
McMurrich Co-op Playschool

www.mcmurrichplayschool.ca

416-653-7557

Policies and Procedures Handbook

2015/16



Table of Contents

Our Philosophy	2
About MCPS	3
Our Program	3
Location and Contact Information.....	3
School Term and Hours.....	3
Registration and Fees	3
Tuition Fees	4
NSF Cheques.....	4
Immunization	4
Criminal Reference Check Policy.....	4
Withdrawal.....	5
Inclusion Policy	5
Parent Responsibilities	5
Discipline	6
Duty Days.....	7
Opting out of duty days	8
Supervision Policy for Volunteers and Students	8
Respecting our Relationship with McMurrich Public School.....	8
Diapering and Use of School Washrooms	9
Food.....	9
Allergies and Anaphylaxis.....	10
Medication	10
Clothing.....	11
Weather	11
Playground Safety	11
Excursions	12
Pick-Up.....	12
Child Absence.....	12
Sickness	12
Communicable Disease	13
Health and Safety	13
Cleaning and Sanitization	14
Lead Flushing	14
No Smoking	14
Emergencies.....	14
Evacuation Procedures.....	15
Security Procedures (McMurrich Public School Procedure)	15
Accidents and Injuries	15
Lost Child.....	16
Behavior Management Policy	16
Contravention of Behaviour Management Policy.....	17
Guidelines for Monitoring Behaviour Management.....	18

Diversity Policy	19
Guidelines for Resolution of Incidents	19
Child Abuse Policy and Procedures	20
Serious Occurrence Policy	21
Appendix A: Parent Roles	24
Appendix B: Decision Making Authorities	28
Appendix C: Duty Day Schedule	29
Appendix D: Health and Safety	30
Appendix E: Accident or Injury Reporting and Follow-up Procedures.....	35
Appendix F: Lost Child Reporting Procedures	36
Appendix G: Communicable Diseases Reporting Procedure	37
Appendix H: Reporting Suspected Child Abuse	40
Appendix I: Revision History	43
Acknowledgment.....	44

Welcome to McMurrich Co-operative Playschool

The purpose of this handbook is to provide members of McMurrich Co-operative Playschool information about our program as well as roles and responsibilities of each member family. The policies and procedures outlined in this book reflect not only the philosophy of MCPS but also the legal requirements of Public Health and the Day Nurseries Act. Each member, employee and volunteer (including duty day parents) of MCPS is required to read these policies and procedures before beginning duties and annually thereafter. The Day Nurseries Act requires that all members of MCPS submit a signed acknowledgment that they have read and understand all Policies and Procedures prior to beginning the program. Acknowledgement of each review must be dated, signed and retained in MCPS records for two years.

The program supervisor reviews the policies with the Board of Directors and teaching assistants and volunteers review the policies with the supervisor. A copy of the Day Nurseries Act should be kept in the classroom and staff should be familiar with relevant policies.

Our Philosophy

MCPS was started by a group of neighborhood families interested in providing an opportunity in the community for pre-school children to begin socializing outside the home. Our co-op was incorporated in 1984. Our playschool is located within a public school, offering the children an opportunity to witness the larger scale of school life from the security of a small self-contained environment.

We believe that the world of a child should be one full of opportunities to create and explore in the broadest sense possible. MCPS provides a warm, loving and secure environment in which children can explore their imaginations and develop their creativity and independence. Our program is designed to provide a gentle transition into the school years.

McMurrich Co-operative Playschool curriculum and teachers are focused on all aspects of a child's development - social, emotional, physical and cognitive. Through positive reinforcement, we aim to develop and extend children's independence and self-esteem while fostering an understanding of what is socially acceptable.

About MCPS

McMurrich Co-operative Playschool (MCPS) offers a morning program for children 2 to 5 years old. Our supervising (ECE) teacher is supported by a teaching assistant and duty day volunteer to supervise a maximum of 16 children. McMurrich Cooperative Playschool is licensed by the Ministry of Education. Our school is run by the co-operating families who make up the Board of Directors. MCPS is a member of the Parent Cooperative Preschool Corporation.

Our Program

At McMurrich Co-operative Playschool (MCPS) each daily session follows a loose routine that enables children to familiarize themselves with school life. Each day includes the following:

- Outdoor play (weather permitting)
- Bathroom time
- Snack time
- Free play
- Craft activities
- Circle time including music, stories, games and conversation

Children spend a good portion of the day playing, during which they are encouraged to play cooperatively and openly communicate their needs and interests.

Location and Contact Information

McMurrich Co-operative Playschool is located in the McMurrich Junior Public School.

Address: 115 Winona Drive, Toronto, M6G 3S8

Phone: 416-653-7557

Website: www.mcmurrichplayschool.ca

School Term and Hours

McMurrich Co-operative Playschool operates from September to June, 8:45 until 11:45 a.m. MCPS is closed for the same holidays as the public school but remains open during professional development days.

Registration and Fees

Registration is on a first-come, first serve basis. Families with children who are currently enrolled have first priority, followed by alumni siblings and new families. Pre-registration takes place in the spring on a date or dates set by the registrar. In order to pre-register for a space in September of the following year parents can complete a pre-registration form which includes a **non-refundable** programming and registration fee which is \$150 for new families and \$100 for returning families.

Each member family must also provide:

- A record of child's immunization or photocopy of immunization card.
- An acknowledgment that parents have received and read the MCPS policies and procedures as well as the McMurrich Public School Rules.
- Fees for the year; first and last month's fees are to be paid in September and post-dated cheques are required for the remaining months of the year.
- If necessary, any forms related to the administration of medication and/or anaphylaxis emergency plans.

Each new duty day volunteer must:

- Complete a Criminal Reference Check form, which MCPS will submit on your behalf. The first criminal reference check is covered by registration fees. Any additional criminal reference checks cost \$25.
- Provide immunization records including an up-to-date tuberculosis test. Please note that the TB test is a two-stage process and your doctor may charge a fee.

Tuition Fees

The monthly cost for a child attending MCPS is:

Five mornings per week = \$410

Three mornings a week = \$250

Two mornings a week = \$170

Throughout the year, parents may be asked to provide additional fees for excursions, presenters and special events.

NSF Cheques

MCPS is a non-profit organization and depends on prompt payment of fees. Fees are to be paid by post-dated cheque at the beginning of each month. Parents will be responsible for paying any additional charges on cheques returned NSF; the charge is \$20.

Immunization

MCPS is required to keep a record of the immunizations administered to each child as well as parents/caregivers who are volunteering in the classroom. Those required are red measles, mumps, rubella (MMR), *Haemophilus influenzae* B (Hib) and the initial Quad series (diphtheria, pertussis, tetanus, and poliomyelitis). We require a signed health form from the parent noting the date and type of immunization before the child will be admitted to the Centre.

Criminal Reference Check Policy

A criminal reference check is a precautionary measure designed to ascertain whether employees or volunteers providing direct service to children have a criminal history which could potentially make them unsuitable for certain positions of trust. A positive response may or may not preclude employment or volunteering with our Co-op.

MCPS requires that everyone who spends time in our classroom, including our employees, duty day volunteers and students, who will have direct contact with the children, must have a Criminal Reference Check through the Toronto Police Service before beginning work or volunteer service.

Parents and/or Caregivers are required to submit their completed, signed Release of Personal Information Form along with their child's enrollment forms and registration fees. The form will be sent by the supervisor to the Toronto Police Service on the parent's/caregiver's behalf. All responses from the Toronto Police Service are returned to parents and/or caregivers and must be brought back to the playschool where they will be kept on file. If there is a positive response on a criminal reference check, the supervisor, in consultation with the Board of Directors, will consider the nature and circumstances surrounding the charges and/or convictions. All information will be kept strictly confidential.

Employees and duty day volunteers (parents and caregivers) with children attending in subsequent years must

have a Criminal Reference Check every two years.

Please note: only Criminal Reference Checks submitted by MCPS (on the Members' behalf), and returned to MCPS (by the Toronto Police Service) will be valid. Criminal Reference Checks performed for another organization, regardless of purpose or timing will not be accepted.

Withdrawal

Probationary period

A period of 6 weeks is allowed for a child to settle into the school routine. If during this period, it is determined by the parents, teachers or the Board that the child is not settling in he/she may be withdrawn without future penalty, i.e. payment must be made only for the pre-paid June fees and the months the child has attended.

Withdrawal prior to February 28

One calendar month's notice of withdrawal must be given to the Registrar in writing in order to refund the balance of the year's fees (excluding June). This month's fees must be paid even if the child is no longer attending.

In the case of withdrawal, post-dated cheques will be returned effective the month following written notice.

Withdrawal after March 1

As it is too late in the year to fill a vacancy during this last phase, the balance of the year's fees will not be refunded.

