



Parent Handbook
2019-20

340 Second Dughill Road
Trenton, Ontario
K8V 5P7

613-392-3600

Little Sparks Preschool

Parent Handbook

Welcome to Little Sparks Preschool!

Our preschool program is located in Trenton Christian School, at 340 2nd Dug Hill Rd, Trenton, ON. We are licensed for 16 preschool children ages 2 to 5 years of age.

As a Christian preschool, we recognize God created each child to be a unique individual. Our program will encourage your child to explore experience and begin the foundation of reaching his/her God-given potential. We see children as competent, capable, curious and rich in potential and our staff strives to know each child as individuals that we value and can build on their own personal strengths and abilities.

Our staff also works to get to know our children's families. We see families as experts who know their children better than anyone else and have important information to share. We value your input and want to start an ongoing relationship with you so we can be more knowledgeable, reflective and resourceful when planning for your children.

Please take a moment to read through the Parent Handbook as it will help to ensure a smooth transition for both you and your child. Keep in mind that these policies and procedures are set in place according to the requirements of the Ministry of Education's Child Care Early Years Act, 2014. We regularly review and reflect on these policies and procedures in order to ensure that they are up to date with the Minister's standards and that they are being properly implemented. Full cooperation is expected and appreciated.

On behalf of the staff of Little Sparks Preschool, we would like to thank you for giving us the opportunity to partner with you in the development of your child. We look forward to sharing many meaningful experiences. If, at any time, you have any questions or concerns, please feel free to speak with a staff in person, or contact Program Supervisor, Lori Tucker at 613-392-3600.

Sincerely,

Mrs. Lori Tucker
Little Sparks Preschool
Program Supervisor

Table of Contents

Program Statement	4	Specialized Services	12
Goals for Children	5	Busing	12
Allocation of Spaces	6	Privacy Policy	13
Days/Hours of Operation	6	Tuition and Fees	13
Admissions	6	Withdrawal and Discharge	14
Arrival Time	6	Sick Children	14
Dismissal Time	7	Immunizations	14
Authorization to Pick Up Child	7	Prescription Drugs	15
Preschool Closures	7	Non Prescription Drugs	15
Inclement Weather	8	Infection Control	15
Full Day Program	8	Allergies	15
Outdoor Play	8	Emergency Care	16
Rest Time	8	Sanitation	16
Nutrition	8	Toileting and Diaper Changing	17
Clothing and Possessions	9	Accident Policy	17
Separation	9	Child Abuse	18
Volunteers and Students	9	Playground Safety	18
Parental Obligations	10	Fire and Evacuation	19
Parent Communication	10		
Prohibited Practices	11		

Program Statement

At Little Sparks Preschool, each **child** is recognized as a unique creation with gifts, needs, and purpose. Children are viewed as competent, capable of complex thinking, curious, and rich in potential. We value each child and strive to create opportunities and programming that build on their strengths, interests, abilities and personal development.

We believe that **parents** are experts on their children and have much to share about who their children are and the culture and backgrounds that have helped to shape their identity. We believe that it is important to work closely with parents to collaboratively achieve the best care for their child. We want to spend time getting to know you. We will make time for conversations, reach out to you through emails, newsletters and monthly letters, and provide opportunities for you to come in and participate with us. Our annual Family Gingerbread Day at Christmas is a fantastic way to bring us all together and we always invite parents to join us on our school trips.

Our **staff** is compassionate, knowledgeable, reflective, and resourceful. We value the experiences and diverse backgrounds that they also bring to our program. They delight in spending time getting to know children and families. They work hard to create a safe, caring, and creative environment for children to explore, gain confidence, develop positive self-esteem, and mature emotionally. As a staff, we are committed to providing a stimulating, educational, play-based curriculum to guide the children's learning, enhance their knowledge and meet their individual developmental needs.

The **curriculum** is designed to allow flexible, spontaneous activities based on the children's interests, as well as those that are planned and facilitated by our Educators. We provide a supportive environment that encourages positive social interactions and an understanding of each child's uniqueness. We encourage the children to develop problem solving skills and an understanding of the world around them. We believe that the childcare environment should be inclusive of all children, and we strive to offer programs that are supportive, caring, and creative.

