3 days per week = 13 days per month
- 4 days per week = 17.5 days per month
- 5 days per week = 22 days per month

**\*A discount of \$10/day is offered per child by the city of Hamilton till End of June 2019**

**I/We understand the Fee payment policy above of Cornerstone Preschool and agree to meet the requirements of this policy as outlined.**

\_\_\_\_\_  
Parents/Guardian Signature

\_\_\_\_\_  
Date

Cornerstone Preschool has a non-discriminatory policy relative to race, religion, and national origin with respect to admission of students and the employment of faculty and administrative staff. Cornerstone Preschool considers the records of all individual students to be confidential information available to a child's parents or guardians upon request. Records will only be released to other schools or agencies upon signed request from parent or guardian and only after all accounts due are paid in full. All fees and monies paid to Cornerstone Preschool are non-refundable.

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**This following section is for OFFICE USE ONLY**

Notes/Payments

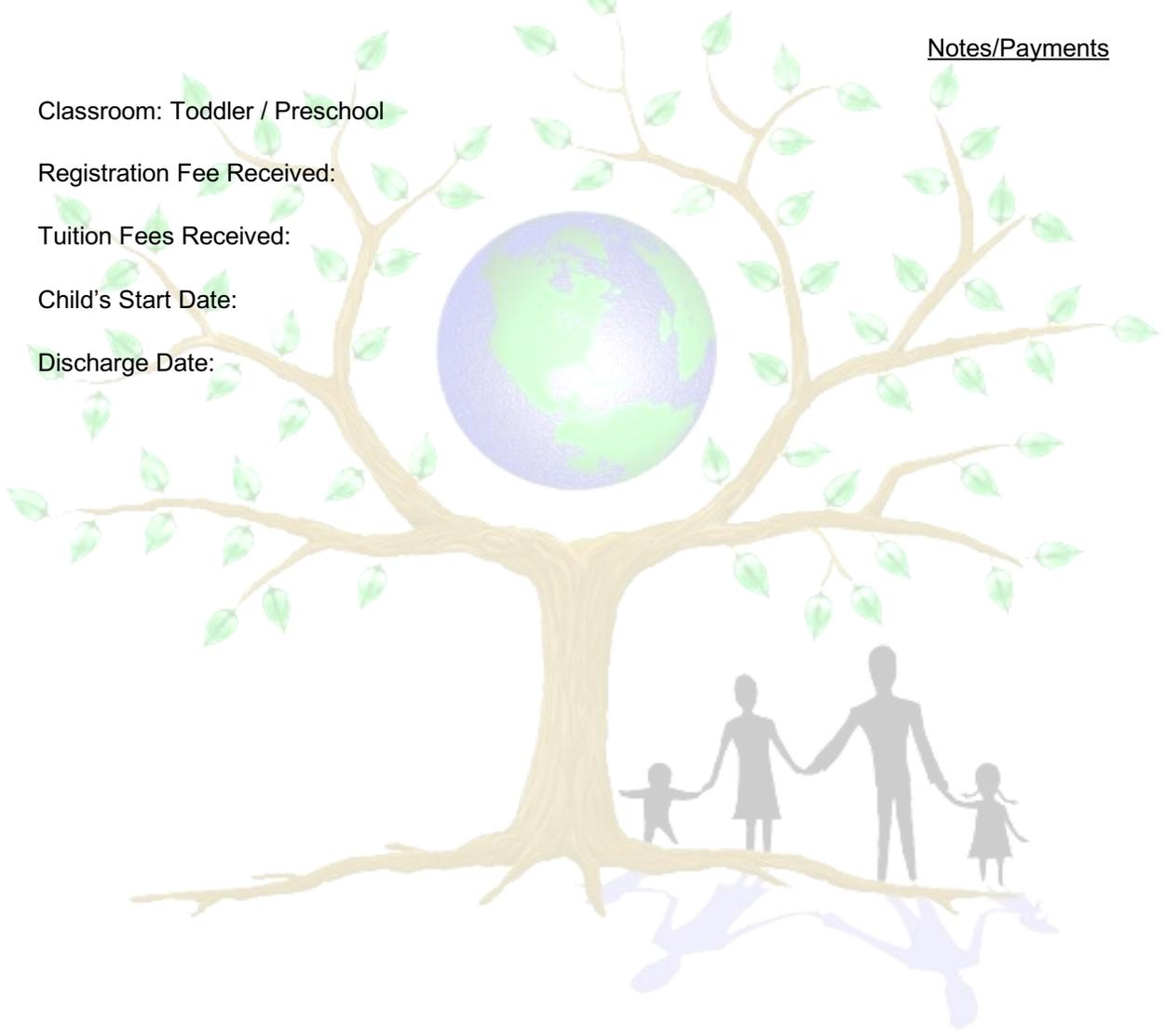
Classroom: Toddler / Preschool

Registration Fee Received:

Tuition Fees Received:

Child's Start Date:

Discharge Date:



## **Waiting List / Registration Policy**

### **Cornerstone Preschool** **Waiting List / Registration Policy**

#### **Policy and Procedure**

The school keeps a running list of available spots in each classroom for prospective students. The spots are offered to parents on a “first come first serve” basis.

Parents may choose to be added on the “waitlist” either with a phone call or after having a tour of the school.

The day that a parent calls and speak to a Supervisor or Director, or send us an email will be their seniority date on the waiting list.

Parents have to provide the required information for their file on the waiting list, they may also put the earliest month they are considering for their expected start month. e. g You are willing to start in March but you really need a space for May.

If there are any changes to parent’s contact information the parent must contact the school to update their file.

Only the Supervisor or the Director will enter the information in the waitlist. The Supervisor/Director will make sure that the Waitlist and all the information in it is treated as confidential material, and will never be shared with other parents.

The Supervisor will always be able to let the parent know where they are on the list in terms of seniority. A parent can also reach out to the supervisor and find out how many people are above them on the list. At no point, will any names of other children on the list be disclosed to any other parent.

There is no charge or deposit for prospective parents to go on the “waitlist” and hold a spot until they decide to register their child(ren) in the program.

The spot remains available until the parents make the decision to fill out the paperwork.

When a spot becomes available the Supervisor contacts (on the phone number / email provided) parents from the “waitlist”, based on the date they were added and if the available spot meets their request.

Once the parents make the decision to register based on the availability of a spot, they are asked to pay the non-refundable registration fee upon completion of the paperwork.

Once the paperwork is completed and registration fee is paid, the student’s name is added to the class attendance and a file is created for him/her in the school records.

### **CORNERSTONE Preschool** **WAITLIST FOR PROSPECTIVE PARENTS/STUDENTS**

<b>Name of Parent</b>	<b>Name of Student</b>	<b>DOB of student</b>	<b>Program/days they are interested</b>	<b>Contact number</b>	<b>Date called/added</b>
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### **Vacation, absent and Sick day policy**

If your child is on vacation, absent and sick from the daycare, full payment is still required. Should your child be away from the centre more than two weeks without notice, childcare fees and late fees still apply. Full fees apply for all statutory holidays including but not limited to civic holiday. Enough notice will be provided for any other closure dates.

### **Withdrawal Notification**

Withdrawal notification must be given to the supervisor in writing one month (4 weeks) before the child's last day of care in order to receive your initial security refund back to you. If proper notice is not received your security deposit will not be refunded.

