



**GINGERBREAD CO-OP NURSERY SCHOOL  
2022/2023 PARENT HANDBOOK**

**905-831-9246  
1011 Bayly Street  
Pickering Ontario  
L1W 0A4**

**[www.GingerbreadNurserySchool.weebly.com](http://www.GingerbreadNurserySchool.weebly.com)**



Gingerbreadschoolpickering@gmail.com



[www.facebook.com/gingerbreadnurseryschool](http://www.facebook.com/gingerbreadnurseryschool)

**Thank you for choosing Gingerbread Co-op Nursery School.**

We welcome all families at Gingerbread Nursery School. We do not require a specific income for your child to attend. As a co-op, we encourage families to participate in the program, as there are many benefits for everyone.

### **What does it mean to be a co-operative Nursery School?**

It means that you give an hour or two of your time each month to being involved in our program. There are a variety of ways in which you can participate, such as:

- Assisting with daily routines
- Fundraising
- Picking up mail
- Toy washing
- Snack Grocery Shopper
- Board Member

You get to see your child interact with others, how our program is enriching your child's life, and your presence is beneficial to your child, as it enhances your child's learning experience with us, builds a sense of belonging and creates a strong community.

You get to have a say in how the program runs, as long as it benefits all of the children and is discussed with the staff and if required, the Board of Directors.

You will make friends and may learn some useful ideas for helping your child at home by observing how other parents and teachers handle various situations. You will be able to share your experiences and expertise with others while working together in a cooperative setting.

We get to learn from you too, as you bring in your knowledge, talents, and ideas.

Under the Child Care and Early Years Act, all staff and volunteers who will have direct contact with the children must obtain a Vulnerable Sector Screening (Criminal Background Check) and an updated immunization record and TB test. When you arrive on your child's first day, we will give you the forms for these requirements.

### **Additional Parent Involvement**

You may like to come in and share a story, a song, your language, a dance, a recipe, a special project with us, and you are invited to share such talents with us. It can be cultural, linguistic, musical, entertaining, or educational. We ask that you talk to us, email us, or write to us, indicating what day you'd like to come in, and what you would like to share with us. This type of involvement will count toward your duty day responsibilities.

What you chose to do with the children will be reviewed with the staff to make sure it is developmentally appropriate and meets the learning outcome goals of our program and will be posted on our weekly Plan of Possibilities.

If you are bringing in music, please give us the name of the artist, the song, and ensure it is child friendly (no swearing/suggestive content).

If you are doing a cooking activity, please bring in the utensils and ingredients you will need. Your recipe will be reviewed by the staff to ensure it doesn't conflict with dietary restrictions or allergies. We are a nut-free school. *Classroom Assistant Duties & Expectations.*

If you decide you'd like to come in and participate in our program, you will have to provide the following:

- 1) Updated Immunization/TB test or Affidavit (Statement of Conscience or Religious Belief)
- 2) Vulnerable Sector Criminal Background Check (papers will be given to you based on your jurisdiction)

Your participation day will be based on both the nursery school's needs and your availability. Please come dressed to play and move.

You will assist the staff with activities, clean-up of activities and furnishings. You will be asked to help us guide the children through the transition of puzzles to snack. You may be requested to wash the snack dishes, art materials, or to help supervise the children during indoor gross motor play (riding cars, balls etc.).

Any person who does not have a Vulnerable Sector Check in place is not permitted to be in the classroom or alone in the bathroom with a child other than their own child.

Once you start your shift, you have an obligation to the school to help the staff and children; therefore, you cannot leave for any reason other than an emergency.

We cannot accept any child who is not registered in our program. This means, if you are coming in to assist in the classroom, you cannot bring your other child/children with you. You will have to find alternative childcare arrangements for your child/children who are not registered in the Nursery School Program.

#### *Snack Purchaser Duties & Expectations*

You will be responsible for purchasing snack from any grocery store. You will shop from a list provided to you by the Gingerbread Nursery School staff. You will be given the money and must submit the receipts and the exact change when you drop off the food. When purchasing food, please be mindful of ingredients and ensure it is nut free. Food is to be dropped off every Monday morning before 9:45 am.

#### *Expectations for all parents:*

In order to maintain our status as a non-profit registered Charity Nursery School, we are required to hold two (2) general meetings per school year usually in September and April. There must be at least one parent from each family in attendance.

Board members will be expected to attend one meeting a month to discuss various topics related to Gingerbread Nursey School

## **ADMISSION**

Our program runs 10 months a year (September to June). We are not a drop in centre, when you enroll you are committing to the year.

If a child will not be attending the program for a period of time, the parent/guardian is still required to pay full fees in order to maintain the child's spot.

The following must be completed before the child may start at Gingerbread.

- \$25 Registration Fee (e-transfer) – non refundable
- \$100 Security Deposit (e-transfer) – refundable with some exceptions (see below)
- Completed Registration Forms
- Completed Emergency Information Forms
- 2 copies of the Immunization records (front and back) or 1 Affidavit (Statement of Conscience or Religious Belief)
- Parent Agreement
- Parent Information Form
- Signature to acknowledge the parent/guardian has read this Handbook
- Signature to acknowledge the parent/guardian has read the Program Statement
- Anaphylaxis Forms (if required)

The following must be redone if re-enrolling.

- \$100 Security Deposit (e-transfer) – refundable with some exceptions (see below)
- Completed Emergency Information Forms
- 2 copies of the Immunization records only if your child received further vaccines since their first enrolment day.
- Parent Agreement
- Parent Information Form
- Signature to acknowledge the parent/guardian has read this Handbook
- Signature to acknowledge the parent/guardian has read the Program Statement
- Anaphylaxis Forms (if required)

## **FEES**

### **Registration and Deposits**

A non-refundable registration fee of \$25 cash will be charged to each family upon admission to the Nursery School. In addition, a security cash deposit of \$100 must be provided prior to admission.

The \$25 fee applies for **each child** enrolled in the program, including children from the same family.

The \$25 registration fee is a one-time payment; families do not have to pay to enroll their child/children for the following year, as long as the child remained at Gingerbread for the school year.

\$100 cash security deposit is to be submitted upon registration. The full amount of your security deposit will be returned on your child's last day of school, provided that you give a 1 month's written notice to withdraw your child before the end of the school year.

Should you not pay for any time that your child is in the program, including snack money, Gingerbread may keep some or all of your deposit depending on the specific circumstance.

### **Monthly Fees**

The monthly fee of \$280 applies to all children enrolled.

There may be a discounted price for families with 2 or more children at the discretion of the Board of Directors.

Monthly fees are to be paid by cheque. They must be post-dated and given to the supervisor upon registering. Cheques can be made out to *Gingerbread Nursery School*

For families who register online, all fees, deposits and cheques are to be given upon the child's arrival of his/her first day.

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### **Fee Payment**

Monthly fees are paid with post-dated cheques for the year; cheques should be post-dated for the first day of each month.

In the event that we did not receive payment at the start of the month, you will be informed by phone, letter or email indicating that fees are due immediately, and will be expected on the following day of Nursery School.