Fees will not be refunded in case of absence due to illness, travel or other temporary reasons (exceptional cases will be considered), or when the school is temporarily closed due to emergency conditions.

Inclusion Policy

The mandate of our program is to provide a warm, loving and secure environment in which all aspects of a child's development, including social, emotional, physical and cognitive, can flourish. Group interaction encourages self-confidence, the development of mutual respect, a sense of sharing and the ability to learn what is socially acceptable in our classroom and in life.

MCPS makes every effort to include all children. Occasionally, an unusual situation may arise where our program cannot meet the needs of an exceptional child. In this case (in consultation with the supervisor over a reasonable amount of time) the Board of Directors reserves this right to determine that this child be withdrawn.

This action will be taken as a last resort and is driven by the interests of the child and the safety of others in the program.

Parent Responsibilities

McMurrich is a parent run co-operative; our parents are responsible for everything from sitting with the children at snack time to managing the budget. This level of involvement provides parents with a unique opportunity to have direct input into creating the environment they want for their children. Parents are required to be actively involved, both by helping to run the organization that operates the playschool and by helping out in the classroom. Being a part of a co-operative demands time and energy, but the rewards are well worth the investment.

Each member family will participate as a member of the executive board or one of our committees (social, maintenance, program enrichment or fundraising) and is expected to participate as an active member within their selected group. MCPS members are also required to attend annual general board meetings to discuss the operations of the playschool, participate in duty days, assist with fundraising, sign up for one clean-up day and at least one class outing.

A representative of each member family will:

- Complete and submit all required forms and fees.
- Participate as a member of the executive board or one of our committees (social, maintenance, program enrichment or fundraising).
- Attend our annual general board meetings to discuss the operations of the playschool.
- Attend annual meeting to elect the board of directors.
- Participate in one or two duty days per month (as required).
- Assist with fundraising.
- Sign up for one clean-up day.
- Sign up for at least one day trip/class outing.
- Shall, over the entire school year, provide five hours of participation in executing (this excludes planning) a planned event, such as a promotional or fundraising event.

At MCPS parents and teaching staff work together to achieve common goals – the most important of which is to provide a happy, satisfying playschool experience for our children. If you have questions or concerns, ask the staff, contact any board member or attend one of the regularly scheduled monthly board meetings. Board meetings are open to parents and provide you with an opportunity to share comments address concerns and offer suggestions for improvements.

For a list of parent roles and descriptions, including executive and committee roles, please see **Appendix A: Parent Roles**.

For information about who is responsible for making decisions at MCPS, including members, staff and the executive board, please see **Appendix B: Decision Making Authorities**.

Discipline

All member parents, volunteers and placement students are required to fulfill the roles and responsibilities, adhere to the policies and procedures and follow the directions and guidelines of MCPS. Failure to do so could result in penalty fee(s) and/or disciplinary action, up to and including dismissal from the co-op at the discretion of the board of directors.

The philosophy of MCPS is one of fairness and openness and parents, members and placement students can expect to receive supportive and constructive criticism. MCPS is committed to resolving conflict and if disciplinary action is required the following steps will be taken:

- Performance review
- Verbal warning
- Written warning
- Suspension

In a situation where placement students are involved in a breach of discipline the school/college/university would be contacted and the discussion may result in withdrawal from the placement.

At MCPS parents and teaching staff work together to achieve common goals – the most important of which is to provide a happy, satisfying playschool experience for our children. If you have questions or concerns, ask the staff,

contact any board member or attend one of the regularly scheduled monthly board meetings. Board meetings are open to parents and provide you with an opportunity to share comments address concerns and offer suggestions for improvements.

Duty Days

One parent or caregiver from each family participates in regular duty days at the school, assisting teachers for the morning. Spending time in the classroom is a rewarding experience for our volunteers and allows MCPS to offer an enriching playschool program. Teachers will provide guidance with regard to the areas and tasks where they need support. There are lots of opportunities for involvement and parents are encouraged to take part in the ongoing activities in their child's classroom throughout the year. The parent will be assigned one or two duty days per month. This changes based on the number of enrolled students. The second duty day will be allocated to 5-day families first, then to 3-day and lastly 2-day families as required.

The scheduler, who will work with you to request preferred days but cannot always make all accommodations, will distribute the duty day schedule in advance. If you cannot attend on an assigned day it is your responsibility to find a replacement from the parent contact list, which will be provided at the beginning of the year. If you do switch days please be sure to update the supervisor as well as the scheduler. If your child is sick two days before your duty day it is recommended to start looking for a replacement. If an assigned duty day is missed you will be charged a fee of \$40. Missed duty days will be reported to the scheduler and Board of Directors for review. In case of an emergency where you will not be able to make your duty day, please contact the supervisor as well as the scheduler as soon as possible.

Parents are permitted to bring a younger sibling with them on their assigned duty day. If the younger sibling will place demands upon the parent which will prevent them from effectively carrying out their duty day responsibilities, it is recommended that the parent make arrangements for an alternate or additional parent to attend on the duty day.

On outline of a typical duty day can be seen in **Appendix C: Duty Day Schedule**

Duty day responsibilities include:

- Supervising children during free play inside and outside (ratio 4 kids to 1 volunteer).
- Assisting children with taking off of outdoor shoes/jackets
- Wiping down (disinfecting) tables before and after snack time
- Placing snacks on tables for children
- Wash hands of children as they finish eating.
- Sweeping, mopping and vacuuming as required
- Washing/disinfecting toys
- Participating in classroom activities such as circle-time and playtime
- Following all posted public health guidelines related to cleaning and sanitizing
- Following all posted policies and procedures related to behavior management

It is the responsibility of parents to follow all Public Health guidelines; wash your hands regularly, especially after wiping noses, assisting children in the bathroom and playing with water. Never leave children unattended and always adhere to MCPS policies and procedures. Please be on time and prepared to stay for the entire program (8:30 until 12:00).

Opting out of duty days

To support our teachers and our children with the smooth operation of the program and keep caregiver-to-child ratios at a level that provides more focused attention for the children, we do not support the opting out of duty days. **Parents or caregivers who need to switch duty days should coordinate amongst themselves.** If no one is available, some parents and caregivers are available to do an additional day in the classroom. The fee paid to these individuals is **\$40/day**, and it is at the expense of the family who is not able to do the duty day.

Supervision Policy for Volunteers and Students

MCPS is committed to providing a safe and nurturing environment for all children. It is the responsibility of the playschool to ensure that a McMurrich Playschool Employee supervises every child at all times. For the purpose of staff ratios, two participating members of MCPS are permitted to take place of an unqualified staff (note: this is subject to Ministry Director approval). McMurrich Playschool will ensure that all non-staff members such as parents, volunteers and students adhere to the policies, screening and supervision that are expected of McMurrich Playschool employees.

McMurrich Playschool will ensure that:

- No child is supervised by a person less than 18 years of age.
- No child is supervised by someone who is not an MCPS employee or agency approved participating member of MCPS.
- Students and volunteers who are not participating members of MCPS are not counted in staffing ratios.

It is the responsibility of MCPS to ensure that participating members, volunteers and students are provided with an orientation to MCPS, appropriately trained and supervised. It is the responsibility of members, volunteers and students to ask questions seek information and request assistance as required.

All accidents, injuries and hazards must be immediately reported to the supervisor or president of the board or directors. Incidents include violence, theft, threatening behaviour, abuse or any (potentially) unsafe situation.

Respecting our Relationship with McMurrich Public School

McMurrich Co-operative Playschool is a member owned co-operative that exists independently within McMurrich Public School. Ours is a tenant/landlord relationship and ultimately we are guests in the school. It is important we follow the rules of the school in general as well as those that we have specifically been requested to follow. Most of these rules are in place for reasons of safety. They include the following:

- DO NOT use the front doors or any entrance other than the one nearest the playschool.
- DO NOT leave the door propped open, even for a short time. The school is kept locked for the safety of the students.
- DO NOT bring strollers inside and leave them on the landing or at the bottom of the stairs, even for a short time. This is a fire regulation. In exceptional circumstances a stroller may be folded up and stored inside the classroom.
- DO NOT change diapers in the washrooms. This is a Public Health issue.
- DO NOT allow children to play in the hallway outside of the playschool. This is a safety issue.

Diapering and Use of School Washrooms

Diapers and pull-ups must be changed ONLY in the classroom in the designated diapering area. McMurrich Public School has requested that we do not change diapers/pull-ups in the hallway or school washrooms at any time. The diapering area in the classroom is for diapering only and the dedicated hand sink must be used for diapering. Diapers must be changed on the change table in the diaper area; children are not to be changed on the floor. Each child's supplies must be stored separately and labeled. Diapering guidelines are posted in the classroom.

Older children are escorted to the school washroom by a teacher. The teacher must do this while maintaining ratios. Two participating parents can take the place of a staff member for the purpose of staff ratios. If the teacher in classroom is not within ratio, the other teacher will maintain ratio by escorting extra children to the washroom.

