



PARENT HANDBOOK

(Please keep in a safe place for future reference during your child's Calvary Nursery School Years)

www.calvarynurseryschool.ca

calvarynurserylondon@gmail.com

**Calvary Nursery School
290 Ridout St. S. (near Emery)
London, ON N6C 3Z1**

519-438-6638

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PROGRAM STATEMENT

Calvary Nursery School is a non-profit, half-day program where we respect each child's individual needs. We're in a partnership with families to inspire children to grow & flourish and to assist in building a sound foundation for each child's future. We believe all children are competent, capable of complex thinking, curious, and rich in potential. Our play-based learning environment provides a child-initiated adult-supported approach for children to build upon their strengths and abilities. Children excel in a setting based on the foundations of belonging, well-being, engagement, and expression. We use these foundations to plan and create environments and experiences across all domains of development. The Ministry of Education document "How Does Learning Happen?" guides our program to provide quality experiences in the interrelationship of children, their families, and their educators.

Every child is supported in developing a sense of self, health, and well-being.

- ⇒ Calvary Nursery School promotes healthy eating by providing nutritious and safe foods for snack, by role modelling healthy eating behaviours, and by supporting and educating parents and staff.
- ⇒ Opportunities are provided throughout the day to practice self-help and self-care skills based on each child's capabilities.
- ⇒ A safe and stimulating environment is provided through vigilant supervision with opportunities for physical activity indoors (as a morning-only program outdoor space is provided also in the spring).
- ⇒ Active play is incorporated with a balance of quieter play activities, giving consideration to the individual needs of the children.
- ⇒ Children are supported in their progressing ability to self-regulate by talking about feelings with the children and by verbalizing through the process in ways that other children can hear and observe possible solutions. Children are encouraged to interact and communicate in positive ways to support this emerging ability to self-regulate such as looking for ways to right a wronged situation or make someone else feel better.

Every child is supported in developing a sense of belonging, being connected to others, and contributing to their world. Positive and responsive interactions among the children are supported by:

- ⇒ Creating positive learning environments and experiences as well as modelling positive interactions
- ⇒ Being aware of the emotional environment and intervening when needed in a warm, sensitive manner to support problem solving and developing new ways to achieve social competence.
- ⇒ Valuing each child's unique spirit, individuality, and presence.
- ⇒ Helping each child to recognize the rights, feelings, and property of others and helping children acquire the language for their emotions. Teaching children to look for cues of emotion from others (such as facial expressions) as a way to develop empathy.
- ⇒ Helping each child feel included and safe in relationships with adults and other children. Trust is developed by listening to children and being a consistent pillar of support for all their needs.
- ⇒ Guiding children in a positive manner at a level that is appropriate to their actions and their ages, with a focus on the teachable moment.
- ⇒ Remembering that a child causing problems may just be asking for attention. (Reinforce the positive - a hug is important to a child.)
- ⇒ It is important to cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them. To do that we encourage children's efforts, show genuine approval, and use verbal and non-verbal support (such as a compliment, a smile, a nod, a pat on the shoulder) to reinforce a child's good feelings about him/herself.

Every child is supported in seeing themselves as a capable communicator who expresses himself or herself in many ways by:

- ⇒ Fostering communication and expression in all forms.
- ⇒ Encouraging children to interact and communicate in positive ways.
- ⇒ Turning situations back to children by using questions rather than giving answers and watching from a distance before intervening to see if they can work it out. (Let the children own the problem; assist them to talk and to listen to each other.)
- ⇒ Encouraging empathy training, impulse control, and anger management with use of age appropriate portions of the "SECOND STEP" program of Violence Prevention.

- ⇒ Offering choices that are tangible options and are clearly understood by the child and acceptable to the adult. Choices can include verbal and/or visual strategies.
- ⇒ Making requests clear and appropriate to the child's developmental level. Keeping rules basic with simple explanations when implementing.
- ⇒ Pointing out natural or logical consequences (or allowing children to discover their own natural consequences) to help develop understanding and self-discipline.

