



PARENT HANDBOOK

Updated February 2024

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Dear Parents:

Welcome to your Nursery School. As a co-operative, your willing participation and enthusiastic support enables our school to operate effectively

The goal of Katimavik Co-operative Nursery School is to ensure every child is appreciated as an individual, enjoys the Nursery School experience and learning skills that will help them be successful in the more formal school setting in coming years. As members of a co-operative nursery school, we will all work together to bring about a positive valuable learning experience for our children.

This booklet contains important information you will find useful throughout the school year. Please keep it as your reference guide. . Should you have any questions, problems or suggestions concerning any aspect of the school's administration, please contact a teacher or member of the Executive.

The KCNS Executive

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PROGRAM STATEMENT

Katimavik Co-operative Nursery School (KCNS) strives to offer a warm, nurturing and inclusive environment for preschool children. Our professional staff provides a stimulating and nurturing program that varies and evolves according to the needs and interests of each group of children.

This program statement demonstrates how KCNS meets the requirements as stated in the Minister of Education's *Policy Statement on Programming and Pedagogy made under the Child Care and Early Years Act, 2014*.¹ Leveraging the professional learning resource *How Does Learning Happen? Ontario's Pedagogy for the Early Years*² (HDLH), we ensure that our children are seen as competent, capable, curious and rich in potential.

KCNS supports positive and responsive interaction among our children, parents and staff. The children achieve a sense of belonging and connection with others, as well as with their environment, through the pedagogy of our program. Our program leverages the HDLH and incorporates guidance from *Early Learning for Every Child Today: A framework for Ontario early childhood settings*³ (ELECT) in its curriculum. Play-based, child-lead, open-ended activities provide opportunities for our children to interact with their peers in a positive and explorative environment. Child-initiated and adult-supported experiences are implemented through both indoor and outdoor play, encouraging problem solving, critical thinking, imagination and

¹ The statement can be found on the web at <http://www.edu.gov.on.ca/childcare/programCCEYA.pdf>.

² The resource can be found on the web at <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>.

³ The framework can be found on the web at <http://www.edu.gov.on.ca/childcare/oelf/continuum/continuum.pdf>.

creativity. Children learn as a result of their own doing, through actions, relationships, inquiries, opportunities, and repetition at their own pace. Every child is an active, engaged learner. Further, all are co-learners, constructing knowledge together.

Programming is developed based on observations of the child/children and implemented according to their development. Activities are scaffolded and expanded as the child's interests and development evolves. This approach celebrates each child's learning and discoveries and ensures a positive learning experience which is inclusive of all children. Programming endeavours to reflect the goals of families as well as other professionals working with the child/ren

Parents are invited and encouraged to contribute to our program by sharing any family related experiences, activities and celebrations that their families participate in. We have an open door policy to families. Parents are welcome to volunteer during our program times to assist and support the staff and children in the classroom **once they have received a clear criminal records check for the vulnerable sector as well as providing a copy of their imunization record.** This supports the safety of the children and is a requirement of the Ministry of Education. We strive to provide an open and continuous dialogue with our families. We welcome calls from parents if they have any questions or concerns pertaining to their child. Staff will share high points and concerns they might have with regard to a child's interactions in the program.

Our program uses a variety of means to educate the children about the community we live in. This is achieved through walks, field trips, and a wide variety of toys, equipment and activities.

Through positive and responsive interaction between the children, parents and staff, our children learn to feel secure, begin to express their own feelings and begin to feel empathy for others. Children are guided with positive reinforcement from educators to support the development of self-regulation. An area of the classroom is designated as the Quiet/Book area, offering a safe, quiet space to support self-regulation.

The HDLH resource states that “... *every child is developing a sense of self, health and well-being*”. KCNS ensures that all snacks meet the New Canada Food Guide standards and our school's own Snack Guideline. Families provide snack on a rotational basis. We encourage parents to incorporate cultural foods and celebrations into our program when providing snack. An open snack is served and children are encouraged to recognize their own feelings of hunger and thirst. The Nursery School has a nut free policy and children with allergies and food restrictions are welcome to come.