We will not be able to accept children whose parents/guardians have not paid for the child. Once payment is received, the child may return.

Receipts are available upon request, there is no charge for this.

### **Bounced Cheques and Unpaid Fees**

Parents/Guardians are informed if cheques are returned by the bank as non-negotiable. Payment is to be submitted immediately in certified form or in cash. There is a \$25 charge for any returned cheques and this must accompany the resubmitted payment.

If cheques are returned for any reason twice in any 10 month period, parents/guardians shall be required to certify all future payments for the remaining school year.

In the event of a bounced cheque, you will be notified immediately, and you will be asked to pick up your child immediately, or to come and pay the fees.

Failure to submit monthly payments as required, or failure to submit immediate payment for returned cheques will result in cancellation of the child's enrollment. Cancellation will be immediate and Gingerbread will keep the \$100 Security Deposit.

We understand that circumstances come up, if you find yourself unable to pay, speak to the supervisor immediately and see if a different payment plan will work for you.

### **Income Tax Statements**

The Board will provide a record of the previous year's fees before the end of February.

Parents/Guardians who withdraw children during the year should request their fee record at the time and pick up the information from the supervisor. It will not be mailed.

### **Fee Increases and other**

Parents/Guardians will receive one month of notice of fee increases. When this happens, a new fee memo signed by the Treasurer will be given out to every family. In addition, a copy of the new or current fees is located on the Parent Board, located in the coat area.

Due to operational costs, Gingerbread cannot make fee adjustments when a child is ill, on vacation, or for Winter Break and March Break.

### **Space Availability**

We are licensed for 24 children, but currently operate with a maximum of 16 children. Should the demand exceed 16 children, we will then open up for 24 children, with 2 co-op parents/guardians operating as an additional staff

### **Waitlist**

Gingerbread Nursery School does maintain a Waitlist should the school be filled to capacity. There is no fee to be placed on the Waitlist. We give priority to siblings of children already attending Gingerbread. We operate on a first come, first serve basis.

When you notify Gingerbread Nursery School that you'd like your child to be placed on the wait list, this will become your seniority date.

Once we receive notification of withdrawal, the supervisor/designate will contact the parents/guardians, with a child on the wait list, in sequential order. This means the family with the highest seniority date will be offered the available space first.

## **Withdrawal**

We require a **30 day written notice** for children who will be withdrawing from our program. Failure to do so will result in Gingerbread keeping all of your \$100 Security Deposit.

## **Phone and Email List**

As a convenience to all parents, a list of phone numbers and emails are provided for each family. This list is not posted for public viewing, and is optional, as a family may request that their information not be included.

## **DAILY ROUTINES**

### **Arrival**

Gingerbread Nursery School opens at 9:00 a.m. and children will not be accepted earlier. Parents/guardians must check in with staff upon arrival. Children are not to be left outside alone.

The entrance for Gingerbread is located at the back door (with the ramp), where staff will open the door for families arriving.

Arriving on time, allows for minimal disruption to the children's activities and ensures your child benefits from the full program.

Each child will come in, switch into their indoor shoes at the door, then go and hang up their coats and backpacks. Children will be encouraged to find their name tag on the table in the coat area and put it in the pocket chart. After they have said their good-byes, they will be allowed to explore the interest areas and engage in an activity that they chose.

If a child is upset at seeing their parent/guardian leave, a staff member will offer comfort and direct the child to an activity. While it may be difficult for you to leave while seeing your child upset, we request that you don't linger. Instead offer reassurance that you will be back, give a hug/kiss and leave. If your child is unable to settle into the program, a staff member will call you and let you know that you may want to come earlier to pick your child up. You may also call at around 10:00 to see how your child is doing.

### **Parking**

We kindly ask everyone who will be dropping off and picking up to follow these rules:

1. Please park facing the school, in the second row from the building
2. All cars must exit by moving to the left and looping around behind the other parked vehicles.

This is to ensure that no vehicles are moving backwards when there might be children in the parking lot. It maximizes visibility and minimizes the possibility of injuring someone. This is non-negotiable, as it is a safety issue and we appreciate everyone's cooperation.

## **Departure**

Parents/guardians are encouraged to come at 11:20 a.m. even though Gingerbread finishes at 11:30 a.m.

This is because we have to pack up shelves, carpets, tables, chairs etc., sweep the floor and be out of the building by noon, as the community centre usually has afternoon programs that run once we leave. As a result we depend on help from you; each family will be given one day a week to help with the end of day clean up.

Please see the Parent Board in the coat area to see what day you are scheduled to help. It only takes about 5 minutes when everyone pitches in.

When it's your day, please dress appropriately, as it can be tricky to carry tables wearing heels.

If you have health issues and cannot help in putting furniture away, please let us know, we will find a less strenuous activity for you to help us with.

All parents/guardians are expected to pick up their child by 11:30.

Many parents like to chat with other families as their children are getting ready to go home. We kindly ask that as you do so, to please supervise your child. Once you are in the building to get your child, they are your responsibility. Children are not permitted to run around the room, or to leave the building without an adult. We ask for everyone's help in this, as it keeps everyone safe.

## **Absent/Late**

Parents/guardians are asked to call Gingerbread or leave a message on the answering machine if the child will be late or not attending on any given day.

Parents/Guardians should also inform the staff as to when their children will be away on vacation.

Life happens, and sometimes that puts us behind schedule. If you will be late in picking up your child, please call us, and let us know.

## **Delays**

We understand that some delays are inevitable, but whenever possible please have an alternative plan available. If a parent/guardian knows she/he will be late, please call Gingerbread and let the staff know. Some children become distressed when they see everyone else leaving and they are still left behind, a phone call helps us to calm your child down.

## **Authorized Pick Up**

In your enrolment package you designated someone other than the child's parent/guardian to pick up your child in the event that you can't do it.



Please inform us when that will occur and be sure that the Authorized Pick Up person brings photo ID when coming to pick up your child.

We cannot release any child to someone, who is not authorized by you to pick up your child. Without a photo ID, we cannot release any child.

### **Unauthorized Pick Up**

If you are unable to pick up your child and will be sending someone else (who is not on your Authorization List) to come, parents/guardians must notify the staff in advance in writing, in person, or by telephone and include the following information of the person picking up the child:

- Full name of person
- Relation to the child
- Phone Number
- Address

The person will have to show photo ID before the child can be released. Children will not be released without authorization from the parent/guardian.

In the case of single parent families, only the custodial parent is able to authorize individuals to pick up their children.

When registering with Gingerbread, the parent/guardian will be asked to complete a form with information regarding persons who are authorized to pick up the child on a regular basis as well as emergency contact persons who are to be called when the parents/guardians cannot be reached.

The emergency contact person is considered authorized in the event that we are unable to contact the parents/guardians.

### **Late Pick-Up Fees**

A late fee of \$1 a minute will apply on the fourth time a child's parent/guardian is late. The fine is paid in cash. There is also a form that must be completed which requests the reason for lateness and the amount due.