Every child is an active and engaged learner who explores the world with body, mind, and senses.

- ⇒ Provide environments to engage children in active, creative & meaningful exploration, play & inquiry by:
 - ❖ including materials that stimulate curiosity.
 - ❖ providing a safe environment for children to explore & learn to take risks.
 - ❖ including sufficient number and variety of play materials available and accessible to children throughout the day, allowing children to make choices.
- ⇒ Many play spaces are available in the classrooms at tables or on the floor as well as quieter play spaces that may include cushions and cozy areas. Indoor physical activities may include gym time, mini trampoline, balls, obstacle courses, as well as music & movement exploration. The outdoor physical space includes sandboxes along with a large grass area for balls & toys and space for running & a variety of motor & social skills.
- ⇒ Child-initiated and adult-supported experiences are provided. Experiences provided are based on the interests of children as well as introducing new possibilities to maybe spark interest.
- ⇒ Educators engage with children and get involved in play with them, following their lead and offering extensions in the play to support their learning and development.

Under NO circumstances shall the following be permitted:

- ❖ Corporal punishment of the child.
- ❖ Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the 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.
- ❖ Locking the exits of the child care center for the purpose of confining the child or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- ❖ 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 the child of 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.

For children to grow and flourish in a quality setting the parents must be supported and encouraged in their engagement of and ongoing communication about the program and their children. This is done by:

- ⇒ Encouraging families to help you understand the child from their perspective. This means seeing parents as experts on their child and developing supportive relationships with them.
- ⇒ Keeping parents informed of what's happening (both in the ECE field & in our programming) with monthly newsletters including a variety of tips and information, monthly activities & snack menu calendars, and on the 'up-date' easels outside the classrooms.
- ⇒ Keeping communication opportunities open with parents through E-mail and 'Let's Talk' forms available. Being available to discuss questions or concerns.
- ⇒ Documentation of children's engagement in their environment & in their learning. This demonstrates a sense of belonging for children and a respect for their individual learning styles and ways of expressing themselves. Classroom activities and experiences are observed, documented some are captured in photos. This documentation, photos and children's artwork experiences are displayed in the school and provide a method of communication with families about the learning and skill development that is taking place.
- ⇒ Offering resource materials such as helpful articles & strategies through monthly newsletters and email communications.

- ⇒ Welcoming each family with its multiple caregivers, unique characteristics & strengths and including activities in classrooms to recognize families (i.e. with photos, parent's names at coat hooks)
- ⇒ Calvary welcomes all respectful communications. Respectful dialogues are based on mutual trust and sensitivity. It is expected topics will be discussed with respect, openness, and understanding among all parties. We want this to be a positive experience for all and expect everyone to respect confidentiality at all times. All issues and concerns raised by parents/guardians are taken seriously. Every effort is made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
- ⇒ Feedback from our annual parent survey.

Calvary Nursery School Inc. works with local community partners to involve and allow those partners to support the children, their families and staff. Those community partners include:

- ⇒ EarlyON Child and Family Centres – we offer Information for Parent Learning Opportunities and Family Centre programming.
- ⇒ Tyke Talk to provide referrals and to get suggestions & support from Speech Language Pathologists during visits or by phone.
- ⇒ AKB (All Kids Belong) to share & learn from weekly support visits and for regular family strategy meetings (with parents, educators, & professionals) to plan goals for needs of children registered in the AKB program.
- ⇒ Other community specialists that help support a particular child to be successful (eg. OT, PT, TVCC)
- ⇒ Old South Business Association for advertising and community involvement.
- ⇒ Church community of Calvary United Church.

