



64 CHIMO DRIVE, KANATA, ON | (613) 860-0912  
[WWW.KCNS.CA](http://WWW.KCNS.CA)

# PARENT HANDBOOK 2017/18

MAILING ADDRESS:  
**Katimavik Co-operative Nursery School**  
**P.O. Box 24123**  
**300 Eagleson Road**  
**Kanata, Ontario**  
**K2M 2C3**

EMERGENCY/CLASSROOM TELEPHONE NUMBER: 613-592-1700

Dear Parents:

This booklet contains important information you will find useful throughout the school year. Please keep it as your reference guide.

As a co-operative, your willing participation and enthusiastic support enables our school to operate effectively. 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 goal of Katimavik Co-operative Nursery School is to ensure every child enjoys the nursery school experience. As members of a co-operative nursery school, we must all work together to bring about a positive valuable learning experience for our children.

The KCNS Executive

## **Table of Contents**

Program Statement.....	p.4
Prohibited Practices.....	p.6
Registration .....	p.6
Waitlist Policy.....	p.7
Three-Day Program.....	p.7
Activities off Premises.....	p.8
School Readiness Program.....	p.8
Annual Tuition Fees.....	p.8
Deposits.....	p.9
Second Child Discount.....	p.9
Tax Receipts.....	p.9
Duties & Responsibilities of Member Families.....	p.10
1. Snack Duty Parent.....	p.10
2. Participation on a Committee or KCNS Executive.....	p.10
3. Toy Cleaning.....	p.12
4. Annual General Meeting.....	p.12
5. Fundraising .....	p.13
Teaching Staff.....	p.13
Volunteers and Students.....	p.13
School Year.....	p.14
Holidays.....	p.14
Discharge Policy.....	p.14
Health.....	p.14
Criminal Reference Check (CRC).....	p.15
Parent Issues and Concerns.....	p.19
Clothing.....	p.20
Miscellaneous.....	p.20

## **PROGRAM STATEMENT**

Katimavik Co-operative Nursery School (KCNS) strives to offer a warm, nurturing and inclusive environment for preschool children. Our professional staff provide 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*.<sup>1</sup> Leveraging the professional learning resource *How Does Learning Happen? Ontario's Pedagogy for the Early Years*<sup>2</sup> (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*<sup>3</sup> (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 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.

Parents are invited and encouraged to contribute to our program by sharing any family-related experiences, activities and festivals that their families participate in. Parents are also welcome to volunteer during our program times to assist and support the staff and children in the classroom. We always 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 notify parents of any concerns they might have with regard to a child's adjustment to the program.

From time to time, we invite individuals from our community into our school to enrich our program experience and support our families. Our program uses a variety of means to educate the children on the community we live in. This is achieved through daily walks, field trips, and a wide variety of toys, equipment and props.

Through positive and responsive interaction between the children, parents and staff, our children learn to feel secure and are able to express their own feelings and feel empathy for others in social interactions. Children are supported with positive reinforcement from educators and peers to support the development of self-regulation. An area of the

---

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

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

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

classroom is designated as the Quiet/Book area, offering a safe, quiet space with comforting toys 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 Canada Food Guide standards and our school’s own Snack Guideline. Our school allows parents to incorporate cultural foods and festivals into our program that are important to them when providing snack. All snacks are prepared and provided daily by families enrolled in KCNS. Snack is served once a day during the program; however, a child that requests or comments that they are hungry or thirsty will not be denied food or water. Children with dietary restrictions are most welcome at KCNS. Our staff and parents take all food-related allergies and sensitivities seriously.

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 well-being 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.

Observation during the daily routine allows staff to identify areas of development in our children, which are also documented. An understanding of child development gives us the knowledge to perceive a child’s consistent or emerging skills. This information is shared with the parents through photos, checklists, conversations, newsletters 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*<sup>4</sup>(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 program statement and be invited to collaborate with staff in the implementation of this document into the program.

---

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

## **PROHIBITED PRACTICES**

All children are to be disciplined in a positive manner at a level appropriate to their actions and ages. The following disciplinary measures are prohibited on the school premises.

- corporal punishment of the child;
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose 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;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- locking the exits of the child care centre 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;
- deliberate 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;
- inflicting any bodily harm on children including making children eat or drink against their will.

Discipline Measures should:

- provide a logical 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 the current school year*

Registration for the current school year is ongoing when spaces are available, until the end of February. Requests for registration received on or after March 1<sup>st</sup> of the current school year will be reviewed by staff and executive on an individual basis.