If a parent/guardian is late on an ongoing basis, the matter may be referred to the Board of Directors and may result in the cancellation of the child's enrollment in the program.

## **HOURS OF OPERATION**

We currently operate 3 days a week, Monday, Wednesday, Friday from 9:00 a.m. – 11:30 a.m.  
At a strong request from the families we serve, we may extend the program from 3 to 5 days a week.

### **In the event of a 5-day week**

If you sign up for it, you will be committing your child for the 5 days and will be required to pay the fee related to the 5 day operation (fees will be determined under the discretion of the Board of

Updated February 2022

Directors).

If you are not interested, you don't have to sign up for it, and you can maintain your 3 days a week arrangement. If you change your mind later, you can sign up for it then.

In order to operate on a 5-day week, we need a minimum of 8 families to sign up and commit to the new arrangement.

Once it's established, we will offer 2 choices: 3 days a week or 5 days a week.

If you chose to bring your child in for only 2 days, you would be required to pay for the 3 days. If you chose to bring your child in for only 4 days, you would be required to pay for the 5 days.

### **Make-Up Days**

If the centre is closed due to inclement weather or other unforeseen circumstances, we cannot offer a make-up day for the 5 day program. We cannot offer a discount either. However, a make-up day will be available for those who are enrolled in the 3 day program.

Make up days are based on the Community Centre's availability, families will be notified as to when the make- up day will occur. The make-up day is optional.

### **Nursery School Closures**

We are closed for all statutory holidays and the summer. Days for 2018/2019 include:

- *Thanksgiving*
- *Winter Break*
- *Family Day*
- *March Break*
- *Good Friday*
- *Easter Monday*
- *Victoria Day*
- *All of July and August*

### **CLOTHING**

Your child will need:

- Indoor running shoes
- Comfortable clothing that is ok to get dirty – the children wear smocks for messy activities, but they don't cover the child 100%
- Dress in layers as the sun shines through the windows and makes the room quite warm on winter days

Every child must bring a back pack with the following items – even if they are fully potty trained:

- Extra pair of socks
- Extra pair of underwear
- Extra pair of pants
- Extra shirt
- (For children who are not yet potty trained or in the midst of learning, please provide 3 Pull-ups or Diapers, 1 package of wet wipes and creams if needed as well as a few extra

pairs of pants)

Please be sure to read your child's daily log book to see if you will have to replace any of the items in your child's back pack.

### **DAILY LOG BOOKS**

Every child will have a daily log book located in a pocket hanging near the coat area. This book will contain observations of your child's day at Nursery School. Since the books are filled out at the end of the week, you will be able to read about your child the following Monday.

The books must stay at Gingerbread, unless you have been given permission by a staff member to take it home. If you take it home, you must bring it back the following nursery school day. You can take them home at the end of the school year.

We ask that you respect the confidentiality of every child, so please do not read another child's book

### **ACTIVITIES**

We base our activities on what the children are interested in and offer a variety of play materials, arts and craft supplies, toys and sensory play. We also introduce new concepts to the children to expand their knowledge of the world around them.

Our interest areas provide hands-on learning opportunities and are designed to encourage and facilitate growth in all areas of child development. The areas include:

**Literacy Centre:** Designed as a calm area, children can explore language through books, puppets, letter/phonetic activities, writing materials and music with head phones. Our books explore many topics and adventures and are offered in different languages. Monthly trips to the library also help strengthen this area. Our music reflects many cultures, languages and genres, and is age appropriate.

**Dramatic Area:** Encourages children to be imaginative and expressive, while developing social and emotional skills and building on their communication skills. Costumes and props facilitate play with a specific theme, while other materials encourage open ended play possibilities.

**Cognitive Area:** is created for problem solving activities which also require fine muscle movements of fingers and hand-eye coordination. Activities include: Puzzles, Peg Boards, Stringing beads, Sequencing, Shape and Colour Recognition, and memory. Special projects are introduced to the children throughout the year, our famous Family Castle Box Building activity is a popular event, along with different cooking activities for Mother's Day or Father's Day.

**Sensory Play:** We offer 2 sensory experiences each morning, one is wet (water, ice, shaving cream, goop etc) and the other is dry (playdough, sand, loose parts etc.). The children often find a sensory activity a great way to self-regulate their negative emotions.

Updated February 2022

**Creative Area:** The children are free to use the materials as they chose to create sculptures, pictures, props or stories as they want. They are able to express themselves as they chose and are responsible for cleaning up their mess when they are done.

**Science Area:** The staff introduce one science experiment per week\* which encourages hypothesis, problem solving, identifying, observing and making conclusions. Materials on the science shelf are geared for discovery, cause and effect and trial and error and nature.

\* Experiments may exceed the week based on the type of experiment or the interest of the children.

**Physical Play:** The Nursery School does not have a playground, and therefore, the children do not go outside to play. Activities are set up indoors for physical active play, which gives the children 20 minutes to run, to ride on riding cars or to play with balls, hula hoops. Teachers will engage the children in a small group activity during this time (obstacle course, parachute, red light-green light etc.).

**Circle:** We offer songs, games, stories and puppets to encourage discussion and expand the children's mind. Every Monday, the children will engage in child yoga, which is light stretching and relaxing.

### **Special Activities**

We invite families to join us for various fun events. They are not part of a duty day, but are memorable as you spend time with your child and bond with other families.

Some of our events include: Thanksgiving Pot Luck, Box Castle Construction, Mother's Day Tea, Father's Day Breakfast, Spring Festival and Graduation. You will receive a monthly newsletter indicating the day and time for specific events.

### **The Way We Play Board**

The staff will take pictures of your child playing and will display them in the room. Please take a peek at our *This Is The Way We Play Board* and see what your little one does throughout the mornings at Gingerbread. We will give each family their child's photos at the end of the year.

## **EMERGENCIES AND ILL HEALTH**

### **Fire Drill and Evacuation**

All staff must fully be aware of the designated exits and evacuation procedures in order to ensure the safety of all children, parents, staff, students and supply staff. A fire safety map showing exits is posted on the Parent Board in the coat area. A fire Safety Plan is located in the Fire Drill Binder. All fire drills will be timed and a record of each fire drill will be kept in a log book.

The children and staff must be prepared for any emergency. We practice monthly fire drills to help the children understand what will happen in the event of a real fire.

The fire whistle blows, the children stop playing and line up at the door. Everyone follows the teacher

out of the exit, walks to the parking lot and lines up in the parking area furthest away from the building. The teacher takes attendance and a head count is done to ensure all of the children are safely rounded up.

Fire Drill: The children follow the teacher back inside

Fire Alarm: The children and staff will wait for the fire truck to come and for further instructions.

### **Evacuation**

In the event of a fire, or for any other reason that an evacuation from the centre is required, Gingerbread has made arrangements with **Kitchen Food Fair Convenience**, 893 Bayly Street, L1W 2P6, 905-831-0113 (West Shore and Bayly). We will contact the parent if such an event occurs. If we are unable to contact the parent/guardian, we will contact the person each family has designated as the Emergency Contact.

