

# Childcare Program General Policies

## NORTH GRENVILLE CO-OPERATIVE PRE-SCHOOL AND LEARNING CENTRE

### Objectives

- To maintain a **co-operative** (parent-run), not for profit, Pre-School and Childcare program, licensed under the *Day Nurseries Act (DNA)*.
- To provide an enjoyable, relaxed, nurturing, positive and safe learning environment with a balanced curriculum designed to meet the physical, social, intellectual, and creative needs of pre-school, JK/SK and school aged children.
- To provide parents with an opportunity to become involved in their child's Pre-School and Childcare experience and to help parents acquire a better understanding of children and of their own child, by means of participation in the school program and through contacts between parents and teachers.
- To promote public awareness of the importance and value of high quality Pre-School and Childcare programs that will positively contribute to the child's growth and development as future citizens of our community.

*"Parents and the Early Childhood Educators are partners in the learning experiences for their children and themselves."*\*

### Admission

- Children will be eligible for enrolment if they are 2 ½ years of age when starting in the program.
- Priority will be given to families that require full time care for Preschool children and Kindergarten aged children who require care during non-school hours. Part time members will be given the first option of going full time if, and when space becomes available.
- Applications may be taken at any time during the year, care being taken to inform the applicant as to their place on the waiting list. An interview will be scheduled prior to enrolment with the Director of Programs so that families have the opportunity to become familiar with the Childcare program, the policies and ask questions.
- A \$30 non-refundable registration fee per family plus the 1<sup>st</sup> months fee is payable on the date of registration.
- Children with special needs may enrol in the school program and must, when deemed necessary, be accompanied by an resource teacher or special volunteer (need will be discussed a time of registration). There will be a limit of one child with special needs per 'A' and 'B' program.
- Priority in registration for the following year and for the licensed, "LeaHurst Summer Adventure", childcare program is available to children attending in the current year and to their siblings. Families requiring childcare during summer months will be required to inform the Program Director, no later than April 30<sup>th</sup>, of the dates of planned holidays and the weeks of childcare needed.
- Under *the Day Nurseries Act*, we are licensed for 15, full time, Preschool and Kindergarten aged children/group ('A' and 'B' days) between 2 ½ and 5 years of age. A limited amount of school aged siblings (6 - 12 yrs. of age) of the Preschool and Kindergarten enrolled children will be accepted for before and after school care on a "first come, first serve basis" and/or when a space becomes available. The number of school age spaces will vary depending upon the number of Preschool and Kindergarten aged children requiring care during the before and after school hours. A maximum of 30 children may be in attendance during the before and after school hours, including 15 children attending the full day.

### Membership

- All licensed programs (Pre-School and Childcare) at the *North Grenville Co-operative Pre-School and Learning Centre (NGCP&LC)* are **co-operative**.
- Registration fee, \$30.00 determines membership in the co-operative and helps to cover administrative costs such as registration packages, brochures and group insurance, etc.

### Duties of Members

- Some duties are program (Pre-School and Childcare) specific. Refer to "Parent Roles and Responsibilities".
- A copy of the General Policies will be included in the registration package and read by all members. Members will be required to sign the "Policies and Responsibilities Sign-off Form" stating that they have read, understood and agree to follow the policies of the *North Grenville Co-operative Pre-School and Learning Centre*.

- Each parent of the co-operative is expected to share in the work of the school by taking on at least one of the program specific, parent responsibilities outlined in the parent handbook, or on the Board of Directors. **All members are required to fully participate in all fundraising events.**
- Attendance at all General Meetings (3-4/year) is expected. Important decisions are made at these meetings that may affect the general membership of the school. The Board of Directors will assign a position to parents who do not volunteer for a committee. Parent members are also welcome and encouraged to attend Board of Directors meetings.

### Fees

- Fees, determined by the Board of Directors, are based on the actual cost of operating the Childcare program and will be reviewed annually.
- Current fee schedules will be posted on the *NGCP&LC* website and will be published in the annually updated *NGCP&LC* brochure.
- A \$30, non-refundable, registration fee per family is required.
- The first months fees will be calculated and are payable at the time the child is registered in the childcare program.
- Childcare fees are due in advance of service. Invoices will be issued in August, December and February for the school term and in June for the summer program. Monthly, post dated cheques are required upon receipt of invoices. School Board calendars will be used to calculate the days of childcare required.
- No refunds will be made when the school is temporarily closed due to emergency conditions (snowstorms, lack of heat, etc.).
- No refunds, or exceptions to invoicing calculations, will be made for absence due to illness, traveling, or any other reason.
- Late fees will be charged if payment is not received in full by the 15<sup>th</sup> of the month. An annual interest rate of 30% will be calculated on the overdue balance. Interest is calculated monthly at an annual rate of 30% on overdue accounts.
- An invoice will be issued for each "Snow Day" that a child attends the childcare program and payment will be expected **immediately** upon receipt of the invoice. \* See "PA Days and Snow Days" for further details.
- Non payment and NSF cheques will, at the absolute discretion of Board of Directors of the *North Grenville Co-operative Pre-School and Learning Centre*, be deemed to be a breach of policy agreement, and may result in the termination of services and withdrawal of the child from the child care program.
- A charge of \$25 will be levied for any cheque made payable to *NGCP&LC* that is returned NSF by the bank.