### *Registration for the following school year*

Registration for the following school year typically begins around the beginning of March each year to start in September of that year. Two to three weeks prior to March 1<sup>st</sup>, all current and previously enrolled families of the school are invited to submit registration

for their child(ren) for the upcoming school year. After March 1<sup>st</sup>, if spaces are still available, registration is opened to all families in the community. Registration requests are either accepted or put on a wait list on a first-come first-serve basis. (See Wait List Policy below). Families accepted into the program are required to pay a \$60 registration fee, after which they will be sent an electronic registration package. Families have approximately two weeks to complete the registration package and submit their paperwork to hold the space.

### **Waitlist Policy**

If at any time, KCNS needs to start a waitlist, families are placed on it, in a first come first served basis. If a child on the list is next for an open spot in the Nursery School and not of age yet to be able to start in our program, then that space becomes available the next family on the list who is of age.

The waitlist will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but information is available to new prospective parents if needed.

There are never any fees related to being placed on a waitlist with KCNS. However, once a space becomes available you will be asked for a \$60 non-refundable fee to secure your space in the program.

### **THREE-DAY PROGRAM**

Morning Session (Monday, Wednesday, Friday) 9:00 –11:30 a.m.

Afternoon Session (Monday, Wednesday, Friday) 1:00 – 3:30 p.m.

To be eligible for the morning or afternoon class, a child must be at least two and a half years old at the start of the school year, i.e., September 2017. In addition, a child who turns four by December 31, 2017 must register for the afternoon class.

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.

1	Outdoor Play	outside play unless precluded by weather
2	Small Circle	songs, cognitive activities
3	Snack	snack provided by snack duty parent
4	Free Play	a choice of crafts, puzzles, creative play and more
5	Clean Up	with the children's help
6	Circle	music and stories

## **ACTIVITIES OFF PREMISES**

There are approximately three field trips planned each year. Advance notice is given and parents are responsible for transporting their own child(ren) to and from each field trip. Parents are expected to stay and assist in supervision of their child(ren) during the trip.

## **SCHOOL READINESS PROGRAM**

Thursday Afternoon 1:00-3:30 p.m.

This additional afternoon program is open to those children who will enter Junior Kindergarten (JK) or Senior Kindergarten (SK) in the following school year and are enrolled in either the AM or PM program at KCNS. Children must be at least three years old by the end of December of the registering year.

The students build confidence and self-esteem in this tight-knit group as they explore various famous artists and musicians and develop new skills through baking and drama activities. They build social skills through continuous participation in turn-taking games and activities.

Early math skills are practiced as they measure, mix and sort to create delicious cookies and soups. Beginning phonics introduces letter sounds in interesting ways e.g., making letter pretzels. The children are proud to have their very own weekly ‘homework’ where the emphasis is on developing fine motor and pre-reading skills.

Outdoor play involves walks in the woods, skating on the outdoor rink and picnics in local parks.

Feedback on our School Readiness program has been positive as the children are prepared to begin their adventure into JK or SK.

## **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 2017/18 school year, the fee schedule is as follows.

\$210.00/Month – Three-day program  
\$65.00/Month – School Readiness program  
\$60.00 – One-time registration fee

Monthly tuition payments are accepted in the form of TEN post-dated cheques payable from August 1, 2017 through to May 1, 2018.

Alternatively, payment can be made with TWO post-dated cheques, for half the annual tuition fee (i.e., two cheques payable from August 1, 2017 and from January 1, 2018,

each in the amount of \$1050.00 (Three-day program only) or \$1375 (Three-day program plus School Readiness program).

Post-dated cheques for August 1, 2017 and September 1, 2017 must clear for a child to start nursery school.

Post-dated cheques can be made payable to KATIMAVIK CO-OPERATIVE NURSERY SCHOOL or K.C.N.S.

**NOTE: FOR EACH N.S.F. CHEQUE RECEIVED BY THE SCHOOL, A \$20.00 FEE IS CHARGED.**

For families joining the school after September 1, 2017, the \$60 registration fee is due upon acceptance into the program, prior to receiving the registration package. The first month and June 2018 tuition fees are due with the completed registration package along with the remaining post-dated tuition cheques, committee deposit and fundraising deposit or opt-out payment.

## **DEPOSITS**

To support effective, consistent delivery of the program throughout the school year, families are required to provide the following deposits to the school by the accompanying due dates. More details on provision of these deposits are found in subsequent sections.

\$150.00 – Fundraising deposit (a post-dated cheque for March 15, 2018). Families that do not wish to participate in fundraising activities during the school year are required to pay a \$150.00 opt-out fee. This opt-out fee is due by September 1, 2017.

\$50.00 x 2 – Committee work deposit cheques (two cheques post-dated for October 15, 2017 and February 15, 2018).