Daily checks are made of the classroom and play areas – inside and outside – to ensure the equipment and surrounding play areas are safe and in good repair before the start of the program. Weekly cleaning of toys and equipment ensures the health, safety and wellbeing of the children. Families are made aware of our Illness Policy and any child that becomes ill at

school will be comforted and separated from other children until the notified parent or guardian arrives to pick them up. All toys or equipment used by the child will be cleaned and disinfected immediately, or removed from the play area immediately and cleaned when time permits.

Through daily observations and documentation teachers identify areas of children's development. Information is shared with the parents through photos, posted information, conversations, and emails. Staff are given opportunities to stay on top of current childcare regulations, pedagogy and child development through workshops, conferences and written material.

Our program statement, as a living document, recognises the strength of every child and adult in our preschool and community. We understand that the environment enhances the education of the child and their development. A sense of self-worth and well-being provides the child with a safe foundation from which to learn. Through documentation and regular reviews of the program we continually revisit and incorporate relevant pedagogy and early years programming as stated in subsection 55(3) in the *Child Care Early Years Act 2014*⁴(CCEYA) to maintain a high quality learning environment.

As a living document this statement will be reviewed and amended on an ongoing basis, and at least once a year by all staff. Staff, supply teachers, parents, volunteers and students, before working in the program with the children, will review the

⁴ The general section of the Act can be found on the web at <https://www.ontario.ca/laws/regulation/150137>.

program statement and be invited to collaborate with staff in the implementation of this document into the program.

BEHAVIOUR GUIDANCE

All children are to be disciplined in a positive manner at a level appropriate to their actions and ages. Behaviour guidance should teach socially appropriate interactions for people and with materials. They should:

- provide a logical/natural consequence for the behaviour, e.g., if a child paints on the table, they should then clean up the paint;
- take into account the age of the child and the circumstances under which it happened;
- be used in a positive and consistent manner. Appropriate behaviour should be acknowledged and positive reasoning offered for inappropriate behaviour;
- be designed to assist the child in learning positive behaviour;
- be discussed with the staff, who will closely monitor the behaviour of the child.

REGISTRATION

Registration for our program(s) are done through the city of Ottawa's waitlist. Parents and caregivers should sign up for an account at https://onehsn.com/Ottawa/ux_2_0 and select Katimavik Cooperative Nursery School as your preferred program. If you require a subsidy for your child(ren), please indicate so in your application and fill out all forms.

THREE-DAY PROGRAM

Monday, Wednesday, Friday 9:00 –11:30 a.m.

To be eligible for enrollment, a child must be at least two and a half years old at the start of the school year. This ensures that they are with the peer group they will go to school with.

Children should arrive a few minutes before class begins and must be picked up promptly when class is finished. If someone other than a parent or caregiver is picking up the child, the teachers *must be notified in advance* by phone or in writing. The typical daily schedule is summarized below.

Tuesday/Thursday Program 9:30am-11:30am

Operates the same way as the three day program. You also have the option to enrol your child 5 days a week, if numbers of children enrolled permits.

Our Daily Schedule

1	Free Play	Children are encouraged to explore various activities and areas of the classroom
2	Clean Up	Children assist in putting toys away
3	Toileting	Children use the washroom independently or with educator assistance and supervision
4	Snack	Children are encouraged to join their peers at the snack table and try a variety of foods
3	Circle Time	The children sing songs, listen to stories and participate in learning activities
6	Group Activity/Games OR Outdoor Play (Weather and Time permitting)	Children are encouraged to participate in various games and learning activities Children enjoy outdoor play with various activities and occasional visits to local parks

***Children can be signed up for 5 days pending available space (please contact the registrar to inquire!)**

ACTIVITIES OFF PREMISES

There are approximately three field trips planned each year. Advance notice is given and parents sign up indicating their intent to attend. Field trips give children exposure to learning outside the classroom and give parents an opportunity to get to know each other. Parents are responsible for transporting their own child(ren) to and from each field trip and supervision of their own child. Parents or any accompanying adult are required to have a Criminal Record Check for Vulnerable Persons to attend class field trips. Students may also travel, on foot, to local parks. Parents are not obligated to attend our park visits!