### **Health Policy**

At the daycare we have a scheduled routine that we follow. If your child is ill or not attending, please inform the Supervisor as soon as possible so our daily routines are not affected. If your child is not well enough to participate in our daily routines and activities, your child should not attend until they are well enough to do so

### **Medication Policy**

#### **Policy:**

If your child is in need of daily medication, you **MUST** fill out a Medication Release Form and bring all medications in original packages. We will diligently give your child the medication needed as set out in the Medication Release Form.

If your child is on antibiotics, you **MUST** keep them home for **48 hours after initial dose**. After which time, we will gladly continue the medication until completed providing a Medication Release Form is signed and on file.

We ask that you do not send your child with vitamins, Children's Tylenol, sunscreen, or any other type of medication. We ask that you apply sunscreen to your child prior to beginning his/her school day. It would be very time consuming to do so for each child. You can purchase 8-hour sunscreen that will last for the time spent at school.

### **Administration of Medication**

#### **Policy:**

The Staff members will administer prescription drugs to children when requested by a Parent/Guardian and only when a Medication Form has been signed. The Staff Members will follow the Parental outline as stated on the Medication Form. If a child requires emergency allergy/asthma medication, a Medication Form is to be completed by the Parent/Guardian prior to first day of school (or upon realization of allergy/asthma) and dated for the entire school year.

#### **Procedure:**

Staff members will follow this outline when administering prescription drugs to any child.

- 1) Cornerstone Preschool will supply a Medication Form to Parents/Guardian to complete.
- 2) Staff members will be informed by Parent/Guardian of Medication and Medication Form being signed.
- 3) Teacher will note Child's name and time of administration of medication to serve as a reminder to Staff Members.
- 4) Only the Head teacher or Principal will be authorized to administer medication to eliminate accidental double dosage.

- 5) Notes of times and date with Staff Signatures will be required at time of administration on the Medication Form.
- 6) All Medication Forms will be filed in Office for a period of one year.
- 7) Child will be taken to Kitchen or Office area to be given medication, and offered water as necessary.

### **Medication Forms:**

- Medication Forms are to be available to Parents/Guardians at all times. They will be kept in the Sign in/Sign out Log book.
- No prescription or non-prescription drugs will be allowed on premises without a Medication Form signed.
- Medication Forms (once complete) will be required to be filed in the Office for a period of one year from the beginning administration date.

### **Storage of Medications:**

- All medications are to be kept in the original packaging/container when brought on School premises to verify Child's name, dosage, and physician prescription.
- The clearly labeled original container will also have the date of purchase and instructions for storage. The same applies to natural remedies, as prescribed by a Registered Naturopath.
- Medication will be stored in a locked container away from children in the Kitchen or Office area inaccessible to children to prevent miss dosages. A designated location in a cupboard or in the fridge, depending on the correct storage measures of medication.

- Leftover/surplus medication will be handed back to the parent in its original container.

### **Administration of Medication:**

- Administration of medication will follow the previous outlined steps and be recorded as appropriate.
- Only the Head teacher or Principal will be authorized to administer medication.
- Staff are **not** permitted to administer non-prescription medication
- If a medication is missed or a wrong dosage is given by error, parents will be notified right away. Supervisor or Director will submit a SO in CCLS within 24 hours.

### **Here is our communicable Diseases guideline for absence**

If we see one or more symptoms from the list below of diseases, we will contact you and ask for you to pick up your child as soon as possible. Please note we will be contacting you based on visible symptoms. A doctor note must accompany after your child resumes attendances after any of the following:

Disease Chicken Pox  
Diarrhea Impetigo  
Measles (Rubella) Mumps  
Pink-Eye (Conjunctivitis)  
Ringworm  
Rubella (Ger. Measles)  
Scabies Scarlet Fever  
Strep Throat Whooping Cough  
Absence Guidelines

- until child is well enough to participate in all activities

- until diarrhea stops
- until the antibiotic prescribed by a doctor has been taken for at least one full day
- for at least 4 days after the rash began
- for at least 9 days after swollen glands appear
- Until the antibiotic prescribed by a doctor has been taken for at least 1 full day
- until treatment has been started and taken for 1 . full day
- until at least 7 days after the rash first appears
- until treatment has been given.
- until antibiotic treatment has Been taken for 1 full day
- until antibiotic treatment has been taken for 1 full day
- until antibiotic treatment has been taken for at least 5 days.

(Pertussis) - 3 weeks from when the cough began.

Head lice (pediculosis)

\*head lice are more of a nuisance than an illness it appears just about in every school and daycare. head lice do not pose a health hazard if you suspect your child has head lice please call the daycare to inform us so we could check the heads of his/her classmates.

\* Children are not allowed to return unless they have a note signed by a We-Care Health services practitioner (1-866-577-4499) that indicate they no longer have any live eggs or nits.

Fifth Disease

fifth disease is an infection of the respiratory system. It is caused by parvovirus B19. This virus spreads the same way a cold does:

- \*On the hands of someone who has he infection
- \*on something that has been touched by someone who has the infection
- \*In the air after an infected person has breathed or sneezed

There is no vaccination to prevent the infection and no medication to treat it.

How does the infection start?

The infection starts as a very red rash on the cheeks, making the face look like it's been slapped. Between 1-4 days a red lace like rash appears, first on the arms and then on the rest of the body. The rash may last 1-3 weeks and may be accompanied by a fever.

The illness is often very mild, sometimes the child may not even feel sick.

adults get more severe causes with fever and painful joints.

Can fifth disease be dangerous?

No, but there are certain people that do require more supervision.

\*In children with sickle cell anemia or certain other chronic forms of anemia.

fifth disease can make it more severe

\*In pregnant women, because there is a very small risk (3%) that their unborn child may develop anemia before birth. Fifth disease has never been implicated in causing congenital malformations in newborns.

### **Smoke Free Policy**

On May 31, 2006, the smoke free Ontario Act came into effect. Under The act, smoking is prohibited in all early years licensing properties and outside properties licensed child care facilities under the Ministry of Education. This means that all licensed child care facilities like our own, must be smoke free 24 hours a day, 7 days a week, whether or not children are present. This includes our parking lots and entire facility.

### **Sunscreen**

Cornerstone Preschool is committed to the health and wellbeing of your children. To ensure your child is able to participate in all aspects of our outdoor program, we require them to wear sunscreen. It is recommended you apply sunscreen before your children arrives to the daycare in the morning. We will re-apply for the afternoon outdoor time.