## **SECOND CHILD DISCOUNT**

Families with more than one child in the school in the same year are entitled to a \$10.00 discount off the monthly tuition fee for the second child, i.e., \$200.00 per month for the Three-day program or \$265.00 per month for the Three-day program plus the School Readiness program.

## **TAX RECEIPTS**

Childcare expense receipts for 2017 income tax purposes will be distributed by the Treasurer in February 2018. 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.

### **1. Snack Duty**

All families will be scheduled to provide snack for all students in their child's class approximately once every other month. A snack duty roster will be sent via email each month so parents know what day they are on snack duty. Parents are required to provide a healthy, nut-free snack for all children. Snacks are to be dropped off with their child at the beginning of class. All food preparation needs to be done at home; for example, cutting cheese, washing and cutting fruit and veggies, etc. Parents will be provided with a hand-out in August offering some snack suggestions, e.g., usually some type of bread/baked product/cracker paired with at least one fruit/vegetable.

Although duty days in the classroom are not mandatory, any parent who enjoys volunteering in the classroom may do so on their scheduled snack duty day. Alternatively, they can talk with the teachers about setting up any other day(s) that would work for them. Parents are encouraged to be involved during class time if they would like, and are welcome to stay when they can. Any parent that would like to join in on class time must have a current Criminal Reference Check (CRC) / Vulnerable Sector Check (VSC) or signed declaration on file at school.

### **2. 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 but this does not mean you will be put on your first choice committee. We need to make sure that the committees are balanced. Post-dated cheques are only valid for 6 months, as a result, each family will be asked to provide two \$50 committee work deposit cheques post-dated for October 15, 2017 and February 15, 2018 respectively. The October cheque will be returned to you in February if it has not been needed. (The cheques will only be cashed if you don't fulfill your committee work duties or have not attended your scheduled toy cleaning sessions).

Please note those families who choose to opt-out of fundraising activities (those families who pay the \$150 opt-out fee by Sept. 1) still need to work on either the Event Planning Committee or the Classroom Preparation Committee. Opting out of fundraising initiatives does not release you from committee duties, it only releases you from a financial obligation to any of the fundraising activities.

## **2.1 Event Planning Committee**

All members of the Event Planning Committee work with the head of Event Planning to organize fundraising events. Fundraising events may include but are not confined to, a Walk-a-Thon (October), catalogue fundraisers (ongoing from early in the school year to about March/April), and a Family Fun Day (January/February).

Parents must attend an event planning meeting which will tentatively be held in early September to volunteer for fundraising events/initiatives. The meeting is typically held after the parent information evening in September. However, you will be contacted once a meeting date and time are set. Parents who do not attend the event planning meeting to volunteer for fundraising events will be assigned tasks by the Head of Events or Executive Board members and will be expected to carry out duties assigned. Examples of activities of the Event Planning Committee, include, but are not limited to:

- Preparing walk-a-thon packages and loot bags
- Distributing letters to businesses for auction/raffle prizes
- Assisting in set-up, execution, and clean-up of Walk-a-Thon and Family Fun Day activities
- Obtaining auction/raffle items to be used for Walk-a Thon, Family Fun Day and possibly an online auction
- Preparing auction/raffle items and gift baskets
- Attending and participating at either the walk-a-thon and/or Family Fun Day
- Providing additional support as needed (preparing charitable tax receipts from walk-a-thon, Organizing catalogue orders, sponsor thank you notes etc.)

It is mandatory that you attend (in order to fulfill your volunteer duties) **at least** the Walk-a-Thon **or** the Family Fun day. **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 (and pay them \$35 or discuss switching a duty with them). If you do not find a replacement and/or don't attend, your \$50 committee work deposit cheque will be cashed, you will be assigned other duties, and you will be requested to provide a second committee work deposit of \$50.

## **2.2 Classroom Preparation Committee**

Members work with the Head of Classroom Preparation to complete various tasks that contribute to the daily operation of the school.

Classroom Prep. Committee responsibilities include but are not limited to:

- Occasional towel washing, and washing dress-up and doll clothes
- Making weekly play dough
- Providing additional support as needed (e.g. supply classroom with baking soda, vinegar, borax for science fun, baking, decorating classroom, preparing crafts)

Please note: Your duties will be scheduled by the head of Classroom Prep. It is your responsibility to know when you are scheduled and to pick up the washing when needed, or make and prepare play dough as needed. If you are not available for any of your scheduled washing or play dough duties it is your responsibility to change days or dates with another family and let the Head of Classroom Prep Committee know of the switch. If it is felt that you have not completed your Classroom Preparation duties satisfactorily your \$50 committee work deposit cheque will be cashed, additional classroom preparation duties will be assigned, and a second committee work deposit of \$50 will have to be provided to the school.