Little Sparks Preschool uses the Ontario Early Learning Framework and the Minister's "How Does Learning Happen?" as a professional learning resource and guide for our preschool program. It supports pedagogy and program development in early year's settings that is shaped by views about children, the role of educators and families, and the relationships among them. It builds on foundational knowledge about children and is grounded in new research and leading-edge practice from around the world. Together with the ELECT document it stands on four Foundations:

Belonging, Well-Being, Engagement and Expression.

If you are interested in learning more about these resources, we have some documentation you can borrow from the preschool to read or you can visit:
www.edu.gov.on.ca/childcare/HowLearningHappens.pdf

Goals for Children

We aim to develop:

- A strong and positive sense of self and self-esteem as a child created and loved by God
- A sense of **belonging** built on connection with others and contribution to their world
- A developing view of self, health and **well-being**
- An active and **engaged** learner who explores the world with body, mind, and senses
- Capable communicators who **express** themselves in many ways
- Autonomy, independence and life skills
- Respect for others and their environment

How we plan to achieve these goals:

- Build positive, responsive relationships with children and their families
- Give children opportunities to succeed and be challenged
- Create programs that meet individual needs and that focus on the children's social, emotional, physical, creative, and cognitive development in a holistic way
- Provide environments in which children learn through active, creative, and meaningful exploration, play, and inquiry
- Foster communication and expression in all forms
- Engage with families, value their strengths, contributions, and perspectives and provide opportunities for families to join us in the preschool
- Encourage and model socially appropriate behaviour rooted in a Christian perspective
- Model and give opportunities to practice healthy, safe, nutritious choices through our menu planning, life skills development and inquiry play
- Use the “How Does Learning Happens?” to guide our teaching and learning practices
- Plan for regular team meetings, where self-reflection, discussion, and ongoing collaboration and learning among the staff is encouraged
- Make visible how our learning is happening to help inform of your children's learning and development
- Celebrate all people created by God with their unique differences and similarities
- Seek out opportunities for professional learning with community partners
- Find opportunities for children to make connections with our community where contributions can be made and children feel included; e.g. Children's artwork displayed at the local library or a visit from the local fire department

Allocation of Spaces

Little Sparks Preschool is licensed for 16 children ages 2 to 5 years old. Once full, a waiting list is maintained. Spaces are allocated on a first come, first served basis. The waiting list will be kept confidential to ensure the privacy of each family and child.

Days/Hours of Operation

Little Sparks Preschool offers **Half Day** (8:30am–11:30am) and **Full Day** (8:30am–3:30pm) programming, Monday to Friday. We operate September to June.

Consideration will be given to expansion or reduction of program days and hours, on an annual basis or on a needs basis.

Admissions

An interview will be arranged with the program supervisor for the parent and the child so that all necessary forms can be filled out (registration forms, health records, and consent forms). As well, new members will have an opportunity to ask questions, have a short tour of the center, and a visit during program hours. A non-refundable \$50 administration fee will be paid at this time.

Children must be a minimum of 2 years to be enrolled. It is preferred that your child is toilet trained but this is not a requirement. All forms, starting fees, and immunization records must be handed in **before** a child may begin attending Little Sparks.

Arrival Time

The preschool opens promptly at 8:30am. If you arrive early, we ask that you remain in the main lobby until our opening time.

Please park in the main parking lot in front of Trenton Christian School. Enter the school through the main entrance and then walk your child to the Little Sparks Preschool room which is located in the North Wing.

We ask that you escort your child directly into the classroom where staff may greet you and your child individually and exchange any necessary information regarding your child.

If a child will not be attending on a particular day please let us know as soon as possible by calling the Trenton Christian School office at 613-392-3600.

Dismissal Time

Please pick up your child promptly at 11:30am, for the Half Day program, or 3:30pm, for the Full Day program.

If something comes up that will cause you to be late, please notify the office at 613-392-3600 so we can be prepared and reassure your child.