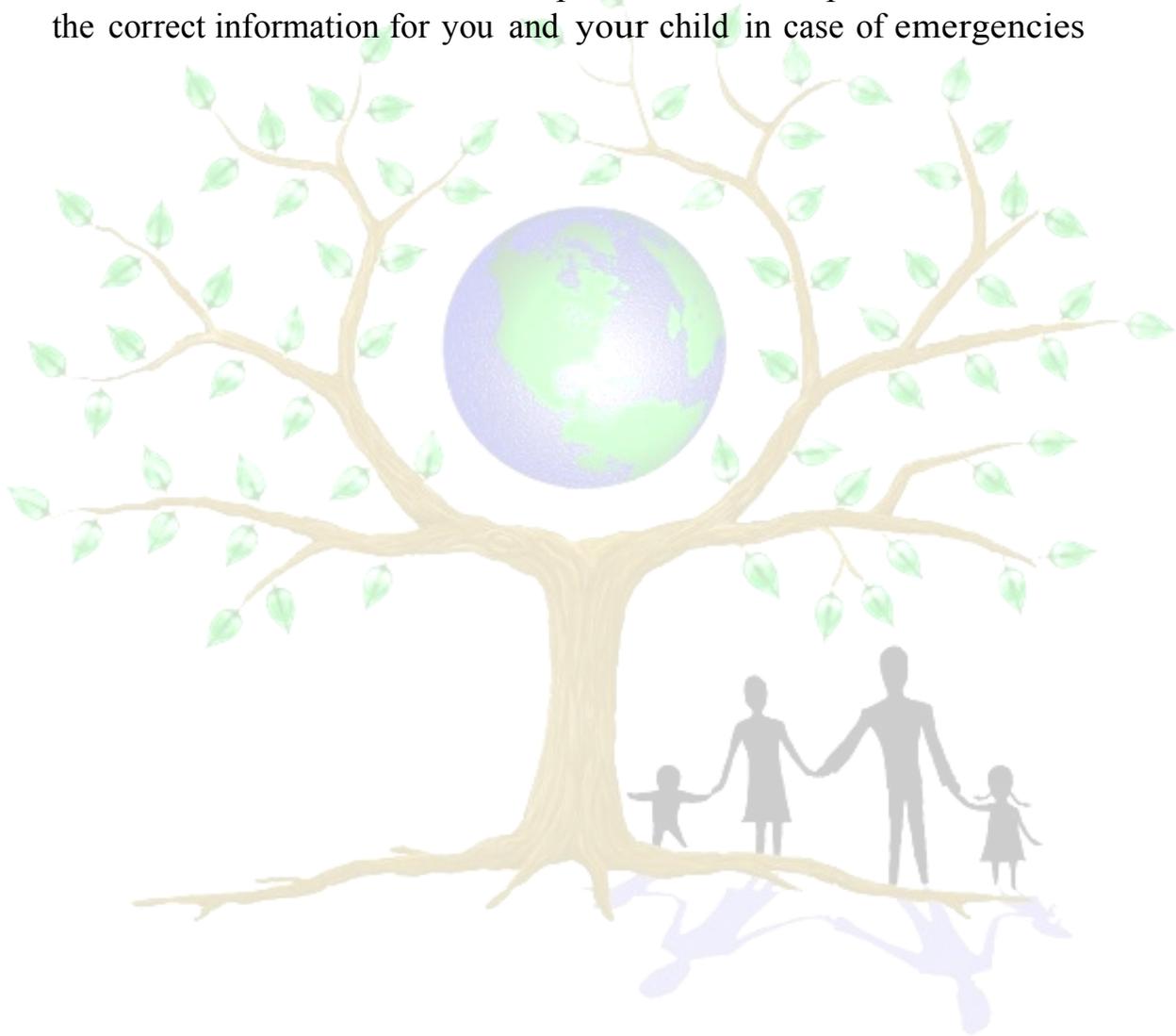
### **Immunization Records**

It is the responsibility of the Parent/Guardian to provide the school and Health Unit with copies of up-to-date Immunization Records. If these documents are not up-to-date, it could result in the suspension of your child by the Peterborough County-City Health Unit. Where the Health Unit issues such an order, there will be no refund in month school fees. Your child will be accepted back into the school program once all documents are up-to-date. If you have chosen not to immunize your child, official documents and the approval of the Health Unit

Will be required prior to admission into the school.

### **Change of Information**

Should the information provided to the school upon registration change during the school year, we require you update the new information in the office? It is important the Principal and Staff have the correct information for you and your child in case of emergencies



## **Program and child's development Program Areas and Activities**

It is important to maintain an ongoing program plan to foster physical, social, intellectual, emotional, and creative independence, self-help skills and community awareness.

The daily areas, activities and routines include:

### **Table toys and Play areas:**

- Develop fine motor skills, colour and shape concepts, mathematical concepts and problem solving capabilities
- Allows children to work independently and/or co-operatively
- Encourage children to take responsibility and satisfaction for achievements in play and tidy up independently

### **Large motor activities:**

- Include daily indoor and outdoor activities
- Promote good health and development of growing young bodies
- Develop balance and co-ordination
- Promote social skills such as sharing, taking turns, and co-operating

### **Creative art activities:**

- Encourage self-expression and creativity
- Develop basic manipulative skills as painting, pasting, cutting, using crayons and modeling
- Allow children to communicate their feelings towards themselves and their environment through their art
- Teach children to follow instructions and learn sequencing skills

### **Sensory/Sand and water play:**

- Provide opportunities to explore, create, feel, and discover the properties of water, sand and other sensory materials
- Promote social contacts and sharing experience
- Develop an understanding of math and physical concepts related to size, shape, volume, floating and sinking, full and empty

### **Dramatic play:**

- Include dress-up center, housekeeping area, and block play
- Provide opportunities to learn about his/her own feelings and to experiment with ways of expressing themselves
- Provide opportunities to experiment with social relations
- Develop language through self-expression and role-playing
- Increase language skills

### **Music and movement activities:**

- Encourage self-expression, creativity and fun
- Develop an awareness of sounds, tones, and rhythm
- Encourage an awareness and confidence in their own inner rhythms

### **Reading area:**

- Provide an area to relax (sit on soft cushions, beanbag chairs)   Promote enjoyment and pleasure in stories and pictures
- Allow for growth and concentration
- Provide multi-cultural books, magazines

### **Science and nature center:**

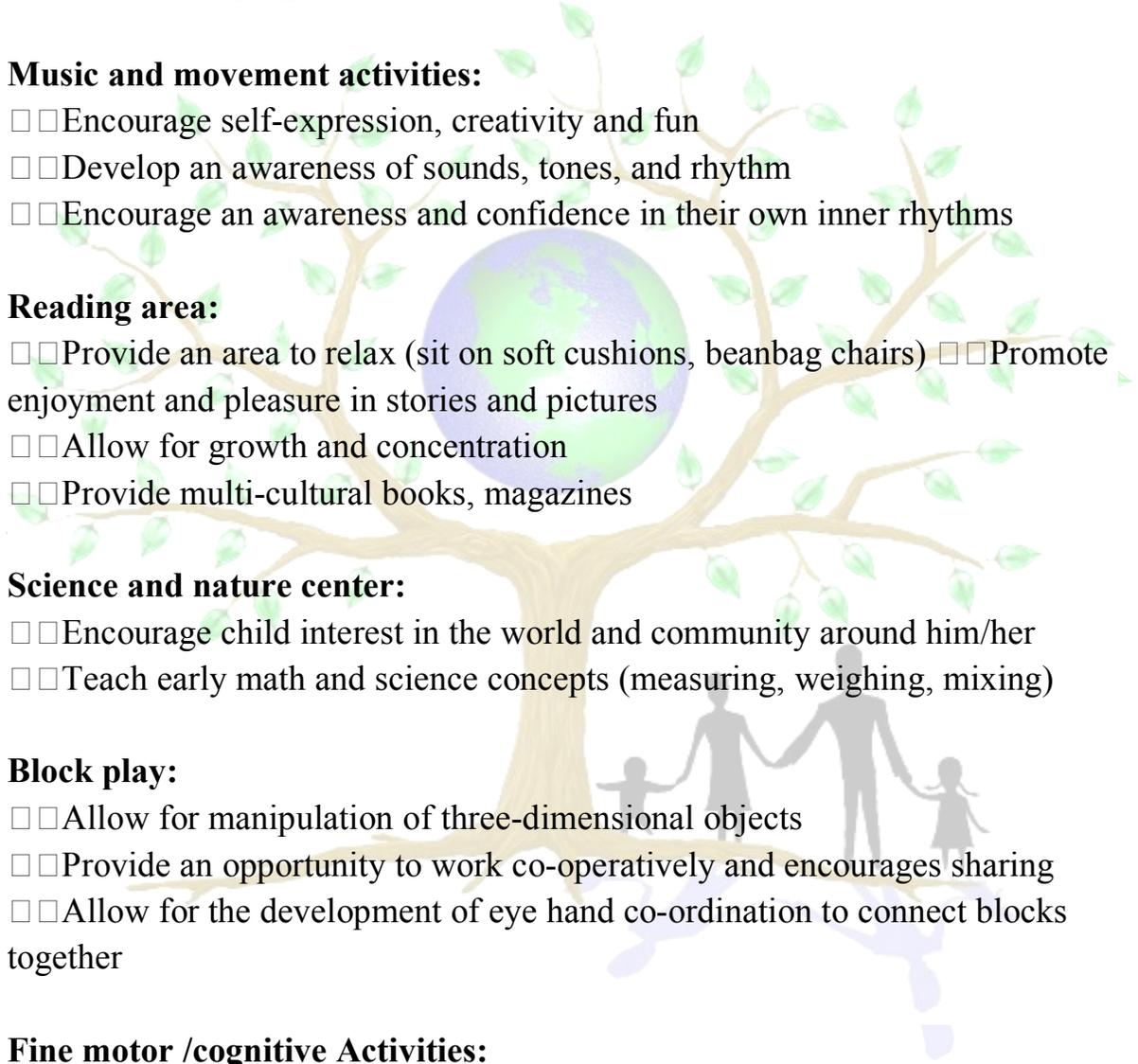
- Encourage child interest in the world and community around him/her
- Teach early math and science concepts (measuring, weighing, mixing)

