

The Parent Handbook

Cornerstone Preschool



~Inspiring your child's

Love for learning~

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

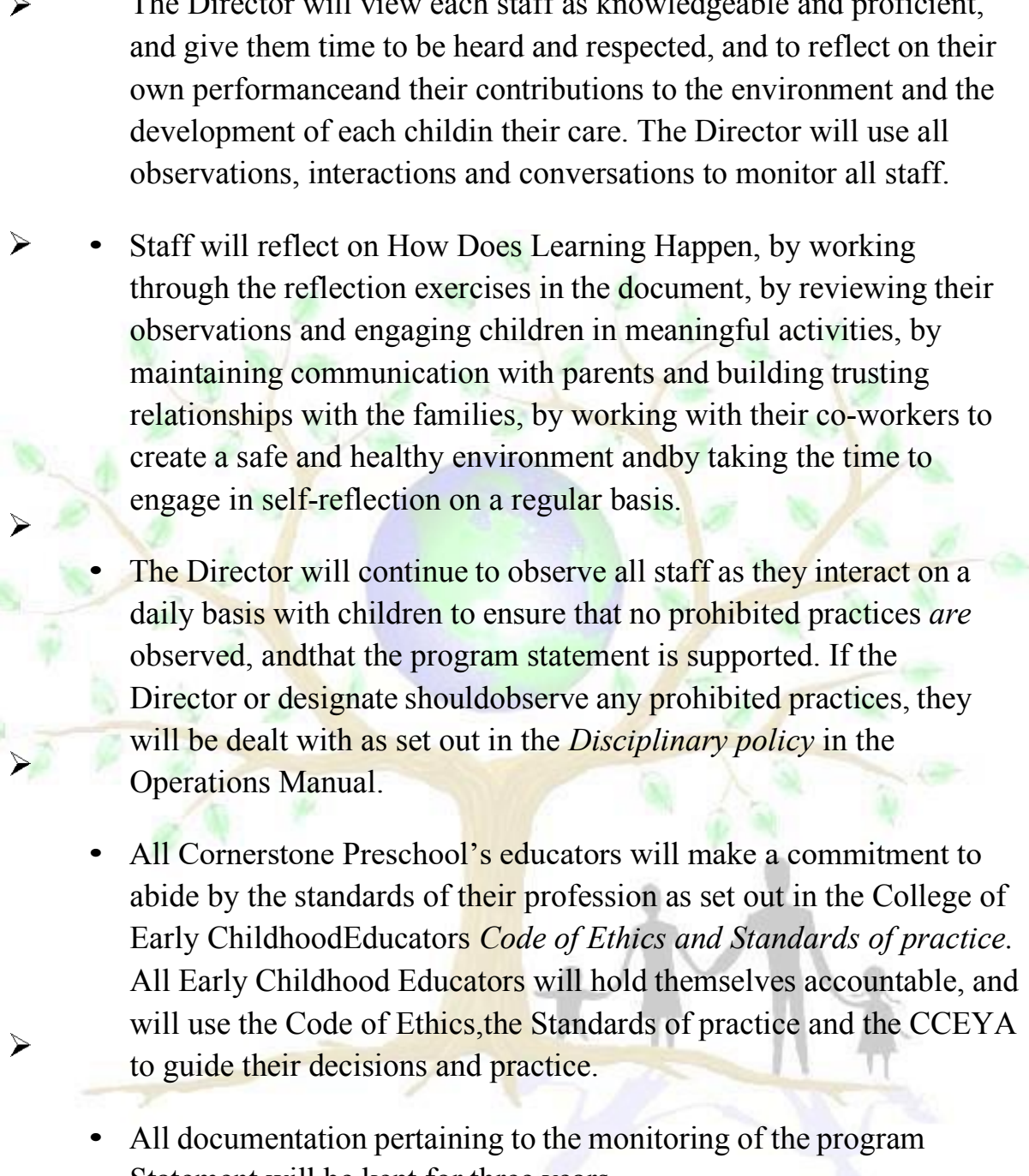


- Belonging refers to a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
- Well-being addresses the importance of physical and mental health and wellness. It 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.

PS implementation Policy

- 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
- 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.

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- 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.
 - • 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 as set out in Section 48 of O. Reg. 137/15 and may result in immediate termination of employment.

No staff member shall:

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

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:

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 Education

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

Cornerstone Preschool

Child Care Centre Policy for Monitoring Compliance and Contraventions

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: October 2023

Date Policy and Procedures Updated: Feb 8, 2024

Purpose

This policy sets out the process that will be followed to monitor the implementation of our policies, procedures and individualized plans on an ongoing basis.

The policy sets out how compliance and contraventions (non-compliance) with the policies, procedures and individualized plans listed below will be monitored, recorded and addressed.

This document is intended to fulfill the obligations set out under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording and addressing compliance and non-compliance with policies, procedures and individualized plans for child care centres.

Policies and procedures required under the *Child Care and Early Years Act, 2014*:

- Playground Safety
- Anaphylactic policy
- Safe Arrival and Dismissal Policy
- Sleep Supervision
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Safety and Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management

Individualized plans required under the *Child Care and Early Years Act, 2014*:

- Anaphylaxis
- Special Needs
- Medical Needs

Other policies and procedures developed by the child care centre:

Staff at Cornerstone Preschool is expected to comply with all the policies set out by Cornerstone Preschool and The Ministry of Education and CCEYA as per Ontario Regulation 137/15. The

intent of this Policy is that all employees, volunteers, and students review policies and procedures that support the delivery of the program, so that they are more aware of their roles and responsibilities and are better equipped to provide for the health, safety, and well-being of children receiving care.

At Cornerstone Preschool we promote the health, safety, nutrition, and well-being of the children at all times. We support positive and responsive interactions among the children, parents, teachers, and all staff working at Cornerstone Preschool. To maintain the Health, Safety and Well-being of all the students and staff Cornerstone Preschool has put Policies and Procedures in place. Some of the most Important Policies are listed below but the policies are not limited to the below list.

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

Policy and Procedures for Monitoring Compliance and Contraventions

1. Monitoring and Observations

- Cornerstone Preschool will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented, as follows:
 - Director will observe and monitor the supervisor of the child care centre;
 - Supervisor will observe and monitor the qualified staff in each program room (i.e. RECE or otherwise approved staff);
 - Supervisor will observe and monitor other program staff (i.e. assistants);
 - Supervisor will observe and monitor placement students; and
 - Supervisor will observe and monitor volunteers.
- Monitoring and observations will be conducted on an ongoing basis through various means including, but not limited to:
 - participating regularly and informally in the program;
 - collecting feedback provided from parents and families; and
 - reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).
- Monitoring will be conducted at different times of the day (e.g. morning, afternoon, periods of arrival/departure, rest periods, meal times, outdoor play periods, transitions, etc.) to observe that policies, procedures and individualized plans are being implemented as required for different parts of the program and daily routines.

- [insert additional monitoring and record requirements]

2. Documentation and Records

- Monitoring and observations will be recorded. Records of monitoring and observations may be documented using the template found in Appendix A.
- Documentation of observations will be completed at the time the observations are made or at least Two times a year, and will include concrete examples of observed compliance and non-compliance.
- All records will be stored in secured cabinet for at least three years from the date they are created.

[insert additional documentation and record requirements]

3. Follow-up

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the supervisor or designate.
- Supervisor will address their observations through a review and discussion with the individuals observed every six months and will seek to or provide them with appropriate supports to achieve and maintain compliance (e.g. additional training).

4. Dealing with Contraventions of Policies, Procedures or Individualized Plans:

- Cornerstone Preschool will make every effort to clarify expectations and encourages staff, students and volunteers to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis to support clarity, learning, development and ongoing compliance.
- Progressive discipline may be used to address observed non-compliances with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.
- Where a staff, student or volunteer is observed to be non-compliant, the licensee, supervisor or designate will take one or more of the following actions:
 - Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance;
 - Re-review the relevant policies, procedures, and/or individualized plans with the individual;
 - Issue a verbal warning;
 - Issue a written warning;
 - Temporarily suspend the individual from their position at the child care Centre for at least one day, based on severity;
 - Terminate the individual from their position;
 - Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.); and/or
 - Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
- Where appropriate, the supervisor or designate will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

Additional Policies and Procedures

Consider including additional policies and procedures, where applicable, e.g. relevant information from collective agreements, the process and frequency for reviewing policies, procedures and individualized plans, the process for reviewing observations with individuals including frequency of review, how to address observations brought forward by other persons (e.g. other staff, children), what additional measures and/or training will be undertaken to ensure compliance with policies, procedures and individual plans, etc.

Monitoring will be done as follows:

- Observing staff, student and volunteers when necessary and recording Behavior Management practices
- Regularly reviewing of Behavior Management through discussions of good practices
- Policies and Procedures will be reviewed annually to ensure all staff, students and volunteers are complying.

Glossary

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

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

Student: Individual enrolled in an education program/school and is completing a placement.

Volunteer: Any individual who is engaged in the child care program and interacts with the children in care, but is not paid by the licensee.

[Enter additional definitions here]

Regulatory Requirement - Ontario Regulation 137/15:

6.1

- (7) Every licensee of a child care centre or home child care agency shall have written policies and procedures that set out,
- (a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and
 - (b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed.
- (8) Every licensee shall ensure that records of compliance or contraventions are kept in accordance with section 82.

Disclaimer: This document is a sample of a policy and procedures that have 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.

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool Binbrook

Date Policy and Procedures Established: August 2017,

Date Policy and Procedures Updated: October 2023

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 Binbrook 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.