Adults must use the staff washroom located on the first floor across from the kindergarten class. You must wear a 'visitors tag' which is hanging near the light switch in the playschool classroom. Use staff washroom at all times.

Food

Families must provide a snack and water or juice for their children. Canada's Food Guide provides that snacks should include food from at least two food groups. The following are sample menu items for snacks:

- Vegetables & Fruit
 - Fresh fruits and vegetables
 - 100% fruit juice
 - Salsa
 - Salads
 - Unsweetened fruit sauces
- Grain Products
 - Mini rice cakes
 - Cold cereal
 - Plain cookies, e.g., graham wafers, animal crackers, oatmeal
 - Crackers
 - Whole grain muffins or bagels
- Meat & Alternatives
 - Seeds
 - Beans
 - Sliced meats
 - Tuna, salmon
 - Eggs
- Milk & Alternatives
 - Milk (2% M.F. or less)
 - Fortified soy beverage
 - Cottage cheese
 - Cheese
 - Yogurt

McMurrich does not refrigerate snacks. Parents may keep perishable foods chilled with an ice pack in the lunch bag. At the beginning of the year the supervisor will work with the parents of children with allergies and food sensitivities to provide a list of acceptable and restricted foods. Allergies can be life threatening so please be aware of the foods on this list and do not send any restricted foods (this includes snacks as well as food children may be eating when they arrive in the morning). Do not send craft supplies or any food to be shared among the children. TDSB schools are nut free and no nut products are permitted at MCPS, including products with labels that say "may contain traces of nuts" or "made in a facility that processes nuts". If you have any questions about foods that may or may not be permitted, please speak with the supervisor. All foods should be labeled with children's names.

Allergies and Anaphylaxis

Anaphylaxis is a serious allergic reaction and can be life-threatening. If allergies are anaphylactic or life-threatening the supervisor and parents will work together to complete an Anaphylaxis Emergency Plan. This plan includes a recent photograph of the child, parental signature and instructions regarding actions to take in event of anaphylactic reaction. All staff and volunteers must review this plan before interacting with children. The plan must be updated annually or as necessary.

Staff, duty parents and volunteer will complete an awareness session including a demonstration on the use of the EpiPen. This procedure will be reviewed each time a new child with an EpiPen is enrolled at MCPS. MCPS requires the written consent of parents/guardians to allow staff to administer the EpiPen in the event of an anaphylactic reaction. Staff cannot administer non-prescription medication (such as Benadryl) unless the child's doctor signs a Non-Prescription Medication form.

It is the responsibility of MCPS members to ensure that:

- Staff is informed of their child's allergies.
- Medical forms and an anaphylaxis emergency plan are completed.
- Staff is notified with a letter signed by the child's doctor if the child has outgrown an allergy or no longer needs an EpiPen.

It is the responsibility of MCPS to ensure that:

- Children at risk are identified.
- Strategies are in place to minimize the potential for accidental exposure.
- Staff, students and volunteers are trained to respond to an emergency situation.

Anaphylaxis Treatment Protocol

1. One person stays with the injured child at all times (E.C.E.)
2. One person goes for help (Duty Parent)
3. E.C.E removes other children from the area (if needed).
4. E.C.E with the child is to administer epinephrine at the first sign of reaction however slight (e.g. itching or swelling of the lips)
5. Call 911 and contact the child's parents. E.C.E must remain with the child until Parent arrives. If ambulance arrives before parent, E.C.E will accompany the child to the hospital. **Note time of administration.**

Location of EpiPens

EpiPens are to be stored on the fridge or in the outdoor bag which accompanies the supervisor at all times (outside, field trips etc.). A copy of the Anaphylaxis Emergency Plan will also be kept in the outdoor bag.

Medication

The classroom supervisor will give all medication. Parents must indicate their consent for the supervisor to administer any medication prescribed by a doctor by signing the medicine log at MCPS and discussing with the supervisor the timing and dosage of the medicine. Medication must be in the original container with a prescribed label intact. All medication is to be kept inaccessible to children.

Any medication recommended by a doctor, whether it is prescription or non-prescription, must remain at the centre at all times. It cannot be taken home and returned each day. The supervisor cannot administer non-prescription medication without the written consent of the child's doctor.

Clothing

Children should have an extra set of clothes in their cubby at school. This should include: shirt, pants, underwear, socks, sweater/sweatshirt and indoor shoes during the winter months. If your child is still in diapers, be sure to keep their cubby stocked with diapers and wipes. The children play outside each day (weather permitting). Ensure you child has adequate weather appropriate clothing.

Weather

Children are expected to be dressed appropriately for the weather and prepared for outdoor play. In circumstances of extreme weather, outdoor time may be shortened or cancelled.

Cold-weather guidelines:

- Outdoor time will be **cancelled** and children kept indoors for weather conditions such as rain, lightning in the area, extreme winds of >35 km/h, ice, and extreme cold temperature with wind chill measure below -15C.

Cold weather dress: Ensure children are dressed warmly, covering exposed skin: insulated boots, winter weight coats, snow pants, mittens, hats, and neck warmers.

Hot-weather guidelines:

- Outdoor time will be **cancelled** and children kept indoors on days when the city issues a heat or smog alert or the temperature exceeds 35C, wind speed is >35 km/h and if there are localized thunder storms.
- Outdoor time will be **limited** and water will be provided if the temperature reads between 30C and 35C. In addition, we'll avoid spending time outdoors after 11 a.m. when temperatures and UV radiation are most intense.

Hot weather dress: Ensure children wear a wide brimmed hat, UV protective sunglasses, light and loose fitting clothing, and sunscreen (SPF 15 or higher).

If the closing of MCPS is necessary because of bad weather conditions, we will contact all parents and ask for their cooperation in picking up their children. The supervisor has both the authority and responsibility to make the decision in the best interest of the children.

Playground Safety

Outdoor play offers children the opportunity to work on gross motor skills and forms an integral part of their development. Outdoor time must be carefully supervised to ensure the safety of the children. Staff will complete daily inspections of the playground to ensure the area is clear of hazardous debris, litter, animal droppings and broken equipment. Both gates in the playground must be securely fastened at all times and adults position themselves around the playground to ensure all areas are observed. Periodic headcounts ensure that all children are accounted for.

Staff will ensure that playground equipment is regularly inspected and the safety of the children is their first priority. If an injury does occur staff will follow procedures for accidents and make sure the incident is followed up with an accident report and kept in the child's file.

Excursions

The supervisor approves all trips. For neighborhood excursions, advanced notice will be provided by email and/or newsletter. For major trips, a written plan, including such details as destination, times, number of children, transportation, etc., will be available to parents. In addition, for major trips parents will be given advanced notice and their consent will be requested on the appropriate form. All transportation except public transit vehicles and school buses must have seatbelts.

Pick-Up

Employees cannot allow a child to leave MCPS with a person whom they do not know unless authorized by the parent to do so. If someone other than a parent is to pick up the child, parents must notify the staff in advance. Please make sure you pick your child up on time. If you are running late, call the teacher to advise them of your estimated time of arrival. There is a 5-minute grace period. If there is a re-occurring late pick-up after 11:50, the member will be charged \$5.00 and \$1 per minute thereafter.

When picking up your child, please wait at the door and the teacher or supervisor will bring your child to you. **The gate must remain closed at all times.**

Child Absence

Please notify MCPS by 9:00 a.m. if your child is sick or is to be absent for one or more days. If your child is not coming in because of illness, it is also important to notify the supervisor about the sort of illness your child has contracted. This will help staff to identify symptoms in other children with whom your child has come in contact. Refunds are **not** given for days on which your child is absent, whether due to sickness or vacation, nor do we facilitate make-up days.

Sickness

We recognize that health is a complex issue in a child care centre. Many of our families rely on the centre for childcare and have other commitments. We need to ensure, however, that all children in the program feel physically well enough to cope with the daily routine and are protected from contagious diseases. Our policy provides parents with guidelines on when to keep your children out of the program. You can also be guided by the advice of the supervisor and your child's doctor.

Our basic guideline is that children should not attend the program if they have any of the following symptoms:

- Serious diarrhea. If a child has two or more such movements during the day, they should leave the program.
- Serious, unexplained vomiting.
- Extensive and unexplained rashes.
- Paleness, flushed face or constant crying.
- Yellow discharge from the eyes, crustiness around the eyes, puffy or red eyes.
- Severe respiratory distress.