### **Block play:**

- Allow for manipulation of three-dimensional objects
- Provide an opportunity to work co-operatively and encourages sharing
- Allow for the development of eye hand co-ordination to connect blocks together

### **Fine motor /cognitive Activities:**

- Allows children to work independently and/or
- co-operatively
- Develops colour and shape concepts
- Allow for the development of eye hand co-ordination and fine motor control (lacing beads, peg boards, writing, colouring)



- Enhance concentration and memory skills (memory, word building)

### **Washroom routine:**

- Provide opportunity for independence (toileting, hand-washing)

### **Snack and lunch routine:**

- Provide children with a healthy menu
- Encourage children to taste the different foods
- Increase language skills (learn types of foods)
- Provide opportunity for table manners

### **Rest time:**

- Provide a comfortable environment for children to rest their bodies (soft music, personal blankets and soft toy, rub backs if needed)
- If the child does not rest/nap, they will be given quiet activities at the table/bed to allow the rest of the class to nap

### **Fire drills Routine:**

- Drills are held monthly at the supervisors and/or director of operations discretion
- All staff are required to participate and are expected to know their responsibilities in an emergency
- Children will be comforted and encouraged to remain calm
- Safety plans will be discussed to children ahead of time to allow the child to be prepared for drills

### **Planning**

Staff plan activities based on the children's interest. Monthly calendars and newsletters are given to parents to know ahead of time for special events and trips. Calendars and programs are posted outside of each classroom for parents as well.

During the months July and August, a summer camp program calendar is constructed. The Camp is optional and encouraged for your child at an additional cost.

Parents are informed as well with daily conversations. A daily conversation with your child's teacher is encouraged and welcomed.

Parent interviews can be requested to provide an opportunity for both parents

and staff to view your child's progress. Interviews can be arranged according to the parent's schedule and your child's needs.

### **Volunteer and Supervision Policy**

#### Policy:

Cornerstone Preschool accepts volunteer and parent involvement within in our school. All volunteers and parents must have a current criminal reference check. Cornerstone Preschool will keep the CRC on file for a period of 1 year. Volunteers and parents are not to be left unattended with the children and require staff supervision at all times. No volunteers under the age of 18 will be left unattended at any time. Volunteers will not be counted in staff ratio.

Pertaining to Placement or Co-op Students, these students are not to be left unattended with the children at any time.

If parents would like to volunteer on field trip they are only able to do so if we have the criminal record check on file. Parent volunteer or students are not counted in our ratio at any time, and will not be left alone with the children.

Cornerstone Preschool is a family friendly environment and we do encourage parent involvement but we do require parents to have a criminal record check on file prior to volunteer work in or out of the centre.

#### Procedure:

The Director/Supervisor shall require an interview with all volunteers before they are in the classroom. At this interview, and if deemed appropriate; the volunteer will be asked to provide a CRC to the school before beginning.

Parents who wish to volunteer will also be asked to provide the school with a CRC to be in the classroom. Once the CRC is provided, it will be kept on file within the office for 1 year. Staff members will review this policy with the principal annually. All Parents, Volunteers, and/or Placement students will review this policy with the Principal before beginning within our school.

The staff will direct all contact between the children and volunteer, parent, or student.

## Cornerstone Preschool

### *Volunteer/Parent/Placement Student Policy*

I \_\_\_\_\_ have read and understand this policy. I understand that I will not be left unattended with the children and will take direction from the staff members on-site. Furthermore, I will provide a recent copy of a Police Reference Check to the school.

I also understand that if at any time I have questions or concerns regarding my placement/time spent in the school I can ask any staff member or speak to the Principal.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Off Premises Activities**

Cornerstone Preschool does conduct off premises activities. Parents will be given a significant amount of notice and are required to fill out a permission form in order for children to participate in these special events. It is not mandatory that all children attend if you decide to keep your child behind daycare will still be provided. Some of these excursion can include trip to the movie theatres, trip to the zoo, African lion safari. For the safety of all children Cornerstone Preschool reserves the right to refuse a child from attending outside excursions to ensure the safety of everyone. The children will be transported with either Cornerstone Preschool buses or a rental bus.

## **Nutrition**

Cornerstone Preschool Provides a nutritional lunch catered by Food for Tots each day. All breakfast and snacks are prepared by a fully qualified, food handlers certified staff. All lunch meals meet the recommendations of the Canada's Food Guide as Food For Tots works alongside a Registered Dietitian of Ontario to select the meals. Food for Tots offers our center's 2 options for lunch. The center's choose their choices based on the children's favourite food.

We also work together with families to ensure the foods we select support a variety of foods with flavours and textures, carefully attending to the allergies of children while recognizing the diversity of the children and families in our care. Weekly menus are posted for the parent's view. The menu is based on a four- week rotation and changes seasonal, Fall/Winter and Spring/Summer.

Our lunch meals are kept hot in a warmer until the meal is ready to be served. Once the meal arrives, the kitchen staff checks the temperature upon arrival and again before being served to the children. The meals must be kept at 60 degrees Celsius or above. Our kitchen staff portions out the lunches to each classroom and the staff in the room serves the meals to the children.

Breakfast and Snack are prepared by the kitchen staff.

Milk is always served with breakfast and lunch and fruit infused water is served

with the 2<sup>nd</sup> snack, however water is available throughout the day in the children's personal sippy cups that parents provide. Sippy cups are sanitized daily in the morning by the opening staff.

At Cornerstone Preschool, meals are served family style. Staff encourages a calming environment and an opportunity for social interactions between children as well as between children and staff. Staff are encouraged to sit at the table and eat with the children while modeling appropriate behaviour and using utensils. Assistance in feeding occurs when necessary. Children are encouraged to try new foods however if they choose not to, they are never forced to. Children are never force fed.