### **No Smoking**

The Smoke-Free Ontario Act came into force on May 31, 2006. The Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

Smoking, handling of a cigarette, or use of an e-cigarette is prohibited in the Nursery School, the parking lot, near entrances and playground areas whether children are present or not.

Gingerbread Nursery School must comply with this act, therefore; no-one will be allowed to smoke on our premises and parents/guardians will NOT be able to leave during their duty day to have a "smoke break."

### **K 1 (Potassium Iodide) Pills Pill**

In the event of a Nuclear Disaster, the Durham Region Health Department has provided us with a *K 1 Pill*. This pill prevents the thyroid from absorbing radiation. These pills are kept on the school premises and would only ever be administered when we have received telephone instruction to do so.

### **Emergency Contact Person**

Parents/guardians will be contacted if their child complains of feeling unwell or is in distress even without any obvious symptoms of ill health. If parents/guardians cannot be reached, the emergency contact person will be contacted.

The names and numbers of the emergency contact must be provided by parents/guardians and updated as required.

The contact person must be:

- 1) Informed by the parent/guardian that they are named as contacts
- 2) Be available during the hours the child is in care
- 3) Be 18 years or older

Staff members are not permitted to be named as Emergency Contacts  
Emergency Contacts cannot be the parent/guardian

## **Handwashing**

Public Health research has proven that hand-washing significantly reduces the transmission of infections. It is important for children, staff and volunteers to wash their hands as often as necessary, this includes:

Upon arrival at Nursery School

Before handling food and eating snack

After using the washroom

After cleaning up after a sick child (wiping a nose, or

vomit etc.) After handling items soiled with blood or other

body fluids Before and after giving or taking medication

## **Handwashing Steps**

Children, staff and volunteers will wash their hands as follows

1. Wet hands

2. Apply liquid soap

3. Scrub backs of hands, between fingers, thumbs and around finger nails for 15 seconds (Happy Birthday Song)

3. Rinse off soap

4. Dry hands

5 Turn off taps with paper towel (Kitchen)

6. Discard Paper Towel

## **Exclusion of Ill Staff and Volunteers**

Any employee/volunteer/co-op student/other, who is in attendance at Gingerbread and is ill, may be excluded by the Supervisor. The supervisor may request a medical statement be completed by a physician prior to the individual returning to Gingerbread.

Use common sense, if you are experiencing symptoms of ill health, such as diarrhea, vomiting, fever, persistent cough or flu-like symptoms, please stay home until you feel well.

The supply staff can cover you, or a make-up day can be scheduled, and all parent duty days can be rescheduled for another day.

Please let the supervisor know immediately if you think you will be unwell to cover your shift so that arrangements can be made. You can call during regular nursery school hours, or send an email if it is after hours: [tditacchio.gingerbreadnursery@gmail.com](mailto:tditacchio.gingerbreadnursery@gmail.com)

## **Symptoms of Ill Health**

In conjunction with Durham Region Health Department, parents/guardians are required to keep their child home if they display any of the following symptoms:

- A temperature of 37 Degrees Celsius by Axilla (armpit) or mouth, or 38 degrees Celsius rectally
- Diarrhea 2 or more times in 24 hours
- Vomiting 2 or more times in 24 hours
- Undiagnosed skin rash accompanied by fever or behavioural change
- Inflammation and irritation to the white of the eye or redness and swelling to the lower or upper eyelid (conjunctivitis/pink eye)

- Head lice
- Any communicable disease
- Too ill to participate in the scheduled program (example: Can't participate in physical active play)

A staff member who notices any of these symptoms when a child arrives or during the course of the day will contact the parent/guardian and ask that the child be taken home, or to a doctor for a note confirming that the child is healthy and not infectious.

The decision to send the child home will be at the discretion of the staff or supervisor, the decision to send the child home will be supported by the Board of Directors.

If a child is showing other symptoms of ill health, the parent/guardian may be asked to provide Gingerbread with a doctor's note clarifying the child's health.

Children with diagnosed communicable diseases will be excluded as per Durham Region Health Department's requirement, or until a doctor's note verifies that the child is no longer infectious.

### **Exclusion Criteria**

Exclusion periods will be implemented should the child's illness warrant it. Reports will be made to Public Health where required. Exclusion periods are mandatory for:

Diarrhea\*\* Hepatitis A Vomiting\*\*

Pinkeye (until treated) Scarlet Fever

Strep Throat (until treated) Herpes Simplex

Impetigo (until treated for one day) Scabies (until treated for 24 hours) Measles (4 days)

Bacterial Meningitis (24 hours after starting antibiotics)

Mumps (9 days)

German Measles (7 days) Other illnesses as warranted

\*\*In the case of diarrhea, if a child has 2 or more episodes or 1 episode with fever, vomiting or blood in stool, the child will not be allowed to remain in the program and will be excluded for 24 hours.

### **Communicable Diseases**

Parents will be notified of any communicable diseases, illnesses, infections or infestation in the program, but the child's identity will not be disclosed. Public health will be notified as required.

Under Ontario Regulation 559/91 under the Health Protection and Promotion Act requires that the institutions/facilities promptly report known or suspected cases of reportable diseases, this includes Gingerbread Co-op Nursery School.

See chart of reportable disease on the website below.

[http://www.durham.ca/departments/health/disease\\_prevention/cdReportingGuidelines.pdf](http://www.durham.ca/departments/health/disease_prevention/cdReportingGuidelines.pdf)

### **Sick Children at Nursery School**

If the child displays any symptoms of ill health, he or she will be isolated from the other children and the parent/guardian will receive a phone call. If the parent/guardian cannot be reached, staff will call the emergency contact.

Updated February 2022

Gingerbread expects the parent/guardian/emergency contact will remove the child within one hour, or less of being contacted. We are not staffed or equipped to look after sick children for long periods of time.

A child's illness can have an adverse effect on the rest of the children and staff and the Supervisor reserves the right to contact the Durham Region Health Department and if necessary, the Children's Aid Society.

Keep your child home from Nursery School for at least 24 hours after

- Fever
- Diarrhea
- Vomiting accompanied by fever

### **Medication**

The staff can administer medication that has been prescribed by a doctor, but only if authorized to do so by the child's parent/guardian. If a child is on such medication, the parent/guardian is asked to sign the Medication Log and detail the times and amounts of the medicine to be given.

Staff will not administer medication that

- is beyond the expiration date on the label
- is not in its original container with details about the medication
- does not have the child's full name on the prescription
- is given by a naturopath/homeopathic doctor

Over the counter medication will only be given if accompanied by a doctor's note. Tempra/Tylenol will only be administered if there is a consent form on file signed by both the parent/guardian and the child's doctor and staff receives verbal confirmation from the parent/guardian by telephone. In addition, it is the parent/guardian's responsibility to provide the centre with a labeled, unexpired bottle.

### **Allergies/Food Restrictions**

It is crucial that parents/guardians let the staff and supervisor know of any allergies their child might have and every effort possible will be made to minimize the child's contact with offending substances.