These signs and symptoms are fairly obvious and indicate that your child is ill. During those times that it is more difficult to determine if the child should be at school, for example, a slight cold or the end of an illness parents and teachers are asked to use reasonable judgment. A thorough set of guidelines are available in **Appendix D: Health and Safety**

There may be times that a child is not showing signs of a definite illness, but does not seem able to handle the stress of the day. In these instances, it will be the decision of the supervisor or delegate as to whether the child

should be taken home. **Children should be symptom free for a minimum of 24 hours before returning to class.**

Communicable Disease

It is the policy of MCPS to exclude children from care and prevent the outbreak of illness by following the procedures listed below:

Staff will inspect each child at arrival for signs of illness. If staff believes a child to be ill due to rash, fever etc. the staff member will ask the parent to take the child back home/to be seen by a doctor and cleared to come back to playschool. Parents will also be asked to report any illness the doctor suspects or confirms.

If a child or staff becomes ill at MCPS the staff will (depending on the illness and symptoms):

- Isolate all ill children/send ill staff home.
- Notify parents/emergency contact to pick up ill children immediately. (If parents or caregivers are not available and the supervisor determines that the child requires immediate medical attention the child should be transported to the hospital.)
- Exclude ill children and staff from the centre until clear of illness.
- Record names, all symptoms and the date/time children/staff became ill.
- Contact Toronto Public Health/Communicable Diseases Unit at 416-392-7411.
- Step up sanitizing procedures. Increase frequency of cleaning and disinfecting.
- Suspend all sensory (water, goop, play dough) play.
- Reinforce the importance of thorough and frequent hand washing with children and staff.

A child should be excluded from the program if the illness:

- Prevents the child from participating in the program activities.
- Results in a greater need for care than the staff can provide.
- Is an infectious disease.
- Involves a fever of 38.4 C/101.2 F or higher. (If you child recently had a temperature in excess of 101.2°F, wait until their temperature has been normal for 24 hours before returning).

A child is not automatically excluded for certain illnesses or conditions (unless a physician requests the caregiver to do so) i.e. colds, fifth disease, mild fever, diaper rash.

In some instances, depending on the severity or type of illness, the playschool may require written notice from a doctor that the illness has been treated and the child is well enough to return to playschool.

The supervisor will report incidences of communicable disease according to the requirements of Public Health. A list of communicable diseases is posted in the classroom.

For a list of communicable diseases that must be reported to Toronto Public Health please see:

http://www.toronto.ca/health/cdc/communicable_disease_surveillance/monitoring/pdf/reportablediseases.pdf

Refer to **Appendix G: Communicable Diseases Reporting Procedure**, for reference.

Health and Safety

MCPS is dedicated to the maintaining the health and safety of the children and adults in our program. Our teachers

must have an up-to-date Certificate of First Aid. Duty day volunteers are encouraged to complete first aid training.

We will ensure the health and safety of children in our program by following all guidelines established by Toronto Public Health as it relates to:

- Diapering and Toileting
- Hand washing
- Cleaning up a Mess and Disinfection
- Guidelines relating to contents and location of First Aid Kit

Guidelines are posted in the classroom.

Cleaning and Sanitization

Sanitization will be completed using hot soapy water with chlorine bleach. Bleach test strips are used to evaluate concentration of bleach. Regular sanitization routines include:

Daily:

- Sanitization of sink area and table surfaces.
- Sweeping of floors with spot cleaning of any messes (bodily fluids will be cleaned according to Public Health Guidelines posted in the classroom).

Weekly:

- Sanitization of select toys ensuring that all toys are sanitized at least monthly.
- Water/sensory table will be fully washed and sanitized.
- Floor vacuumed, washed and sanitized.

In addition, a full classroom clean-up will be completed twice a year that includes full cleaning/sanitizing of the entire classroom.

Lead Flushing

In accordance with Day Nurseries Act requirements, prior to the start of each operating day, the supervisor or delegate will run water in both classroom sinks for at least five minutes. Lead flushing is completed prior to the start of class, recording on the lead flushing form. The form is kept on file for six years. To ensure we are able to respond to questions from our members and the public, a copy of O. Reg. 243/07 and our lead flushing records, are kept on site.

No Smoking

To protect the health of our children, we do not allow smoking tobacco or holding lighted tobacco in our classroom or playground. This applies to staff, volunteers, parents, visitors and students. To ensure these policy is adhered to, "no smoking" signs are posted throughout the premises (including classroom and washroom).

Emergencies

To ensure that parents and emergency contacts are immediately accessible in case of an emergency, it is essential that MCPS be notified of any change in home address, employment address, phone numbers, etc. A child needing emergency medical care will be taken to the nearest available hospital as required. Parents will be notified immediately. If parents have special requirements regarding hospital treatment of their child, they must communicate these requirements to MCPS in writing.

In an emergency, the safety and care of the children is the prime concern of MCPS. Emergency and fire procedures are posted in MCPS. Parents should read these procedures and be familiar with them. It should be noted that if MCPS requires temporary emergency shelter, staff and children will be housed at Hellenic Home for the Aged at 33 Winona Drive. If travel to this location is not possible, or if the entire school is relocated, MCPS will follow directions given by the landlord. MCPS will contact parents from this location.

Evacuation Procedures

In case of fire alarm or other incident that requires evacuation:

1. Note the "exit" on the Fire Drill information card posted in the classroom. This is your emergency exit.
2. Supervisor or delegate takes charge of the situation and lines the students up quickly within the classroom.
3. Supervisor or delegate brings emergency contact binder and classroom attendance sheet.
4. Supervisor leads the children out of the building staying to the right side of corridors and stairways. Teaching Assistant and duty day volunteer ensure that classroom windows are closed, lights are off, closes the door and follows the group.
5. Once outside, adults keep children in a group on the field well clear of the building.
6. For assistance contact the office at 86/84/88.

Teaching staff ensures that a fire drill is conducted monthly and recorded in MCPS files.

Security Procedures (McMurrich Public School Procedure)

If staff observes any suspicious individuals or conduct contact the office at 88. The office will contact police.

If staff or parents hear the announcement "The Director of Education is in the building" immediately lock the door and confirm that all students are in the classroom. Do not admit any unknown adults without identification.

Accidents and Injuries

If a serious accident or medical emergency occurs the following steps must be taken:

1. Assess the situation and environment if you are the first adult present.
2. Clear the area around the unwell/injured person and do not move them if you are unsure of their injuries.
3. Administer first aid or call emergency services.
4. Keep injured/unwell person calm.
5. Inform the program supervisor.
6. Call for additional support if needed (If required, contact an employee in Sprouts Daycare or McMurrich Public School).
7. Other adults will comfort and support the children.
8. An employee (preferably who witnessed the incident) should go to the hospital with the injured/unwell person.
9. Be sure to bring the patient's "Emergency Information" to the hospital.
10. Children should never be transported in a staff member's vehicle. A taxi must be called.

Details of all accidents and injuries, even minor, will be recorded on an injury log that requires the parent or guardian review.

The supervisor or delegate will:

1. Contact patient's parent(s) and inform them of the situation. Be sure to provide details as to where the child is being taken.
2. Ensure that the adult who goes to the hospital with the patient understands they must remain until the parent or emergency contact for the child arrives and provide periodic updates on the child's status.
3. Contact the Board of Directors.

For information about follow-up and reporting procedures, please see the website or ask the supervisor.

Lost Child

If a staff member or volunteer discovers a child missing either on-site at McMurrich Co-op Playschool or off-site they must immediately inform the supervisor or supervisor delegate. Be sure to provide a description of the child and how they are dressed.

If the child is discovered missing on-site at MCPS the supervisor or delegate will:

1. Take charge of the situation.
2. Ensure the safety of the children.
3. Direct staff/other adults available to search the centre, playground and surrounding areas.
4. Inform the public school principal.
5. Call the child's parent.
6. Call the local police if a child is not found within a reasonable amount of time.
7. Record all actions taken and the times they occurred.
8. Notify the Board of Directors.

Before leaving the premises, an accurate head-count of children must be taken. If a child is discovered missing off-site the supervisor or delegate will:

1. Take charge of the situation.
2. Gather all remaining children in a group to ensure their safety.
3. Direct staff/other adults available to search the surrounding area.
4. Inform any officials in the area (library staff, security guard, park officials).
5. If employees are on site at MCPS call the classroom and advise the adult to contact the child's parents.
6. Ensure the safe return of children by calling upon additional staff (if necessary).
7. Ensure communication plan exists between classroom and offsite location (e.g. status calls every 15 minutes, cell phone numbers exchanged etc.)
8. Call the local police if the child is not found within a reasonable amount of the time.
9. Record all actions taken and the times they occurred.
10. Notify the Board of Directors.

For information regarding follow-up and reporting procedures please see the website or ask the supervisor.

Behavior Management Policy

Adults are expected to assist children in the classroom when their behavior needs redirecting. Duty day volunteers who are uncertain about steps to take in a situation concerning discipline should request the assistance of a teacher.