ANNUAL TUITION FEES

As a registered charity, KCNS strives to set annual fees as low as possible while maintaining excellence in program delivery. For the 2022/23 school year, the fee schedule is as follows.

5 days a week - \$245.80/month

3 days a week - \$147.48/month

2 days a week - \$98.32/month

\$60.00 – One-time registration fee

Tuition payments are due on the 1st of each month. We will only be accepting e-transfers to kcnstreasurer@gmail.com.

CWELLC

KCNS has received funding from the Canada Wide Early Childrening Childcare System (CWELLC). What this means for eligible families is a reduced fee of 25% upon acceptance of the application and an additional fee reduction of 37% by 2023. The floor fee for childcare would be \$12 per day. This reduction in fees has already been adjusted above.

SECOND CHILD DISCOUNT

Families with more than one child in the school in the same year are entitled to a \$20.00 discount off the monthly tuition fee for the second child.

TAX RECEIPTS

Child Care expense receipts for 2023 income tax purposes will be distributed by the Treasurer in February 2024. No fee is charged for this service.

DUTIES AND RESPONSIBILITIES OF MEMBER FAMILIES

As a co-operative, KCNS cannot operate without the willing and active support of member families. Each member of the co-operative is required to share in the work of the school as an active participant in each of the following areas.

SNACK DUTY

All families will be scheduled to provide snack for all students in their child's class approximately once each month or month and a half depending on enrollment numbers. A snack duty roster will be sent via email each month so parents know what day they are on snack duty. We will use a rotating snack menu and parents will be advised on what they need to provide on their snack day. Substitutions are permitted, but we ask that parents make us aware so we can adjust our menu accordingly. Parents are required to provide a healthy, **nut-free** snack for all children. In order to prevent cross contamination, we are only able to accept snacks that are **pre-packaged** (such as muffins or apple sauce). Other food restrictions are posted in the classroom/hallway. Snacks are to be dropped off with their child at the beginning of class.

Parents at school Although duty days in the classroom are not mandatory, any parent who wishes to be involved in the day to day goings on in the class room is welcome once they have received a clear criminal records check for the vulnerable

sector as well as up-to-date Immunization records and history of communicable diseases. This involvement should be discussed with the school staff prior to the visit . A good day to join us is the day you provide snack.

Participation on a Committee or the KCNS Executive (Board of Directors)

As a co-operative, each family plays an active role in the administration and operation of the nursery school. A member of each family must serve as a member of the Executive, or participate on either the Event Planning Committee, or the Classroom Preparation Committee. Each member family is asked to indicate their preference for participation at the time of registration. Every effort will be made to put you on your committee of choice. We need to make sure that the committees are balanced.

Event Planning Committee

The event planning committee is responsible for organizing, recruiting volunteers and attending all school hosted events at our program. This includes holiday parties, fundraising events, as well as social events. It is mandatory that you attend **IF YOU ARE NOT ABLE TO ATTEND AT LEAST ONE OF THE EVENTS YOU MUST SEND A REPLACEMENT PERSON OR DISCUSS OPTIONS WITH THE HEAD OF EVENT PLANNING EXECUTIVE MEMBER.** You may switch events with another parent on the committee, or send another family member, or ask

someone on the Classroom Preparation Committee to attend on your behalf.

KCNS Executive (Board of Directors)

The co-operative is managed by an Executive of seven members, comprised of a President, VP/Head of Event Planning, Treasurer, Secretary, Communications and Publicity Officer/Assistant Secretary, and Registrar. The responsibilities and duties of the members of the Executive are as follows:

The **President** shall:

- (a) Preside over all meetings of the Board of Directors and general meetings;
- (b) Serve as ex-officio member on and monitor the activities of all committees;
- (c) Act as the preschool's official representative in the community;
- (d) Co-ordinate the activities of the Board of Directors, staff and members;
- (e) Arrange, on behalf of the co-operative, the contracts of the staff employed at the preschool; and,
- (f) Perform other responsibilities as may reasonably be undertaken to achieve the objectives of the co-operative.