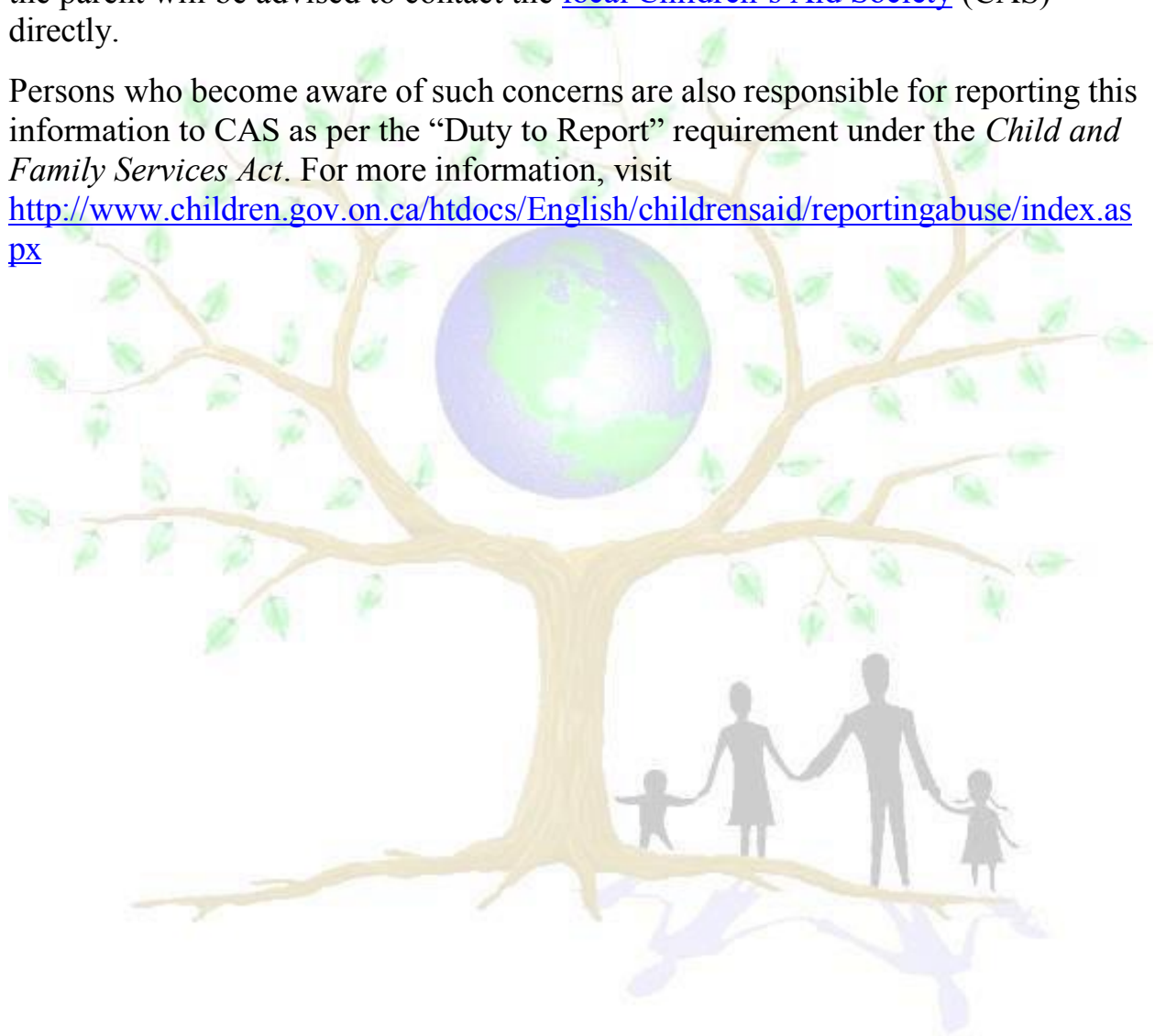
If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

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/childrensaid/reportingabuse/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>Program Room-Related</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"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 2 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</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"> - the supervisor or licensee. 	<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 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <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>parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

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 Binbrook.

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

Mac Mehta, Director Supervisor/

Site designate



Safe Arrival and Dismissal Policy and Procedures

Name of Childcare Centre: Cornerstone Preschool

Date Policy and Procedures Established: Nov 17th 2023

Date Policy and Procedures Updated: Nov 17th 2023

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the Childcare Centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

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

Policy

General

- Cornerstone Preschool will ensure that any child receiving childcare at the childcare centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the childcare centre may release the child to.

Please select which of the below policy statements apply to your program with respect to the dismissal of children from care without supervision. Please delete or edit those bullet points as you see fit.

- Cornerstone Preschool will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.

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- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.
 - Our cut off time for 10:00 am stays the same, however, when a child does not arrive by 10:30 am, the supervisor or the child's educator will communicate with the parent/guardian through HI Mama to get an update. If they have not heard back by lunch time, they will then call the parent/ guardian to get an update and leave a voicemail if there's no answer. In an event, where we cannot get in touch with the family at all, we will then try to contact the emergency contacts on file.

Additional Policy Statements

Consider including additional policy statements, as applicable. (e.g., children may only be released to an adult, etc.)

Under no circumstance will Cornerstone Preschool ever release a child without adult supervision. Children will only be released to an adult who is on file as an emergency contact, or if received written instruction from the parent/guardian.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - Greet the parent/guardian and child.
 - Ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the enrollment form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - Document the change in pick-up procedure in the daily written record. – For the Supervisor only
 - Sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the childcare centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
 - Our cut off time for 10:00 am stays the same, however, when a child does not arrive by 10:30 am, the supervisor or the child's educator will communicate with the parent/guardian through HI Mama to get an update. If they have not heard back by lunch time, they will then call the parent/ guardian to get an update and leave a voicemail if there's no answer. In an event, where we cannot get in touch with the family at all, we will then try to contact the emergency contacts on file.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written

authorization that the childcare may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before centre closes)

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up within 30 mins of the usual or specified time, the program staff or the Supervisor shall contact the parent/guardian through HiMama or a phone call and advise that the child is still in care and has not been picked up.
 - Where the staff is unable to reach the parent/guardian, staff must [call again and leave a message for the parent/guardian]. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
 - Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall [contact emergency contact, wait until program closes and then refer to procedures under "where a child has not been picked up and program is closed").]

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by [5:35 pm], staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact authorized individuals/ emergency contacts listed on the child's file, etc.].
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:45 pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) 905-522-1121. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Note: Please select from the below which option fits your program and delete all other options.

Option 1: Staff will only release children from care to the parent/guardian or other authorized adult.

Under no circumstances will children be released from care to walk home alone.

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

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

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the child care centre or home child care premises,

(i) to individuals indicated by a child's parent, or

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the centre or home child care premises, or

(ii) a child is not picked up as expected from the centre or home child care premises.

Disclaimer: This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the *Child Care and Early Years Act, 2014* (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 and each premises where the licensee oversees the provision of home child care.

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.

Parent Involvement

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

*

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 7:15 a.m. to 5:45 p.m., with drop off cut off time at 10:00 am.

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. Cornerstone Preschool may also be closed due to inclement weather and hazardous conditions. We follow the **Hamilton-Wentworth District School Board & Hamilton-Wentworth Catholic District School Board** on bad weather days and will remain closed if both the school boards are closed. Any additional days that the centre will be closed will be posted with sufficient notice to parents and regular fees apply. **(Policy update in effect from Feb 4, 2022)**

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

Cornerstone Preschool Facility Accommodations

Cornerstone Preschool – Binbrook is located on 2665 Binbrook Rd and has facilities to accommodate the following children:

TODDLER ROOM - 15 toddlers - 18 months to 30 months
PRESCHOOL ROOM - 47 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

Child Registration

There is a one-time NON-REFUNDABLE registration fee of \$150.00 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. **Registration fees are classified as Base Fees.**

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 Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: Feb 8th, 2024

Date Policy and Procedures Updated: Feb 8th, 2024

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.

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: *We will all at the northeast corner of the building. It is a fenced area, where all the teachers with their group of children will meet.*

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: Binbrook Pizza across the street from the Childcare center

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, The Supervisor 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 the Supervisor in the daily written record.

Additional Policy Statements

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
<p>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.</p>	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • close and lock all child care centre entrance/exit doors, if possible; and • take shelter. <p>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>

<p>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.</p>	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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) 4) Supervisor / Assistant Supervisor must immediately: <ul style="list-style-type: none"> • 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. <p>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</p>
<p>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.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat or the Supervisor must: <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p>

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 the closest emergency exit, depending on which room they are in, 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.

<p>Disaster – External Environmental Threat</p> <p>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.</p>	<p>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.</p> <p>If remaining on site:</p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • 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. <p>3) Supervisor / Site designate must:</p> <ul style="list-style-type: none"> • 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). <p>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.</p>
<p>Natural Disaster: Tornado / Tornado Warning</p>	<p>1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</p> <p>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</p> <p>3) Staff must immediately:</p> <ul style="list-style-type: none"> • 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: Major Earthquake	<ol style="list-style-type: none">1) Staff in the program room must immediately:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• 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 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.
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Immediate Emergency Response Procedures for Other Emergencies

EMERGENCY EVACUATION

In the event of a fire emergency, **Cornerstone Preschool Binbrook:**

1. Occupants (including staff, children, volunteers, etc.) shall adhere to the approved **Cornerstone Preschool Binbrook** (hereinafter **CPB**) Fire Safety Plan.
2. Staff shall execute their assigned fire safety duties.
3. Occupants shall evacuate the building using the nearest safe Exit, and proceed directly to the on-site exterior assembly point.
4. **Director - Mac Mehta/ Current Supervisor – Jenna Fudge(or designate)** shall dial 9- 1-1 from a safe location.
5. Staff will take attendance at the on-site exterior assembly point.
6. **Director - Mac Mehta/ Supervisor – Jenna Fudge (or designate)** shall meet with responding Hamilton Fire Department emergency personnel, provide a status update and keys (as required).
7. Occupants shall re-enter the building only upon approval from the Hamilton Fire Department or proceed to the off-site emergency evacuation location (as required).

ON-SITE EXTERIOR ASSEMBLY POINT

We will all at the northeast corner of the building. It is a fenced area, where all the teachers with their group of children will meet.

