



PARENT HANDBOOK

Operational Policies and Procedures

it.takes.a.Village.ps@gmail.com

[@ittakesavillagepreschool](#)

www.ittakesavillagepreschool.ca



Parent Handbook: Operational Policies and Procedures

Communication

IT TAKES A VILLAGE PRESCHOOL will use our website for all our administration and communication needs, such as online registration and attendance tracking, child profiles, classroom updates and activities, and parent communication.

- Please regularly read the Parent's Bulletin Board on the wall by the preschool entrance for current activities and information.
- Newsletters are emailed regularly with important information.
- Children's progress is discussed by staff on an ongoing basis. Staff will provide a general comment on your child's day on occasion at dismissal time. Parents wishing to discuss their child's progress or concerns can email the supervisor at it.takes.a.village.ps@gmail.com.
- If staff have concerns about a child, the parents will be contacted.
- Keeping the lines of communication open between families and school is essential and helps us to understand your child's development and needs. Working together to help your child grow in all areas of development is our concern and interest. Together, we can guide these young children to grow to their potential.
- Parents are encouraged to ask questions and raise concerns with staff or supervisor at it.takes.a.village.ps@gmail.com. Policy 20 - IT TAKES A VILLAGE PRESCHOOL Parent Issues and Concerns policy can be found on the IT TAKES A VILLAGE PRESCHOOL website at the end of the Parent Handbook.

Daily Routine

9:00 am - 9:15 am	Morning Greeting
9:15 am – 11:00 am	Free play/Learning Centres
10:00 am – 10:45 am	Free Flow Snack
11:00 am – 11:30 am	Guided Play/Small Group Activities/Story Time
11:30 am – 11:55 am	Music Movement/Gross Motor/Walk Outside
11:55 am – 12:00 pm	Goodbye Song and Dismissal

Days and Hours of Operation

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE.

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- School begins at 9:00 am and ends at noon (12:00 pm).
- The school year begins the Monday after Labour Day and continues for 38 weeks, excluding Winter and Spring Break.
- IT TAKES A VILLAGE PRESCHOOL (ITAVP) will follow the York Region School Board Holiday Schedule (excluding PA/PD days).

Inclement Weather

As per the IT TAKES A VILLAGE PRESCHOOL Inclement Weather Policy No. 21 if the York Region District School Board buses are cancelled due to inclement weather conditions, IT TAKES A VILLAGE PRESCHOOL will close, and there will be no classes for that day.

There are many things to consider when we have children in our care, including the following:

- **Our first concern is always the safety of our families and staff. Keeping everyone home on inclement weather days is one way we can make this happen.**
- **As per the Child Care and Early Years Act, we must maintain a ratio of 1 teacher for every eight students in our care.**
- **Not all staff live close to the school, and we cannot be guaranteed that all staff members will be able to make it to school if the roads are poor.**
- **Suppose parents cannot return to pick up their children due to inclement weather or road conditions. In that case, our program does not have sufficient resources (food, drink, etc.) to provide a safe environment for the children to stay beyond the program time. This could also affect our Licensing.**
- **Using York Region School bus cancellations to determine the cancellation of classes is a common practice by other community groups, including CAA, to determine if roads are safe for travel.**
- **Policy No. 21 can be found on IT TAKES A VILLAGE PRESCHOOL'S website, listed at the end of the Parent Handbook.**

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If classes are cancelled due to inclement weather conditions, an email will be sent to families by 8 am. If IT TAKES A VILLAGE PRESCHOOL classes are cancelled due to inclement weather, there will be no compensation for missed classes.

Dress / Clothing

- Play clothes and running shoes should be worn for school. When boots are worn, please provide running shoes for indoor play. Crocs, sandals, slippers, or open-toed shoes are not recommended.
- To avoid toileting “accidents” and encourage independence, please dress your child in clothes easily handled by little fingers in a hurry! (e.g., no overalls, belts or all-in-one garments).
- Children not toilet trained can wear ‘pull-ups’ or diapers to school.
- Staff can change wet clothing.
- An extra change of clothes must be provided daily for each child. Please ensure all clothing is in a labelled bag and placed on hooks in the hallway.
- If a child has a bowel movement in their diaper or clothing at school, a parent/guardian will be called to change the child. Parents are asked to use the family washroom to change their children.
- Outerwear (including boots) and school bags must be clearly labelled with your child’s name and should be hung on the hook labelled with your child’s name in the hallway.
- Please ensure that all belongings are taken home daily.