If your child has an anaphylactic allergy you must review Gingerbread's Anaphylactic Policy and Procedures and fill out the forms **prior** to the child's start date. Additionally, you will be required to leave **2 epi-pens** on the premises. We will not accept children with anaphylaxis in our care unless there are 2 unexpired epi-pens in our medication box.

Any child who has an expired epi-pen and a replacement has not been provided prior to expiry will be required to be picked up immediately and will not be able to return to Gingerbread until an up to date epi-pen is provided. Our goal is to ensure the safety of all our children in our care.

Please never send peanut or nut products with your child to our Nursery School.

Please make sure your child's clothing, face and hands are free from food upon arrival to Gingerbread.



## **Accidents**

In case of any accident that requires medical care, the parent/guardian will be contacted immediately. If necessary, the Supervisor will accompany the child by ambulance/taxi to the closest hospital. The parent/guardian is responsible for all expenses incurred by an emergency.

While some accidents are easily fixed with a Band-Aid, ice or TLC, any injury to a child's head will involve a call to the parent/guardian. Only the parents/guardians will receive a copy of any accident reports and will be required to read and sign off on them.

## **Serious Occurrence Reporting**

Critical serious occurrences, or incidents that may result in media attention or require emergency services response, will be reported directly to The Regional Municipality of Durham, Children's Services Division, in addition to the Child Care Licencing System reporting requirements set out by the Ministry of Education.

## **Pets and Animals**

Pets and other animals are **not allowed** in areas occupied by children during our program, unless they are a service animal.

When a Service Animal is on the premises, the children are not permitted to touch, tease, or chase the animal. The animal is not permitted in the playroom, kitchen or storage areas. The owner is responsible for providing a copy of the Veterinary Care Statement for Animals Visiting Child Care Centres as proof of the animal's health. This will be kept on file for one year and made available to public health unit staff or parents/guardians who may request to see them. The staff are required to keep on-going records for visiting animals and keep them on site for one year. These records are made available to public health unit staff or parents/guardians who may request to see them.

In order to protect children and staff from infection, we must report all animal bites or scratches to the Health Department immediately. This includes scratches or bites that may have come from the family's pet(s).

## **CHILD PROTECTION POLICY**

It is every staff's **legal responsibility** to report suspected child abuse forthwith to the Children's Aid Society. Gingerbread will comply with the Child Protection Policy and follow all relevant legislation with respect to reporting suspected child abuse.

Any practice based on a negative control technique goes against Gingerbread's Behaviour Management Policy.

Prohibited practices include:

- corporal punishment
- 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
- depriving basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding

- inflicting any bodily harm on children including making children eat or drink against their will
- confinement which includes
  - locking the exits of the child care centre for the purposes of confining a child
  - using a locked or lockable room or structure to confine the child if he or she has been separated from other children
  - physical restraint of the child, such as confining the child to any device (stroller or highchair) for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself/herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent

Educators, students and volunteers must read, sign and follow the Child Protection Policy and comply and cooperate with the child protection agency.

The performance of a prohibited practice, as specified above, will justify immediate for-cause termination of employment in the case of a teacher, or immediate cessation of Duty Day volunteer privileges in the case of a Duty Day participant. Any participating family asked to switch to non-participating due to the contravention of Prohibited Practice would be subject to fees related to a non-participating status.

The supervisor will ensure that a written record of the monitoring of all employees, volunteers and placement student's child guidance practices is completed annually, or immediately following an observed or reported prohibited practice. All written records of monitoring will be kept on file for three years.

### **Behaviour Management**

Gingerbread staff members are required to comply with the Behaviour Management Policy. The goal of this policy is to foster a sense of respect and mutuality among children, parents and teachers.

Children are given clear and consistent limits. When a child tests these limits, the teacher will first encourage the child to articulate his/her feelings and the attempt to avert the child's attention through re-direction or a quiet time away from the group. Through discussion the child is encouraged to find reasonable solutions to combat further unfavourable circumstances. Parents/guardians will be informed of behavioural problems. If the behaviour persists the centre may seek assistance from outside agencies.

There may be an unusual situation in which the regular Gingerbread Nursery School Program cannot meet the needs of a particular child. The Board of director has the right to decide that a child should be suspended or withdrawn from the nursery school. This decision will be made if a child poses a threat to other children and/or staff. The decision will be made based on a consideration of the best interests of the individual child as well as the group. Withdrawal is a last resort.

Parents/guardians will be informed in writing if a decision to suspend/withdrawal is made.

Please note that it is expected that everyone who comes into the Nursery School (Parents/Guardians, Family members, Family friends etc.) will act appropriately and respectfully to the children, staff and others within our Nursery School. Inappropriate parent/guardian behaviour toward staff, other families,

and children could also result in the withdrawal of the child.

### **Procedures and Techniques to Manage the Child's Behaviour**

To help the children achieve these expectations, the school practices the following techniques:

*Provide an effective environment:* Create an environment that is organized, prepared and reduces potential problems. Minimize waiting by offering activities that are continually available. When waiting is necessary, an adult should be available to sing, read, or play games.

*Proactively deal with misbehaviour:* Before dealing with any misbehaviour, observe the child, ask what happened and try to identify the motive or goal behind the behaviour. Approach the child with what you perceive to be their motive or goal and together try to come up with a workable solution. If a child seems agitated or out of control, ask the child to join you in a quiet area and help the child to calm down by rubbing the child's back, helping them breathe slowly or talking to the child in a quiet soothing voice. Please ask for assistance if you are having difficulty.

*Take a positive approach:* Take a positive approach in any contentious situation. Try to determine the true cause of the difficulty by listening to both sides of the story. Take a neutral stand and help the children find alternate modes of behaviour and ways of expressing themselves. Help them understand other points of view; to reflect their own feelings back to the other child; and demonstrate understanding and compassion. Help the children learn to wait and understand that they can't always have what they want when they want it.

*Dealing with a grouchy or upset child:* If a child is grouchy or upset, note what is going on and help them verbalize their growing discomfort. To help diffuse the situation, ask the child if you can read a book to them or use puppets to role play a conversation where they can safely voice their concerns.

*Dealing with a negative cry for help:* Identify acceptable ways of signalling distress and controlling behaviour such as using a quiet voice and appropriate words such as "Can I have a turn when you're done?" Do not hesitate to give directions firmly, clearly and repeatedly. Assure them you are in charge and keeping things safe. Avoid talking about rules and discipline.. If the child's difficulties persist, the child may need some quiet time separated from the group to calm down, by reading a book, playing with a toy or sensory activity.

*Dealing with a child who wants to be alone:* If a child wants to be left alone, respect their withdrawal. Be brief, quiet and calm; acknowledge their sadness; and convey your availability and concern. Avoid searching questions or trying to promote a responsive conversation. Tell them that when they are ready, they are welcome to come and play. Check with them after a moment to see if they are ready to return to the group.