If late pickups become a regular occurrence, a late fee of \$10 per session will apply.

Authorization to Pick Up Child

On your admissions forms, you will provide a list of people that you permit to pick up your child. If you or your spouse cannot pick up your child, please let us know who will be picking up your child. Unless previously arranged, children **WILL NOT** be released to any person other than those specified on the admission form in your child's file.

If circumstances dictate that a person other than someone specified on the file must pick your child up, you must phone the school and speak to the Supervisor, and the person picking the child up must present photo identification before the child will be released.

WITHOUT A COURT ORDER ON FILE the staff is unable to legally prevent the release of a child to his/her non-custodial parent. **WE MUST HAVE A COPY ON FILE.**

Preschool Closure for Holidays and Non-Instructional Days

Little Sparks Preschool closures will follow the Trenton Christian School Board calendar for the year. We close for both Holidays and Non-Instructional days.

Little Sparks Preschool (2019-20) will be closed:

- Thanksgiving Monday
- OCSTA Convention - Thursday, October 24 - Friday, October 25
- Christmas break
- Family Day
- March break
- Good Friday
- Easter Monday
- Victoria Day

Inclement Weather Days

In the case of severe weather resulting in bus cancellations (as determined by the bus company), Little Sparks Preschool and Trenton Christian School will be closed. In the event of such closure, parents of students in Little Sparks Preschool will receive an email, usually between 6:00am and 7:00am. The closure will also be posted on the Little Sparks Facebook page.

****Regular program fees apply for these days.****

Full Day Program

We need to have at least 5 children enrolled to run the full day portion of the program. Our full day runs from 8:30–3:30. We provide all snacks, drinks and a lunch. For more information on food and menu, see the Nutrition section in the handbook.

Outdoor Play – Each child must spend at least two hours outdoors each day, weather permitting, unless a physician or parent of the child advises otherwise in writing. We will spend 1 hour outside in the morning before lunch and 1 hour in the afternoon before pick up. Please make sure children come dressed with proper outdoor clothing to go outside every day.

Rest Time – Children will also have a rest period after lunch of no more than two hours. Children are allowed to sleep, rest, or engage in quiet activities based on a child's needs. A cot and bed sheet will be provided for each child. We ask parents to send in a blanket for their child to sleep with. Children may also bring a love item to sleep with to make them feel more comfortable.

Nutrition

In Little Sparks Preschool, we provide a healthy snack and drink for each child. Children staying for the full day program are served a lunch and afternoon snack as well. Food choices promote good dental and nutritional health, represent balanced choices, and meet the requirements set out in Canada's Food Guide.

All food is **nut free, nutritious and promotes good dental health**. No food should be sent in from home. A shared snack for a special occasion may be prearranged with the Supervisor but must be purchased from a licensed facility such as Wal-Mart, Sobeys, No Frills, etc.

Parents of children with allergies and/or intolerances need to make these known on the registration form before the children start so we can make the appropriate adjustments to our menu. Please keep us up to date on any changes.

Our menus are posted on the Parent Board located just outside our classroom door. Drinking water is available at all times. Children are competent and capable of determining when they are thirsty and acting on that need.

Clothing and Possessions

Please dress your child in comfortable clothing that is appropriate for physical activity and the season. A second complete change of clothes (pants, top, socks and underwear) is needed in case clothing gets wet or soiled. These extra items can be taken home daily or remain at school in a labeled bag in your child's cubby. **Label all clothing with your child's name.** It is each parent's responsibility to check for wet clothes and to be sure there is appropriate clothing at the preschool.

If your child is toilet training please provide plenty of extra pants, underwear, and socks. See the Toileting Policy for more details.

Separation

We understand that separation can be difficult for both parent and child on those first few days of preschool. In an effort to create a positive and pleasant experience for each child and their family, we encourage:

- a discussion with your child as to where they are going and what to expect when they arrive
- a consistent routine that includes a quick good bye to your child and reassurance that you will return.

In the first few weeks, your child may need more assurance and you are welcome to stay with your child at the beginning of the day in order to reassure him/her and minimize fears until you and your child become more comfortable. Our staff will be happy to assist and support you both in this new adventure.