Calvary Nursery School Inc. supports the foundations of engagement, belonging, well-being, and expression for the Educators by:

- ⇒ Registration with the College of Early Childhood Educators (CECE) is required and is supported by assisting in the cost.
- ⇒ Opportunities for continuous professional learning are encouraged, are suggested at staff meetings and with flyer information posted, and are financially supported. Flexibility in opportunities is supported (workshops, online, courses, etc.).
- ⇒ Opportunities for staff to mentor one another are encouraged and supported.
- ⇒ The CPL (Continuous Professional Learning) program in the CECE is required at this time and staff support one another in their involvement in it.

GENERAL INFORMATION

CALVARY NURSERY SCHOOL has been providing quality child care in London since 1951. We offer 2-day, 3-day, and 5-day programs in the mornings for preschoolers (ages 2½ to 4 years) with a 1 to 8 teacher/child ratio. We also offer a 2-day morning toddler program (ages 18 to 30 months) on Tuesdays and Thursdays with a 1 to 5 teacher/child ratio. 3-day morning toddler program may also be offered. We are open from 8:30 a.m. to 11:30 a.m. from Monday to Friday mornings. Some years we have a 2-day afternoon program from 12:30 to 3:30 p.m. We are open from September to June and we observe all statutory holidays and public school holidays including Christmas break, March break, and Easter Vacation. The center may close for one day each year for professional staff development (date to be announced).

Calvary Nursery School Inc. is licensed under the Ministry of Education and operates under the regulations of the Child Care and Early Years Act, 2014 (CCEYA).

REGISTRATION PROCEDURE

Registrations are arranged with the executive director at an Open House or individually. Registration packages include the registration form, a background information form, a medical form with photo and 'local walks' permission sections, an authorization form, and an immunization form. The registration form and medical form must be completed each year to maintain current information. The registration form must be accompanied by payment of 'last month' fees in order to hold a space for your child. All forms must be completed before your child attends school. Registration begins in March or April for the fall program. Children are admitted to the

program at times during the school year other than September, as arranged with the director, if openings are available.

You will be asked to attend an introductory orientation parent meeting held during September.

Introductory visitations

Prior to attending Calvary in September each year we encourage families to visit with their child during the Open House and visitation days in the spring and at the beginning of the school year. Visitations are also encouraged and arranged on an individual basis for children that are starting at any other time during the school year. Shorter school days can be arranged for the beginning of your child's school experience.

Fees

Calvary Nursery School is a non-profit corporation operated by a Board of Directors and an Advisory Council and the fees are established at an amount that will cover operating costs.

Fees are calculated on a yearly basis and divided into 10 equal instalments. Payment for your final month (normally June) must accompany the Registration form and is non-refundable (with the exception of spring registrations for September, which are refundable up to June 15). The remaining instalments are due the first of each month from September to May.

Please pay fees in advance by post-dated cheques prior to the first day of school. There is a \$10.00 fee for NSF cheques and two or more may result in cash only payments. If you do not wish to issue post-dated cheques, PLEASE see that the executive director has received your cheque or cash prior to the first day of each month.

There is a 10% discount for additional children in family.

Receipts will be issued in December and June for Income Tax purposes. If you need receipts monthly, please speak to the director.

One month's written notice is requested when withdrawing a child prior to the end of the school year (June). Fees will be refunded (cheques returned) for the remaining months after the month's notice. No refund will be given for any part of a month unattended (eg. sick days or holidays).

Calvary Nursery School is not enrolled in the Canada-Wide Early Learning Child Care (CWELCC) system for the 2023/2024 school year.

BASE FEES for the 2023/2024 school year are as follows:

<u>TODDLER</u> Ages 18 months to 2.5 years	<u>PRE-SCHOOL</u> Ages 2.5 to 4 years
<ul style="list-style-type: none">• 2-morning program - Tues/Thurs: \$330/month• 3-morning program - Mon/Wed/Fri: \$465/month• 5-morning program – Mon - Fri: \$730/month	<ul style="list-style-type: none">• 2-morning program - Tues/Thurs: \$310/month• 3-morning program - Mon/Wed/Fri: \$435/month• 5-morning program – Mon - Fri: \$680/month

NON-BASE FEES:

\$10.00 NSF fee for returned cheques.