Please see picture below



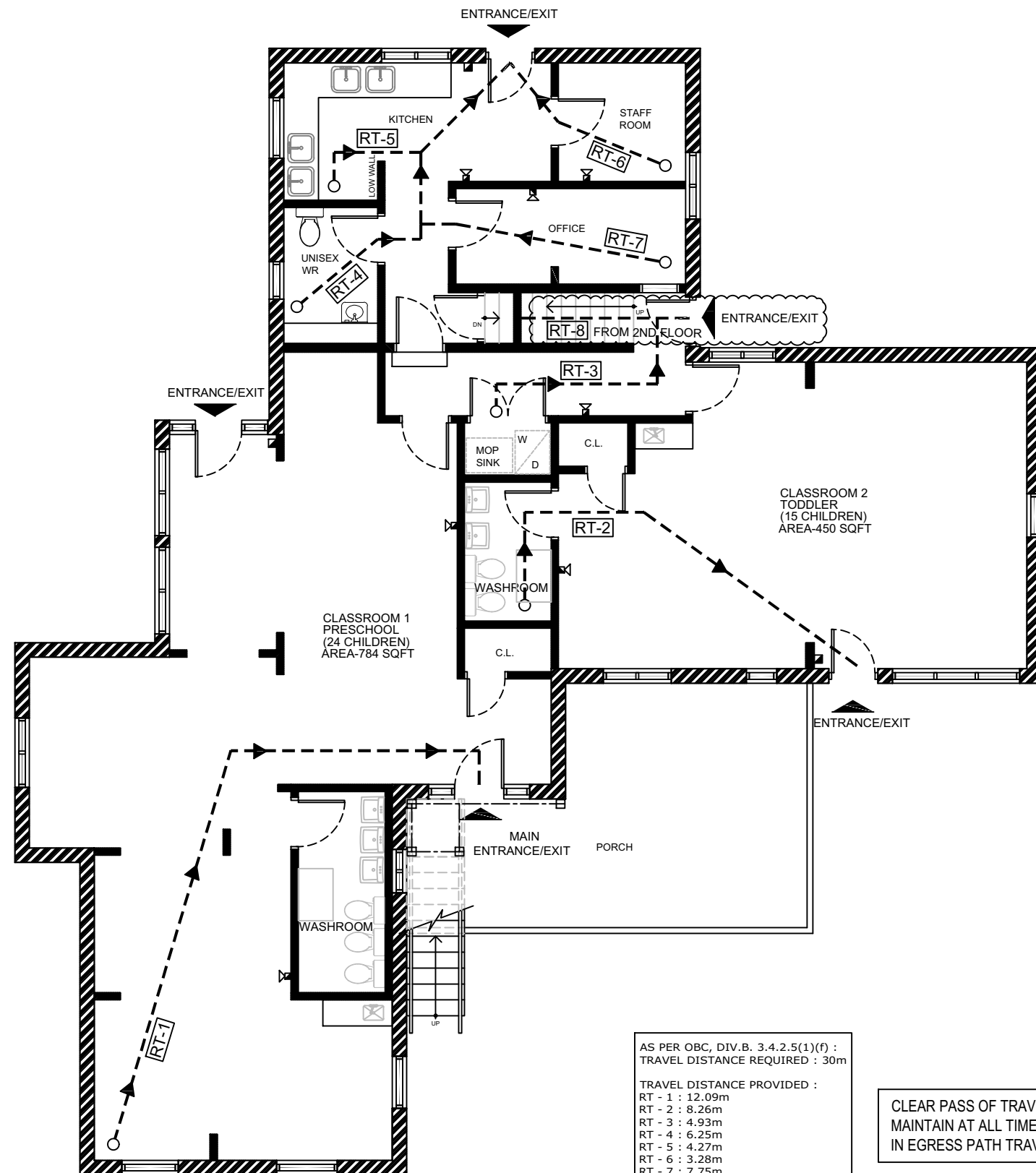
OFF-SITE EMERGENCY EVACUATION LOCATION

In the event that the Cornerstone Preschool Binbrook premises are not available due to emergency circumstances, the following off-site emergency evacuation location shall be utilized:

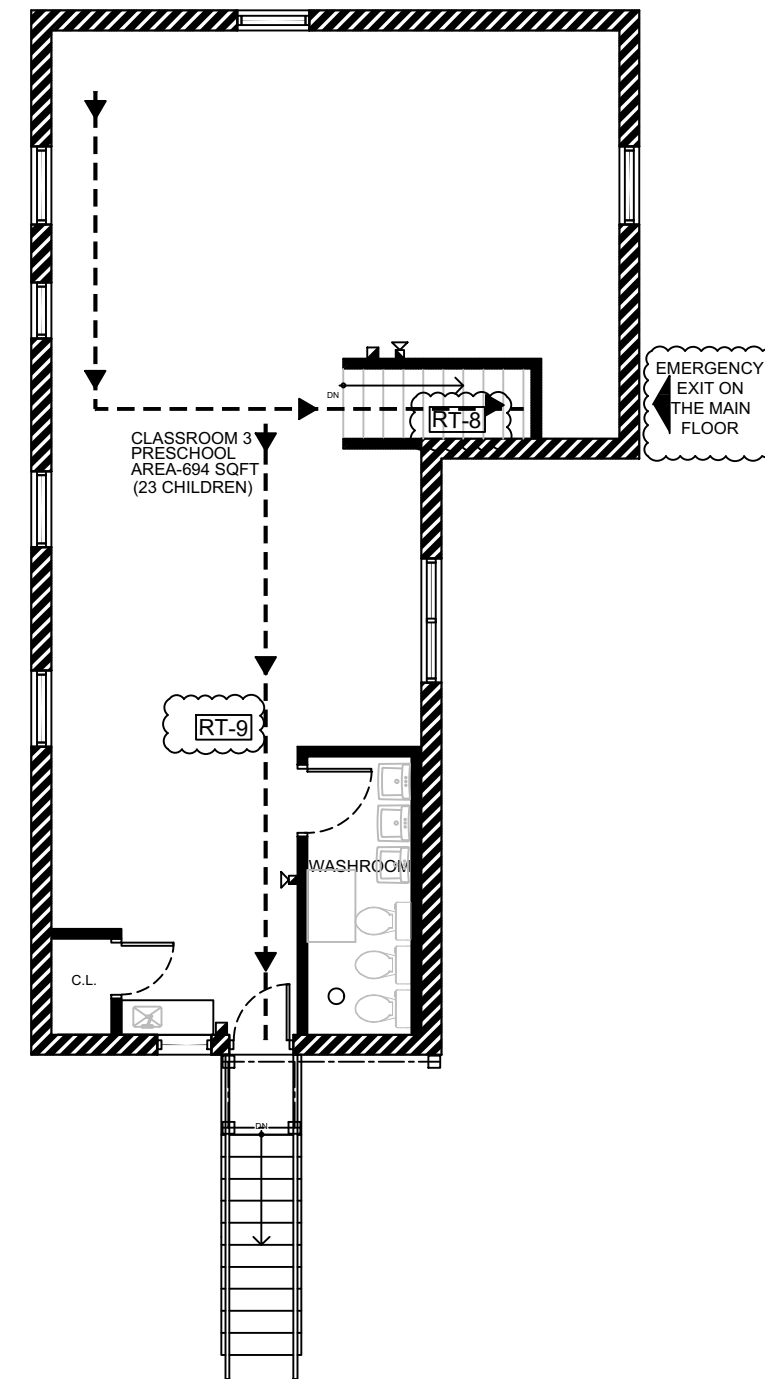
Site Name	Binbrook Pizza
Contact	Tony
Phone #	(289) 286-1638
Address	2668 Binbrook Rd #102, Binbrook, ON L0R 1C0

SITE DIAGRAM WITH EXITS

Refer to the following site floor plan.



1 PROPOSED GROUND FLOOR PLAN
A-1 SCALE 1/8" : 1'0"



2 PROPOSED SECOND FLOOR PLAN
A-3 SCALE 1/8" : 1'0"

CLEAR PASS OF TRAVEL 1100MM TO MAINTAIN AT ALL TIME NO OBSTRUCTION IN EGRESS PATH TRAVEL

Reviewed for Ontario Building Code Compliance.
Subject to Corrections Noted on Plans and Field Inspections.

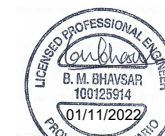
Permit: 22 138339 000 00 C3

- CONTRACTOR MUST CHECK & VERIFY ALL DIMENSIONS ON THE JOB AND REPORT ANY DISCREPANCIES TO THE CONSULTANT PRIOR TO PROCEEDING WITH THE WORK.
- ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE SPECIFICATIONS AND THE INTENT OF THE NATIONAL OR PROVINCIAL CODE IN CONJUNCTION WITH THE BUILDING DEPARTMENT APPROVED LATEST DRAWINGS ONLY TO BE USED FOR CONSTRUCTION, PRINTS ARE NOT TO BE ALLOWED FOR SCALE.
- THIS DRAWING MUST BE READ IN THE CONTEXT OF ALL THE OTHER DRAWINGS WHICH CONSTITUTE THE DOCUMENTS
- ALL DRAWINGS, SPECIFICATIONS ARE THE PROPERTY OF THE GDB CONSULTANCY INC. AND MUST BE RETURNED TO HIM ON COMPLETION OF WORK.

No	Date	Revisions
0	07.19.2022	ISSUED FOR BUILDING PERMIT

DRAWING REVISIONS

TRUE NORTH
CHECKED & APPROVED BY :
B BHAVSAR



PROJECT NORTH
CONSULTANTS :
GDB CONSULTANCY INC
28 MCDONOUGH GARDENS
HAMILTON, ON. L8B 1W8.
Cell: (416) 388 9743

PROJECT :
CONNER STONE PRESCHOOL BINBROOK

ADDRESS :
2665 BINBROOK RD EAST,
GLENBROOK, ON

DRAWING TITLE :
EXIT DISTANCE PLAN

DRAWN BY : J.L.
DATE : JUNE 29 2022
PLOT SCALE : N.T.S.

PROJECT NO. : 20-1240
DRAWING NO. : A-3

GDB CONSULTANCY INC.

STAFF RESPONSIBILITIES

The Cornerstone Preschool Binbrook staff shall:

- Acknowledge and adhere to the specific transfer of duties from one classroom supervisor on break, to the staff member who will assume their responsibilities for fire safety.
- **Activate the fire alarm system audible signal during each monthly fire drill.** Supervisor will lead the monthly fire drills.
- As often as necessary, but at intervals not greater than twelve months, shall conduct a fire drill during children's nap time.
- Confirm responding Hamilton Fire Department emergency personnel have been advised of any missing occupants in the event of a fire emergency.
- Contact the Hamilton Fire Department non-emergency telephone number before and after any fire drill **and fire alarm system test.** 905-546-3333. Press 6. Leave a voicemail message before and after the fire drill **and fire alarm system test.** Collaboration / co-ordination with the Mac Mehta or the Supervisor may be required to facilitate this.
- Ensure that children are wearing footwear at all times.
- Ensure that in the event of an emergency, 9-1-1 has been called.
- Evacuate children accordingly, whenever the **fire alarm system** audible signal is heard.
- Exclude actual real time emergency evacuations from the site's required monthly fire drills.
- Know the nearest Exit and alternate Exit from their building occupancy locations.
- Maintain accurate fire drill records that include the date, time of day, time to complete the evacuation, brief detailed fire drill comments and are accessible for review on-site.
- Provide any new information of changes in the use and other characteristics of the building (if applicable), to the **primary occupant**, Cornerstone Preschool Binbrook and Hamilton Fire Department (if necessary).
- Participate in all required fire drills.
- Participate in training and receive instruction in their responsibilities for fire safety.

FIRE SAFETY PLAN

PROCEDURES FOR OCCUPANTS To Be Posted On Each Floor

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:
-

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:
-

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 OPENING 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.

**DO NOT PROCEED TO THE ROOF AREA
DO NOT USE THE ELEVATOR**

-
- 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 OR PART THEREOF, THE PERSON IN CHARGE WILL ARRANGE FOR HOURLY ROUNDS OF THE AFFECTED AREA(S) AS WELL AS IMPLEMENTING ALTERNATE MEASURES. THE FIRE DEPARTMENT AND ALL OCCUPANTS SHALL BE NOTIFIED BOTH WHEN SHUTDOWNS HAVE OCCURRED AND ALSO WHEN SYSTEMS HAVE BEEN RESTORED. SHUTDOWNS SHALL BE CONFINED TO AS SHORT A DURATION AS POSSIBLE. A LOG BOOK RECORDING THE HOURLY ROUNDS OF THE AFFECTED AREAS IS TO BE MAINTAINED.
 - A FIRE DRILL WILL BE HELD ON AN ANNUAL BASIS.
 - THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHEN 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 AS OFTEN AS NECESSARY, BUT AT INTERVALS NOT GREATER THAN 12 MONTHS SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

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 – Jenna Fudge – 905-920-8040

- 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.