Volunteers and Students

Little Sparks will have volunteers helping in the classroom and with the children throughout the year. Students and volunteers are always supervised by a staff and are never left alone with a child. Students and volunteers are not counted as part of the supervision ratio. All volunteers have a completed police vulnerable sector on file at the school.

Parental Obligations

Observing these obligations will help both you and Little Sparks Preschool:

- ***Staff must be informed of any changes from regular routine.*** If an alternate person is coming to pick up your child, call to let us know. We also need to be informed if your child has a doctor's appointment, had a restless night, or there have been recent family changes (separation, move, special visitors, a new pet, etc.) If your child is sick or you are away, please call the school to let us know, at 613-392-3600.
- ***Parents must keep the child's registration information up to date.*** It is imperative that any changes in address, phone numbers, persons allowed to pick up your child, etc. be kept current AT ALL TIMES in case we need to reach you during the day.
- ***All fees must be paid on time.*** Payment is due on the first of each month. Payment may be made by Direct Deposit or by post dated cheques made payable to Trenton Christian School. ******* There will be no refund for any unused days. *******
- ***Parents should check the parent bulletin board regularly*** to keep informed about program changes, special events or requests, Ministry news, etc.

Parent Communication

At the beginning of each month, you will receive a newsletter to inform you of the highlights of the program including our theme, special guests or activities, celebrations, opportunities to volunteer and possible fund raising activities.

At the beginning of each week, a school bulletin will be sent home via email. It is sent to the entire TCS community. Check out the Little Sparks section for important weekly news and reminders. Please let us know if you do not receive this email.

Our Parent bulletin board located just outside our classroom door contains additional information about what is happening in Little Sparks. It also shows pictures and information about some of the things we have been doing in the classroom.

At any point, the Supervisor may send an email to parents with important information that needs immediate reflection or response.

Little Sparks has an open door policy, parents are always welcome to drop in and see what we are doing.

If at any time you have an issue or concern, you are encouraged to speak directly with the supervisor. The supervisor will respond to your concern within one business day, and work towards a resolve. A meeting may be arranged if appropriate to discuss your concerns. If the issue at hand requires documentation, you will be provided with the appropriate forms to do so. If you are not satisfied with the response or outcome of your concern, you may

express it verbally or in writing to the supervisor. 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. Issues/Concerns may also be reported to other regulatory bodies, such as local public health department, police department, Ministry of Environment, Ministry of Labour, Fire Department, College of Early Childhood Educators, Ontario College of Teachers etc.

Prohibited Practices

At Little Sparks Preschool, we want everyone in our program to feel safe, secure, and respected. Our goal is to assist children in developing self-control, self-confidence, and self-regulation. We use a number of positive approaches to help children work through challenges and emphasize discussion, encouragement, positive reinforcement, and consistency

Here are our preferred practices:

- Clear, consistent expectations and setting limits.
- Channeling the child's energy to another area
- Positive verbal reminders regarding inappropriate behaviour
- Redirection to a closely supervised activity
- Positive reinforcement of desired behaviour – both verbal and non-verbal
- Self Soothing techniques – e.g. go to a quiet area, look at a book, cuddle with a love thing, blowing out the big feelings, positive self talk
- Teacher facilitated problem solving where staff lead children to work through conflict together
- Guiding children to self regulate with questions like Are you tired? Should we go sit/lie down and do something quiet. Are you thirsty? Let's get a snack or drink, etc.
- A time away from the group will be implemented in cases where the child is hurting themselves, their friends, or the staff.
- Continuing behavioral issues will be discussed with parents

Practices prohibited for all staff, volunteers, students, and parents on the Little Sparks Premise

- Corporal punishment of a child (e.g. spanking, hitting, shaking, biting etc.)
- Deprivation of a child of basic needs including food, shelter, clothing or bedding
- Being confined in a locked room or area
- Locking the exits of the Child Care centre for the purpose of confining a child
- Physical restraint of the child 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 or someone else
- Use of harsh or degrading measures or threats, or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- Inflicting any bodily harm on children including making children eat or drink against their will

Serious inappropriate behaviours will be documented and discussed with the parents/guardian to plan a course of action that will be in the best interest for the child and the preschool group as a whole.