Forms

The **medical and background information forms and a copy of the immunization record** must be returned to the school prior to the first day.

REGISTRATION INFORMATION (address, phone number, emergency numbers, medical information, or banking information) **MUST** be kept up to date. Parent's places of employment (along with full addresses and phone numbers) **MUST** also be kept up to date. Any changes in this information after completing the Registration form must be brought to our attention. Fill out a 'Change of Information Form', kept in the hall, and return it to your child's teacher. **Our contact with you concerning your child's safety in the event of an emergency could depend on the accuracy of this information.**

Waitlist

All families (including current families) who are interested in a space, must first complete an application on the OneHSN system to place their name on Calvary Nursery School's waitlist. This waitlist maintains the privacy and confidentiality of the children listed on it and allows the position of a child on the list to be ascertained by the family. **If requested, a family can be assigned a numerical position on the waitlist, subject to the priorities and variables listed below.*

Visit **www.onehsn.com** to register.

Calvary Nursery School opens an annual registration, in the spring, to fill enrollment for the following school year. Families who currently have children enrolled, are given priority to re-enroll for the next school year, up to one full month, before registrations of new families are considered.

Calvary Nursery School's Executive Director monitors the OneHSN system waitlist regularly and uses this to fill spaces as they become available.

Placement on the waitlist is determined by the date and time of inquiry, and by the requested start date, with consideration given to the following priorities:

- Calvary Nursery School staff,
- Families who currently have a child(ren) attending the program and require additional days of care,
- Families who currently have a child(ren) attending the program and require a space for a sibling,
- New families requesting care.

Placement of children may be influenced by several factors such as (but not limited to):

- Age of the child,
- Preferred or flexible start date,
- Availability of program days requested,
- Program support availability for exceptional needs.

When a space becomes available, the first family on the list will be contacted via the email provided on OneHSN. If they do not reply within 2 business days, the next family on the list will be contacted. If the family is interested in registering their child, the family must attend an in-person tour, submit a completed registration package, and submit a non-refundable deposit (to cover last month's fee), before registration is accepted, and enrollment is confirmed.

YOUR SUPPORT REGARDING THE FOLLOWING IS ESSENTIAL . . .

SAFE ARRIVAL AND DEPARTURE

DROP-OFF BEGINS AT 8:30AM. The school will be locked at 9:00am. If you arrive after this time, please ring the doorbell and staff will buzz you in.

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - greet the parent/guardian/caregiver and child.
 - ask the parent/guardian/caregiver if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian or regular caregiver picking up).
 - Where the parent/guardian/caregiver has indicated that someone other than the child's parent/guardians or regular caregiver will be picking up, the staff must confirm that the person is listed on the child's authorization form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - document the change in pick-up procedure in the daily written record.
 - sign the child in on the classroom attendance record.

PICK-UP TIME IS AT 11:30AM (and 3:30pm if there is an afternoon class). Parents/guardians are responsible for ensuring that children are picked up promptly and that the teacher is aware of your departure. Please ensure your child remains inside the school until you are ready to leave. Once you have arrived at the school to pick up your child, you are responsible for ensuring your child's safety. Accidents can result when children and their siblings are unsupervised while parents chat.

Releasing a child from care

1. The staff shall only release the child to the child's parent/guardian or individuals listed on the child's authorization form. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
 - o confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
 - o where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Authorized individuals for release of children

- Parents/guardians are required to sign an authorization form (to be kept on file at the school, and a copy in the classroom binder) indicating who is allowed to pick up their child(ren) from nursery school.
- Calvary Nursery School will ensure that children are only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization to on the child's authorization form.
- Photo I.D. may be required if the staff is not familiar with the individual picking up the child.
- If the individual is not known by staff members and does not have proper photo ID, they will not be permitted to leave with the child(ren).
- Children will only be released to authorized adults, 18 years of age or older.
- Calvary Nursery School staff do not prohibit a parent from accessing their child at the school or from accessing the premises when their child is at school unless the staff believes on reasonable grounds that the parent does not have a legal right of access to the child, could be dangerous to the children or is behaving in a disruptive manner.