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

<p>Procedures</p>	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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.
<p>Communication with parents/guardians</p>	<ol style="list-style-type: none"> 1) As soon as possible, Educators of each room 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/HiMamMa 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	<ol style="list-style-type: none"> 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 childcare 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: <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1) Upon arrival at the emergency evacuation site, Binbrook Pizza, 2668 Binbrook Rd #102, Binbrook, ON L0R 1C0 will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. 2) Where possible, Supervisor/ Assistant 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

1. All Accident/incidents will be 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 be provided water and snacks in accordance with their dietary restrictions

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

<p>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.</p>	<ul style="list-style-type: none"> • 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
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>Staff can go to http://thinkmentalhealth.ca/mental-health-crisis-options/ Or Call 1-800-784-2433</p>
<p>Procedures for Debriefing Staff, Children and Parents/ Guardians Include, where, applicable, details about when and how the debrief(s) will take place, etc.</p>	<p>Supervisor must debrief staff, children and parents/guardians after the emergency.</p> <p>Supervisor will debrief parents at Pickup</p> <p>Supervisor will send out an email to all families to let them know what happened and to give an update on the situation</p>

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.

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

1. Childcare 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 NSF 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. **Childcare Fees are considered as Base Fees**
2. **NSF (Non sufficient funds)** cheques / electronic payments are treated as late payments and Will be subjected to a NSF charge of \$45.00. All re-payments (NSF cheques, NSF auto withdrawals) must be made in cash. NSF Fees are classified as **Non-base fees**
3. Fees are paid in advance of childcare services. The fees are taken out the 1st of every month. If the 1st falls on a weekend or holiday the fees will be withdrawn the following Business day.
4. The **Non-refundable registration fee** of \$150.00 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 One month in advance of start date should you choose not to take the spot. If notice of One month or more is given, only then will the deposit be refunded. If notice of One month 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. Registration Fees are considered as **Base Fees**
5. **Written** notice of withdrawal to the office administration ONLY (not the teachers in the class) must be given **One month** 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 **One Month** 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 **One Month** notice is not received, your next fees will be withdrawn and no monies will be refunded. The purpose of the **One Month** 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 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 5:45 pm, that family is considered late and will be responsible for a charge of \$2 for every minute past 5:45p.m. Monday -Thursday, \$5 for every minute past 5:45 p.m. on 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. Late Fees are classified as **Non-base fees**
8. 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 (**Non Base fees**) 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.

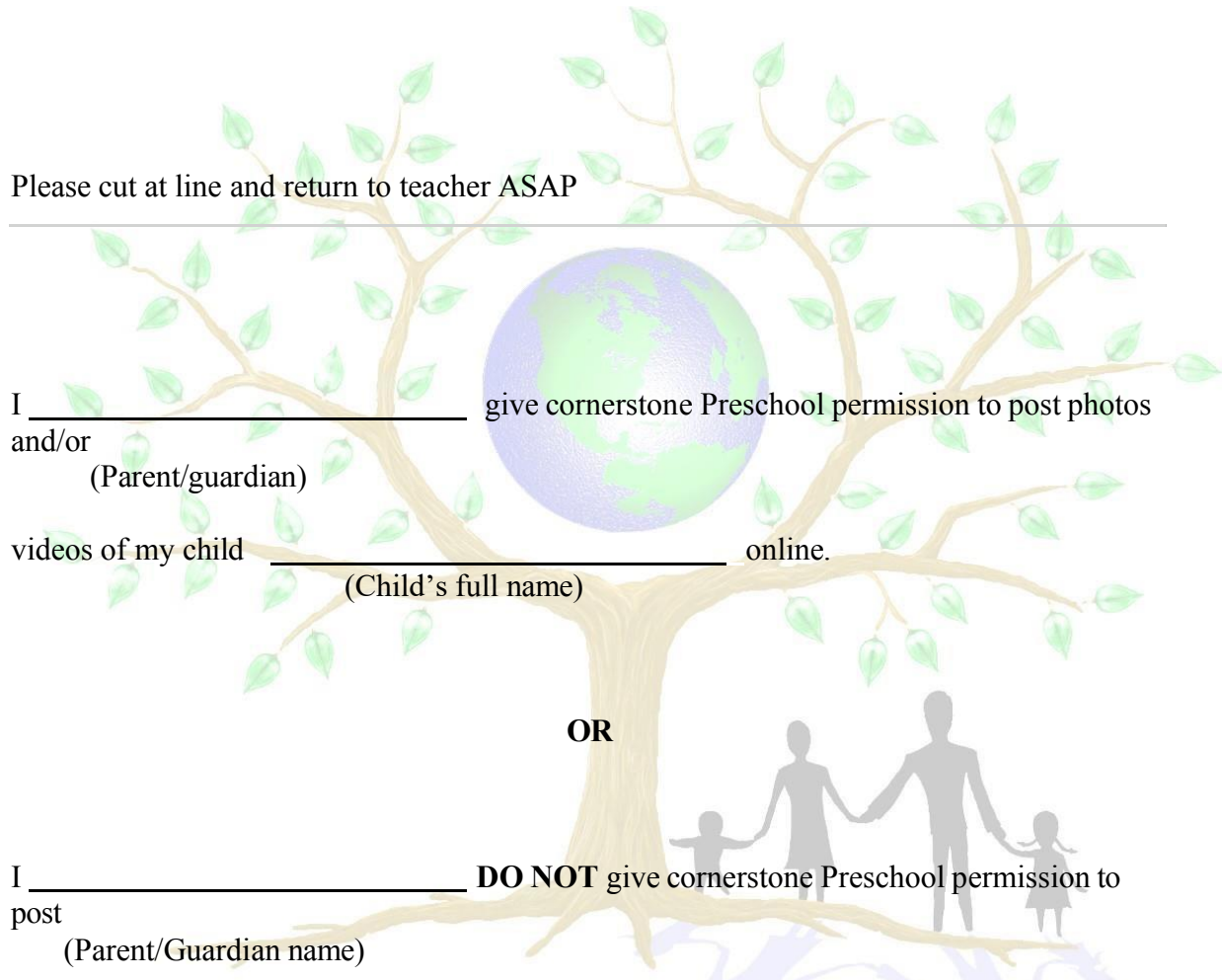
Facebook Photo consent form

Cornerstone Preschool’s Facebook Page! Here you can see pictures, video’s, announcements etc. all in one place. Not sure if its a snow day? That will be posted on this page before 7am. Want to see what your children are up to on a weekly basis.

With your permission we will post photos! Please like our new page, share & leave a review to stay up to date with all of the exciting things happening around Cornerstone !


Simply search for **Cornerstone Preschool** on facebook !

Please cut at line and return to teacher ASAP



I _____ give cornerstone Preschool permission to post photos
and/or
(Parent/guardian)
videos of my child _____ online.
(Child’s full name)

OR



I _____ **DO NOT** give cornerstone Preschool permission to
post
(Parent/Guardian name)
photos and/or videos of my child _____ online.
(Child’s full name)

Cornerstone Preschool

Sunscreen Consent Form

I _____ Give permission for my
(parent/Guardian name)

child _____ to use the sunscreen provided for
(child's name)

them called _____
(sunscreen name/brand)

That expires _____
(sunscreen expiry date)

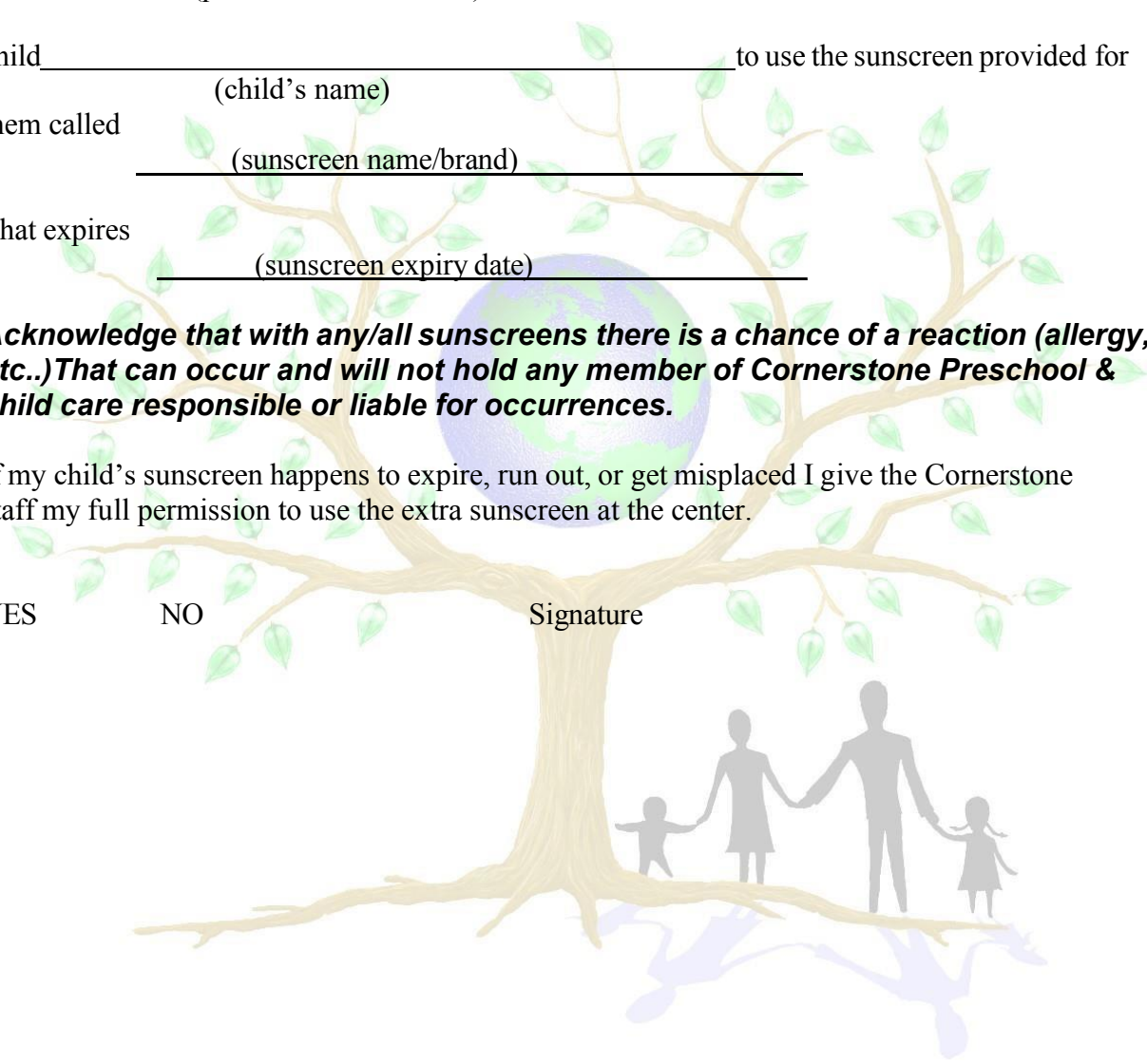
Acknowledge that with any/all sunscreens there is a chance of a reaction (allergy, etc..)That can occur and will not hold any member of Cornerstone Preschool & child care responsible or liable for occurrences.