### **2.3 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, Registrar, and Head of Classroom Preparation/Toy Cleaning. The responsibilities and duties of the members of the Executive are set out in the KCNS by-laws.

### **3. Toy Cleaning**

Toy Cleaning is completed weekly and **every family enrolled in the Nursery School must participate** in a minimum of three toy cleaning sessions which take place in the classroom on Tuesday evenings from 7:30-8:30/9 p.m. Toy cleaning runs from the end of September to June. **\*\*\*\*\* IF YOU ARE NOT ABLE TO ATTEND ONE OF YOUR ASSIGNED TOY CLEANING SESSIONS, YOU MUST SEND A REPLACEMENT PERSON.** You may switch sessions with another parent, send another family member, or arrange to have someone on our emergency replacement toy cleaning list attend on your behalf (and pay them \$35). **If you do not find a replacement, and/or don't attend, your \$50 committee work deposit cheque will be cashed and you will be asked to make up your missed toy cleaning session the following week.** You will also be asked to provide a second committee work deposit cheque in the amount of \$50 (which will be cashed in the event that you miss a second toy cleaning session).

### **4. 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.

## **5. Fundraising**

KCNS functions on a not-for-profit co-operative basis. As such, fundraising activities are an essential part of the nursery school, helping the school to raise the funds required to operate effectively.

Fundraising money keeps tuition fees at a minimum and allows the school to maintain a progressive and specialized program. Money raised is used in this school year so that our children will benefit directly from our collective efforts.

Families provide a \$150.00 fundraising deposit cheque upon registration, post-dated for March 15, 2018. This deposit cheque will only be cashed if the family's minimum fundraising requirement is not achieved. Alternatively, families who do not wish to participate in fundraising financial commitments are required to pay a \$150.00 opt-out fee. This opt-out fee is due September 1, 2017.

Each family will need to support our fundraising campaign by collecting, spending or selling a minimum total of \$150.00. There will be a variety of fun and exciting fundraising events throughout the year, and each family can choose which events they would like to participate in to reach their fundraising goals.

Each family's fundraising will be monitored and recorded throughout the year. The post-dated deposit cheque will be returned upon confirmation of the minimum fundraising requirement being achieved.

If a participating family does not collect, spend or sell to the minimum total dollar value of \$150.00 by March 15, 2018, they will be given the opportunity to provide the dollar difference. Should a family not provide the difference, the \$150.00 fundraising deposit cheque will be cashed.

Families who join the school on or after January 1, 2018 will pay a mandatory fundraising opt-out of \$15 per remaining month of the school year in full at the time of registration.

There will be no refunds of opt-out fees at any time during the school year.

## **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. In each class of 24 children, the child-to-adult ratio is 8:1. Please feel free to discuss the development and progress of your child with the teachers at any time.

## **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. Parents are welcome to stay until they feel their child is comfortable in the classroom. If you need to stay for long periods of time to help your child settle into the program, then please be sure to make arrangements for younger and older siblings, as we are licensed for a certain age group and number of children which must legally be maintained in the classroom.

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. You will be notified in case of emergency school closure. If school buses are cancelled during the school year for elementary school students due to inclement weather, KCNS will also be closed. 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.

## **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 no later than 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 can be accepted for May 1 without forfeiting fees for May and June, subject to filling a vacancy.

## **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 s/he develops or is exposed to a contagious disease such as mumps, measles, chicken pox or strep throat.

### **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
- Diarrhea
- Red eyes or discharging eyes or ears
- Undiagnosed skin rashes or infections
- Unusual irritability, fussiness and restlessness
- Severe cold with fever, 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 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.

### **CRIMINAL REFERENCE CHECK (CRC/VSC)**

Each family member that wants to participate in the classroom at any time must complete a Criminal Reference Check (CRC), which includes a Vulnerable Sector Check (VSC), at the police station. This is the law. We cannot let anyone work or volunteer with the children unless they have had this completed.

The checking process can take a number of weeks to complete. Therefore, family members who are interested in volunteering in the classroom should begin the process as

soon as possible so that the necessary checks can be completed by the beginning of the school year.

Please bring two pieces of identification to the Ottawa Police Service and fill out the form provided.

Ottawa Police Service,  
West Division Patrol Facility  
211 Huntmar Drive, Kanata

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 from the police. Please make arrangements to forward it to the registrar.

### **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 5<sup>th</sup> 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.

#### **Confidentiality**

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.

## 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., newsletters, 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.

**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.

**Save it:** The teachers need your help in collecting useful junk for arts and crafts. Useful articles include cardboard paper towel tubes, scraps of fabric, string, yarn, wallpaper, old greeting cards and calendars etc. Watch the bulletin board and ask the teachers about current "junk" requirements.

**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.