Dismissing a child from care without supervision

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

WHERE A CHILD DOES NOT ARRIVE IN CARE AS EXPECTED OR IS NOT PICKED UP AS EXPECTED, STAFF MUST FOLLOW THE SAFE ARRIVAL AND DISMISSAL PROCEDURES SET OUT BELOW.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the childcare centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, email or notified staff verbally), the staff in the classroom must:
 - o contact the child's parent/guardian, no later than 10:00am, via the nursery school's landline phone. Staff will attempt to contact the parent/guardian at least once and leave a message if no response is received.
 - o If staff are unable to confirm the child's absence, the staff will mark the child's attendance as "NC" ("non-confirmed") and the Director will contact the parent/guardian by email or phone after the program pick-up time, 11:30am, to confirm the child's absence.
2. Once the child's absence has been confirmed, the staff or the Director shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Where a child has not been picked up at by the regular pick-up time, 11:30am:

1. Staff shall proceed with contacting the parent/guardian, via the nursery school landline phone, by 11:40am, to advise that the child has not been picked up.
 - o Where the staff is unable to reach the parent/guardian, staff must leave a message for the

- parent/guardian.
- o Where the individual picking up the child is an authorized individual, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
- o Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child, the staff shall attempt to contact individuals listed under the child's emergency contacts, until someone has been reached, and confirmed that an authorized individual is on their way to pick up the child immediately.

Where a child has not been picked up and the centre is closed

1. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 12:00pm, the staff shall proceed with contacting Children's Aid Society of London & Middlesex (CAS) (519-455-9000). Staff shall follow the CAS's direction with respect to next steps.

VOLUNTEERS & STUDENTS

Any volunteers and students at Calvary Nursery School do not have unsupervised access to the children. They are orientated to the program and to the policies and procedures of the school (as stated in our policies & procedures manual) and are supervised by the staff when in the program. Any students & volunteers are not counted in staff/child ratios and are not left alone with any children.

SECURITY & EMERGENCY

The doors at the ends of the school hall are kept locked during school hours. The entrance door will be unlocked at 8:30 am (and 12:30 pm if there is an afternoon class) for arrival. It will then be locked when most children have arrived. The door will be unlocked again for departure time each day. If you arrive when the door is locked please use the intercom buzzer so we can let you in. If you take your child to the washroom please use the door buzzer on the way back so we can let you in.

We have Emergency Management Policies & Procedures in place. Regular emergency drills are practiced with the children, as stated in our school policies, to ensure safety and preparedness for all. In the event of an evacuation parents will be called with further instructions concerning picking up their child (please make sure we always have up-to-date phone numbers). E-mail follow-up will be provided.

SUPPORT FOR THE INCLUSION OF CHILDREN WITH SPECIAL NEEDS

Children with special needs will be fully included in all aspects of the program. Individualized Support Plans will be developed, implemented, reviewed, and up-dated (including educators, parents, & any support staff from All Kids Belong, TVCC, etc. as needed) to address the specific needs of the child.

DISCONTINUATION OF SERVICE POLICY

As not every Center can meet the needs of every child, Calvary Nursery School reserves the right to request that a child be removed from the center, either on a temporary or permanent basis if the child exhibits consistent behavior that is unsafe or destructive to him/herself or others.

The staff will ensure that all available community resources were accessed to prevent this from occurring. Meetings will be arranged with the family to ensure a comprehensive plan is produced to assist the child in successful behaviors. If the situation persists, assistance will be given in finding support that will meet the family's needs.