*Dealing with a child who is unable to manage:* If a child is unable to manage, remove them from the situation as a last resort. Tell them kindly but firmly that their behaviour is not acceptable or appropriate, and perhaps they need time alone. Give the child the responsibility to decide when they are ready to play in a friendly, cooperative way. In this way, the child has some control and understands that we trust them to manage themselves. If the child has not decided to return after a

short period of time, invite them back into the group; but only if they feel ready.

*Dealing with a very aggressive child:* It may be necessary to remove a very aggressive child or a child who is consistently uncooperative from the classroom altogether. An adult must stay with the child at all times. Use the hallway in the event of temper tantrums. Reassure the child and help calm them by redirecting them to a calm activity (a book or puzzle) if they are interested.

### **Contravention of Behaviour Management**

For staff and volunteers who do not comply with these policies, the following steps will be taken:

1. Discussion with the Supervisor and President of the Board of Directors.
2. Trial period whereby the staff improves management methods while the Supervisor observes.
3. If no improvement is shown within a set time frame and if the teacher shows no sign of trying or clearly disagrees with the above, then termination will be required. If a serious incident has occurred where a staff has blatantly defied the policies of the centre and rights of the child then an immediate suspension of duties will occur. A follow-up investigation will occur immediately and the Supervisor and Board of Directors will make a decision of termination if it is deemed necessary. Any allegations of abuse will be addressed as per the child abuse policy.

### **GRIEVANCES, COMPLAINTS AND CONCERNS**

In the event that a formal complaint is lodged, both the complainant and Gingerbread Nursery School should address any issues immediately. In resolving complaints, the President and Supervisor, in their discretion, may use the resources available through the Toronto District Parent Co-operative Preschool Corporation (PCPC), and The Ministry of Education.

A record of all concerns is kept on file. The Board of Directors will make a periodic review of all concerns. Please note that feedback may be limited due to an individual's right to privacy:

#### **1. Family Concerns Related to Operations, Curriculum, Philosophy, Harassment, or Other Matters:**

- Within five working days, the complainant will be asked to discuss their concern with the Supervisor and/or President including the related details such as date, place, issues, and parties involved, using the letter as a source of information and agree on a plan of action and trial period. A meeting may be requested to further discuss the concern with the people involved.
- Within five working days of the incident, the complainant is required to write a letter outlining the complaint in detail to the President so that the facts are clearly recorded.
- The outcome of the discussion will be recorded in detail and kept on file for reference.
- Within five working days, the President, in consultation with the Supervisor and/or an objective 3rd party as required, will implement an agreed upon plan of action. The Board of Directors will be notified that there was an incident.
- If the complainant is unsatisfied with plan of action after an agreed upon trial period, the issue will be discussed in detail at a Board meeting (or a special Board meeting if deemed necessary) and the Board will vote on a second plan of action, based on consultation with the supervisor/teacher and an objective 3rd party as required, which may include suspension, termination, or expulsion.

- In the event that a parent decides to leave the school during the school year, they are not entitled to a refund

## 2. Family Concerns Relating To The Teachers, Specialists, Assistants, Programs Or Methods Of Teaching:

- The Supervisor should be notified of any issues related to the assistants, teachers, programs, or methods of teaching within five days of the occurrence as the teachers, specialists, and assistants report to the Supervisor.
- Within five working days of receiving the written complaint, the Supervisor will notify the Vice President of any concerns accordingly as he/she is responsible for Human Resources issues. Together they will decide on a facilitating a resolution and determining a course of action and report back to the complainant.
- If deemed necessary after consultation with the Vice President, the Supervisor will report the situation to the Board of Directors for their input either at the next Board meeting or at a special Board meeting.
- It may be necessary to arrange a meeting with the individual and the staff at a mutually convenient time (the Supervisor may or may not attend this meeting).

## 3. Concerns Related To The School Operations Or About The Supervisor:

- It is ideal to first address the concern first with the Parent-Teacher Liaison before lodging a formal, written complaint within five days of the occurrence.
- If unresolved, any issues related to the school's operations or concerns about the Supervisor should be directed to the Vice President who will in turn work with the President and possibly the Board to resolve the concern. Together, they will decide on a course of action and report back to the complainant.

## 4. Staff Complaints Or Grievances About The Families, Volunteers, Caregivers Or Other Staff:

- It is ideal to first address the concern with the individual or Parent-Teacher Liaison before lodging a formal complaint within five days of the occurrence. If unresolved, any staff complaints or grievances regarding the conduct of families, volunteers, caregivers or staff will be reported to the Supervisor or Vice President, for further discussion. Together they will determine appropriate action.
- The complaint will be carefully documented for the file.
- If necessary, the staff member has the option of using a third party as a facilitator.
- If the issue remains unresolved, the staff can discuss the issue with the team collectively, with the Supervisor and/or the Board of Directors, respectively.

## 5. Concerns Related To A Parent, Family, Caregiver, Or Volunteer's Behaviour:

- Working cooperatively with Gingerbread Nursery School families is a primary goal of the school and is in the best interest of the children. In the event that a participating family is not fulfilling its Duty Day requirements, they may be asked to hire an assistant or pay to change to non-participating status.
- As a cooperative preschool, families with children registered in the school are expected to contribute volunteer time to the school. In addition, from time to time, it may be necessary to

attend meetings to discuss issues, concerns and possible changes to the services and care provided to the child. Families are asked to work with the school's staff to ensure that any problems or difficulties are dealt with correctly.

- The Supervisor and/or President will first address the concern with the family before lodging a formal written complaint within five days of the occurrence.
- If unresolved, the President will notify the Board and determine an effective course of action.
- If a parent refuses to cooperate with the expectations and requirements of the cooperative, the children may be asked to withdraw from the school. An appeal for reinstatement may be brought to the Board.

#### **6. Concerns Related To A Child's Behaviour:**

- If a child's behaviour is endangering the safety and well-being of themselves, the other children, the staff, assistants and volunteers, or the school property, the Supervisor will meet with the family to come up with an acceptable course of action.
- The family will sign off on the written course of action, which will be provided to the President for information purposes only. Non-compliance by the family may result in the removal of the child from school.
- To ensure the well-being of the child and the smooth operation of the school, it may be necessary to withdraw the child from the school either temporarily or permanently. This will occur after the above steps have been taken and may include retaining the services of a behavioural specialist at the expense of the family.
- Any concerns by a family regarding a child other than your own can be brought to the Supervisor or teacher. The Supervisor/teacher's ability to respond to the concerns will be handled with confidentiality
- The Supervisor/Teacher will inform the President of any issues brought forward by any member of the co-op that results in the above actions.
- The President may become involved in any step of this process if circumstances warrant at his or her discretion.

### **SPECIALIZED SERVICES**

We are connected with Grandview Children's Centre.

### **SOCIAL MEDIA**

Gingerbread Members, include: staff, Board Members and Parent Volunteers of Gingerbread Nursery School.

What a Gingerbread Member posts on social media is the individual's responsibility; however, Gingerbread Members must refrain from

- Discussing workplace issues, especially making comments that may negatively affect Gingerbread
- Issuing or accepting "friend" request from children who attend Gingerbread
- Posting pictures which include any of the children, staff or parents in our Nursery School without prior consent.