Children having difficulty in a particular situation will be encouraged verbally and in a positive manner to improve behavior so that it becomes acceptable and appropriate. If a child is unable to do this s/he may be removed from the situation until his/her behavior is acceptable and appropriate.

Discipline is an opportunity for learning when carried out in a positive and consistent manner. Discipline/intervention should be related to the nature of troublesome behavior and appropriate to the developmental and individual needs of each child. The goal of intervention is to assist children in the learning of acceptable behavior. As a child faces, in the reaction of others, the consequences of what s/he does, s/he will learn what is acceptable and what is not.

Children are by nature problem-solvers and it is important that intervention strategies reflect a problem-solving approach. This means that adults should guide children to think about solving problems rather than solve problems for them. Ask children to identify their problems, think about the options, predict consequences and make decisions. Each child deserves individual consideration. No two children will necessarily respond to the same types of intervention.

Do:

- Be patient, calm and positive in your behavior toward children.
- Anticipate problems and intervene positively before they happen (e.g. warn children of changes to routines or activities and keep transitions and waiting periods to a minimum. Stories, music, songs and games can be used during waiting periods).
- Provide directions when appropriate without interfering with the learning process.
- Model appropriate behavior at all times.
- Set clear limits and maintain them consistently.
- State clear expectations of desired behavior and check to make sure children understand them.
- Allow children choices when possible.
- Restraint should only be used if children are in danger of hurting themselves, others or property.
- Be encouraging toward a child who is experiencing frustration or difficulty.
- Reinforce that the child is acceptable, it is the behavior that is not.
- Discuss situation with parents if advised to do so by supervisor.

Don't:

- Try to change behaviour by methods that lead to a child's loss of self-respect, i.e. shaming or labelling behaviour as bad or naughty.
- Compare one child's behaviour to another child's.
- Give a choice when no real choice is available to the child.
- Reprimand a child publicly. Always do so in private to avoid humiliation.
- Punish the group for the misbehaviour of an individual child. Deal instead with the individual child.

Contravention of Behaviour Management Policy

According to the Day Nurseries Act, and our own philosophy, absolutely no person in contact with the children may use verbal or corporal punishment to discipline a child. **The Following are Not Permitted and Constitute Contravention:**

- Any form of corporal punishment, such as: hitting, spanking, grabbing, kicking, squeezing, pushing, pulling, shaking, pinching, biting, at any time, by any employee, or by another child or group of children; deliberate harsh or degrading measures used to humiliate or undermine a child's self-respect.
- Any form of verbal abuse, such as shouting, name calling etc.
- The deprivation of a child's basic needs including, food, shelter, clothing, or bedding.
- The use of a locked or lockable room or structure to confine a child.
- Forcing a child to do repetitive physical actions

Behavior Management Policy: Procedures for Contravention

It is the responsibility of every adult (staff, volunteer, and student) to read and understand the Behaviour Management Policy and Guidelines and to carry these policies out. Failure to do so may result in dismissal or termination of membership.

Any adult (staff, volunteer, student) observed to be using disciplinary measures that contravene the Behaviour Management Policy and Guidelines, shall be immediately reported to the supervisor. The supervisor will inform the President of the Board of Directors. The Board of Directors is responsible for ensuring that there is an investigation and disciplinary action is taken where appropriate.

If the supervisor is seen contravening the Behaviour Management Policy and Guidelines s/he shall be immediately reported to the President of the Board of Directors. The President and the Supervisor will meet to discuss the incident. The Board of Directors will monitor any disciplinary action.

Guidelines for Disciplinary Action

Any contravention of the behaviour management policy must be taken to the Board of Directors. The Board of Directors is responsible for ensuring that there is an investigation. The following steps are to be used as guidelines in the event of disciplinary action:

- Identify the reasons for the alleged occurrence.
- Discuss the implications with respect to the child.
- Discuss positive behaviour management techniques.
- Document the discussion and have all parties sign.
- Keep a copy of the signed transcript in the employee's or volunteer's file.

There will be a trial period set in which the adult is to improve his/her skills under observation of the supervisor. Discussions will continue and results will again be committed to in writing and signed by both parties. If no improvement has been demonstrated over the set period of time, the employee, student or volunteer will be terminated.

If, in the supervisor's opinion, the employee is not fit to continue a shift, he/she shall be sent home. If in the opinion of the supervisor the employee is unfit to return at all, the President of the Board of Directors will be informed immediately.

Documentation will be filed and kept at each step.

Guidelines for Monitoring Behaviour Management

Employees, students and duty volunteers' adherence to our behaviour management policy will be monitored in the following way:

- The supervisor will observe students and duty volunteers in the classroom and provide verbal feedback on their interactions with the children; they will provide specific instructions as to how they can be more successful directing the children.
- The supervisor will observe the assistant teacher and provide verbal feedback related to behaviour management practices throughout the daily program. The supervisor will also provide input into the teacher's performance management reviews.
- Supervisor will capture details of the feedback by making notes in her/his daily log.
- The Board of Directors will make arrangements to observe the supervisor as part of ongoing performance evaluations. This will include confirmation that s/he adheres to the behaviour management guidelines at all times.

Diversity Policy

MCPS recognizes and values the diverse backgrounds of children who attend our program and the community around us. Our mandate is to treat each individual with respect, equality and dignity. Through our curriculum, we provide children with a non-discriminatory, racially sensitive and culturally appropriate program.

MCPS is committed to the principle of equal opportunity for all its children, families, employees, students, and applicants for either program admission or employment.

Discrimination is manifested through a broad spectrum of behaviours, ranging from overt and obvious to subtle and subversive. Although discrimination may be difficult to recognize in its more subtle forms, it is the responsibility of everyone in the organization to recognize and respond to these incidents.

Incidents involving discrimination against people may be based on visible or perceived differences such as race, colour, religion, sex, age, family status, socioeconomic status, sexual orientation, national origin or disability. Discrimination may include verbal, physical, exclusion or avoidance, written and/or other behaviours.

If a teacher, volunteer or parent witnesses a potential discriminatory incident they will immediately advise the supervisor. Allegations that involve the supervisor should be referred to the Board of Directors.

The supervisor will take responsibility for investigating and documenting the incident. If further action is deemed appropriate the supervisor will notify the Board of Directors within 24 hours.

The Board of Directors will work with the supervisor to submit a Serious Occurrence report to the Ministry of Community Family and Children's Services for all racial incidents and any discriminatory incidents deemed reportable.

It is the responsibility of the supervisor to document following details:

- Brief description of the incident
- Date, time and place where the incident occurred
- The first name and last initials of the individuals involved
- Details of action taken
- Current status of the situation
- The individuals notified

Guidelines for Resolution of Incidents

Between or Involving Children

When working toward resolution of an incident involving children care must be taken to ensure that actions are not punitive. The focus should be on helping all children involved to communicate their feelings and learn about respecting others. Parents of all children involved should be notified. All consequences must be based upon the child's level of development and experiences.

In cases when there are reoccurrences (in consultation with the supervisor over a reasonable amount of time), the Board of Directors reserves this right to determine that children be withdrawn.

Between or Involving Adults

All allegations of discriminatory incidents need to be followed up by either the supervisor or the Board of Directors. Employees will be interviewed individually and disciplinary actions will be taken where required.

Targeted individuals should be supported to acknowledge their feelings and work towards re-establishing working relationships.

The individual that was speaking or acting inappropriately must understand that the inappropriate behaviour must stop and could result in disciplinary action including termination of employment (for teachers) or membership (for volunteers). The aggressor also needs to understand that they could face legal charges under the Ontario Human Rights Code.

The supervisor will work with the Board of Directors to determine if follow-up is required with all employees and parents in the program. This could include workshops, meetings or reading material.

Child Abuse Policy and Procedures

MCPS is committed to taking a pro-active position regarding the prevention of child abuse through:

- Ongoing observation of the children in our care.
- Professional education with respect to early identification, effective response and adherence to legal obligations, including reporting.
- Keeping abreast of developments in legislation and relevant issues.
- Communication with, and support of the children and families.
- Working with other community service providers.
- Adhering at all times to legal requirements outlined in *The Child and Family Services Act (Section 72) Day Nurseries Act*

Duty to Report

In accordance with the Child and Family Services Act it is the responsibility of every person in Ontario, including a person who performs professional or official duties with respect to children, to immediately report to a Children's Aid Society if s/he suspects that child abuse has occurred or if a child is at risk of abuse. This includes any operator, employee, or volunteer of a day nursery. An individual's responsibility to report cannot be delegated to anyone else. A child is defined as a person from birth until his/her 16th birthday.

[Note: Any instances of child abuse constitute a Serious Occurrence and must be reported according to the Serious Occurrence reporting requirements outlined above.](#)

Failure to Report

It is an offence under the Child and Family Services Act for a professional to contravene one's reporting responsibilities. The penalty imposed (a fine of up to \$1000) emphasizes that a child's safety must take precedence over all other concerns. The duty to report suspicions of child abuse overrides the provisions of **confidentiality** in

any other statute, specifically those provisions that would otherwise prohibit disclosure by a professional or official. The only exception to this is solicitor/client privilege.