If children do not want to eat when its meal time, staff will save their lunch, wrap it up and place it in the fridge. When they are hungry or when they ask for it staff will reheat the food and serve it to the child.

Staff will use language that is familiar to children during meal times. Conversations can be around the food that they are being served to what interests the children have.

Please note that candy and non-nutritious foods are not permitted at the centre as they hold no nutritional value, however special arrangements can be made for birthdays and celebrations. Please be aware that Cornerstone PreschoolLtd is a nut free facility. If you would like to bring in treats for birthdays or celebrations, please ensure these foods are not homemade as staff need to clearly see a peanut, nut free label on the packaging. If you are unsure, please speak with the staff.

### **Anaphylaxis policy**

Cornerstone Preschoolstrives to meet the individual needs of every child. Should your child have an anaphylactic allergy please report to the office prior to registering your child as you will be provided with the anaphylaxis forms and additional pictures of your child will be required. A valid Epi-pen will be mandatory on premise while child is in attendance.

### **Health Inspections**

Please be advised that the Health Department will come to the center to perform a semiannual inspection! Cornerstone Preschooleducators take every precaution to ensure all compliances are met during and after all inspections. Parents can support staff in maintaining a high standard in our health inspections by labeling all children's belongings, including sippy cups, sunscreen, hats, mitts, and clothing.

### **First Aid policy and procedures Accidents and/or injuries**

Any accidents and/or injuries are reported to the supervisor and/or director of operations as soon as possible. Injuries reported are provided in a written format on an accident report form. Once filled out, teacher who witnessed the accident will sign and will give it to the supervisor to review and sign. When

parent arrives to pick up their child/ren they are asked to read the report and sign to ensure that they were told of the accident/injury. A copy of the accident report will be given to the parent.

Any Incidents involving a child will also be documented in an incident form, parents are required to sign the form and a copy will be provided.

A FIRST-AID kit is located in each room and is to be carried at all times (outdoor time, outing away from daycare, walks)

Teachers are responsible to fill out an accident report for all injuries, (ie. band-aids, scrapes, cuts, bumps, any use of cold compressions,)

Once form has been signed by teacher it must be signed by the supervisor and must be signed by parent before child's pick up. A copy will be given to the parent.

### **Fire Procedure**

In the event of an emergency, such as a fire, the following steps should be taken: Person discovering fire or other emergency:

1. Advise all persons in the immediate area of the emergency to evacuate the area, assisting ones in immediate danger.
2. close door to isolate fire, if possible
3. Activate the fire alarm and telephone the fire department for assistance.
4. in the event of a fire, if all staff and children are outside, and if it is safe for you to do so without exposing yourself to undo risk, use the fire extinguisher to put out the fire.

Should you hear the fire alarm:

1. children are calmly informed to stop all activity and line up by the emergency exit
2. teacher(s) check washrooms to ensure no one is left on toilets or in stalls.
3. Room staff will ensure all children are accounted for by immediately counting them
4. First staff will lead children to the designated location
5. second staff checks to ensure doors are closed and lights are turned off, then retrieves attendance, medication and emergency files, and ultimately take children out of the appropriate fire exit.
6. supervisor checks daycare, taking keys, emergency information, turning

off lights and closing doors.

7. when outside and away from danger, the teachers check their attendance to ensure all children have vacated the building. If parents arrive to remove their children, they must wait with their child until a full attendance has been taken and the supervisor or designate has been informed of their departure.

8. in case of evacuation, children are taken to the evacuation site:

### **Emergency Evacuation**

In the event of an emergency or any other situation that requires evacuation of the center, each location has its own evacuation site, which are posted on our emergency evacuation plan by each exit door, the sites for each location are listed below.

Credit Union 2245 Rymal Rd

In the event of an evacuation parents will be contacted and asked to pick up their child at the above listed sites for each locations. Children will remain supervised the entire time until a parent or guardian can get to the evacuation site.

### **Emergency Procedures**

#### **In case of an emergency...**

- Staff member stays with child
- Supervisor calls 911
- In the event that the supervisor is away from the child care center, the designate will be in chain of command
- Let 911 dispatcher know the emergency

### **Emergency/Evacuation checklist & Procedures**

Checklist for emergency evacuation:

- All children are accounted for**
- Attendance binder**
- Puffers and epi-pens**

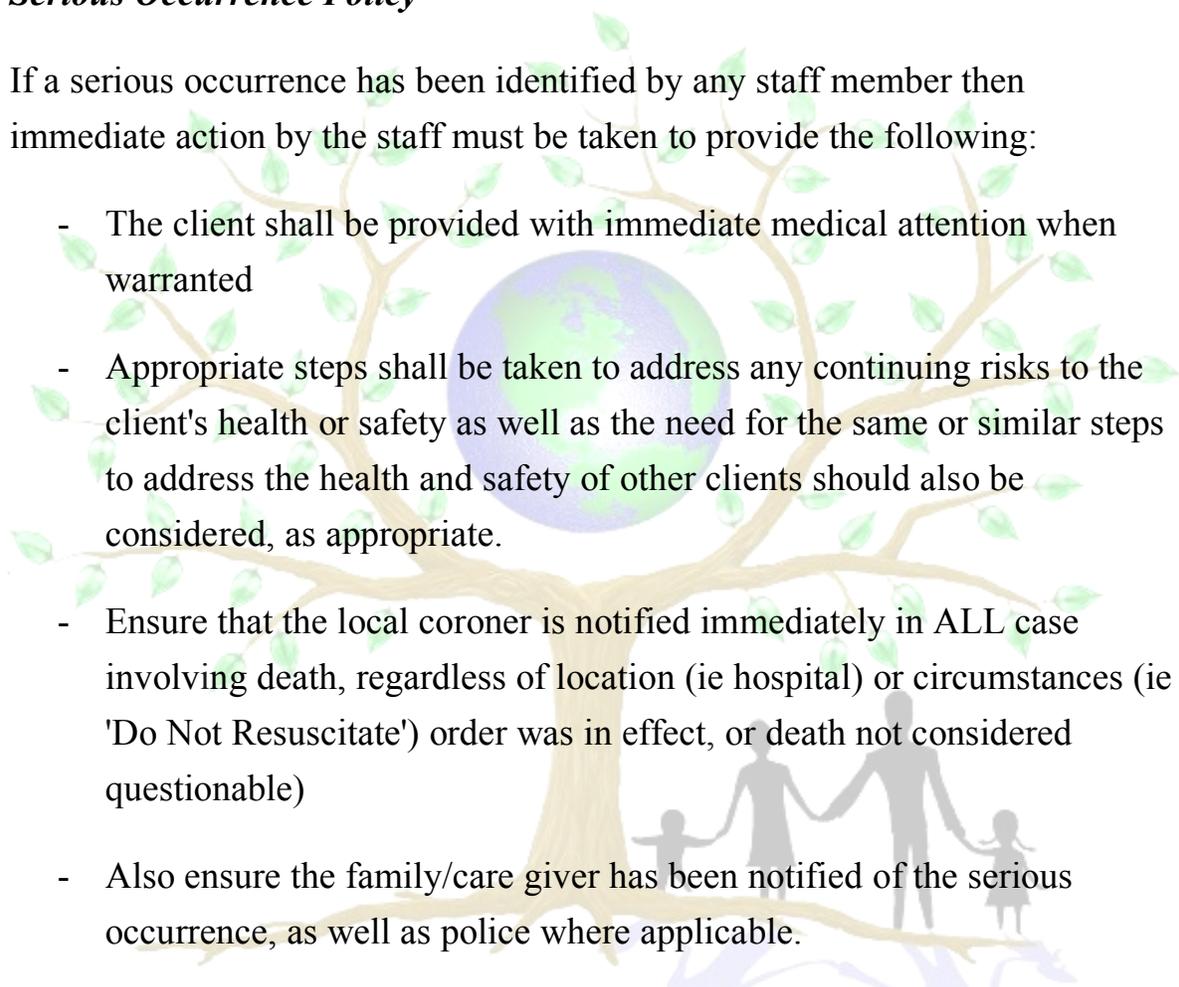
All staff, supply staff, student teachers and volunteers should be aware of all

designated emergency exits.