DUTY TO REPORT

All staff are legally expected to use their professional responsibility to report incidents of suspected child abuse to the Children's Aid Society immediately. The term "child abuse" covers physical abuse, sexual abuse, child neglect, and emotional abuse. Our primary concern is for the safety and the best interests of the children in

our care.

SERIOUS OCCURRENCE REPORTING

The safety and well-being of our children is our highest priority. We work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, a serious occurrence can take place. A serious occurrence could include such things as a serious injury to a child, abuse or neglect of a child in care, or an unplanned disruption that poses a risk to the health, safety, or well-being of the children.

Our policy, as introduced by the Ontario Government effective November 1, 2011, is to post information about serious occurrences that happen at the center. To support increased transparency for parents and access to information, a "Serious Occurrence Notification Form" will be posted at the center near our license in the nursery school hall for 10 days. This posting gives parents information about the incident and outlines follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer term actions taken by the operator to help prevent similar incidents in the future would also be included where applicable.

Many factors may lead to a serious occurrence report and it does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

PARENT INFORMATION

To learn more about licensed Child Care in Ontario go to: <https://www.ontario.ca/page/find-and-pay-child-care> or the Ministry of Education at <http://www.edu.gov.on.ca/eng/parents/> or <http://www.iaccess.gov.on.ca/LCCWWeb/childcare/search.xhtml> .

Parent information is posted on the bulletin boards in the hall, as well as in regular newsletters. Parents are invited to help with specific special activities. Watch for notices for when we need volunteers for things such as to make special snacks or to help with field trips. Monthly calendars are sent home to help you enable your child to participate in all our special activities. Monthly newsletters are sent out by email at the beginning of each month. Please make sure we have up-to-date email addresses or speak to staff if you would prefer a paper copy.

Sanitary practices

Disinfectant gel is provided for everyone to use on arrival into the school hall. It is also provided in each classroom to use with the staff and children as needed throughout the morning. This is to help reduce the potential spread of germs and disease and to decrease the risk of the spread of illness. We appreciate your cooperation.

Guiding children's behaviour

Children are guided in a positive manner to promote self-discipline, responsibility, and a safe environment. Children are encouraged to attempt to problem-solve with their friends and then to ask a teacher for help if necessary. The teachers use methods that are appropriate to the child's actions and age level, such as redirecting the child along with verbal reminders of acceptable behaviour.

Your child's teachers will contact you if continued difficulties arise and we expect you will do the same with us. We can address any concerns together and cooperate to resolve issues. We all want the best for all the children.

Process for expressing concerns

Calvary welcomes all respectful communications. Respectful dialogues are based on mutual trust and sensitivity. It is expected topics will be discussed with respect, openness, and understanding among all parties. We want this to be a positive experience for all and expect everyone to respect confidentiality at all times. To ensure all issues or concerns are addressed promptly and appropriately please follow these guidelines.

1. If you wish to discuss your child's program or progress please leave a message at the school, or fill out a "Let's Talk" form in the school hall, and his/her teacher will be happy to return your call. Arrival and dismissal times are not always the best time to discuss these things.
2. The teachers are here to guide and support.
 - a) Please feel free to talk to them about any concerns.
 - b) An appointment can be made for a meeting with the classroom teachers to discuss concerns.

- c) If your concerns cannot be addressed with your child's teacher you can contact the executive director calvarynurserylondon@gmail.com
- d) If the executive director cannot address your concerns to your satisfaction you can write a letter to Calvary Nursery School Advisory Council, c/o Calvary United Church.

All requests for a return phone call or email will be addressed promptly (within one or two business days).

Calvary welcomes all respectful communications. Respectful dialogues are based on mutual trust and sensitivity. It is expected topics will be discussed with respect, openness, and understanding among all parties. We want this to be a positive experience for all. Please respect confidentiality at all times.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

- ⇒ Concerns about the Suspected Abuse or Neglect of a child - Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.
- ⇒ Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch. Parents will be advised.
- ⇒ Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate. Parents will be advised.