- Disclosing confidential information about Gingerbread Nursery School or Gingerbread Members, or children
- Posting anything that can potentially tarnish Gingerbread's image or reputation
- Posting anything that can potentially tarnish another Gingerbread Member's image or reputation

Accordingly, every Gingerbread Member is expected to exercise good judgement and common sense when posting statements, information, photographs or other content to a social media site.

### **Enforcement**

A Gingerbread Member will be required to immediately remove any post on a social media site that violates the Social Media Policy. If the posting in question was made by a Gingerbread Member they will discuss the matter with the Supervisor to ensure he/she understands the Social Media Policy and the importance of respecting the policy. If the posting in question was made by a Gingerbread Supervisor, she will discuss the matter with the Board of Directors.

Depending on the nature of the violation(s) or in the event of repeat violations, a Gingerbread Member may face disciplinary measures up to and including termination from employment, or from the Gingerbread Board of Directors or from volunteering, as applicable.

### **Photographs**

Photos are a ministry requirement. Photographs that are taken for display boards will be posted only in the Nursery School and will only be available for families to view during Nursery School hours (9:00 a.m. - 11:30a.m.).

Parent/guardian volunteers will not take any picture of their child while performing their duty day.

Photographs are taken of the children for documentation and are incorporated into a special book at the end of the year for parents to keep. Photographs may include other children from the Nursery School as they incorporate play experiences and play mates.

Parents agree/disagree for staff to take photographs on their enrollment forms; however, if parents/guardians change their minds, they may write a letter indicating their choice to not have their child's picture taken.

Photographers from Snap'd, a local newspaper, often take pictures of children during our Spring Festival Concert. A permission form for this will be given to parents/guardians a week prior to the event.

## **FUNDRAISING**

We are a non-profit organization and depend on the successes of our fundraising events to help us with expenses in running the Nursery School Program. We know everyone is on a tight budget, but we appreciate your help whenever you can give it.

Some Fundraising events may include:

Bake Sales, Lil Caesar's Pizza, MacMillan Foods, Vandermeer Nurseries and Spring Festival.

### **Spring Festival**

This is the biggest fundraising event that Gingerbread does, and has brought in close to \$2000 every year. The proceeds of this event go into funding the following year. The reason Gingerbread can open is because of the efforts of the families from the previous year.

Spring Festival includes ticket sales for a concert that the children put on, gift basket raffles, bottle draws, door prizes and much more! It is a major event that occurs in May and involves a lot of preparation. A mandatory meeting for every family will occur in April to discuss this in more detail.

## **SPECIAL CELEBRATIONS**

In the event that you would like to have your child celebrate his/her birthday at Gingerbread, you must inform the staff in advance, so we can adjust our program and menu.

In accordance with the Health Protection and Promotion Act (HPPA), all foods served to children in a licensed child care must come from an inspected source – which is a premise that is routinely inspected by a local Health Department (grocery store, bakery, caterer, and restaurant).

As a result, we are unable to accept home-made baked goods. We ask that your treat be bought from an inspected source and packaged properly, with the ingredients and best before date readily visible.

Under the HPPA, staff will have to log all food brought into Gingerbread, noting the type of food brought in, where the food was purchased, the name of the person who brought in the food, the date the food was bought and served.

## **MENUS**

Menus are posted on the Parent Board in the coat area. They are healthy, they include 3 of the 4 food groups as recommended by Canada's Food Guide and are adjusted seasonally. Substitutions will be reflected when they occur. You will also get a copy of the menu in your newsletter and it will be posted on our website.



## **EXCURSIONS**

Our popular Field Trip is a Go Train ride with a stop off in a park for snack before returning. You will receive a permission form outlining the location, date, time and duration of the trip.

Parents/guardians or other family members are invited to attend the field trip. This ensures each child will be transported to and from by their own parent/guardian in their own car seat. It is optional for the parent/guardian to stay for the duration of the trip, should they decide not to attend, they will be required to be at the pick-up location **15 minutes prior** to the end of the trip to meet the staff and get their child.

Whether we meet at the Nursery School or at the designated location, we ask that every family arrives **fifteen minutes early**, so we have time to do attendance and use the washroom.

Each child's family is responsible for paying any cost associated with the trip, however, they will get the group discount if applicable.

## **UPDATES**

February 2022

### **SUPERVISION OF VOLUNTEERS AND STUDENTS POLICY**

Gingerbread Nursery School is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. The safety and well-being of children who are being supervised on our premises is one of Gingerbread's highest priorities.

Reg.262 under the Child Care and Early Years Act (CCEYA) provides that every owner/operator shall ensure every child who is in attendance in a day nursery or in a private home day care location is supervised by an adult at all times.

Gingerbread Nursery School has developed the following policy and programs in order to comply with the direction of the Ministry and Regulation 262.

This policy sets the framework and the program which applies to all agency volunteers and placement students who have been approved or accepted by Gingerbread Nursery School.

#### **Policy:**

Gingerbread Nursery School may have volunteers and/or Early Childhood Education students working within the organization along with staff throughout the year. At all times, volunteers and placement students must be under the direction and supervision of Gingerbread Nursery School's staff.

Co-operative Nursery Schools where Ministry Director Approval has been given; the policy will allow for two (2) participating parents to take place of an unqualified staff for the purposes of staff ratios.

No child or children will be supervised by any person less than 18 years of age.

No child will be supervised by someone who is not an agency approved participating parent of Gingerbread Nursery School.

## **Procedures**

All staff are required to review the organization's policies, procedures and practices regarding the supervision of volunteers, participating parents, and students at Gingerbread Nursery School.

All staff will review their roles and responsibilities when directly supervising and working with volunteers, participating parents and/or placement students in their classrooms annually.

The Supervisor is responsible for ensuring that volunteers, participating parents, and students are provided an orientation to the organization, appropriately trained, and supervised.

Volunteers, participating parents, and students have a responsibility to contribute to their orientation by seeking information, asking questions and assistance as required.

All volunteers, participating parents, and placement students must agree to follow all policies and procedures of Gingerbread.

All volunteers, participating parents, and placement students must agree to follow the directions and guidelines provided by staff and management of Gingerbread Nursery School.

In the case of a disagreement over the direction provided by a staff member the volunteer participant parent or placement student may address this issue in writing with the President or Vice President of the Board.

### **Criminal Reference Checks:**

All volunteers including participating parents having direct contact with children in the child care must have a satisfactory criminal check.

Students Placements – Students, prior to their placement in the child care must verify they have satisfactory criminal reference check.

### **Mandatory Orientation & Training:**

Prior to starting in the classroom at Gingerbread Nursery School all volunteers, participating parents, and placements students will have a detailed orientation which will include:

Child Care and Early Years Act requirements

Information regarding roles and responsibilities within the organization

Review of Code of Ethical Behavior (College of ECE Code of Ethics and Standards of Practice)

All volunteers, participating parents, and placement students are required to review and sign off on all policies and procedures prior to working with children for the first time and at least annually thereafter.