The **Vice President/Event Planner/Head of fundraising** shall:

- (a) Attend all meetings of the Board of Directors;
- (b) Assume the responsibilities of the President in his/her absence or should that office be vacated between Annual General Meetings;
- (c) Organize school events, such as fundraising and social activities

3. The **Secretary** shall:

- (a) Arrange and attend all meetings of the Board of Directors;
- (b) Create agendas for all meetings and distribute one week before meeting;

(c) Record minutes of board, executive, and general meetings; and

The **Communications/Publicity Officer** shall:

- (a) Attend all meetings of the Board of Directors;
- (b) Conduct all the Public Relations activities for the school; including but not limited to, advertising, media coverage, and public relations events;
- (c) Assist the Secretary where necessary and assume the responsibility of Secretary in his/her absence.
- (d) Update and maintain the website including posting of all class schedules (snack, toy, and classroom prep), events, fundraising initiatives, pictures and all other items required to keep the website up-to-date.

The **Treasurer** shall:

- (a) Attend all meetings of the Board of Directors;
- (b) Reimburse for costs for school materials
- (c) keep track of monthly tuition payments using a spreadsheet
- (d) ensure payments for insurance, website, rent etc and keep track in a spreadsheet

6. The **Registrar** shall:

- (a) Attend all meetings of the Board of Directors; and
- (b) Conduct the registration procedure, ensuring that all forms and payments of fees are collected and compiled.
- (c) Maintain roster of students

Annual General Meeting

The Annual General Meeting and Information Night is held in early September, prior to the start of the school year. The meeting is a great opportunity to meet the teachers, members of the Executive and other parents. The Executive and teachers will review procedures, responsibilities, and the general running of the school. The operating budget for the year will be presented and voted on by the parent membership. A quorum

vote (>50%) is required to pass the budget. At least one parent from each family must attend.

Events

Events are a wonderful way to come together as a group to meet and greet with other families while enjoying some amazing activities with your child's new friends and teachers. KCNS will host two family fun events during the school year. In the fall, there will be a Walk-a-Thon where families can collect sponsors for their child's participation in a 1 km walk while taking part in a few fun activities/exercises with their friends and family. In the winter, there will be a Family Fun Day where your family, alumni, friends, and neighbouring families can come out to enjoy some indoor fun games, activities, and entertainment. The Walk-a-thon event has been a longstanding tradition at KCNS and although the Family Fun Day is only a recent event added to KCNS, we are hoping to continue it as a longstanding event. Both are wonderful opportunities for the children to extend and share the fun they have at school with their friends and families.

TEACHING STAFF

All KCNS teachers have an academic background in Early Childhood Education and are experienced in working with pre-school children. They are responsible for the curriculum. Please feel free to discuss the development and progress of your child with the teachers at any time. Ratios in each class will always be an of 8:1 or better. Any supply teacher employed by the school will have appropriate medical screening, a clear

criminal records check and relevant early learning experience/training.

VOLUNTEERS AND STUDENTS

All Volunteers and Students assisting in the classroom with staff and children, at KCNS must submit a current criminal reference check/VSC to keep on file or an up to date declaration signed and on file. During the times volunteers and/or students are in the program they are not counted in ratio and will not be left alone with any child without the presence and supervision of one of our employed staff members.

SCHOOL YEAR

A parent package will be sent to each family by the registrar at the end of August. The parent package contains information regarding the KCNS Constitution and By-laws, invitation to the Annual General Meeting in September, information for the start of school, etc.

You will be notified by your child's teacher as to when your intake interview is, and when your child is to begin school. Staggered entry of children is employed at the beginning of the school year, and allows the teacher to spend as much time as possible with new children on their first day to help them settle in and meet new friends.

The school year begins in September and finishes near the end of June.

HOLIDAYS

Holidays are those observed by the Ottawa Carleton District School Board. The nursery school operates on PA days. Christmas break will start two days prior to the school board break due to cleaning/maintenance in the classroom and two days prior to the end of the OCDSB calendar to allow for cleaning/maintenance.