### Withdrawal

- When a parent desires to withdraw a child **2 weeks written notice** is required and must be sent to the Director of Programs. A refund will be given only if the vacancy can be immediately filled from the waiting list without loss of fees to child care program. Refund will be effective from the time of the notice, exclusive of the registration fee.
- A permanent space cannot be guaranteed if you chose to temporarily withdraw your child.
- In consultation with the Parent/Guardian, Director of Programs, Teacher and the Chairperson of the Board of Directors, a parent/guardian may be asked to withdraw the child when:
  1. The program does not meet the needs of the child.
  2. The child is unable to function in a group setting.
  3. The child is beyond the program age.
  4. Parent/guardians do not follow the policies of the co-operative.

### Insurance and Liabilities

- *The North Grenville Co-operative Pre-School and Learning Centre* is a member of *Parent Co-operative Preschool Corporation (PCPC)* and carries insurance through the group plan provided by the organization. *PCPC* builds partnerships by providing support, services and tools that work for the childcare community and is supported by volunteers, parents and educators who are dedicated to the goal of quality early childhood education and parent education.
- All agencies licensed by the *Ministry of Children's Services*, which provide direct service to children, require a Criminal Reference Check (CRC). All parents and volunteers who wish to assist in the program are required to authorize the police to perform a CRC (Consent to Disclosure form is included in the registration package) before the school year commences. A photocopy of a photo ID is also required. All information obtained will be kept confidential.

- A permission form must be signed so that a child may participate in field trips. Parents will be notified of impending trips. Parents are encouraged to attend field trips where possible.

### Emergency Closures

- The centre will close for the following reasons:
  1. No Power
  2. No Heat
  3. No Water
  4. Serious occurrences such as flood, fire, vandalism, etc. where the centre is deemed unsafe for use.
  5. May close if Campus closure is ordered by the University of Guelph – depends on reason for closure. Please note that campus closures are extremely rare. Severe weather conditions may determine this outcome in which case families will have prior warning that the campus may be closed.
- Parents will be called to come and pick up their children ASAP if the centre has to close during the day.
- In the event that that a decision is made to close prior to 7:00 AM, every effort will be made to notify parents by telephone. If we are not able to reach parents, a notice will be placed on the door. Parents are encouraged to call the director or staff members if uncertain about the centre being closed. Please refer to the staff/parent member phone list.
- Fees will not be reimbursed if the centre is closed for one day. If the centre is forced to close for an extended period of time the BOD will meet to determine reimbursement of fees. Such a circumstance would be extremely rare.

### Health Regulations

- Verification of up-to-date immunization (or completed affidavit) as required by the local medical officer of health, is required for each child prior to admission.
- Communicable diseases or prolonged illness shall be reported at once to the Director of Programs.
- Children who exhibit the following symptoms of illness will not be permitted to participate in the program:
  - 1.) Elevated temperature, flushing, pallor or listlessness.
  - 2.) Acute cold, nasal discharge or coughing.
  - 3.) Vomiting or diarrhea.
  - 4.) Red or discharging eyes or ears.
  - 5.) Undiagnosed skin rashes or infections.
  - 6.) Unusual irritability, fussiness and restlessness.
  - 7.) Head lice – upon detection of head lice, the child will be separated from the other children and parents/guardians will be notified and required to pick up the child. The child will be permitted to return to the childcare program when de-liceing treatment is complete and all nits have been removed from the child hair. The teacher on duty will check the child's head before being allowed to enter the classroom and before the parent leaves. If lice or nits are discovered the parent/guardian will be required to take the child home.
- A child's return to the childcare program following a contagious illness or injury will be based upon a doctor's note and/or recommendations from the Public Health Unit, or until the child's ability to participate in a group setting is assessed by the JK/SK Teacher and Director of Programs.
- The *DNA* requires that children play outdoors daily. If a child is too ill to play outdoors they should remain at home.
- Children who become ill during the day will be isolated from the other children and parents/guardians will be contacted. The child will be cared for until the parent guardian arrives to take the child home.