Protection from Liability

All persons making a report of suspected child abuse are protected against civil action, unless that person is proven to have acted "...maliciously or without reasonable grounds for the belief or suspicion."

Please see the website for information about

- reporting suspected child abuse
- documenting suspected child abuse
- what to do if a staff member, student or volunteer is suspected of child abuse
- how to discuss the situation with a parent or caregiver
- what to expect if Children's Aid Society/Police conduct an investigation at MCPS in person or by telephone

No staff/student/volunteer or member(s) of the Board of Directors will advise someone not to report suspicions of child abuse, or try to stop the person from reporting suspicions of child abuse or consulting with a Children's Aid Society. There will be no sanctions or reprimands for anyone who consults/reports suspicions of child abuse. However, disciplinary action will result if there is an attempt to stop someone from following through in the legal duty to report.

Confidentiality and Disclosure of Information to Others

Any information related to a suspicion or report of child abuse is confidential between the person directly involved, the person making the report and the Children's Aid Society. The supervisor, in consultation with a Children's Aid Society, will give direction regarding the appropriate sharing of information with staff/students/volunteers/parents and/or member(s) of the Board of Directors.

Discussing any information with others related to a situation of suspected child abuse outside the designated individuals is a breach of confidentiality, and may leave one liable for slander.

In a case where a Children's Aid Society has apprehended a child, the supervisor will speak to a worker to determine whether the child will return to the Nursery School. The supervisor will advise staff, and determine the best way to explain the situation to the other children. This will be done in such a way as to balance the child's/family's right to confidentiality with the concern of others at the school.

Serious Occurrence Policy

Serious Occurrences are defined as follows:

1. Any death of a child that occurs while participating at the centre.
2. Any serious injury (for which medical attention is sought) that occurs while participating at the centre. Serious injury includes:
 - a. Any injury to a child caused by employees, volunteers or other children.
 - b. A serious accidental injury received at the centre.
 - c. Any injury that is non-accidental, including unexplained or self-inflicted and that requires treatment from a medical practitioner including a doctor, nurse or dentist.
3. Any alleged abuse or mistreatment of a child that occurs at the centre, including all allegations of abuse or mistreatment of a child against a teacher. ABUSE includes a child suffering from physical harm, sexual molestation or exploitation, and a child requiring, but not provided with medical treatment.
4. Any situation where a child is missing, even if the child is missing within the centre and for a few minutes.

5. Any disaster, for example a fire, on the premises; or school closure due to terrible weather conditions, such as a snow storm.
6. Any complaint made by or about a child, or any other serious occurrence concerning a child that is considered to be of a serious nature by the centre.
7. Any complaint concerning operation, physical, or safety standards of the service that is considered by the centre to be of a serious nature.

The supervisor is responsible for determining whether an incident fits the definition of a Serious Occurrence. S/he is also responsible for ensuring the incident is reported as required. If the supervisor is unavailable, the delegate will initiate the process and alert the President of the Board and the supervisor as soon as possible.

When there are revisions to policies and procedures, staff and volunteers need to review the revised policies and sign off as verification.

If the occurrence involves a **child's death**:

1. Call 911.
2. Contact child's parents.
3. Report Serious Occurrence.

If the occurrence involves **an injury**:

1. Follow guidelines under [Accidents, Injuries and Illness](#).
2. If emergency assistance is required, call 911.
3. Be sure to bring the child's contact card and Medical Consent Form.
4. Report Serious Occurrence.

If the occurrence involves **abuse**:

1. Refer to Child Abuse Policy
2. Call Children's Aid Society at 416-924-4646.
3. Report Serious Occurrence.

If the occurrence involves **the physical building**:

1. Call 911.
2. Follow evacuation procedures.
3. Use attendance sheet to confirm that all children and adults are safe.
4. Be sure all rooms, washrooms, halls and stairs are clear of children.
5. Take emergency contact information box with children's contact details.
6. Get the children to the designated site (Hellenic House at 33 Winona Drive)
7. Phone parents to advise of situation and arrange for pick up.
8. Report Serious Occurrence.

If the occurrence involves a **child whose whereabouts are unknown**:

1. Follow guidelines under Lost Child
2. Report Serious Occurrence.

If the occurrence involves **media attention or a police investigation**:

The supervisor will work with the Board of Directors to report Serious Occurrences according to the guidelines posted in the classroom and detailed in the 'Serious Occurrence Reporting and Follow-up' Section. Non-critical Serious Occurrences must be reported according to Ministry Guidelines within 24 hours.

Critical Serious Occurrences, which include situations in which:

- a child has died
- a child is missing or whose whereabouts are unknown
- emergency services are involved
- significant media or public attention is likely or has occurred

These must be reported within 3 hours. In the event that the supervisor is unable to access the Child Care Licensing System (CCLS) within 3 hours of occurrence, the supervisor shall inform their assigned Program Advisor (PA), currently Robert Atkins, directly by telephone at 416-325-0668. If necessary, the PA will then follow up with the supervisor for further details through the CCLS.

Serious Occurrence Reporting and Follow-up

When a Critical or Non-critical **Serious Occurrence** is to be reported, the Supervisor must, within the required time period:

1. Enter information about the occurrence into the CCLS.
2. Call the City of Toronto Children's Services Serious Occurrence Line at 416-397-7359 to report the occurrence and confirm they have entered the report into the Child Care Licensing System.
3. Post the notification for parents generated by the Child Care Licensing System for a period of 10 days.
If serious occurrence involves alleged abuse post notification only after Children's Aid Society has determined investigation not required or investigation concluded AND Ministry follow-up to address any licensing issues has been completed.
4. Update the posted notification and add updates to the CCLS as required (PA will follow up to remind Supervisor to do so). If changes are made at any point after original posting, they must remain posted for 10 business days and then removed.

The notification form will be posted outside the classroom on the parent board and it will also be posted near the entrance commonly used by parents. Furthermore, the form will be posted near the child care licence and licensing summary chart. This form will ensure that all parents and visitors to the centre are aware of the Serious Occurrence.

Protection of Personal Information and Privacy

McMurrich Playschool protects personal information and privacy. To help support the protection of privacy and personal information, no child or staff names, initials, and age or birth date of child are to be used on the Serious Occurrence Notification Form. No age group identifiers are to be used, e.g. preschool; toddler. Guidelines for reporting and posting Serious Occurrences (regular and enhanced) are available in the supervisor handbook as well as on the website.

Appendix A: Parent Roles

A parent or caregiver from each member family must volunteer for one of the following roles. The descriptions for each position are general guidelines but please keep in mind that all members work together to run the playschool. From time to time and year to year there may be exceptional circumstances and areas that require more work than others. For example teachers may need to be hired or enrolment may be low (which would create a need for additional publicity and/or fundraising). In these situations members may be called upon for additional duties. The board may also, on occasion, put out a request to the membership for a volunteer with specific skills or a request that people change or adapt their roles depending on their skills and the needs of the playschool.

We each have our own skills and interests and finding the best way to apply those skills and interests can be a work-in-progress. Involvement in a parent-run co-operative is a unique and rewarding opportunity and we all benefit – especially our children – from our flexibility, commitment and enthusiasm.

Executive Positions

For 30 years the McMurrich Playschool Co-op worked on a model of true democracy; all members of the playschool belonged to the Board of Directors, attended all meetings and voted on all issues regarding the operation and oversight of the program. As the membership grew this model became unmanageable, and also made it difficult to protect the privacy of the teachers and members of the playschool. And so in 2008 MCPS members voted to implement a model in which an Executive Board manages the operations of the program including staff, licensing, policies and procedures. The Executive is bound to make decisions they deem to be in the best interest of the children and the program as well as adhere to the philosophy of the program.

At the **annual general meeting for the election of the board of directors** you will be expected to volunteer for membership on the Board of Directors or one of the committees (there will also be an **annual general meeting** held in November. Attendance is mandatory for both meetings).

The roles and responsibilities of each of these positions are as follows:

President:

- Prepares agendas, organizes and chairs monthly executive board meetings and general meetings.
- Has overall accountability for the general management and supervision of the affairs and operations of the corporation.
- Has overall accountability for financial records.
- Signs all by-laws together with the secretary or other appointed board members.
- Acts as liaison between MCPS and school principal.
- Acts as liaison between MCPS and other community groups.
- Acts as past President for a second year.

Vice-President:

- Acts as “reporting manager” for teachers.
- Acts as liaison between employees and the Board of Directors.
- Meets regularly with teachers to discuss the management of the program.
- Completes performance reviews with employees (by May).
- Manages the hiring process, including salary, contracts and job descriptions.
- Assumes duties and powers in the absence or inability of President.