DISCHARGE POLICY

Prior to withdrawing a child, one full calendar month's written notice must be given to the Registrar or Director (e.g. to withdraw a child any time in March, written notice must be delivered to the Director or Registrar prior to January 31). Without the required notice, one month's fees must be forfeited. Any duties scheduled for your family up until your child's last paid calendar month (e.g. snack duties, toy cleaning duties, committee work, etc...) must be completed by the family. The family can opt to pay another family to cover their duties for the remainder of the month if they are not in attendance.

No notice of withdrawal will be accepted for April 1 or later without forfeiting fees for the remainder of the school year.

HEALTH

Cold and other infections spread quickly in a nursery school environment. Please keep your child at home if he or she shows signs of illness or unusual fatigue, and contact the KCNS teaching staff if your child develops or is exposed to a contagious disease such as mumps, measles, chicken pox or strep throat. Parents should use the health screening tool to assess whether or not their child(ren) should attend school. <https://www.ontario.ca/school-screening/>

Katimavik Co-operative Nursery School Illness Policy

For the protection of all staff and children, we ask that children do not attend KCNS if they exhibit any of the following symptoms:

- Vomiting
- Fever
- Diarrhea
- Red eyes or discharging eyes or ears
- Undiagnosed skin rashes or infections
- Unusual irritability, fussiness and restlessness
- Cold (cold symptoms) with sneezing and heavy nasal discharge
- Head lice
- Contagious illness including but not limited to:
 - German measles (rubella) and mumps
- Chicken pox that have not scabbed over
- Inability to participate in all regular activities, both inside and outside

If a child is brought to school with any of the above mentioned symptoms, or develops them while at school, the teachers have the sole discretion to contact the parents or the emergency contact to have the child taken home. If a child develops any contagious illness, the parents should contact KCNS to advise the staff.

A booklet entitled *Guidelines for Communicable Disease and Other Childhood Health Issues for Schools and Child Care Facilities*, printed by the Ottawa-Carleton Health Department is used to determine if a child may attend KCNS. A copy is kept in the classroom.

Note: The Ottawa Public Health has informed KCNS staff that if a child has a fever they cannot come to school until they have been 24 hours fever-free **without medication**. As well, if a child has been vomiting or has had diarrhea they are not to return to school for 48 hours **after the last onset of the symptom**.

Allergies/Anaphylaxes

(Intent: To minimize chance of exposure to allergens)

- The staff will only serve the child commercially packaged foods or foods prepared in the Nursery School . For example, commercially packaged muffins that indicate peanut free may be served to a child with peanut allergies. (Intent: The Nursery School does everything reasonable to ensure there is no cross contamination)

- One staff member will take the lead in offering snack to ensure that only allowable foods are served. This will include, reading all packaging to ensure that only allowable and safe foods are served to all children. Allowable foods do not contain nuts or peanuts or other allergens affecting children. (Intent: The Nursery School does everything reasonable to ensure that no foods with allergens are served)
- One additional staff member will read product ingredients on the package to determine if the allergen is contained in the product (Intent: That staff take reasonable care to ensure that foods with allergens are not served)

Food served is posted in the hall so that the parent is kept advised of food served. (Intent: That parent is fully informed to ensure the health and safety of their child/ren)

Allergy Food Exception

Where a child has an allergy and a parent chooses to allow his/her child/ren to eat food offered at Katimavik Cooperative Nursery School the following must occur:

- The parent must sign a waiver absolving the nursery school of liability in serving the child and any resulting reaction the child/ren may have.

Note: All staff, and supply staff have had training in anaphylaxis and the use of an epi pen. In the event of an

emergency , the Director will take the lead followed by staff members. A volunteer will only take responsibility if the child undergoing an attack is the volunteers own child.

Safe Arrival/Departure Policy

Child Care Centre

Safe Arrival and Dismissal Policy and Procedures

Name of Child Care Centre: Katimavik Cooperative Nursery School

Date Policy and Procedures Established: November 15th 2023

Date Policy and Procedures Updated: November 15th 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 child care 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

- Katimavik Cooperative Nursery School will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

Katimavik Cooperative Nursery School will only dismiss children into the care of their parent/guardian or another authorized individual. The center will not release any children from care without supervision.