### Medications

- The JK/SK Program Teacher and/or Director of Programs will responsible for the administration of **prescription medications only**. Prescription medications (with the exception of medications required for asthma or allergies) will be kept in a locked container in the fridge. Parents/legal guardians must complete and sign a "Medication Authorization Form" form prior to administration of any medication.
- The prescription medication must be in the original container, and clearly labelled with: name of child, name of medication, dosage, date of prescription and instructions.
- Administration of emergency medications required for conditions such as asthma and allergic reactions will be kept in a cupboard marked "Emergency Medications", out of children's reach. Children will be allowed to carry their own asthma or emergency medication if a written procedure, established by a legally qualified medical practitioner or registered health nurse, is provided.

- Consent forms for emergency medications must be updated each year (or as needed to stay current) for each child that child is enrolled in program.
- A list of children with allergies will be posted in the classrooms and kitchen.

### Absenteeism

- **Parents/guardians are required to notify the NGCP&LC, before 9:00 AM** (message can be left on machine) if the child will be absent and to give reason for absence.
- **If a child will be arriving later than 10:00 AM, parents/guardians are required to call the centre no later than 9:00 AM** to inform the teacher of the late arrival, and the time that the child will arrive. Children, who are in the full day Preschool/Kindergarten program will not be accepted into the program **after 1:00 PM**. Children in the school age, before and after school program will not accepted into the program **after 3:45 PM**. **It is very important for parents/guardians to realise that late arrivals interfere with the smooth delivery of the program. Teachers plan snacks, activities, and outings. When children arrive late, particularly if the centre has not been informed of the late arrival, the routine and daily planning is negatively affected.**
- If, for any reason, the child leaves school during the day and will not be attending the child care program during after school hours, **it is very important that the NGCP&LC is notified immediately that the child will not be coming to childcare.**

### Clothing

- Please ensure proper clothing for indoor and our door play. Adequate clothing must be worn for the weather.
- Shoes or slippers, that fasten or tie up, with non-slip soles must be worn at all times when indoors. Slip-on, play “dress-up” shoes (i.e. Barbie) are not considered appropriate footwear as they present a tripping hazard. “Flip-flops” in summer are also not recommended for safe play when outdoors.
- A seasonally appropriate, complete change of clothing is required to be brought to the school and kept in the child’s cubbie. Children’s clothing should be labelled with their name. Check the “Lost and Found” regularly for missing items.
- Some activities, art for example, may be “messy”. Parents/guardians are encouraged to send children in clothing that is “OK” to get dirty.

### Lunch Program

- Nutritious and delicious lunches, that meet *Canada’s Food Guide* and the *Day Nurseries Act* specifications, will be served to JK/SK children who attend the Childcare program on their ‘non-school’ days.
- Weekly lunch and snack menus will be posted.
- Expectations for using proper table manners will be consistent and appropriate. Children will be encouraged to say “please” and “thank you”, take small helpings at a time and finish eating it before taking more, swallow food before talking, stay seated until finished, ask to be excused from table, etc.
- Children will be encouraged to try new foods, never coaxed or bribed. The child will be allowed to accept or reject foods on their own choosing.
- Lunch and snack menus are **peanut free**. If a child has an allergy (i.e. dairy), an appropriate substitute will be offered. All allergies and necessary arrangements/ food substitutions will be discussed at the interview prior to registration.
- A list of children with allergies will be posted in all classrooms and the kitchen.
- ‘Treats’ from home (i.e. birthday cakes, special occasions), **must be pre-arranged** with the JK/SK Teacher and/or the Cook.
- Children will be required wash their hands before snacks and lunch, and to brush their teeth each day after lunch.

### Child Care Hours of Operation

- The Child Care Program is a ten (10) month program, following the school calendar year, beginning the first public school day after Labour Day in September and will end on the last school day in June. Families requiring childcare during summer months will be required to indicate childcare requirements and register their child in the “LeaHurst Summer Adventure” program, by April 30<sup>th</sup>.
- The school will be closed on all Statutory and Public holidays as well as the school days falling in the week between Christmas Eve and New Years Day
- The hours of operation of the Childcare program are: 7:00 AM – 6:00 PM, Monday through Friday.
- The JK/SK program operates in accordance with the *Upper Canada District School Board* and the *Catholic District School Board of Eastern Ontario*, “A” and “B” day schedules.
- Before school hours are 7:00 AM, until school bus pick up at approximately 8:45 - 9:00 AM.

- After school hours begin at approximately 3:45 – 4:00 PM, when school busses drop children off, until closing at 6:00 PM
- The basic daily schedule includes: Early morning snack, Free play (consisting of a choice of art and craft activities, games, puzzles, dramatic and block play etc.), Circle and planned theme activities – science, cooking, nature walks, drama etc., Outdoor play, Lunch, Quiet time, Free play, Snack, Outdoor play and Group circle and activities.