**UNDER NO CIRCUMSTANCE SHOULD ANYONE RE-ENTER THE BUILDING UNLESS OTHERWISE INSTRUCTED TO DO SO BY THE SUPERVISOR OR THE FIRE CHIEF IN COMMAND.**

### ***Serious Occurrence Policy***

If a serious occurrence has been identified by any staff member then immediate action by the staff must be taken to provide the following:

- 
- The client shall be provided with immediate medical attention when warranted
  - Appropriate steps shall be taken to address any continuing risks to the client's health or safety as well as the need for the same or similar steps to address the health and safety of other clients should also be considered, as appropriate.
  - Ensure that the local coroner is notified immediately in ALL case involving death, regardless of location (ie hospital) or circumstances (ie 'Do Not Resuscitate') order was in effect, or death not considered questionable)
  - Also ensure the family/care giver has been notified of the serious occurrence, as well as police where applicable.

The staff or any other person witnessing or having knowledge of the occurrence shall report the matter to the Supervisor of the centre and then the supervisor will report to Mac Mehta to conduct serious occurrence inquiries.

The Supervisor and Mac Mehta shall immediately begin a serious occurrence inquiry, in accordance with the following steps. The purpose of the inquiry is to gather information regarding the actual or alleged occurrence(s)

All persons having knowledge of the occurrence should be asked to remain on the premises until the Supervisor has interviewed them, or indicated that there is no need for their involvement at that point

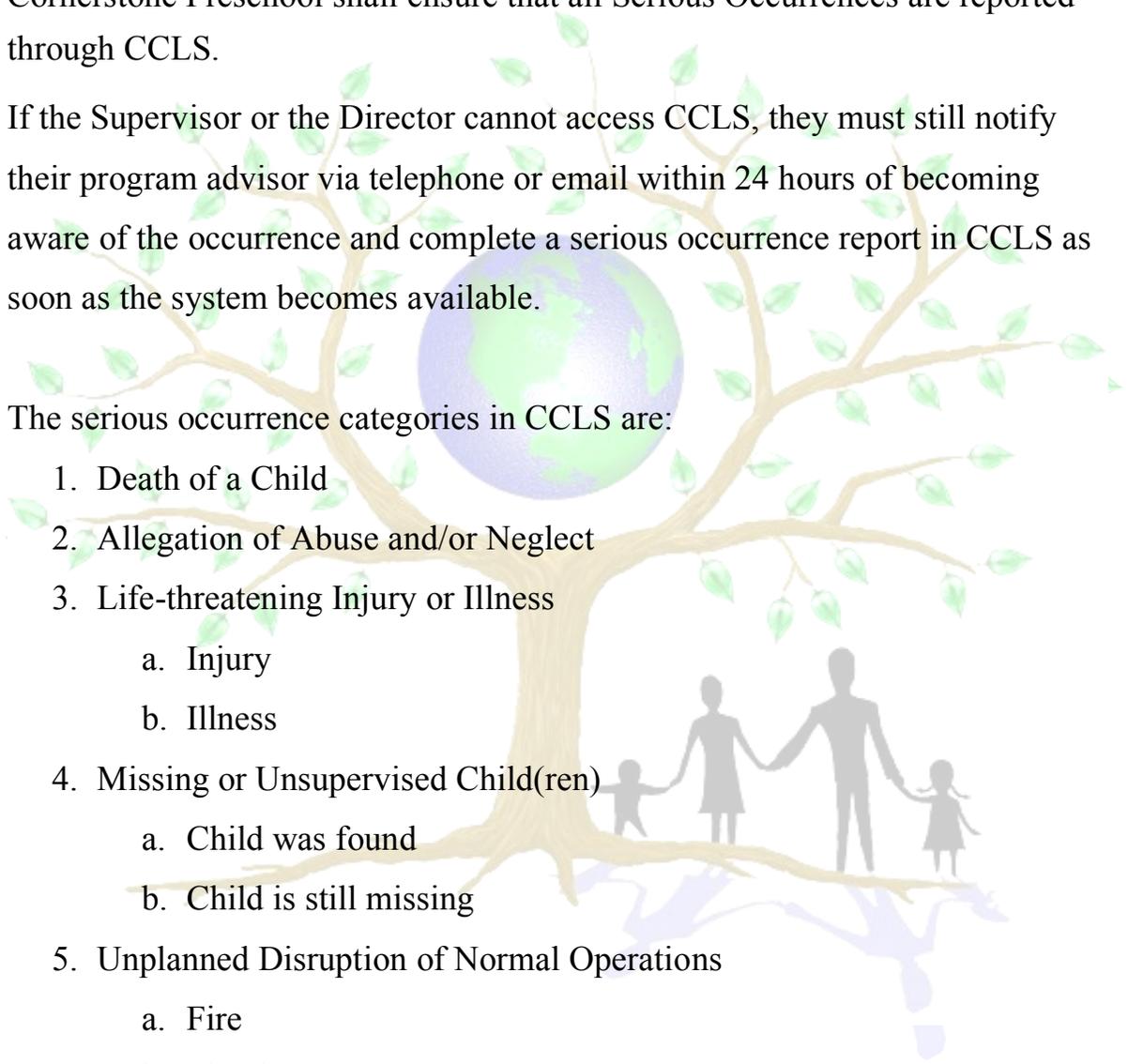
#### WITHIN 24 HOURS

Cornerstone Preschool shall ensure that all Serious Occurrences are reported through CCLS.

If the Supervisor or the Director cannot access CCLS, they must still notify their program advisor via telephone or email within 24 hours of becoming aware of the occurrence and complete a serious occurrence report in CCLS as soon as the system becomes available.

The serious occurrence categories in CCLS are:

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



- f. Lockdown
- g. Other Emergency Relocation or Temporary Closure

## WITHIN 24 HOURS

Follow up and review from the Ministry of Education may request additional information or further review by Mahek Mehta. Then any follow up or outcome reports must be submitted to the regional/corporate office in accordance with approved timelines. The Ministry of Education might initiate its own review.

### Annual Summary and Analysis Reports

Annual summaries, summary and analysis reports of all serious occurrences as applicable will be retained in a secure location for a period of at least **three** years from the date it's made. This will be reviewed by the Ministry of Education. Plus any follow-up action outcome report, if requested.