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.

Additional Policy Statements

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

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:
 - o greet the parent/guardian and child.
 - o 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 child's registration package or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - o document the change in pick-up procedure in the daily written record.
 - o 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 child care 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:
 - o inform the [include which staff (e.g., supervisor, program staff, extra support staff, etc.)] and they must commence contacting the child's parent/guardian no later than 9:30 am. Staff shall contact parents or caregivers listed as contacts via e-mail or phone call (time permitting) to inquire about the child's absence.
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 child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
 - o confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
 - o 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 by 11:45, the supervisor or program staff shall contact the parent/guardian via telephone and e-mail and advise that the child is still in care and has not been picked up.
 - o 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. Follow up ten minutes later with another call to the preferred contact with authorization to pick up.
 - o 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 noon, 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 [include steps such as, 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 listed on the child's file under "emergency contacts" and "authorized adults".
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (the emergency contacts) by 1 pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) (613) 787-7800. Staff shall follow the CAS's direction with respect to next steps.

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

CRIMINAL REFERENCE CHECK/VULNERABLE SECTOR CHECK (CRC/VSC)

In accordance to the law, each family member that plans on participating in the classroom at any time (parties in class, volunteering, etc...) must complete a Criminal Reference Check (CRC), which includes a Vulnerable Sector Check (VSC), at police services. We cannot let anyone work or volunteer with the children unless they have had this completed. This includes any member of the family who will be attending any excursions or field trips with your child (ie: grandparents/aunts/uncles/etc

The Criminal Records Check process can take a number of weeks to complete. Therefore, family members who are interested in volunteering in the classroom or plan to have their child attend excursions or field trips, should begin the process as soon as possible so that the necessary checks can be completed by the beginning of the school year.

Please make an appointment with the Ottawa Police Services Alternatively you can apply online and choose to have your record check e-mailed directly to you.

<https://www.ottawapolice.ca/en/about-us/Level-3---Vulnerable-Sector-Check.aspx>

Ottawa Police Service, Records Management
2670 Queensview Dr., Ottawa, ON, K2B 8K1

Your identification must confirm your name, date of birth, and address. One piece of ID must include a photo. Please note that OHIP cannot be accepted for ID purposes. You will also have to provide them with your last three addresses. Please consult the City of Ottawa website for police station hours of operation.

The registrar will provide you with a letter to confirm that you are volunteering at KCNS. With this confirmation, the fee for the reference check is waived. You will be given a receipt that indicates you have applied for the CRC/VSC that will need to be submitted with the registration package.

Once the CRC/VSC is finished you will receive your completed check in the mail or by email. Please make arrangements to forward it to the registrar or if school has begun you may bring it into the classroom and submit it to the Nursery School Director.

KCNS Criminal Reference Check Policy

A Criminal Reference Check (CRC), including a Vulnerable Sector Check (VSC), is required for all adults who work or volunteer with KCNS, as well as every student who is on an educational placement with KCNS, before the person begins interacting with the children. This is the law, and serves as a

precautionary measure intended to protect the children from adults whose criminal history could potentially cause them to be seen as unsuitable in a position of trust.

A CRC/VSC must be conducted by a police force, as well as prepared no earlier than six months before the day it is obtained by KCNS. The CRC/VSC must be submitted to the KCNS teaching staff before anyone teaches or volunteers in the classroom. (It can take up to 8 weeks to receive the completed form back from the police station. You may volunteer in the classroom as long as the receipt of the application for your CRC/VSC has been submitted with the registration package or submitted to the Director and in your child's file at school on the day of or before you begin interaction with the children in the classroom).

If there is a break of more than 6 months of enrolment, then a new CRC/VSC is required unless an offence declaration has been completed each year. An offence declaration is a declaration signed by an individual that lists all of the individual's convictions for offences under the *Criminal Code* (Canada). If more than six months but less than five years have passed since the day the VSC was performed, the volunteer or student must also provide an offence declaration that addresses the period since that day. KCNS will not accept a copy of a VSC if five or more years have passed since the day it was performed and in this case, the volunteer or student must provide a new VSC or copy.