If my child's sunscreen happens to expire, run out, or get misplaced I give the Cornerstone staff my full permission to use the extra sunscreen at the center.

YES

NO

Signature



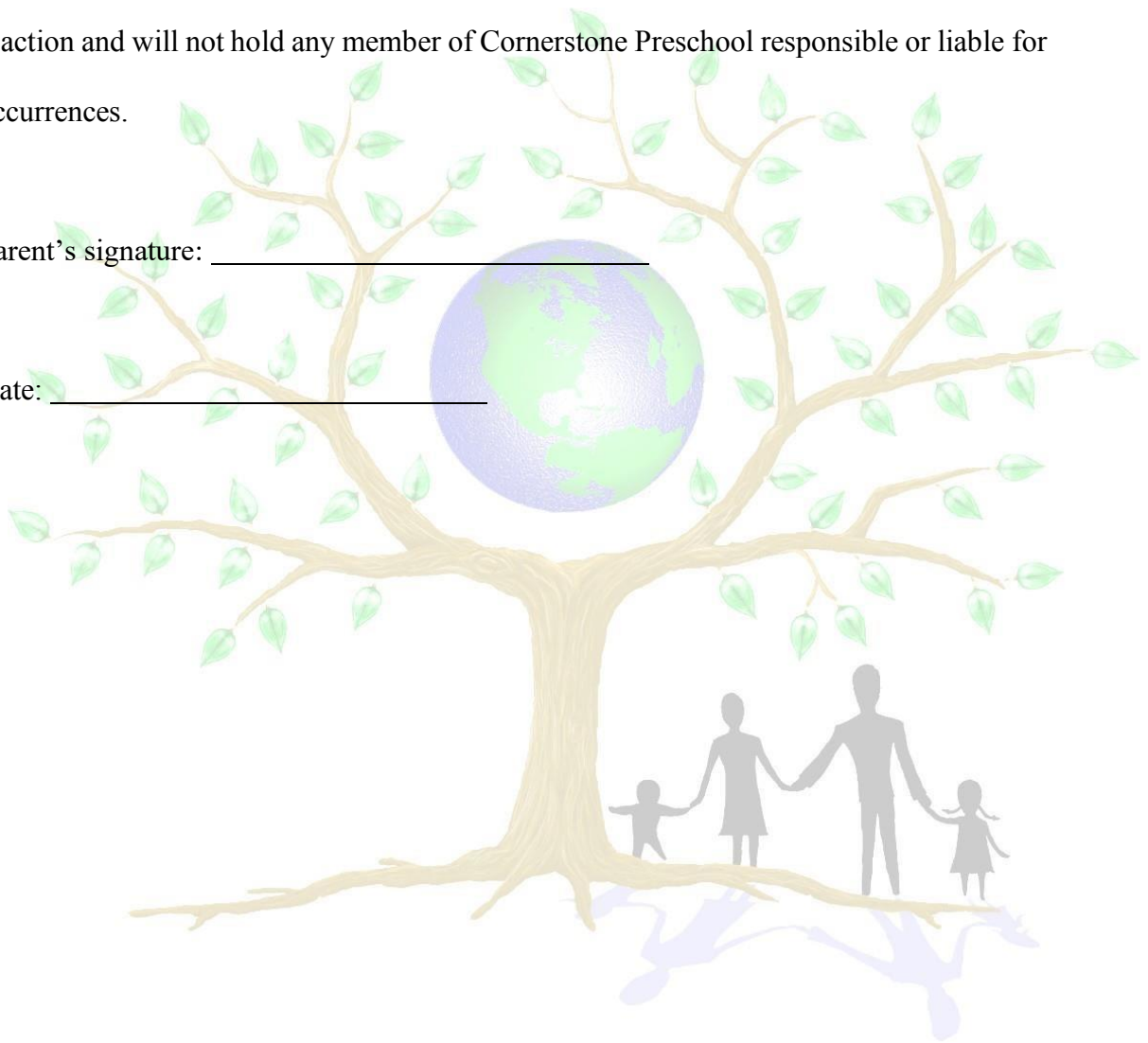
Diaper Cream Authorization Form

I _____ parent/guardian of child _____ to

use the sunscreen provided for authorize the staff at Cornerstone Preschool to apply
diaper cream when needed. I acknowledge that using any cream may result in a
reaction and will not hold any member of Cornerstone Preschool responsible or liable for
occurrences.

Parent's signature: _____

Date: _____



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

Name of Parent	Name of Student	DOB of student	Program/days they are interested	Contact number	Date called/added
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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.

Drug and Medication Administration Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: November, 2023

Date Policy and Procedures Updated: February, 2024

Purpose

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN). For the purpose of this policy, drugs and medications fall into the following two categories:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment

Note: The following items are not considered drugs or medication for the purposes of this policy, except where the item is a drug, as defined in the *Drug and Pharmacies Regulation Act*, prescribed for a child by a health professional:

- Sunscreen
- Moisturizing skin lotion
- Lip balm
- Insect repellent
- Hand sanitizer
- Diaper cream

These over-the-counter products may only be administered in accordance with the following rules:

- Must have written authorization by a parent.
This can be in the form of a “blanket authorization” on the enrolment form. It does not require an Authorization for Medication Form, described in this policy.
If a parent does not provide written authorization for the use of these items at the child care centre, licensees must communicate this to their staff (e.g. information will be included on the centre’s allergy list where applicable or a separate list of names of the children where written authorization was not given by the parent will be provided).
- Must be stored in accordance with the instructions for storage on the label and the container or package must be clearly labelled with the child’s name and the name of the item.
- A container or package does not need to be labelled with a child’s name where items are shared (if appropriate), such as hand sanitizer located at entrances and exits.
- Must be administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.

This policy and procedures document support children’s health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their

parents;

- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and

medication in a child care centre.

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

Policy

Parental Authorization to Administer Medication:

- Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.
- Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration (the form in Appendix A may be used). The Authorization for Medication Administration form must be accompanied by a doctor's note for over-the-counter medications.
- The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
- Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:
 - 'when the child has a fever of 39.5 degrees Celsius';
 - 'when the child has a persistent cough and/or difficulty breathing'; and
 - 'when red hives appear on the skin', etc.
- Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration.
- Authorization for Medical Administration Forms will be reviewed with parents every year to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).
- 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.

Drug and Medication Requirements

All drugs and medications to be administered to children must meet the following requirements:

- All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.
- All drug or medication containers must be clearly labelled with:
 - The child's full name;
 - The name of the drug or medication;
 - The dosage of the drug or medication;
 - Instructions for storage;
 - Instructions for administration;
 - The date of purchase of the medication for prescription medications; and
 - The expiry date of the medication, if applicable.
- The information provided on the written parental authorization must match with all the requirements listed above.
- Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.
- Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.
- Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time.

Drug and Medication Handling and Storage:

- All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:
 - Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.
 - Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).
- In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.
- **All emergency medication is stored in outdoor backpack of each room.**

- Emergency medications will be brought on all field trips, evacuations and off-site activities.
- Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.
- All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.
- Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication may be returned to a pharmacist for proper disposal.

Drug and Medication Administration:

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.
- Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).
- Child's educator will administer the medication along with another staff member.
- The other staff member will have the medication form on hand and will confirm the child's name, medication name and the dosage.
- The staff member administering the medication will also let the Supervisor know, or the designate, if the supervisor is not available.
- A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.
- A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).
- To support the prompt administration of emergency medication:
 - Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre; and
 - Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.
- Drugs or medications that are expired (including epinephrine) will not be administered at any time.

Record-Keeping:

- Records of medication administration will be completed using the Records of Medication Administration (the form in Appendix B may be used) every time drugs or medications are administered. Completed records will be kept in the child's file.
- Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).
- If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.
- Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.
- Medication Forms (once complete) will be for a period of **three** years from the beginning administration date.

Confidentiality

- Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Additional Policy Statements

- If your child needs 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.

Drug and Medication Administration Procedures

SCENARIO: A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug or medication.

Roles and Responsibilities

1. Staff must:
 - i. provide the parent with the appropriate form to complete to obtain written authorization to administer the medication from Appendix A as applicable;
 - ii. verify that drug or medication:
 - is accompanied by a doctor's note (for over-the-counter medications);
 - is in its original container as prescribed by the pharmacist or in the case of over-the-counter medications is in its original package; and
 - is not expired.
 - iii. obtain the appropriate dispenser, where applicable;
 - iv. review the medication administration form and (and doctor's note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label.
 - Where errors are found on the form or the label is incomplete, the form/medication must be returned to the parent to make and initial corrections;
 - v. sign the form once it is complete and accurate;
 - vi. take the drug or medication and dispenser and store it in the designated locked storage space in accordance with the instructions for storage on the label; and
 - vii. log the receipt of the authorization form and the drug or medication for the child in the appropriate staff communication book (e.g. daily written record).

SCENARIO: A child is authorized to carry their own emergency allergy medication.

Roles and Responsibilities

1. Staff must:
 - i. ensure that written parental authorization is obtained to allow the child to carry their own emergency medication;
 - ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the child care centre (e.g. in the child's cubby or backpack);
 - iii. ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and
2. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

SCENARIO: A prescription or over-the-counter drug or medication must be administered to a child.

Roles and Responsibilities

1. Where a non-emergency medication must be administered, the person in charge must:
 5. prepare the medication dosage in a well-lit area in the appropriate measuring device, where applicable (e.g. do not use a household spoon for liquid medications);

6. where possible, remove the child from the activity area to a quiet area with the least possible interruption;
 7. administer the medication to the child in accordance with the instructions on the label and the written parental authorization;
 8. document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);
 9. store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form; and
 10. where applicable, document any symptoms of ill health in the child's records.
 11. Where a medication is administered on an "as needed" basis, notify a parent of the child.
 12. Where a child is absent, document the absence on the Record of Drug/Medication Administration (Appendix B).
2. Where an emergency allergy medication must be administered due to a severe allergic reaction, the staff who becomes aware of the emergency situation must immediately:
- administer the emergency medication to the child in accordance with the emergency procedures on the child's individualized plan;**
13. administer first aid to the child, where appropriate;
 14. contact, or have another person contact emergency services, where appropriate; and
 15. contact, or have the supervisor/designate contact a parent of the child.