### PA Days and Snow Days

- Attendance, on PA days and “Snow” days (school busses cancelled), for children who are present for before and after school care and would normally go on the bus to school, must be pre-arranged at time of registration. As each PA day approaches, all families will be asked to confirm their child’s attendance as a means of determining special activities and accurate staff/child ratios for the day.
- JK/SK program families that pay a flat monthly rate for childcare will not be subject to an additional charge for Snow days or PA days (that fall on their regular school day) attended.
- Part time JK/SK, (charged by the day) families will be charged for each additional PA and/or “Snow day” attended (see current Fee Schedule)
- School Age children (before and after school care), both full time and part time, will be subject to additional fees charged for PA days and Snow days. (see current Fee Schedule). ½ day fees will apply to early dismissal days. **Children must bring their lunch on early dismissal days.** It is extremely important that foods which could potentially cause an allergic reaction not be included in the lunch brought from home. (refer to Anaphylaxis Policy in your Parent Handbook)
- **Lunch cannot be served to your child on snow days.** Lunch from home (the lunch that they would have taken to school if busses not cancelled) must be brought to Childcare that day. It is extremely important that foods that could potentially cause an allergic reaction not be included in the lunch brought from home.
- On PA days, special arrangements will be made by the *NGCP&LC* to provide lunch to all children.
- The *Day Nurseries Act* specifies that all lunches, provided by a childcare program, or brought from home, **must be healthy.** Any form of candy, chips and soft drinks are not permitted **and foods that present an allergy threat must not be in the lunch brought from home.** A list of food allergies will be provided to parents who choose this snow day attendance option.
- Pre-School classes are cancelled on P/A days and Snow days allowing space for additional children to attend on these days. Field trips or alternate activities may be arranged to accommodate the extra number of children on PA days.

### Designated Evacuation Shelter is the Purvis Hall - Library

- In the event of emergency requiring evacuation of the *NGCP&LC*, children will be moved to Purvis Hall, next immediate building to the north on Heritage drive. Teacher(s) and children will remain at the evacuation shelter until parents are notified and all children have been picked up.

### Drop off and Pick up Routines

- It is recommended that parents/guardians establish a regular arrival and pickup routine. To ensure DNA specified child teacher ratios, staffing will depend on this routine and any major irregularities will affect this ratio.
- Parents are asked **not to drop children off early (before 7 AM), and to pick children up promptly.**
- Children must be brought into the school (**never dropped off in the yard**) and assisted with the removal of outdoor clothing, where necessary, by the parent/guardian. It is the responsibility of person dropping the child off to make contact with the teacher so that she/he is aware that your child has arrived.
- When children are picked up, contact with the teacher must be made so that she/he is aware that your child has left.
- A written note signed by the parent/guardian, or if last minute, a telephone call, is required if anyone other than those persons listed on the registration form will be picking up a child. **Children will not be permitted to leave with any unauthorised individual unless such a written note is presented or arrangements have been made via telephone between parent/guardian and teacher in charge.**
- Teachers will reserve the right to ask for the ID of any person, who will be picking up a child, that they have not previously met.
- The teacher in charge will verify attendance at the beginning and end of the program.

### Late Policy

- **The Centre closes at 6:00 p.m. sharp!** You must notify the *NGCP&LC*, as soon as possible, if you are unable to arrive by closing time. A penalty of \$1.00 for every minute that a child remains in the Centre after 6:00 p.m. will be charged. At 6:15, if child is still not picked up, the teacher on duty will

call the emergency contact names provided at registration and request arrangements be made to pick up the child ASAP. Time will be calculated using clocks designated at the Centre. Parents are required to sign the late sheet as they are leaving the Centre. A cash payment should be made to the Director of Programs within 24 hours. The Director of Programs and the Board of Directors will review violation of the late policy. Continued violations of any part of this policy may result in termination of the child care agreement, after prior verbal and written notification to parents and at the discretion of the Board of Directors."

## **ADDITIONAL INFORMATION**

### **Fee Subsidies**

Subsidies are available through the United Counties of Leeds and Grenville. Eligibility for these subsidies is determined by the United Counties and is based on your level of income as shown on Line 236 of your most recent Federal Notice of Assessment or net income as shown on your Canada Child Tax Benefit Notice. In some cases families are eligible for a partial subsidy; this will be determined during your appointment. If you feel you may qualify or would like more information, please contact:

- **Children's Services Department**  
**25 Central Avenue West**  
Brockville, ON K6V 4N6  
(613) 342-3840 ext. 2366 or 2361  
or, 1-800-770-2170  
Fax: (613) 341-3849