Calvary Response to Concerns:

- ⇒ Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian as soon as possible.
- ⇒ Document the issues/concerns in detail including:
 - the date and time the issue/concern was received and by whom;
 - the name of the person reporting the issue/concern;
 - the details of the issue/concern; and
 - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
- ⇒ Provide contact information for the appropriate person if the person being notified is unable to address the matter.
- ⇒ Ensure the investigation of the issue/concern is initiated by the appropriate party within 1 to 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.
- ⇒ Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Phone

The staff are busy with the care of your children during school hours. We rely on technology for phone calls during that time. Please leave a message with the information you wish to pass on or let us know if you wish a return call. Messages are checked periodically during school hours. Messages can also be left after school hours (24 hours a day).

Transition between age groups

Generally children are not moved between classrooms during the school year. If a move is required then it is discussed with the parents and short visits are arranged as necessary prior to the transition. Educators complete 'Understanding the Child' information forms to support the staff and the child through the transition.

School closure

School closure may be necessary due to inclement weather, power failure, or other circumstances beyond our control. After a decision is made, the staff will try to email each family about the closure (if possible around

6:30 to 7:00 am). Phone calls will be attempted to families that don't reply to the email sent out. Winter weather closures decisions will be based on safety of staff, children & families.

ILLNESS IN A CHILD

Illness and absenteeism are concerns. Please call the school and leave a message if your child is going to be absent.

Illnesses are common in young children while their immunities are building up. Please keep your child home until recovery is complete and the child is no longer infectious to others. An ill child at school is not happy and can cause distress for other children and teachers.

Staff will be doing a health check when your child arrives at school and you can help by being aware of some things to watch for.

General signs and symptoms of illness:

- unusual irritability, listlessness, persistent crying, or changes in behavior
- acute nasal discharge that is not clear
- acute cough or cold that is contagious
- any vomiting, diarrhea, or fever **within the last 24 hours**
- red or discharging eyes or ears
- undiagnosed skin rashes or infections

If the illness prevents the child from participating comfortably in the program and results in greater need for attention than the staff can provide then the child shouldn't be at school.

Please advise staff of any medications administered at home, i.e. Tempera, cough syrup, etc. Although this is a common practice in most households we ask that you keep in mind that if your child needs the medication then he/she may not be well enough to come to school. The symptoms will tend to resurface when the medication wears off and the cause of the illness may not be addressed completely.

If a child appears to develop symptoms of illness during school hours, the parent will be contacted and asked to come for their child immediately.

Parents will assume responsibility for any expense incurred in the Nursery School dealing with an emergency / illness of their child.

If your child gets ill with any communicable disease, please notify the school immediately. We want to be able to post the required notice to make other parents aware of signs to watch for.

Medications

Parents are encouraged to give Medications outside of Nursery School hours when possible.

Emergency Care Medications (Epipens, Inhalers, or others as required) will be given at school only under strict rules. They must be in the original container and be accompanied by written authorization and specific instructions (to be filled out on the appropriate forms available at the school).

SNACKS

Nutritious snacks are provided daily. No outside food is permitted to be brought into the school. The exception is when specific arrangements have been made with the Director due to food allergies/restrictions. An exception may also be made if the Director asks families to contribute snacks for special events such as our Christmas or Year-End Celebrations.

We strive to be a "Peanut-Free school", please remember to avoid all nuts due to allergies. Please also remember to make sure your child's hands are washed before coming to school so that no residue nut or milk products are on your child's hands, face and clothes.

The monthly calendar outlines the snacks that will be provided each day.

To promote gratitude and appreciation, and as a gentle reminder to keep our hands to ourselves while eating, prior to snack, as a group, we may recite the following verse: "We fold our hands and softly say, thank you for snack our today."

Food Allergies or Other Restrictions

Specific details of any food allergies or restrictions will be requested on additional forms to assist staff in being prepared for the needs of your child. We will make every effort to work with you to accommodate these

allergies and/or restrictions. If you have made specific arrangements with the Director provide special snacks for your child due to allergies/restrictions, please make sure those snacks are well marked with your child's name along with any special storage instructions.