After the emergency situation has ended:

document the administration of the drug or medication on the medication administration record (see Appendix B);

16. document the incident in the appropriate staff communication book (e.g. daily written record).; and

17. document any symptoms of ill health in the child's records, where applicable.

3. Where a child is authorized to self-administer their own drug or medication, the person in charge must:

supervise and observe the child self-administer the drug or medication to ensure that the proper dosage and procedure for administration is being followed;

18. where the child asks for help, assist the child in accordance with the parent's written authorization;

19. document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);

20. store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form, unless the child is authorized to carry his/her own emergency allergy medication (in such cases, follow the steps outlined in Scenario C [a child is authorized to carry their own emergency allergy medication]);

21. where applicable, document any symptoms of ill health in the child's records; and

22. where there are safety concerns relating to the child's self-administration of drugs or medications, notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

SCENARIO: A child has a reaction to an administered drug or medication.

Roles and Responsibilities

1. Where adverse symptoms appear upon medication administration, the person in charge must immediately:
administer first aid to the child, where appropriate;
23. contact emergency services, where appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention;
24. notify a parent of the child;
25. notify the supervisor/designate;
26. document the incident in the appropriate staff communication book (e.g. daily written record);
and
27. document any symptoms of ill health in the child's records, where applicable.

Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.

SCENARIO: A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given).

Roles and Responsibilities

1. The person in charge must immediately:
where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and
28. contact the parent of the child to report the error;
29. report the error to the supervisor/designate;
30. document the actual administration of the drug or medication on the medication administration record (see Appendix B); and
31. document the incident in the appropriate staff communication book (e.g. daily written record).

Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.

SCENARIO: A drug or medication is administered to the wrong child.

Roles and Responsibilities

1. The person in charge must immediately:
where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and
32. contact the parents of the children affected to report the error;

33. report the error to the supervisor/designate;
34. document the incident in the appropriate staff communication book (e.g. daily written record); and
35. administer the medication to the correct child per Scenario B (a drug or medication must be administered to a child).

Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.

SCENARIO: Surplus or expired medication is on site.

Roles and Responsibilities

1. Where possible, the surplus or expired medication must be returned to a parent of the child.
2. Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal.

Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.

Glossary

Drug Identification Number (DIN): An eight-digit number assigned by Health Canada to a drug product prior to being marketed in Canada. It uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada.

Drug or Medication: Any product with a drug identification number (DIN) Drugs and medications fall into the following two categories, unless otherwise specified in this policy:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment.

Emergency Medication: Prescription drugs or medications that are used in case of an urgent medical reaction that requires immediate treatment. Emergency medications include medications used to treat asthma (e.g. puffers) and anaphylactic allergies (e.g. epinephrine).

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

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

Person who is in Charge of All Drugs and Medications (a.k.a. the ‘person in charge’): The individual at the child care centre who is responsible for administering medication to children. The person in charge may be one designated person per program room or age group. In the absence of the person in charge, they may temporarily delegate this responsibility to another person.

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

40.

(9) Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that,

(c) a written procedure is established for,

1. the administration of any drug or medication to a child receiving child care at a child care centre operated by the licensee or at a premises where it oversees the provision of home child care, and
2. the keeping of records with respect to the administration of drugs and medications

(d) all drugs and medications on the premises of a child care centre operated by the licensee or at a premises where it oversees the provision of home child care are,

1. stored in accordance with the instructions for storage on the label,
2. administered in accordance with the instructions on the label and the authorization received under clause (d),
3. inaccessible at all times to children, and
4. in the case of a child care centre, kept in a locked container;

(e) one person in each child care centre operated by the licensee and in each premises where it oversees the provision of home child care is in charge of all drugs and medications and that all drugs and medications are dealt with by that person or a person designated by that person in accordance with the procedures established under clause (a);

(f) a drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered; and

(g) a drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration.

(10) Despite subclauses (1) (b) (iii) and (iv) and clause (1) (c), the licensee may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established under clause (1) (a).

(3) The following items do not constitute drugs or medication for the purposes of this section, except where the item is a drug, as defined in the Drug and Pharmacies Regulation Act, prescribed for a child by a health professional:

1. Sunscreen.
2. Moisturizing skin lotion.
3. Lip balm.
4. Insect repellent.
5. Hand sanitizer.
6. Diaper cream.

(4) In respect of an item described in subsection (3) that does not constitute a drug or medication for the purposes of this section, a licensee shall ensure that,

(a) the item is administered to a child only if a parent of the child has given written authorization for the administration of the item;

(b) the item is stored in accordance with the instructions for storage on the label and the container or package is clearly labelled with the child's name and the name of the item; and

(c) the item is administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.

Disclaimer: This document is a sample of a policy and procedures that have 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.

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
 - o until child is well enough to participate in all activities
 - o until diarrhea stops
 - o until the antibiotic prescribed by a doctor has been taken for at least one full day
 - o for at least 4 days after the rash began
 - o for at least 9 days after swollen glands appear
 - o Until the antibiotic prescribed by a doctor has been taken for at least 1 full day
 - o until treatment has been started and taken for 1 . full day
 - o until at least 7 days after the rash first appears
 - o until treatment has been given.
 - o until antibiotic treatment has Been taken for 1 full day
 - o until antibiotic treatment has been taken for 1 full day
 - o until antibiotic treatment has been taken for at least 5 days.
 - o (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 the 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 cases 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 Childcare Centre and Health Unit with copies of up-to-date Immunization Records.

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 Supervisor / Director 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)
- ☐☐ Learn hygiene
- ☐☐ 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

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.

Supervision of Students and Volunteers Policy

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: December 2023

Date Policy and Procedures Updated: Feb 8th, 2023

Purpose

Cornerstone Preschool welcomes both placement students and volunteers into the various programs offered in our childcare program. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

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

Policy

General

- Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
- Students and volunteers will not be counted in staff to child ratios.

Additional Policy Statements

- Cornerstone Preschool accepts volunteer and parent involvement within in ourschool.
- If parents would like to volunteer on field trip, they are only able to do so if wehave the criminal record check (VSC) on file.

Student and Volunteer Supervision Procedures: Roles and

Responsibilities

The licensee/designate must:

- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.
- Ensure that all students and/or volunteers have been trained on each child's individualized plan.
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with students and/or volunteers including, but not limited to
 - how to report their absence;
 - how to report concerns about the program;
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
- Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising staff must:

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are supervised at all times and never left alone with children.
- Introduce students and/or volunteers to parents/guardians.
- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide students and/or volunteers with feedback on their performance.

- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.
- 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 vulnerable sector 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 vulnerable sector is provided, it will be kept on file within the office for 1 year. Staff members will review this policy with the Supervisor annually. All Parents, Volunteers, and/or Placement students will review this policy with the Supervisor before beginning within our school.
- The staff will direct all contact between the children and volunteer, parent, or student.

Students and/or volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required.
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the "Duty to Report" under the *Child and Family Services Act*
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre's criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

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 Director / Supervisor.

Signature: _____

Printed Name: _____

Date: _____

Witness Signature: _____

Printed Name: _____

Date: _____

Glossary

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

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

Student: Individual who is enrolled in an education program/school and is completing a placement.

Volunteer: An individual who participates in the child care program and interacts with children in care but is not paid by the licensee (e.g. parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.).

Regulatory Requirements: Ontario Regulation 137/15

Supervision of volunteers and students

11.1 (1) Every licensee shall ensure that every volunteer or student at a child care centre it operates or at a premises where it oversees the provision of home child care is supervised by an employee or home child care provider at all times and is not permitted to be alone with any child who receives child care at the child care centre or home child care premises.

(2) Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,

(a) the requirement described in subsection (1);

(b) the roles and responsibilities of the licensee and supervising employees; and

(c) the roles and responsibilities of volunteers and students.

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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.

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 2nd 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.

Anaphylactic Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: November 2023

Date Policy and Procedures Updated: February 2024

Policy and Procedures

Development of Individualized Plans and Emergency Procedures for Each Child with an Anaphylactic Allergy who Receives Child Care

To support SABRINA'S LAW – An act that came into force on Jan 1, 2016 to Protect Anaphylactic Cornerstone Preschool endeavors to provide a safe environment for children with life threatening allergies – a minimized allergen environment. It is NOT possible to totally eliminate the risk of children coming in contact with a life threatening allergens in the school environment and/or off site locations (e.g. field trips.)

- Cornerstone Preschool strives 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.
- Any parents that chooses to bring in their own food from home, due to dietary restrictions has to label the food correctly, with their child's name on it, and also has to sign off a sheet guaranteeing that their food is nut free

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

- --- A Administer the auto injector immediately if the child displays any of the anaphylactic symptoms
- --- B Call 911
- --- C Transport the child by ambulance to hospital even if symptoms subside.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

- Parents are not to bring outside food/drink (aside from water) into the classroom. Parents are not to bring food items to celebrate holidays such as Halloween, Easter, and Valentine's Day etc. Non-food items are welcome.
- If parents are providing a food substitute due to dietary restrictions (e.g., Celiac Disease) it must be peanut and tree nut free.
- Any food substitutions must be labeled with the child's name.
- Staff/Students/Volunteers will be aware of the food they are consuming on their lunch or break and take necessary precautions to prevent cross contamination. E.g., Handwashing, avoid eating in the classroom.
- Staff will use free gloves
- All snacks will be served on an individual plate or bowl
- Children will be spread out at the table during all meals
- Children will have an individual labeled cup to drink water from during the day.
- Children will wash hands before snacks/meals and immediately after, disposable paper towels will be used to wash faces
- All food will be served away to the children, in family style meals, but with extra caution.

Communication Plan

THE SUPERVISOR:

- Informs all staff of children who have asthma or anaphylactic allergies
- Ensures that all staff are trained in the individual plan signed off by the parent or other professional as required for all children with anaphylaxis and the emergency procedures and the plan is posted in a conspicuous place at the school where all the staff is aware of.
- This policy and the individual plan for all children with anaphylaxis and the emergency procedures are reviewed by all staff members prior to engaging with children, annually after that or any time there is a change.
- Ensures that forms (Medical Authorization and Administration Record, Asthma Emergency Plan, Parent/Guardian Responsibilities checklist are filled out in full.

Training

- The Anaphylaxis Emergency Action Plan will be posted throughout the centre. E.g. The office, classrooms, kitchen. In the School Age Program, a copy will be posted in each classroom that the child may be in as well as a copy kept in the program's binder and emergency bag.
- A copy of the Anaphylaxis Emergency Action Plan will be kept with the Epi-pen.
- The Anaphylaxis Emergency Action Plan will include the location of the emergency medicine and the expiry date of any medication.
- Staff will be trained annually on the administration of an Epi-pen
- Staff training will be documented with a signature and date.