Drug Administration

- The staff will not administer drugs to children in their care except Epinephrine, other allergy medication, asthma medication and febrile seizure medication. These medications will be administered in the case of an emergency only and in accordance with our anaphylactic and drug administration policies.
- Policy 1 - IT TAKES A VILLAGE PRESCHOOL Anaphylactic Policy can be found on the IT TAKES A VILLAGE PRESCHOOL website at the end of the Parent Handbook.
- Policy 2 - IT TAKES A VILLAGE PRESCHOOL Drug Administration Policy can be found at the end of the Parent Handbook on the IT TAKES A VILLAGE PRESCHOOL website.

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Emergency Management Policy and Communication

- In the event of an emergency, staff will follow the directions in the Emergency Management Policy.
- If an evacuation is required, staff will move the children to our emergency shelter at Discover Preschool, 100 Carlton Road, Unionville, and parents will be notified by a phone call with instructions on when and how to pick them up.
- IT TAKES A VILLAGE PRESCHOOL Emergency Management Policy indicates Parent communication for specific situations:
 - In an Emergency Situation when the “All Clear” notification is given, parent communication will take place in the following manner:
 - As soon as possible, the supervisor or designate will notify parents/guardians of the emergency situation and that the all-clear has been given.
 - Where disasters have occurred that did not require the evacuation of the child care centre, the supervisor or designate will provide notice of the incident to parents/guardians by email and posting on the parent board.
 - If normal operations do not resume the same day that an emergency situation has taken place, the supervisor or designate will provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined
 - In an Emergency Situation when an “Unsafe to return” notification is given, parent communication will take place in the following manner:
 - Upon arrival at the emergency evacuation site, the supervisor, designate, and/or available staff will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children by phone.
 - Where possible, the supervisor or designate will update the child care centre voice mailbox 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.
 - All directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.
- Policy 12 - IT TAKES A VILLAGE PRESCHOOL Emergency Management Policy can be found at the end of the Handbook on the IT TAKES A VILLAGE PRESCHOOL website.

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Outings

- On occasion, staff will take the children outdoors on the church property or the adjacent field for unique learning opportunities.

Fees

- School Fees are set annually and are provided to parents at the time of registration.
- A \$150 deposit must accompany the registration form to hold your child's place in the program.
- The deposit comprises the \$25 administration and the \$125 registration fee. The administration fee is not refundable.
- The registration fee will be deducted from the September fees; the registration fee is not refundable.
- Fee payments can be made through e-transfers.
- Fees are to be paid on the 1st of the month.
- All NSF bank charges will be passed on to parents. One NSF payment will be allowed without penalty from the Nursery School. All subsequent NSF payments will incur an extra \$10.00 administrative fee from IT TAKES A VILLAGE PRESCHOOL.
- In cases of absence due to sickness or holidays, parents must maintain payment of total fees to reserve their child's place in the program.
- One month's written notice is required if you wish to withdraw your child from the program.
- If no written notice of intention to withdraw a student is given, then the nursery school will retain one month's fees.
- Receipts for school fees will be issued on request at the end of the calendar year.
- Children must be registered annually for classes, and new registration packages must be completed each school year.
- Parents will be notified of class placement by the supervisor.

Forms

- All forms must be completed through our website's Google Forms before a child starts school.
- A copy of an up-to-date immunization record is required at registration and must be downloaded to our website's Google Forms.

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Health & Safety

- Children are to be kept home from school until the following signs or symptoms have been cleared for a minimum of 24 hours:
 - Vomiting or Diarrhea;
 - Fever;
 - Any infectious diseases or conditions; and
 - Excessive nasal discharge or persistent cough
- If children appear unwell to participate in the program, please keep them home to rest and recuperate.
- A doctor's note may be required for readmission to class
- Please report occurrences of infectious diseases and conditions to the supervisor.
- A phone call or email to inform staff of your child's absence is appreciated.