OTHER INFORMATION

Toilet-training

It is expected that preschool children will be toilet trained, or in the process of toilet training, before starting nursery school. If your child is in the process of being toilet trained please provide wet wipes and additional diapers or pull-ups as needed.

It is helpful for all children to bring at least one complete change of clothing in case of an accident.

For children that are not toilet trained, please provide additional diapers or pull-ups and wipes. These will be placed in the storage shelf or basket in the washroom marked with your child's name. You will be notified when refills are needed. A change of clothing can be left in your child's backpack.

Clothing

All clothing should be properly labelled with your child's name. Each child is expected to bring a backpack or bag every day. A backpack is helpful to pack up your child's artwork and belongings. If your child's class starts the day outside the backpack can be left at the classroom door.

We encourage you to have a change of clothing in your child's backpack. They are more comfortable in their own clothes after an accident or spillage.

RUNNING SHOES are ideal at school. They attribute to less chance of slipping or injuries than do slippers, dress shoes, Crocs or open-toed sandals. For safety reasons, please do not send your child to school in flip-flops.

Toys

Toys from home are not encouraged. We do have occasional special activity days (eg. Book Buddies, Star of the Day) that certain toys or books are permitted at school. You will be notified of these days as they offer ways to promote language and turn-taking skills. The exception to this rule is with comfort toys, when needed.

Outdoor activities

Outdoor activities will take place daily when possible in the spring and fall. Please ensure children have appropriate clothing available at school, well labelled and visible on their hook or in coat sleeves, to allow for your child's comfort and safety. The yard may be muddy from time to time and splash pants and rubber boots are recommended.

Occasionally, we will take the children for short neighbourhood walks, weather permitting.

Parking Lot

We want all children to be safe at Calvary. It is a very busy church with events such as MS Society on the 2nd Wed. of each month and a variety of other meetings and activities. This means handicapped spaces are needed and there is a lot of congestion in the parking lot and hallways some days. Please be patient and considerate. Plan for arriving early and/or parking on the street and walking a bit those days (we try to have it on the calendar). Please make sure the people picking up your children know so they can be prepared.

Photos

If you are in the school or participating in a school activity or trip – Please only take photos/videos of your own child. Please respect confidentiality of others and do not share school photos/videos on social media.

SUGGESTIONS

Parents:

Leaving a young child for the first time in a school setting can be very emotional. A temporary period of separation anxiety is normal for both parent and child. The child's age, past experiences, and other variables can effect how the child adapts to the school. We would like to offer some suggestions that you may find helpful.

- a) Try to develop a 'good-bye' routine. A consistent routine is reassuring to a child, especially during stressful times.
- b) Try not to sneak out without saying goodbye. A crying separation is better than a distracted child who suddenly realizes that the parent has abandoned him/her.
- c) Try not to use repeated goodbyes. Stalling reveals the parent's uncertainty and can make the child more fearful. Once you say "I'm going now" follow through and go. Children can sense the trust their parent has in the care they will receive while apart.
- d) It's ok for the child to bring a "comfort toy" (for example a teddy bear, stuffed toy, or blanket). This object from home is comforting to the child and the need for it will gradually diminish as the child adjusts.
- e) Please be prompt to pick up your child. No child likes waiting to be the last picked up. Please wait in the hall until the classroom doors are opened unless you have made arrangements to pick up your child early.
- f) Reassure your child that you will return after they have had snack and story time and had time to play (outside if the weather cooperates).
- g) Shorter school days can be arranged for the beginning of your child's school experience. We will be happy to work with you during this adjustment period.

We look forward to a happy and exciting year.

Please contact Dana Hansen at the school (519-438-6638) or by email: calvarynurserylondon@gmail.com if you have any other questions or concerns.

Revised November, 2022