All complaints regarding prohibited practices made by anyone including parents, children, staff, students and volunteers will be investigated and acted upon immediately by the Supervisor and, if necessary, the operator of the Child Care agency. Serious occurrence procedures will be followed when required.

Staff, students and volunteers are monitored regularly by the Supervisor. The Supervisor is monitored by the preschool's operator. Discussion, review and signing off on these prohibited practices happen at the beginning of each new year (or employment) and then are addressed throughout the year at team meetings or on an as needed basis.

Specialized Services

Little Sparks is an inclusive environment. If your child has special needs, we will set up a meeting (or meetings) with the parents prior to starting where we can work together to create an individual support plan. Regulated health professionals and/or other persons who work with the child in a capacity that would allow them to help inform the plan will be invited to participate.

Busing

No preschoolers may ride the bus unless your child is also enrolled at Trenton Christian School (JK or SK), then they may use the transportation service.

Privacy Policy

Little Sparks Preschool is committed to protecting personal information by following responsible information handling practices in keeping with current privacy laws. We collect and use personal data in order to ensure the safety of the children in our care, to comply with government obligations and for statistical purposes. If you wish to make any inquiries or express concerns around areas of privacy and personal information, please contact the Supervisor.

Fee Schedule for 2018–2019

Half Day Program – \$26 per day

Full Day Program – \$48 per day

Administration Fee – \$50 – to be paid at registration, non-refundable

Calculation of Fees – Each family will choose the days of the week and the program hours they wish to register their child(ren). Monthly figures are based on the actual number of days, as chosen by the parents, then multiplied by the daily rate and divided by the total number of months in the program to create an equal monthly tuition fee. Parents will be provided with a calendar, highlighting the days the child is scheduled to attend Little Sparks.

Tuition Payment – Once the monthly rate has been determined, parents are encouraged to pay using **Pre-Authorized Debit**. Forms to set up this payment option are attached to the registration forms and can be handed in with the registration packet. Parents may choose either the 1st or the 15th of each month for withdrawals.

Change of Schedule – If you are need to make a change in your child's schedule, please meet with the Supervisor at least 2 weeks in advance to make a plan for any fee adjustment and to create a new calendar. Parents may choose to add in extra days at any time, providing there is room. These days will be paid for separately.

Refunds – Please be advised that there are no refunds for sick days, family holidays or inclement weather day closures.

Withdrawal/Discharge

- Parents are required to provide two weeks written notice for withdrawing their preschool age children.
- Parents who wish to temporarily withdraw their child from the program (e.g. for an extended holiday) may request to have their child's name placed on the waiting list for readmission. Regretfully, no guarantee can be given that a space will be available when needed. Please note this does not eliminate the notice period requirements as described above.
- Should a child that demonstrates challenges, developmentally and/or behaviourally be enrolled in the program, the program will seek to access additional supports and resources in a timely manner. However if it is concluded that the staff and program can no longer meet a child's needs and that there is a safety risk to the child, other children and staff, then the decision to discharge a child may be warranted.
- The program also reserves the right to give notice of withdrawal of service if the parent does not abide by all policies and procedures.

Sick Children

If your child is too ill to participate in the daily routine, he/she must remain at home. The following regulations will be **STRICTLY ENFORCED**:

- A child developing a fever (101° F/38.5° C) should go home immediately. We **cannot** administer "Tempera/Tylenol". The child must be free of a fever (without aid of fever medication) for 24 hours before returning to Little Sparks.
- A child who has 2 liquid bowel movements must go home. He/she must be free of diarrhea for 24 hours before returning.
- A child with continuous vomiting (with or without other symptoms) must go home, and should not return until he/she is free of symptoms for a 24-hour period.
- Any potentially infectious condition or suspicious body rash must be checked by a doctor. The child shall not be re-admitted to care without assurance that a doctor has confirmed that the condition is not contagious.
- If the child is unusually irritable or tired, the parents will be contacted and may use their own discretion about coming for their child.
- The supervisor can request that a child with a severe cold stay at home.