All volunteers, participating parents, and placement students will have ongoing training through impromptu daily meetings and scheduled monthly staff meetings.

All volunteers, participating parents, and placement students are required to read all applicable memos and organizational updates.

Volunteers, participating parents, and placement students will be made aware of all applicable policies and procedures in the organization including but not limited to:

The Behavior Management  
Policy Emergency policies and  
procedures Anaphylaxis Policy  
and Procedures Workplace  
Harassment Policies

Serious Occurrences Policy  
Confidentiality Policies  
Volunteer or Placement Student Job description  
Code of Conduct.

All accidents, injuries and hazards must be reported immediately to any staff member supervisor, or President of the Board. Incidents include violence, theft, threatening behavior, abuse, or any (potentially) unsafe situation.

**Record Retention:**

All records documenting that the volunteer, participating parent and/or placement student has reviewed and signed off on all applicable policies and procedures will be kept on file at the centre for two years.

Confidentiality – All volunteers, participating parents and placement students must sign a confidentiality agreement.

All volunteers, participating parent, and placement students are responsible for maintaining the confidentiality of all propriety or privileged information to which they are exposed while at Gingerbread, involving staff, clients, or other volunteers and students.

**Discipline:**

All volunteers, participating parents, and placement students who fail to adhere to the policies and procedures of Gingerbread Nursery School may face disciplinary action, up to and including dismissal.

Gingerbread Nursery School believes in fairness and openness and where volunteers, participating parents, and placement students can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, the organization follows the same steps as its staff practices:

- Performance
- Review Verbal
- Warning Written
- Warning
- Suspension
- Dismissal

**Revision: As of September 1, 2017:**

The Ministry of Education will be requiring all child care license applicants, including existing licensees, to provide a current Police Record Check (PRC) as part of their application.

This approach will support the health, safety and well-being of children receiving licensed child care, it is required by the legislation/regulation and responds directly to a recommendation made to the Ministry by the Auditor General of Ontario in 2014. Obtaining a PRC allows the Ministry to determine that applicants are not prohibited from operating a child care program and do not have a criminal history that may put children in care at risk.

Furthermore, individuals who will be interacting with children at Gingerbread Nursery School will need to provide a current Vulnerable Sector Check. Individuals who interact with children are those who become involved in communication, social activity or work with them. Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).

Where an individual will not be interacting with children at the proposed child care program, they are required to provide a Criminal Record Check along with a signed letter confirming that they will not be interacting with children. (This pertains to the city workers who maintain this building).

**GINGERBREAD WAIT LIST POLICY**

We do maintain a Waiting List should the school be filled to capacity. There is no fee to be placed on the Waiting List.

Updated February 2022

To be placed on the list, please call or e-mail us to add your name to the waiting list. The day that you call and leave a message or send your email will be your seniority date on the waiting list.

There may be some turnover in registrations during the school year, once there is a confirmed withdrawal, the supervisor/designate will contact the parents/guardians, with children on the Waiting List, in sequential order. This means the family with the highest seniority date will have first official offer of the available space.

All parents/guardians who are waiting for a particular month will be contacted when spaces are available. Even if the month you specified has already passed you will be offered a space.

Once your child is officially offered a space, if you would like to accept it, you will be given a date to come in and enroll your child.

If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.

You will remain on the centers list until you have asked us to take you off.

In order to maintain privacy of all potential families at Gingerbread, we will only disclose to the parent/guardian their child's position on the Waiting List.

**Please provide the following information for you file on the waiting list:**

- Parents first and last names
- Best contact telephone number(s) and or email addresses
- Your expected start month
- Your earliest start month you will consider (you are willing to start in March, but you really need the space for May)
- Your child's name
- Date of Birth
- If there are any changes to your contact information please contact the centre to update your file.

**Phone:** 905-831-9246

**Email:** [tditacchio.gingerbreadnursery@gmail.com](mailto:tditacchio.gingerbreadnursery@gmail.com)

## PARENT AGREEMENT

Please sign, check off the circles and return.

I understand and agree to fulfill my duties as a member of Gingerbread Co-op Nursery School. I have read the Parent Handbook and agree to abide by the Nursery School's rules and policies including but not limited to issues regarding:

- Program Statement
- Registration, Deposits and Fees
- Notice of one month in writing for withdrawal of my child from Gingerbread
- Safe arrival and departure of my child to Gingerbread
- Parking
- Ill child and communicable diseases
- The administration of medication by staff
- Emergencies
- Anaphylaxis – Prevention and Protection
- Child Protection – duty to report
- Clothing your child needs to bring every day
- Pets and animals
- My responsibility to participate in the program or on the Board of Directors
- Grievances, Complaints & Concerns
- Social Media Policy
- Supervision of Volunteers and Students Policy
- Waitlist Policy
- Other Persons Policy

Name of child: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

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

## Authorization Form

- My signature authorizes Gingerbread Nursery School to administer the K 1 Pill in the event of Nuclear Disaster
- My signature authorizes Gingerbread Nursery School to obtain necessary medical assistance in the event of an emergency situation

Name of child: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

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

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

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

## PARENT INFORMATION FORM

Please sign and return.

There are many areas in which Gingerbread can make use of our members' talents, expertise and skills; however, it is difficult for us to know what they are. In order to help us, we would appreciate you completing this form.

We realize that the information you share with us is personal and we assure you that it will be confidential.

There are many different ways to contribute, we look forward to incorporating you into your child's nursery school experience.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_

Area of Expertise/Skills: \_\_\_\_\_

Languages: \_\_\_\_\_

Favourite Celebration/Holiday: \_\_\_\_\_

### **Please indicate which duty/duties you would like to participate in**

- |   |   |  |
|---|---|--|
| <input type="radio"/> Classroom Assistant   | <input type="radio"/> Snack Preparation   | <input type="radio"/> Social Committee |
| <input type="radio"/> Toy washing           | <input type="radio"/> Picking up the mail | <input type="radio"/> Library Helpers  |
| <input type="radio"/> Fundraising           | <input type="radio"/> Supply Staff        | <input type="radio"/> Other: _____     |
| <input type="radio"/> Snack Grocery Shopper | <input type="radio"/> Board Member        |  |

All Helpers will need:

- 1) Updated Immunization/TB test or Affidavit (Statement of Conscience or Religious Belief)
- 2) Vulnerable Sector Criminal Background Check (papers will be given to you based on your jurisdiction)

You will have to find alternative childcare arrangements for your child/children who are not registered in the Nursery School Program.

Snack Preparation: You will have to read and sign off on the Ontario Food Premises Regulation.

Please note: Smoking, handling of a cigarette, or use of an e-cigarette is prohibited in the Nursery School, the parking lot, near entrances and playground areas whether children are present or not. Smoking is prohibited during your scheduled duty day.

Updated February 2022





*Smoking/Vaping,*

Handling of a cigarette or use of an e-cigarette is prohibited on, in or around the Gingerbread Nursery School premises, which includes: the parking lot, all entrances/exits and play areas whether children are present or not. Smoking is prohibited during your scheduled duty day.