Secretary:

- Attends meetings and records minutes of all proceedings.
- Works with supervisor to ensure all licensing requirements are filed on a timely basis.
- Is the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the corporation.
- Works with the executive and supervisor to ensure policies and procedures are up-to-date.
- Keeps website, policies and procedures handbook up-to-date.

Treasurer:

- Manage the Wave financial system
- Conducts reconciliation and questions items as they arise
- Advises the Board of findings
- Responsible for managing the budgeting process and presenting a budget to the Board
- Looks at ways to get a higher interest rate for idle cash in the bank account (ex. GIC) and reports to the board
- Responsible for reviewing the financial feasibility of proposals submitted by committees and other members and provide guidance to the Board throughout the proposal approval process
- Prepare a monthly income statement to present to the Board
- Prepare income tax accurate accounts of all receipts for parents (e.g. child care expense deductions).
- Establish a clear budget at the beginning of the school year based on input from the different committees and have Board approve the budget
- Where additional (non-budgeted) spending is required, collaborate with committee/member to present a written proposal to the Board including financial projections.
- Present income statement to the Board on a monthly basis which includes last month's financials, year to date (YTD) financials, last month's budget, YTD budget, variances and rationale for these variances.

Registrar:

- Communication with prospective families.
- Arrange and give tours.
- Answer question.
- Conduct interviews with families on tour.
- Use registration package questions to assess readiness in conjunction with preschool supervisor before offering spots to prospective student.
- Clearly communicate expectations related to being a member of a co-op.
- Approve all changes to enrolment.
- Process registration packages.
- Report to board on current state of enrolment and waiting list.

Committee Co-ordinator:

- Corresponds regularly with committee chairpersons for updates on plans and progress and reports to the Board of Directors.
- Presents committee budgets to the Board of Directors for approval.
- Oversees and supports committee involvement and ensures allocated duties are fulfilled throughout the year.
- Organize monthly meetings with committees to receive updates, and co-ordinate any events or activities that should be brought to the board for approval.
- Present minutes of these meetings at each board meeting to ensure all committees are being utilized properly.

Policies and Procedures and Succession Coordinator:

- Works with board on the development of new policies and procedures.
- Works with supervisor on the documentation of new and updated policies and procedures from the Ministry, Public Health and McMurrich Public School.
- Works with the secretary to update the Policies and Procedures handbook and website.
- Works with all board members to ensure continuity and knowledge transfer to replacements board members.
- Administrate an online document repository.

Past President:

- Sits on the Board of Directors and acts as an advisor to ensure smooth operations of the playschool (does not have a vote).

Note: two board members (including Treasurer) will have signing authority on cheques on behalf of MCPS.

Assistant Board Positions

The following positions are designed to create support for board positions and/or playschool operations but do not require attendance at monthly board meetings.

Newsletter Editor (works with President/Board and Supervisor/Teacher):

- Gathers information from the classroom and the board and edits it into a monthly newsletter. .

Scheduler (works with Registrar):

- Prepares and distributes monthly duty day schedule (two months in advance) by email to all members; also provides a classroom copy to be posted.
- Works with supervisor and committees to organize parent volunteers for class trips etc.

Committee Positions

Social Committee (2 members):

- Organizes events throughout the year, such as holiday party in December, Graduation party in June, etc.
- Provides a schedule of events and a budget with estimated costs to the committee co-ordinator who will present it to the Board of Directors.

Fundraising/Publicity (3-4 members):

- Sets a fundraising target and creates a plan to work toward that goal.
- Organizes different fundraisers throughout the year to achieve set goal (yard sale, bake sale, etc).
- Promotes school through marketing to encourage enrollment of new families.
- Organizes an open house to promote the school and obtain new enrollments for the following school year.

Maintenance and Supplies Committee (2 members):

- Purchases cleaning supplies, paper supplies (tissues and paper towel) and other items as necessary.
- Does laundry.
- Arranges for purchase of new equipment and arranges repairs of existing equipment.
- Organizes all-members classroom cleanup twice (2x) per year.
- Washes toys (if necessary).

Program Enrichment Committee (2 members)

- Works with teachers to support curriculum, plan special projects and involve parents in programming and activities.
- Works with teachers to create a schedule of events and a budget with estimated costs for presenters, visitors and field trips/excursions throughout the year (target 6-8); this plan is presented to the board by the committee coordinator.
- Supports teachers in organizing presenters, visitors and field trips/excursions throughout the year.
- Works with supervisor to collect fees and document the collection of fees for presenters, visitors and field trips etc.

Appendix B: Decision Making Authorities

Member volunteers manage all aspects of the operation of MCPS. The Executive Board is elected by the membership to make decisions on behalf of the playschool. Clear decision making authorities and accountabilities ensure smoother operations of the program. MCPS staff makes many decisions regarding the children's days and the Board of Directors makes general policy decisions.

All members of MCPS are responsible for the following:

- Decisions concerning the philosophy of MCPS.
- Periodic evaluations of the program (process led by Executive Board).
- Decisions regarding the hours and days of the program.

The Executive Board is responsible for the following:

- Decisions concerning the hiring, disciplining and dismissal of staff.
- Decisions concerning staff salaries and terms and conditions of employment.
- Decisions concerning registration and fee structure.
- Establishment and monitoring of budget.
- Management of revenue.
- Resolution of conflict with staff/members which have not been resolved by the supervisor.

The supervisor is responsible for the following:

- Decisions in cases of emergency including all Serious Occurrences.

Teachers are responsible for the following:

- Decisions regarding the curriculum, activities and topics covered in the program.
- Decisions regarding the daily routine and scheduling of the children's days.
- Decisions regarding the wellness of a child and their ability to participate in the program.
- Decisions regarding discipline and behavior management. Our teachers must at all times follow MCPS policies and Day Nurseries Act requirements.

The Executive Board, supervisor and teachers are jointly responsible for:

- Decisions concerning operating policies and procedures. The Board may rely on the expertise of the supervisor and teachers for guidance as to requirements of the Day Nurseries Act etc.

Appendix C: Duty Day Schedule

Daily schedule:

- | | |
|----------|---|
| 8:30 AM | <ul style="list-style-type: none">▪ Arrive ready to assist in receiving children.▪ Supervise children in outdoor play area; be sure that gates are kept closed. |
| 9:15 AM | <ul style="list-style-type: none">▪ Head in to the classroom and complete a clean-up or prep task as indicated by the teachers (e.g. vacuum, wash toys, cut out arts and crafts). |
| 9:45 AM | <ul style="list-style-type: none">▪ Wash your hands and disinfect the tables.▪ Set up for snack by setting out chairs and each children's food, opening containers etc. |
| 10:00 AM | <ul style="list-style-type: none">▪ Assist with serving of snack, be aware of all allergies.▪ Facilitate an orderly, enjoyable snack time. |
| 10:25 AM | <ul style="list-style-type: none">▪ Wash children's hands.▪ Put away books and blanket.▪ Assist tidying. |
| 10:45 AM | <ul style="list-style-type: none">▪ Complete washing toys as required.▪ Prepare crafts for following week.▪ Play with children. |
| 11:15 AM | <ul style="list-style-type: none">▪ Assist children with tidying up toys.▪ Assist with reading stories during reading circle. |
| 11:30 AM | <ul style="list-style-type: none">▪ Sit with children for circle. |
| 11:40 AM | <ul style="list-style-type: none">▪ Answer doorbell, let parents into building. |
| 12:00 PM | <ul style="list-style-type: none">▪ Head home. |

Appendix D: Health and Safety

Diapering Routine

1. Clean your hands and put on gloves.
2. Remove diaper.
3. Clean the child.
4. Apply barrier product (use tissue or tongue depressor to avoid contamination).
5. Put on diaper.
6. Remove gloves and clean your hands.
7. Clean the child's hands with soap and water.
8. Disinfect the diaper area.
9. Wash your hands

Playground Safety

The following regulations apply to MCPS playground:

1. All playground equipment must meet CSA standards, confirmation of compliance with CSA standards will be kept in writing in the Centre.
2. Playground injuries will be recorded using an Accident Report and stored in the child's file.
3. Staff will complete daily inspections of the playground to ensure the area is clear of hazardous debris, litter, animal droppings, broken equipment and needles.
4. Supervisor will complete a monthly inspection and keep copies in file.
5. Supervisor will complete inspections in spring and fall to ensure that all equipment is in good order.
6. Any issues or deficiencies will be escalated to the Board and shared with other childcare centres and school that use the facilities.
7. Playground will be inspected annually by a Certified Playground Inspector. In the past, Sprouts Day Care has ordered the inspection and shared a copy with MCPS for our records. Any issues must be reported to the Board of Directors.

All reports are kept on file in the centre.