Immunizations

The **CCEYA** stipulates that, prior to admission, each child must be immunized as recommended by the **REGIONAL HEALTH UNIT**, unless exempted based upon the parent's or physician's written objection. Please provide a copy of your child's immunization record or written and signed objection before your child begins his/her time in Little Sparks Preschool.

Prescription Drugs

The Little Sparks Preschool supervisor will only administer emergency medications ex. Epi Pen and puffers.

- Parents must provide **written authorization** on our medication form
- **Medication must be in original container or package** which is **labeled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration.**
- Medication will be kept in a secure box out of reach of the children

******Never leave medication of any kind in your child's backpack or cubby. Always hand-deliver medication to a Staff person.******

Non-prescription Drugs

Non-prescription drugs will not be administered at Little Sparks Preschool.

Infection Control

To prevent cross contamination of children and the spread of infectious diseases parents will ensure that:

- **Lice** – A child with lice needs to be treated and be free of bugs and nits before returning to Little Sparks. If your child has lice, tell the program supervisor so the other parents can be told to check their children's heads.
- **Open wounds** should be covered.
- **Internal** fluids escaping, for example from the ear, should be covered.
- If a child has a **communicable disease**, they should not attend the program until they are no longer infectious. A doctor's note confirming that the child is no longer infectious is required prior to re-admittance.
- All health concerns should be directed to the program supervisor.

Allergies

If your child has an allergy of any type, it must be noted on the registration form and brought to the attention of the supervisor. **Anaphylactic allergies** will require a special form and an epi-pen will be required to remain at the preschool at all times. All allergies will be posted in the classroom. Individual plans will be created with the parents and doctors for each child with an anaphylactic allergy. This plan is reviewed and signed off by all staff, volunteers and students. Please be aware that allergies can develop and change over time. It is very important to update information as necessary.

Emergency Care

If a child is ill or has an accident that appears to be life threatening, the supervisor/designate will contact 911, and accompany the child to the hospital. Parents will be notified immediately. Any costs incurred as a result of medical attention will be the responsibility of the parents. In cases of a less serious situation, it may be necessary to take your child to the hospital by taxi. If necessary, serious occurrence reporting will take place.

Sanitation

Little Sparks Preschool is committed to ensuring that the spread of germs is minimized by strictly adhering to basic principals of cleanliness. The supervisor will ensure that sound sanitation practices are followed with emphasis on the following four areas:

- Sanitation of sinks.
- Hand washing for adults.
- Hand washing for children.
- Sanitation practices during snack times.

General Sanitation Practices

- Cleaning and disinfecting floors (Minimum 2 X weekly and as required).
- Scrubbing play tables (Minimum 2 X weekly and as required– includes top and bottom).
- Carpets and rugs that harbor dust mites/ bacteria (Minimum 2 X weekly and as required). Carpets to be shampooed at least once per year.
- Sinks (after every use).
- All other items in the room deemed necessary by the supervisor (weekly).
- Heavy use toys will be cleaned daily with water and detergent and if necessary thoroughly rinsed before handled by another child.
- Germ collectors, such as soft, non-washable toys are discouraged.
- The staff will make it a special effort to clean underneath the tables where children frequently put their hands as well as on top.
- For disinfectants either a commercial product that kills bacteria, viruses, and parasites such as Quat Sanitizer D4 will be used. Disinfectants will be kept out of the reach of children.
- Opening a window to allow fresh air exchange will occur as required.

Toileting and Diaper Changing Policy

Children do not have to be fully potty trained to be enrolled in the program. We ask that you are working on this at home and to share with us your routines so we can partner with you in the learning process. Parents must provide enough diapers and wipes to sustain their child's needs.

The change area will be sanitized after each use. Diaper changes should be limited to one staff member and only disposable diapers will be allowed. Soiled diapers will be discarded immediately in a secure container. Thorough hand washing of both the child and the staff member following diaper changing is mandatory.