Teaching staff must have a new CRC/VSC completed on or before every 5th anniversary after the date of the most recent

CRC/VSC. With this CRC/VSC a signed offence declaration must be completed every year within 15 days of its anniversary date of the last offence declaration or VSC and shall address the period since the most recent offence declaration. The cost will be covered by the Nursery School. Program assistants and supply teachers must supply their own valid CRC/VSC.

Any person from whom KCNS is required to obtain a VSC is also required to provide an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the *Criminal Code* (Canada). It is the responsibility of the Director to ensure that CRCs/ VSC's are current. CRCs/VSCs will be kept in a locked filing cabinet in the classroom.

Any person in to work with a child or children at KCNS must provide the centre with an offence declaration or an attestation from the person's employer or from the person or entity who retained the person's services that,

- i) the employer, person or entity has obtained and reviewed a vulnerable sector check from that person,
- ii) the vulnerable sector check was performed within the last five years, and
- iii) the vulnerable sector check did not list any convictions for any offences under the *Criminal Code* (Canada) listed in subparagraph 1 ii of subsection 9(1) of the *Child Care and Early Years Act, 2014*.

No standing convictions (negative finding)

An individual who has a CRC showing no standing convictions will be permitted to work or volunteer at KCNS. Convictions for

which pardons have been received are not considered standing convictions and will be treated as a negative finding.

Standing convictions (positive finding)

Following any findings by the police that a person does have a criminal record with one or more standing convictions, KCNS will request that the person involved complete a Voluntary Disclosure Report. In addition, they are requested to consent to a full disclosure of their criminal record by agreeing to have the RCMP release this information to KCNS, at no cost to KCNS.

The person against whom a standing conviction is registered may decline to answer any or all questions concerning their offence(s). They will then automatically be excluded from being a volunteer or student at KCNS.

If a person has been convicted of an offence directly or indirectly related to the issue of protection of children, the President, Registrar and Director together will determine whether the person can be involved with the children in any capacity.

The President, Registrar and Director will review the criminal records of all those convicted of offences. KCNS has determined that the following offences are of paramount concern. This list is for the purposes of guidance only, and does not preclude exclusion or disqualification of an applicant for any offence that is determined by KCNS to be relevant to the protection of children.

- Any offence related to minors.
- Assault and/or sexual assault or attempted assault or conspiracy to commit assault.

- Indecent exposure and/or indecent acts.
- Presence of the person's name on a Child Abuse Register.
- Convictions under the Child and Family Services Act related to the abuse of children.
- Any unlawful behaviour with a sexual component.
- Any violent offence.

All information will be kept confidential. The following steps will be taken.

1. Review the Voluntary Disclosure Report.
2. Decide whether the applicant may serve in the capacity of employee, student or volunteer.
3. Advise the person concerned of the decision as soon as is reasonably practical.

In the event that a person is deemed unsuitable to be a volunteer, an alternate family member or caregiver may be substituted providing they have a valid CRC/VSC.

All evidence relating to a review will be destroyed three years after any final decision or three years after the person concerned or his/her family is no longer associated with KCNS, whichever is later. No copies will be made or distributed without the knowledge and consent of the person concerned.

The following principles will guide the decision making process:

- The process must comply with all laws and abide by the Ontario Human Rights Code.

- The process must uphold the rights of the person concerned.
- The process must be fair, confidential, honest and expeditious.
- The decisions must abide by the regulations stipulated in the Child Care and Early Years Act.

Decisions must be reasonable, justifiable and not based on bias, prejudice, partiality or irrelevant considerations. The decision process must also take into account the circumstances of the person concerned.

PARENT ISSUES AND CONCERNS POLICY

Katimavik Cooperative Nursery School is committed to providing exceptional programming for preschool children and their families. Despite our goal to provide a positive experience for all of our families, we recognize the right of families to express their suggestions, complaints and grievances. The purpose of this policy is to provide a transparent process for parents/guardians to use when bringing forward issues/complaints.