### Ongoing

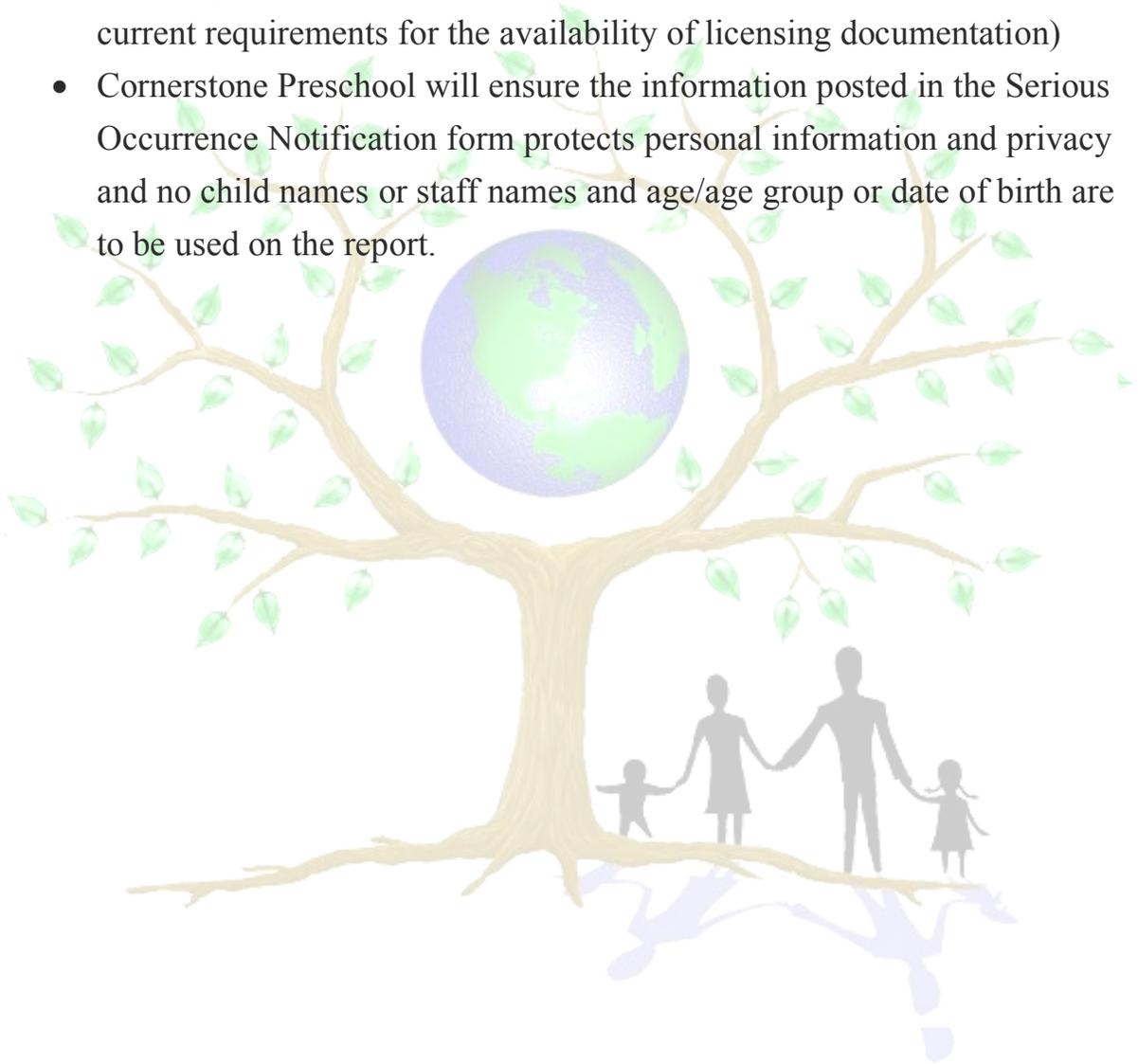
Cornerstone Preschool will be monitoring our performance in year, on an ongoing basis, with respect to the reporting, management, and follow-up of serious occurrences. Plus the Ministry of Education will also monitor our performance in accordance with regular contractual/licensing related business practices.

### Posting Policy

- The serious occurrence form is updated on an ongoing basis
- The serious occurrence form is posted for a minimum of 10 business days in a conspicuous place at the school. If the form is updated with

additional information such as additional actions taken, the form remains posted for 10 days from the date of the update.

- Cornerstone Preschool will retain the Serious Occurrence Notification Form for at least two years from the date of the occurrence and make the forms available for current and prospective parents as well as licensing and municipal children services upon request (consistent with current requirements for the availability of licensing documentation)
- Cornerstone Preschool will ensure the information posted in the Serious Occurrence Notification form protects personal information and privacy and no child names or staff names and age/age group or date of birth are to be used on the report.



## **Sleep & Sleep Supervision Policy**

### **Policy Statement:**

Cornerstone Preschool has a clear policy regarding safe and comfortable sleep/rest for children based on Child Care and Early Years Act, 2014.

It is a requirement that all children attending a licensed Preschool Centre have a rest period each day. It is not necessary for your child to sleep, but he/she will be encouraged to rest quietly on his/her cot during this time. A child-sized blanket from home, labeled with your child's name, is required. Children may also bring a soft comfort item from home for rest time only.

The Supervisor/Operator will take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for are met, having regard to the ages, developmental stages and individual needs of the children. The routine provides time during the day for rest, sleep, relaxation and quiet activities.

### **Intent:**

monitoring sleeping children reduces risk of harm/injury because caregivers can look for signs of distress (e.g. change in skin colour, change in breathing, signs of overheating) and react as required.

### **Sleep Policy**

- No child will ever be left alone or without supervision at any given time.
- Staff members will provide direct visual checks every 15 minutes during 2-hour sleep/rest period. Any unusual patterns will be communicated and

recorded in the daily log.