Diagnosis of Anaphylaxis

- At least 1 symptom:
- ***THROAT** - itching, tightness/closure, hoarseness
- ***LUNG** - shortness of breath, cough, wheeze
- ***HEART** – weak pulse, dizziness, feeling of passing out
- *If these symptoms are present alone this is sufficient for an anaphylaxis diagnosis AND/OR
- 2 of 4 symptoms
- **MOUTH** – itching, swelling of lips and/or tongue
- **SKIN** – itching, hives, redness, swelling
- **GUT** – vomiting, diarrhea, cramps
- **NASAL** – sudden intense sneezing/congestion

- *** DO NOT HESITATE TO GIVE EPI-PEN and call 911 ***

Reduce the Risk of Anaphylaxis

- Parents are not to bring outside food/drink (aside from water) into the classroom. Parents are not to bring

food items to celebrate holidays such as Halloween, Easter, and Valentine's Day etc. Non-food items are welcome.

- If parents are providing a food substitute due to dietary restrictions (e.g., Celiac Disease) it must be peanut and tree nut free.
- Any food substitutions must be labeled with the child's name.
- Staff/Students/Volunteers will be aware of the food they are consuming on their lunch or break and take necessary precautions to prevent cross contamination. E.g., Handwashing, avoid eating in the classroom.
- Staff will use latex free gloves.

Administration of Epi-pen

- Hold firmly with the orange tip pointing downward. Remove blue safety cap by pulling straight up. Do not bend or twist.
- Swing and push orange tip firmly into mid-outer thigh until you hear a "click". Hold on thigh for several seconds.
- When Epi-pen is removed the orange needle cover automatically extends to cover the injection needle, ensuring the needle is never exposed.

Epi-pen Storage

- always store in carrier tube
- keep at room temperature, do not refrigerate.
- Epi-pen can be exposed to temperature between 15 C to 30 C
- protect from light.
- do not store in a vehicle. Occasionally check the solution through the viewing window, make sure it is not brown, discolored or cloudy
- do not expose to direct sunlight.
- do not store in a vehicle.
- do not drop.
- keep in outer case.
- Occasionally inspect the solution through the viewing window, the solution should be clear. Replace if discolored or contains particles.

Regulatory Requirements: Ontario Regulation 137/15

Anaphylactic policy

39.

(11) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has an anaphylactic policy that includes the following:

3. A strategy to reduce the risk of exposure to anaphylactic causative agents.
4. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.
5. Development of an individualized plan for each child with an anaphylactic allergy who,
 5. receives child care at a child care centre the licensee operates, or
 6. is enrolled with a home child care agency and receives child care at a premises where it oversees the provision of home child care or in-home services.

6. Training on procedures to be followed in the event of a child having an anaphylactic reaction.

(12) The individualized plan referred to in paragraph 3 of subsection (1) shall,

(h) be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation; and

(i) include a description of the procedures to be followed in the event of an allergic reaction or other medical emergency.

Disclaimer: This document is a template 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.

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.

Supervision Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: Jan 2024

Date Policy and Procedures Updated: Feb 2024

Purpose

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of this policy and procedures described within is to provide staff, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

The procedures provided for placing children under 12 months of age on their own backs for sleep align with the requirement to meet the recommendations set out in Health Canada's document entitled "[Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#)".

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for child care centres.

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

Policy

General

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

- All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs.
- Children under 12 months of age will be provided time to sleep based on their individual schedules and will be assigned to a crib/cradle. Children between 12-18 months of age, who receive child care for six hours or more, will be assigned to a crib/cradle or cot in accordance with written instructions from a child's parent.
- Only light, breathable blankets will be used for infants.
- Children 18 months or older but younger than 30 months, who receive child care for six hours or more, will be provided time to sleep for a period of no more than two hours each day, and will be assigned to a cot.
- Children 30 months or older but younger than six years old, who receive child care for six hours or more, will be provided with a cot unless otherwise approved by a director.
- Children 24 months or older but younger than five years old and in a licensed family age group, who receive child care for six hours or more, will be provided with a cot unless otherwise approved by a director.

Placement of Children for Sleep

- Children between 12 and 18 months of age will be placed in their assigned cribs, cradles or cots for sleep.
- Children over 18 months of age who sleep will be placed on individual cots for sleep.

Consultation with Parents

- All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable. This information will be available to parents on the website, www.cornerstonepreschool.ca

- Supervisor will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request).
- Written documentation will be kept in each child's file to reflect the sleep patterns identified by their parent, and updates to the documentation will be made whenever changes are communicated to the child care centre.
- All sleep arrangements will be communicated to program staff by the Supervisor after meeting with the parent/guardian.
- Parents will be advised by the supervising staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns.
- Staff will document their observations of changes in a child's sleep behaviours in the daily written record and on HiMama.
- Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.

Direct Visual Checks

- Direct visual checks of each sleeping child who is in a licensed infant or toddler age group or is in a licensed family age group and is younger than 24 months will be conducted to look for indicators of distress or unusual behaviours. Direct visual checks will be documented by staff by filling out the attached form.
- Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.
- For infants (children under 18 months of age), direct visual checks will be completed at a frequency based on consultation with each parent and may be increased based on the observed sleeping patterns and/or medical needs of each infant.
- The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.
- Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children.

Use of Electronic Devices

- Where electronic devices are used to monitor children's sleep, staff will:
 - **not use electronic sleep monitoring devices to replace direct visual checks;**
 - check the monitor daily to verify that it is functioning properly (i.e. it is able to detect and monitor the sounds and, if applicable, video images of every sleeping child); and
 - actively monitor each electronic device at all times.

Additional Policy Statements

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.

Procedures

Age Group	Frequency of Direct Visual Checks*
Toddler	visual checks every 15 minutes during 2- hour sleep/rest period.
	[insert minimum frequency of direct visual checks]

* **This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child’s health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parent and/or the child’s physician must be followed at all times.

Procedures for Completing Direct Visual Checks

12. Staff must:

be physically present beside the child;

check each child’s general well-being by looking for signs of distress or discomfort including, at a minimum:

- laboured breathing;
- changes in skin temperature;
- changes in lip and/or skin colour;
- whimpering or crying; and
- lack of response to touch or voice.

13. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.

Where the child wakes up, staff must:

attend to the child’s needs;

separate the child from other children if the child appears to be ill;

document the incident in the incident report, and in the child’s symptoms of ill health record, where applicable.

Where the child does not wake up, staff must immediately:

perform appropriate first aid and CPR, if required;

inform other staff, students and volunteers in the room of the situation;

contact emergency services or, where possible, direct another individual to contact emergency services;

separate the child from other children or vice versa if the child appears to be ill;

inform the supervisor/designate of the situation; and

contact the child’s parent;

Where the child must be taken home or to the hospital, the supervisor or designate must immediately:
contact the child's parent to inform them of the situation and next steps.

Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the staff who conducted the direct visual check and any staff who assisted with responding to the incident must:
follow the serious occurrence policies and procedures, where applicable;
document the incident in the daily written record; and
document the child's symptoms of illness in the child's records.

14. Staff must:

adjust blankets as needed;
ensure the child's head is not covered;
ensure there are no other risks of suffocation present;
document the date, time and initial each direct visual check on the room's visual check schedule; and
verbally inform other staff in the room that the check has been completed, where applicable and possible.

Additional Sleep Supervision Procedures

- Parents will send bed sheets for their children's cots, and each cot will be fitted with the sheets provided by their parents. All sheets, along with their blankets are sent home every week for a wash.
- Parents will let the Supervisor know if they do not wish for their children to nap
- 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 12:15 pm</u>	<u>VISUAL CHECK 12:30 pm</u>	<u>VISUAL CHECK 12:45 pm</u>	<u>VISUAL CHECK 1:00 pm</u>	<u>VISUAL CHECK 1:15 pm</u>	<u>VISUAL CHECK 1:30 pm</u>	<u>VISUAL CHECK 1:45 pm</u>	<u>VISUAL CHECK 2:00 pm</u>

Glossary

Adequate lighting: Enough lighting to perform visual checks easily

Direct Visual Check: A mechanism for monitoring sleeping children whereby an individual is physically present beside a child to look for signs of distress, discomfort or unusual behaviours (e.g. change in skin colour, change in breathing, signs of overheating) and react as required.

Electronic Monitoring Device: A device used to observe a sleeping child from a distance. Such devices may capture images, video, and/or sound to keep track of a child’s sleeping patterns, but cannot be used in place of direct visual checks.

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

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

Staff (Employee): An individual employed by the licensee (e.g. program room staff).

Regulatory Requirements: Ontario Regulation 137/15

Sleep policies and supervision

33.1

- (14) Every licensee shall ensure that a child who is younger than 12 months who receives child care at a child care centre it operates or at a premises where it oversees the provision of home child care is placed for sleep in a manner consistent with the recommendations set out in the document entitled “Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada”, published by the Public Health Agency of Canada, as amended from time to time, unless the child’s physician recommends otherwise in writing.
- (15) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates or at a premises where it oversees the provision of home child care,
- (n) an employee or the home child care provider periodically performs a direct visual check of each sleeping child who is in a licensed infant or toddler age group, is in a licensed family age group and is younger than 24 months, or is at a home child care premises and is younger than 24 months, by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours;
- (o) there is sufficient light in the sleeping area or room to conduct direct visual checks; and
- (p) there are written policies and procedures at the child care centre or home child care premises with respect to sleep, and the policies and procedures,
7. provide that children will be assigned to individual cribs or cots in accordance with this Regulation,
8. provide that parents will be consulted respecting a child’s sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent’s request,
9. provide that parents of children younger than 12 months will be advised of the licensee’s obligation under subsection (1),
10. provide that parents of children who regularly sleep at the child care centre or home child care premises will be advised of the centre’s or agency’s policies and procedures regarding children’s sleep,
11. provide that the observance of any significant changes in a child’s sleeping patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep, and
12. include details regarding the performance of direct visual checks, including how frequently direct visual checks will be performed and how direct visual checks will be documented.
- (16) In determining the matters described in clause (2) (c) (vi) in respect of children who are enrolled with a home child care agency and who receive child care at a home child care premises, the licensee shall consider parents’ input, the sleep environment at the premises and the proximity of the sleeping area or room to the child care provider when the child is sleeping.
- (17) Every licensee shall ensure that in each child care centre it operates that has a separate area or room for sleeping, there is a system in place to immediately identify which children are present in the area or room.
- (18) Every licensee shall ensure that if electronic sleep monitoring devices are used at a child care centre it operates or at a premises where it oversees the provision of home child care,
- (a) each electronic sleep monitoring device is able to detect and monitor the sounds and, if applicable, video images, of every sleeping child;
- (b) the receiver unit of the electronic sleep monitoring device is actively monitored by employees at the child care centre or the home child care provider at all times;
- (c) each electronic sleep monitoring device is checked daily to ensure it is functioning properly; and
- (d) electronic sleep monitoring devices are not used as a replacement for the direct visual checks required under clause (2) (a).