Licensing and Inspections

- IT TAKES A VILLAGE PRESCHOOL is licensed under the Ministry of Education. Licensing inspections occur yearly. License and results are posted on the Parent Board. Complete reports are available to parents upon request.
- As part of the requirements of the Ministry, IT TAKES A VILLAGE PRESCHOOL has a Serious Occurrence Policy which states the following:
 - To support increased transparency and access to information, if a Serious Occurrence should take place at IT TAKES A VILLAGE PRESCHOOL, a Serious Occurrence Notification Form will be posted at IT TAKES A VILLAGE PRESCHOOL in a visible location for ten (10) days. This posting will give information about the incident and outline follow-up actions and outcomes while respecting the individual's privacy.
 - Any notifications for allegations of abuse or unsubstantiated complaints will be posted after the investigation is complete.
- IT TAKES A VILLAGE PRESCHOOL, regularly inspected by the Ministry of Public Health. Inspection results are posted on the Parent Board.
- Policy - IT TAKES A VILLAGE PRESCHOOL Serious Occurrence Policy can be found at the end of the Handbook on the IT TAKES A VILLAGE PRESCHOOL website.

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Class Options

We offer classes for children ages 2 ½ (30 months) to 5 years. All ages are accepted in all classes. All classes run from 9:30 am to noon (12:00 pm).

3 Days	Monday, Wednesday, Friday
2 Days	Tuesday, Thursday
5 Days	Monday, Tuesday, Wednesday, Thursday and Friday

Forms

If you are registering your child, please complete the following forms and documents on our website's Google Forms:

- Registration Form - Page 1 (**Form #1**)
- Student and Emergency Contact Information Form – Pages 2 and 3 (**Form #2**)
- Health History Form – Pages 4, 5 and 6 (**Form #3**)
- Permission for Pick-Up (if required) – Page 7 (**Form #4**)
- Outing Permission – Page 8 (**Form #5**)
- 1 Copy of the Immunization Record (Yellow Card)
- \$150.00 deposit

Fees and Payment

This \$150 deposit and the completed forms are required to hold your child's space at IT TAKES A VILLAGE PRESCHOOL. Of the \$150 deposit, \$125 is your registration fee and will be applied to your September fees. The other \$25 is a non-refundable administrative fee. (No deposit refunds after June 15th.)

- Cheques are to be postdated on the first day of each month.
- E-transfers for the school year are due before the first day of school each month to: it.takes.a.village.ps@gmail.com.

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Fees for September are (after deposit):

\$ 32 for the Monday, Wednesday, and Friday classes (3 days/week)

\$ -13 for the Tuesday and Thursday classes (2 days/week)

\$ 136 for the Monday to Friday class (5 days/ week)

Fees for October to June before CWELCC are:

\$ 320 for the Monday, Wednesday, and Friday classes (3 days/week)

\$ 235 for the Tuesday and Thursday classes (2 days/week)

\$ 530 for the Monday to Friday classes (5 days a week)

Fees for October to June after CWELCC are:

\$ 157 for the Monday, Wednesday, and Friday classes (3 days/week)

\$ 112 for the Tuesday and Thursday classes (2 days/week)

\$ 261 for the Monday to Friday classes (5 days a week)

On occasion, January starts are accepted if space is available in the program.

Open Door Policy

- Parents are welcome to visit the school for part or all of the morning on any regular school day between November 1 and school closing. Please make arrangements with staff for visits.

Program Statement

Statement of Policy

In accordance with the Child Care and Early Years Act (CCEYA), IT TAKES A VILLAGE PRESCHOOL has adopted *How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)* is the document that guides the development of our program and services.

Our vision is to foster a sense of belonging, expression, well-being and engagement with all of the children, families and educators at IT TAKES A VILLAGE PRESCHOOL. Our program provides play-based opportunities where adults and children are seen as co-learners who are capable, curious, competent and rich in potential. The *How Does Learning*

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Happen? The document provides the framework to ensure we support all children in achieving the goals and expectations it sets by building our program around the four foundations.

Policy 9 - IT TAKES A VILLAGE PRESCHOOL Program Statement with a list of IT TAKES A VILLAGE PRESCHOOL prohibited practices listed within Policy 9 can be found on the IT TAKES A VILLAGE PRESCHOOL website listed at the end of the Handbook.

Photo Policy

- IT TAKES A VILLAGE PRESCHOOL Staff are permitted to take photos or videos of the children at IT TAKES A VILLAGE PRESCHOOL during school hours using devices for educational purposes only. Photos will be uploaded to our Google Drive, and individual images will only be accessible to that child's family.
- Photos will not be shared or distributed in any form outside of IT TAKES A VILLAGE PRESCHOOL and our specific family's folder on our Google Drive.
- Photos posted in the school and lobby areas are for parent viewing and should not be photographed by families or the general public for personal use or distribution.
- IT TAKES A VILLAGE PRESCHOOL staff will take the utmost care in protecting the security of these photos during storage and development.
- Parents are welcome to take photographs/videos of their children at school before and after school hours, during Open House and at our Graduation Celebration only.
- A class photo will be taken yearly.