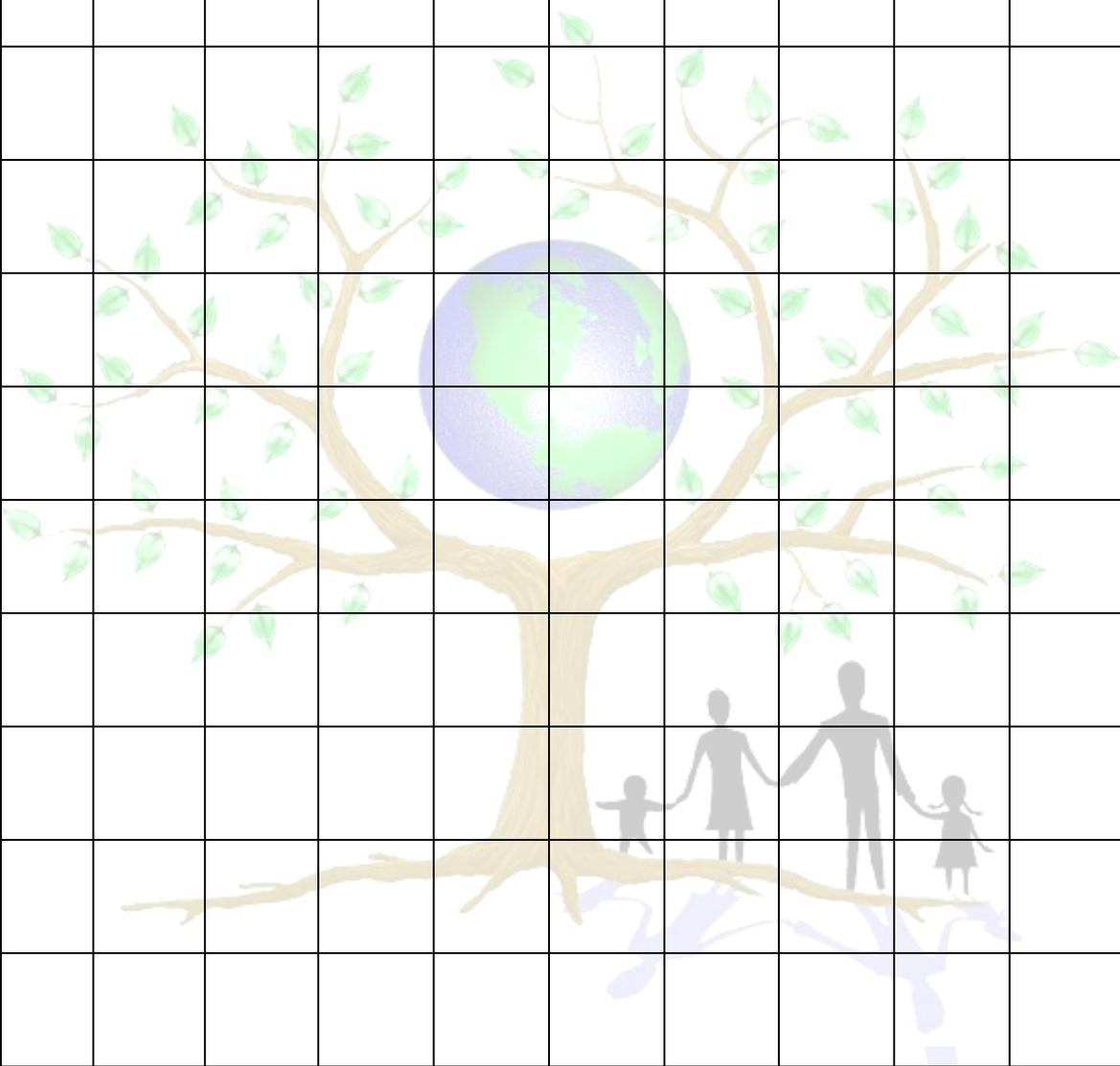
- Although it will be dark during quite time, there will be sufficient lighting in the sleep / class room to conduct direct visual checks

## **Procedure**

- Each cot is assigned to a specific child and is labeled with his/her name
- Parents and staff can identify the cots with the child's name printed clearly and stuck on it.
- Enrolment forms will have a section where parents can opt their children out from napping during quiet hours.
- An extra field will be provided where the parents can include any other special instructions during sleep hours
- All sleeping arrangements will be clearly outlined in the parent's handbook.
- The Supervisor will notify parents of any significant changes in a child's sleeping patterns or behaviors during sleep/rest time. Based on the observations, necessary adjustments will be made.
- If the staff notices any significant change in a child's behaviors during seep time or sleep patterns, it will be communicated to the parents right away.
- Any unusual patterns will be communicated to the supervisor immediately and recorded in the daily log.

### **SLEEP SUPERVISION VISUAL CHECK SCHEDULE**

<u>DATE</u>	<u>STAFF INITIALS</u>	<u>VISUAL CHECK</u> <u>12:15</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>12:30</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>12:45</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>1:00</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>1:15</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>1:30</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>1:45</u> <u>pm</u>	<u>VISUAL CHECK</u> <u>2:00</u> <u>pm</u>



## **Criminal Reference Check policy (including Vulnerable Sector Check)**

### Policy

Cornerstone Preschool will ensure that each adult working within the school, during the school hours when the children are present, has had a Criminal Reference Check and a Vulnerable Sector Clearance.

Cornerstone Preschool requires that the Criminal Reference Check and Vulnerability Sector Clearance be conducted by the police force.

Before the start date of employment each staff member, students and volunteers/placement students etc working within the school or having close contact with the children enrolled at Cornerstone Preschool are required to provide the office a current (not more than 6 months old) Criminal Reference check with Vulnerable Sector Clearance.

No person under the age of 18 is required to obtain a Criminal Reference Check and Vulnerable Sector Clearance. However within one month after the person turns 18 years old, they are required to provide a statement that discloses every previous finding of guilt under the Youth Criminal Justice Act (Canada), if the person received an adult sentence.

A Vulnerable Sector Check is then required within one month after the individual turns 19

Criminal Reference Check with Vulnerable Sector Clearances are to be updated and provided every 5 years to the school and kept on file within the office. Moreover, new Criminal Reference Check with Vulnerability Sector Clearance is required if relationship with the staff member or volunteer is terminated for a period of more than 6 months.

## Procedure

The application process is outlined as follows –

- The applicant obtains the Criminal Reference Check and Vulnerability Sector Clearance application form from the local police force.
- The applicant brings the form and required identification to the police station and pays the fee
- The police service will provide the applicant with a date-stamped receipt showing the application was received
- The police service will mail the results of the Criminal Reference Check and Vulnerability Sector Clearance to the applicant.

Once the applicant receives the results, they will submit it to the current supervisor or Mahek Mehta who will review the results and the staff member or volunteer will be then permitted to start their work with the school.

Additional measures until results are received – If a circumstance arises, where a child has to interact with an adult before the school has received his/her vulnerable sector clearance – it will only be done under the supervision of the current supervisor or Mr. Mahek Mehta. Under no circumstances will they ever be left alone with children!

## Offence Declarations

Offence Declaration shall be obtained from each staff member and volunteer in every calendar year (refer to form below)

Annual offense declarations will be considered current to within 15 days of the anniversary of the previous offense declaration or Criminal Reference Check with Vulnerable sector clearance.

Any time an individual is convicted of an offence under the Criminal Code (Canada), there is an expectation that the offence be declared as soon as reasonably possible

### Confidentiality Issues

To guard the confidentiality of personal information, the following policies will apply:

1. An original or a 'certified true copy' of the Criminal Reference Check including Vulnerability sector check will be kept in the individual's personnel file in a locked cabinet for the duration of the applicant's employment with the school and only accessible by the Administration
2. All original or 'certified true copies' of the Criminal Reference Check including Vulnerability sector check of Police Record Checks of unsuccessful applicants will be immediately destroyed.
3. All original or 'certified true copies' of Police Record Checks for staff no longer employed or students/volunteers whose placement has ceased will be destroyed upon termination.

### Other Areas

Individuals with a conditional offer of placement who have pertinent information on their criminal record will not be automatically disqualified. The Vulnerable Persons Criminal Reference Check forms only part of the selection process. The following factors will be considered in reaching a final decision:

- The nature and number of conviction(s)
- The length of time since the conviction(s)
- The candidate's employment record, qualifications and references

- The relevance of the particular criminal conviction to the position
- The risk posed to the children as a result of employing the candidate.

### **Collection of Personal Information**

Cornerstone Preschool wants to assure all parents that the information provided to the centre remains confidential. We will only collect information required to provide for your child and for auto withdrawal purposes. Once your child leaves the centre, your file will be kept in archives and destroyed after three years. Please note it is the responsibility of the parent to update any information including immunization.

### **Quality First**

Quality First is an initiative offered to all licensed centres to achieve a higher standard than the license requirements.

Cornerstone Preschool participates in the Quality First Initiative. Cornerstone Preschool Strives for a standard of excellence.

### **Inclusion Policy**

Cornerstone Preschool believes that all children should have a sense of belonging regardless of the child's level of development. When registering your child please notify the centre supervisor of any additional supports your child may need in order to benefit fully in our program. We have many networks available to us. Cornerstone Preschool will work closely with the appropriate agencies and families to ensure that their child's needs are being met. We entrust that every child in our program will be successful in their development and will be fully included in all aspects of the program.