KCNS Parent Issues and Concerns Policy

Policy Statement:

Katimavik Cooperative Nursery School is committed to providing exceptional programming for preschool children and their families. Despite our goal to provide a positive experience for all of our families, we recognize the right of families to express their suggestions, complaints and grievances. KCNS will

respond to all expressed concerns with a commitment to resolving them in a timely manner.

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, 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 Children's Aid Society).

Procedure:

For all complaints brought forward the following procedure will be carried out:

- 1) The family will be encouraged to try to resolve the issue directly with the staff member/person involved
- 2) If the issue cannot be resolved, the School Director will be notified and attempt to mediate a resolution between all parties involved
- 3) If the issue still cannot be resolved, the family will be asked to put the complaint in writing using the KCNS Complaint Form (Appendix 1) and the form will be given to the President of the KCNS Board of Directors.
- 4) The President will contact the family within 3 days of receiving the form to acknowledge the complaint was received and to determine an agreed upon time for resolution
- 5) The Board of Directors will investigate the complaint

- 6) The President will then follow up with the proposed resolution in person and/or in writing to the persons involved in the time frame agreed upon
- 7) The President will document the complaint procedure and time frame on the KCNS Complaint Form

CLOTHING

Children should be dressed in washable clothing that is easy for them to manage and suitable for indoor and outdoor activities. Slip-on shoes and boots that are easy for the child to remove and put on are preferred. **Please put your child's name on all items of clothing that might be removed including sweaters, shoes and boots.** Family name or initials on the labels of clothing should be written in permanent marker.

EMERGENCY MANAGEMENT

KCNS has an Emergency Management Policy and Procedures and if any emergency has taken place then parents will be notified by email if all clear and no evacuation has been required. If evacuation is necessary parents will be notified by phone with the information and the evacuation location in which to pick up their child.

KCNS TICK POLICY

At KCNS spending time outdoors is an integral part of our programming and a rich learning opportunity for the children.

As such, we have developed a tick management policy in the event a tick is found on any child.

KCNS Tick Policy

Our Approach for Ticks:

- Children should wear socks and closed-toed shoes to play outside. This makes it harder for ticks to latch on.
- Children should wear hats; not just for sun protection, but to provide another barrier as they play.
- As your children play outdoors, we recommend that parents do tick checks daily. Inform yourself about where to look, what to look for and how to remove ticks. Ticks can be saved in a bag to be tested; be informed of your treatment options.

If a tick is seen on a participant it is brushed off. If a tick is attached we will remove it using tweezers or a tick key and save it in a baggie. Parents/guardians will be informed at pick-up, and given the opportunity to take the tick to the health unit for testing.

Important Resources on Ticks:

- *Ottawa Public Health Information on Lyme disease and ticks*
<http://www.ottawapublichealth.ca/en/professionals-and-partners/health-care-provider-information-on-lyme-disease.aspx#Prevention>
- *Tick removal kit, from the Canadian Lyme Disease Foundation*
<https://canlyme.com/product/tick-removal-kit/>

- For more information about ticks in Ottawa, we recommend visiting the City of Ottawa website: <http://www.ottawapublichealth.ca/en/professionals-and-partners/health-care-provider-information-on-lyme-disease.aspx#Prevention>

MISCELLANEOUS

E-mail and Changes in Personal Information: Email is used to distribute all information pertaining to the registration of your child at KCNS (e.g., weekly updates, duty rosters/schedules, reminders, etc.). Parents are responsible for informing the school of any change to an email address or other personal information.

Personal toys: Children are discouraged from bringing their toys to school because it is difficult to share them or they could be lost or broken. KCNS will not be responsible for lost or stolen items.

Special contributions: If you, a neighbour, another family member or friend have a special talent or interest you/they would like to share with your child's class, the Director would be happy to arrange it in advance.

School Cancellation Policy: Programs must be 90 per cent full one month prior to the program's start date. If the program is less than 90 per cent full it is up to the Executive committee to decide if the program should be cancelled, or to ask families registered in the program if they are willing to pay more per

month to make up for the lost funds. If the program is cancelled all funds will be refunded in full.

Revised March 2023