Services Offered and Age Category Served

- We offer a choice of classes for children ages 2 ½ (30 months) to 5 years. All ages are accepted in all classes. All classes run from 9:00 am to noon (12:00 pm).

3 Days	Monday, Wednesday, Friday
2 Days	Tuesday, Thursday
5 Days	Monday, Tuesday, Wednesday, Thursday and Friday

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Snack

- The Nursery School will provide snacks for children if they do not have a life-threatening allergy
- We strive to provide an inclusive program for children with severe allergies.
- Families of children with life-threatening allergies will be asked to abide by the IT TAKES A VILLAGE PRESCHOOL Anaphylactic Policy, which includes the following:
 - Provide their own snack in a labelled container with an ice pack for perishable foods.
 - Have an Epi-Pen at school at all times. It is to include the date of purchase and expiry date and be labelled with the child's name.
 - Complete a IT TAKES A VILLAGE PRESCHOOL Snack Agreement form
 - Complete an individual plan for a child with anaphylaxis and have it signed by a physician
 - Train staff on using Epi-Pen and all medications required and review the child's individual plan with staff.
- Parents occasionally offer a special snack for a child's birthday or a special party day. York Region Public Health requires that all snacks served at the center be purchased from an approved, inspected facility and come in their original sealed packaging with ingredient listings attached. These snacks must also exclude ingredients that can adversely affect children with severe allergies. Staff has the right to refuse any food that does not meet these requirements or that they deem unsafe to serve.
- Dietary restrictions (excluding anaphylactic allergies) will be monitored by the IT TAKES A VILLAGE PRESCHOOL supervisor, and parents will be required to complete appropriate documents as deemed necessary by the supervisor.
- Policy 1 - IT TAKES A VILLAGE PRESCHOOL Anaphylactic Policy can be found on the IT TAKES A VILLAGE PRESCHOOL website at the end of the Parent Handbook.

Supervision of Children

- Children attending IT TAKES A VILLAGE PRESCHOOL will always be supervised by staff.
- Volunteers, Students and Visitors will be supervised by an employee at all times and are not permitted to be alone with any child.
- When the children are dropped off at school, the staff must supervise them before parents leave the premises.
- At home time, the children must be met inside the building. Notification must be given by phone or emailing it.takes.a.village.ps@gmail.com if your child is to be

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- picked up from school by somebody other than parent/guardian. Photo identification (I.D.) may be required.
- Children cannot be released to anyone under 18 years of age.
 - People listed as emergency contacts will not automatically be permitted to pick up children regularly. Permission for pick-up can be edited at any time by emailing the school.
 - To ensure your child's safety and other people using the building, please observe school safety rules and monitor all children in the Church. Please do not bring food or drink into the building.
 - IT TAKES A VILLAGE PRESCHOOL does not provide or arrange transportation. Policy 6 - IT TAKES A VILLAGE PRESCHOOL Volunteer, Visitor, and Student Supervision Policy can be found on the IT TAKES A VILLAGE PRESCHOOL website at the end of the Handbook.

Waitlist Policy

- IT TAKES A VILLAGE PRESCHOOL will maintain a waitlist for children interested in attending the program. There will be no charge for going on the waitlist, and parents will be informed of their status as requested in a manner that will protect personal information.
- Policy 17 - IT TAKES A VILLAGE PRESCHOOL Waitlist Policy can be found at the end of the Handbook on the IT TAKES A VILLAGE PRESCHOOL website.

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The following policies can be found on the IT TAKES A VILLAGE PRESCHOOL website:

- Anaphylactic policy;
- Drug admin policy;
- Volunteer/student and visitor supervision policy;
- Serious occurrence policy;
- Program statement policy,
- Emergency management policy;
- Procedures-waitlist policy; and
- Parent issues and concerns policy.

Important Links for Parents

Ontario Ministry of Education <http://edu.gov.on.ca/eng/parents/>
College of Early Child Educators <https://www.college-ece.ca/en/Public/Parents>
York Region Public Health <http://www.york.ca/wps/portal/yorkhome/health/>

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