Accident Policy

Minor accidents (i.e. scraped knee, paper cut)

- First Aid will be administered as needed.
- Any minor accident that leaves a mark on the body will be recorded on an accident report that is filled out by the staff and signed by the Supervisor. Upon regular pick up time, the parent will be notified, asked to review and sign off on the form to indicate their knowledge of the accident.
- Any injury to the head/face area (i.e. sand in the eyes) will be monitored closely and reported to parents immediately.

Serious Occurrences (any injury that requires a third party intervention such as a doctor, dentist, police, fire or CAS)

- Administration of First Aid
- Call 911 (if necessary)
- Contact parent or guardian
- Serious Occurrence form will be completed and reported to the Ministry of Education.
- A copy will be kept on file for future reference

“The Ministry requires licensed child care centers to post information about serious occurrences that happen at the center to support increased transparency and access to information. A Serious Occurrence Notification form will be posted on the parent board that will give parents information about the incident and outline the actions taken while respecting the privacy of the individuals involved.”

Child Abuse

While we hope and pray that all children attending our preschool are growing up in a safe, secure and loving environment, the statistics show that no community is immune to problems with child abuse. Should a situation arise in which a staff member has reasonable grounds to suspect that a child may be suffering any type of abuse, they are morally and legally obligated to report the situation. The appropriate authorities will be contacted.

Playground Safety

Preschool staff, students and volunteers are required to provide a safe outdoor environment which promotes creative and constructive play for children two to six years of age. It is a prerequisite that all persons having direct involvement with the preschool program, review their roles and responsibilities regarding safety on the playground and acknowledge their understanding and compliance of this policy.

Playground Supervision

- Staff ratio will remain one adult to eight children and cannot be reduced on the playground.
- Staff are to position themselves appropriately through the play area, regularly keeping eyes on all the children.
- Staff are responsible to ensure children in their care are dressed appropriately and safely. Check for loose clothes, scarves, cords, chin straps and jewelry which could get caught on equipment.

Safety Rules For Children

The following safety rules will be reinforced while on the playground

- No pushing or shoving
- Sand, pea gravel etc. is not to be thrown
- No walking or playing near swings and other moving equipment
- Fingers need to stay away from moving parts
- Never run down slides or slide down headfirst
- Move away from the bottom of the slide after using it
- Do not play or leave toys in the “protective zones” around equipment or on bike paths
- Wait until equipment is dry before playing on it
- Always hold handrails and grips
- Be careful not to overload equipment with too many children (staff to set appropriate limits)
- Never stand on swings or jump from them while they are moving
- Never jump from unsafe heights
- Older children should not help younger children climb to unsafe heights
 - Gates are always to be opened by an adult

Safety Log Requirements

A playground safety log is kept at the center to assist in providing a well maintained, creative and safe environment for our children. The supervisor will be responsible for recording data and reporting to the Board of Directors any maintenance and repairs that are required. When the supervisor is unavailable, the assistant staff will be responsible for the safety log.

The safety log records:

- Injury Log –accidents and/or injury report specific to the playground.
- New Equipment or New Renovations, Repairs or Replacements – installation must meet the CAS standards. Confirmation is to be filed verifying that all changes meet the standard and are verified in writing by a certified playground safety inspector.
- Daily Inspection – checklist prior to the children entering the playground to identify defects or emerging problems.
- Monthly Maintenance – inspection of all equipment for any hazards or defects which need immediate attention or that require a plan of action to resolve the problem within a specific time frame.
- Seasonal Maintenance Inspection – the playground site and equipment will be assessed in preparation for summer or winter use. The inspections are completed and recorded in a permanent record that can be examined.

Fire and Evacuation

Fire drill procedures are posted in the classroom and a fire drill will be practiced monthly. All staff / volunteers / students will be familiar with the fire drill process.

In the event children are unable to return to the school due to an emergency, the evacuation site will be at Wal-Mart located at 471 Second Dughill Rd. Wal-Mart Phone: 613-394-2191. In the event of an emergency, parents will be notified by telephone as soon as possible.