Child Care Centre Serious Occurrence Policy and Procedures

Name of Child Care Centre: Cornerstone Preschool

Date Policy and Procedures Established: November 2023

Date Policy and Procedures Updated: Mar 2024

Purpose

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are addressed by the child care centre and reported to the Ministry of Education for review.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for child care centres.

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

Policy

Identifying a Serious Occurrence

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

1. the death of a child who received child care at a child care centre,
2. abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,
3. a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,
4. an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or
5. an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre.

Reporting a Serious Occurrence

- Staff will notify the licensee, supervisor or designate of a serious occurrence as soon as they become aware of the incident.
- All serious occurrences will be reported to the Ministry of Education in the Child Care Licensing System (CCLS) within 24 hours of the licensee, supervisor or designate becoming aware of the occurrence.
- Identifying information such as children or staff names will not be included in the serious occurrence reports.
- If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the licensee, supervisor or designate will notify the program advisor (PA) assigned to the licence by email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.
- Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.
- All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.
- Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.
- Serious occurrences reported to the Ministry of Education will be documented in the daily written record.

Posting a Serious Occurrence Summary (Notification Form)

- Within 24 hours of becoming aware of a serious occurrence, Jenna Fudge, Supervisor or Mac Mehta, Director will complete a Serious Occurrence Notification Form in either CCLS or using the form available in Appendix A.
- The form will provide a summary of the serious occurrence and of any action taken by the child care centre.
- The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.
- The summary will be posted at the child care centre in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation.
- Where a serious occurrence is updated or revised, the summary should also be updated to reflect this change.
- All serious occurrence summaries will be retained for 3 years from the date they are created or last updated (whichever date is most recent).

Concerns about the Suspected Abuse or Neglect of a Child

- If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).
- Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.
- Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

Procedures to Respond to a Serious Occurrence

Steps to Follow for All Serious Occurrences

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

1. **Immediately:**

- Ask for assistance from other staff, students, or volunteers.
- Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training, where applicable.
- Call emergency services and follow direction from emergency services personnel, where applicable,
- Ensure that other children are removed from the scene and do not have access to the area, where applicable.
- Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm.
- Notify the supervisor/designate.

2. **Ongoing and after the incident:**

- Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)
- Ensure that children are supervised at all times.

3. **Within 24 hours:**

- Document the incident in:
 - a. the daily written record;
 - b. the child's record of symptoms of illness, if applicable; and/or
 - c. in an accident report, if applicable.
- Where an accident report is created, provide a signed copy to a parent of the child.

STEPS FOR THE LICENSEE/SUPERVISOR/DESIGNATE TO FOLLOW:**1. Immediately:**

- Provide assistance to children, staff, students, volunteers and families.
- Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training.
- Call emergency services and follow direction from emergency services personnel, where applicable.

2. Within 24 hours of becoming aware of the incident:

- Collect all pertinent information to report the incident to the Ministry of Education as a serious occurrence, including:
 - A description of the incident;
 - The date, time, place where it occurred, actions taken and outcome;
 - The current status of the incident and child/parties involved; and
 - All other parties notified (e.g., emergency services, CAS, parents).

3. Report the serious occurrence in CCLS, or notify the Ministry of Education program advisor by telephone or email where CCLS is not available. **Note:** Where CCLS is not available, a serious occurrence report will be submitted in CCLS as soon as it becomes available.

4. Post a summary of the serious occurrence and of any action taken by the child care centre in a place that is visible and accessible to parents.

5. Ongoing and after the incident:

- Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)
- Always maintain confidentiality.
- Update the serious occurrence report in CCLS, as required.
- Conduct an internal review of the serious occurrence with staff, students and volunteers to establish next steps and reduce probability of repeat occurrences.
- Provide children, parents, staff, students and/or volunteers with supports, if needed.
- Review with staff, students and volunteers the childcare centre's program statement policies and procedures that set out prohibited practices and expectations of promoting the health, safety, nutrition and well-being of all children.

Steps to Follow According to Specific Serious Occurrence Categories

SERIOUS OCCURRENCE: Death of a Child

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

Death occurs while a child is receiving childcare:

See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.

STEPS FOR THE LICENSEE/SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

a) Death occurs while a child is receiving childcare:

1. Immediately, upon becoming aware of the incident:

- Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact.

b) Death occurs while a child is not receiving childcare:

Within 24 hours of becoming aware of the incident:

- Contact local Children's Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation after CAS or police services have completed their investigation, if applicable.

SERIOUS OCCURRENCE: Allegation of Abuse and/or Neglect

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

Where there is a concern about the abuse or neglect of a child by any person:

1. Immediately:

- Report concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the *Child, Youth and Family Services Act, 2017 (CYFSA)*.
- Document the conversation with CAS and follow their recommendations.
- Notify the supervisor/designate of the incident and the report made to CAS, where appropriate.
- Refrain from discussing the allegation with others.
- Maintain confidentiality at all times.

STEPS FOR THE LICENSEE/SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

Where there is a concern about the abuse or neglect of a child by a staff, student or volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the supervisor/designate:

1. Immediately:

- Notify the person who reported concerns about their duty to report obligations under the *Child, Youth and Family Services Act, 2017 (CFSA)*.
- Report the concerns to the local Children’s Aid Society (CAS) as per the duty to report obligations under the CYFSA, unless it is confirmed that a report has already been made to CAS.
- Document the concerns.
- Contact and notify a parent of the child, where appropriate.
- Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care.
- Determine whether the individual alleged to have abused/neglected a child is registered with a professional regulatory body (e.g. College of Early Childhood Educators, Ontario College of Teachers, etc.). If so:
 - Report the allegation of abuse to the appropriate regulatory body;
 - Report to the College of Early Childhood Educators when the employment of a registered early childhood educator (RECE) is suspended or terminated or if the RECE resigns.
- Refrain from discussing the allegation with others.
- Maintain confidentiality at all times.

2. Once all external investigations are complete (e.g. by police and/or CAS), if applicable:

- Update the serious occurrence report in CCLS, as required.
- Update all other authorities to whom the allegation was reported (e.g. College of Early Childhood Educators, Ontario College of Teachers, CAS, etc.).

SERIOUS OCCURRENCE: Life-threatening Injury or Illness

a. Injury

b. Illness

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

See ‘Steps to Follow for All Serious Occurrences’ for staff, students and volunteers.

STEPS FOR THE LICENSEE/SUPERVISOR/DESIGNATE TO FOLLOW:

See ‘Steps to Follow for All Serious Occurrences’ for the Licensee/Supervisor/Designate.

SERIOUS OCCURRENCE: Missing or Unsupervised Child(ren)

a. Child was found

b. Child is still missing

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

1. Immediately, upon becoming aware that a child or children are missing:

- Alert the supervisor/designate, and all staff, students and volunteers;
- Search the child care premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.);
- Ensure that remaining children are supervised at all times.

a) Where the child or children are not found after being deemed missing.

- Continue to search the premises.
- Update the supervisor/designate.

b) Where the child or children are found after being deemed missing.

- Update the supervisor/designate.

2. After the child or children have been found, after being deemed missing:

- Document the incident in the daily written record.

STEPS FOR THE LICENSEE/SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

1. Immediately, upon becoming aware that a child is missing:

- Assist with searching for the missing child(ren).

a) Where the child or children are not found after being deemed missing:

- Call emergency services and follow direction from emergency services personnel.
- Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact.

b) Where the child or children are found after being deemed missing:

- Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).

SERIOUS OCCURRENCE: 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**

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

‘Steps to Follow for All Serious Occurrences’ for staff, students and volunteers, and

a) Where the incident is suspected to be an outbreak:

1. Immediately:

- Notify the supervisor/designate on site of concerns.
- Separate children who are showing symptoms of illness from other children.
- Follow the child care centre’s sanitary practices policy and procedures.

2. Within 24 Hours:

- Record symptoms of ill health in the affected child(ren)’s records,
- Document the incident in the daily written record.

b) Where the incident is not an outbreak (all other disruptions of normal operations):

1. Immediately:

- Follow the child care centre’s fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.

2. Within 24 Hours:

- Document the incident in the daily written record.

STEPS FOR THE LICENSEE/SUPERVISOR/DESIGNATE TO FOLLOW:

See ‘Steps to Follow for All Serious Occurrences’ for the Licensee/Supervisor/Designate, and

a) Where the incident is suspected to be an outbreak:

1. Immediately:

- Contact the local public health department.

b) Where the incident is deemed an outbreak by public health:

1. Immediately:

- Follow instructions from the local public health department.

- Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital.
- Obtain an outbreak posting from the local Medical Officer of Health and post in an area easily accessible for parents.

Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.

2. **Within 24 Hours:**

- Notify all parents of children enrolled at the child care centre of the outbreak.

a) Where the incident is not deemed an outbreak, follow sanitary practices policy.

b) Where the incident is not an outbreak (all other disruptions of normal operations):

1. **Immediately:**

- Follow the child care centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.

Note: a hold and secure (an external threat in the area) is not a reportable serious occurrence.

Additional Procedures

If the situation requires further investigation, The Supervisor / Director will ask the staff member in question, to step out of the room, and will send a supply teacher or a Float staff to cover the ratios, while the educator is out of the program. The staff in question will be asked to step into the office, where the investigation will take place.

The Supervisor will also let the Director know about the Serious occurrence by phone or email as soon as he/she has been made aware of it.

Glossary

Children's Aid Society (CAS): A local agency with the exclusive mandate, under the *Child, Youth and Family Services Act, 2017* to investigate allegations of child abuse or neglect and to deliver child protection services.

Emergency: An urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre.

Interact: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).

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).

Lockdown: A threat inside the building that will restrict movement within the child care centre.

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

Serious Occurrence: An incident that must be reported to the ministry of education within 24 hours.

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

[enter additional definitions here]

Regulatory Requirements: Ontario Regulation 137/15

SERIOUS OCCURRENCES

38.

- (1) Every licensee shall ensure that,
- (a) there are written policies and procedures with respect to serious occurrences in each child care centre operated by the licensee and each premises where it oversees the provision of home child care, that address, at a minimum, how to identify, respond to and report a serious occurrence;
 - (b) a report is provided to a program adviser of any serious occurrence in any child care centre operated by the licensee or any premises where it oversees the provision of home child care within 24 hours of the licensee or supervisor becoming aware of the occurrence;
 - (c) a summary of the report provided under clause (b) and of any action taken as a result is posted for at least 10 business days in a conspicuous place at the child care centre or home child care premises; and
 - (d) the report and the summary of the report are each kept in accordance with section 82.

Disclaimer: This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding its 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.

Criminal Reference Check policy

(including Vulnerable Sector Check)

Policy

Cornerstone Preschool Binbrook 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 Binbrook 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 Binbrook re 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

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 Mac 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 must 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. Mac 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

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.

CornerstonePreschool 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.