Outbreak Action Plan

When you suspect an outbreak you SHOULD immediately:

1. Isolate all ill children until they can be taken home and send ill staff home.
2. Notify parents or emergency contacts to pick-up ill children as soon as possible.
3. Start a line list. Record names, date of birth, gender, all symptoms, the date and time of children and staff became ill and their room number or type (e.g., toddler room).
4. Start additional control measures:
 - Increase the frequency of cleaning and disinfecting of surfaces and toys.
 - See Fact Sheet "Mixing of Chlorine Bleach Solution for Disinfection" for details. Note: a hospital grade disinfectant that is approved for use against norovirus e.g. an accelerated hydrogen peroxide product may be used in place chlorine bleach.
 - Suspend water and sensory play activities.
 - Reinforce with staff, children and visitors the importance of keeping hands clean.
5. Contact Toronto Public Health (TPH) to report the outbreak by calling the Communicable Diseases Surveillance Unit (CDSU) at (416) 392-7411. Note: The CDLU will redirect your call to the appropriate regional office for further action.

Have the following information ready when you call TPH:

- Date and time of first case
 - Date and time of most recent case
 - Total number of children and staff per room
 - Total number of children and staff ill per room
 - Date and time the outbreak management team meeting can be held (must be as soon as possible)
 - The control measures that have been implemented
6. Obtain permission from parents to submit specimen samples to the Public Health Laboratory.
 7. Contact staff and the parents of children that are at home ill from before the outbreak was declared, to inform them of the outbreak and to identify if they are additional cases (e.g., do they have similar signs of symptoms of those currently ill?) If so, add their information to the line list.
 8. Remember to fax or E-mail a copy of the line list to your TPH regional office daily as directed.

Outbreak Control Plan

During the course of an identified outbreak of any communicable illness at the facility, a child shall be excluded if the health department official or health care provider suspects that the child contributing facility. The child shall be readmitted when the health department official or health care provider who made the initial determination decides that the risk of transmission is no longer present. In this case, a doctor's note is also required.

McMurrich Cooperative Playschool Health Policy

This policy has been designed to ensure the good health and safety of all the children who attend the McMurrich Cooperative Playschool. Children will not be accepted at the Centre if they are unable to participate in all the routines. All health records, immunization and medical forms must be completed before your child will be accepted in the centre. Immunization must be always kept up-to-date. If you do not wish your child to be immunized you can obtain an affidavit from a Notary Public and you must be willing to follow the steps outlined when contagious illnesses are present in the centre. Any Boosters, etc., must be recorded at the Centre.

We ask that you please keep your child at home if he/she has, or is suspected to have, any of the following:

- A fever, temperature over 38 , child must be symptom free for 24 hours
- Diarrhea or Vomiting, child must be symptom free for 24 hours
- Unexplained rash (must be checked by a doctor and a note must accompany child's return)
- Red, puffy eyes and/or yellow or green discharge from eyes, nose, ears
- Paleness or flushed face
- An ear infection
- A contagious disease (until a doctor declares the child to be no longer contagious
- Streptococcal Sore Throat/Scarlet Fever, child must be on antibiotics for 24 hours
- Head lice, child should be kept home until treated with medicated shampoo and all nits removed
- Ringworm, child should be kept home until treatment recommended by doctor has started (at least 24 hours) and lesions should be kept covered when your child is in the childcare centre.
- Common cold, child should be kept at home when symptoms like a runny nose, coughing/sneezing or fever are evident. Your child should not return to the childcare centre until the symptoms are mild and your child is well enough to take part in all of the centre's activities.

A doctor's note must accompany the child's return, if the child has been absent due to illness for more than three consecutive days.

The above signs and symptoms are fairly obvious and indicate that the child is ill. Unfortunately, there are other times when it is difficult for a parent to determine if the child should be at the Centre. A slight cold or the end of an illness is two examples. In such instances a general rule to determine whether the child is well enough to be at the Centre is this:

If the child is too ill to participate in any part of the program, both indoor and outdoor, the child is too ill to be at the Centre.

Parents will be notified if their child becomes ill or if for some reason their child is unable to participate in the program. It will be the decision of the Supervisor on such occasions as to whether the child should be taken home. Please understand that the staff has the health and welfare of your child as their primary concern when they contact you at work. Once notified, it is expected that parents pick up their child promptly.

This policy is also designed to ensure that the health of the other children in the Centre is safeguarded. High health standards must be maintained at all times in order to minimize any spread of infection.

A note will be posted on the Parent Board if a contagious disease occurs at the Centre. Parents will be informed of the disease, the incubation period, symptoms to watch for and the usual treatments.

Communicable Diseases will be reportable as per current Public Health Communicable Disease Reporting guidelines – current list posted in office.

Medication Policy

McMurrich Cooperative Playschool will administer a prescription and or/non-prescription drugs according to the following policies and procedures:

1. A written procedure is established by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act for
 - a. the administration of any drug or medication to a child in attendance in a day nursery
 - b. keeping record with respect to the administration of drugs or including those required under the Narcotics Control Act
2. The drugs and medications are stored as directed in designated locked container in cupboard or refrigerator.
3. One person in each childcare centre is in charge of all drugs and medication and that all drugs and medications are dealt with by that person or designated by that person.
4. Drugs and medication are administered to a child only where a parent of the child gives written authorization (medication form is completed) for the administration of the drug or medication, and that included with the authorization is a schedule that sets out the times that the drug or medication is to be given and the amounts to be administered. Parent signature must be on the medication form.
5. Drugs or medications are administered to a child only from the original container and that the container is clearly labeled with the child's name, name of the drug or medication, date of the purchase and instructions for storage and administration.
6. Staff completes the medication immediately after giving medication to the child, with date, time, dosage and signature.

Drug Administration Procedure

1. When parent initially brings in a drug or medication, a medication Authorization form must be completed and signed by the parent and signed by the staff in charge. This authorization is then placed on the medication board. When the medication is finished, the Authorization form is placed in the child's personal file.
2. Staff must check medication is:
 - a) In original container
 - b) Has child's name on bottle
 - c) Name of drug or medication
 - d) Dosage
 - e) Date of purchase
 - f) Instructions for storage
 - g) Instructions for administration
3. The form is reviewed daily during the administration of the drug.
4. Parents must initial any changes.
5. Parents must sign and date Drug Medications Administration record daily.
6. The staff person locks the medication in the appropriate storage area.
7. Only the Supervisor or designate administers medications.
8. Keys are to be kept in the Staff Cupboard and in the Supervisor's Desk
9. After the administration of medication, the staff person signs the Drug and Medications Administrations Form.
10. Once the medication is finished or the parents request the discontinuation of the medication, the medication authorization form is placed in the child's file.
11. The Drug and Medications Administrations form is filed in the child's file.

Head Lice Policy

In the event of an outbreak of head lice, children identified as having the problem must be removed from the Centre as quickly as possible, and have their hair and scalp treated with the medicated shampoo available at all drug stores.

A sign will be posted on Parent Board informing all parents that head lice have been found and asking that frequent checks of their child's head is recommended.

The treatment is reasonably simple and if handled correctly and quickly, an outbreak can be eliminated very shortly.

The Supervisor will check children returning after treatment, and if their condition is clear, they will then be allowed back into the Centre. Children found with some symptoms will not be accepted into the program until the process is completed.

This is for the benefit of everyone within the Centre. We ask that in the event that this problem occurs, parents will quietly and carefully follow instructions and aid their children without causing any embarrassment to other children in the Centre as well as their own.

Contagious Diseases

In the event there is an outbreak of a contagious disease (when 3 or more children and/or adults at the child care have the same symptoms (i.e.: stomach flu, diarrhea), parents are informed about the diseases via email, handout or written notice on our parent info board. The information included will include incubation period, symptoms, and treatments.

According to the Toronto Department of Public Health, if a child has any form of a contagious disease, such as pink eye, measles, chicken pox or strep throat, the parent must notify the teacher and not send the child to school without a doctor's note. When in doubt, the Health Department has prepared a list of "contagious diseases" that require children to stay at home. The teachers will refer to the list and advise the parent whether a child must stay at home and for how long.

When there is an outbreak of a contagious disease, the childcare centre will practice the following:

- Isolate the child or send staff member home until they are symptom free. At least 48 hours
- Notify the parents or emergency contact to pick up the child
- Record symptoms, date, time in the child care's log book and complete an illness form
- Report the outbreak to the (Municipality name here) Department of Public Health Regional Office
- Sanitize the classroom toys and increase frequency of cleaning
- Suspend 'wet' sensory activities i.e.: sand, water, play dough,
- Reinforce frequent and careful hand washing
- Keep all documentation in file located in the office
- The child will be quarantined in a designated area in the class and accompanied by a teacher until he/she is picked up

Appendix E: Accident or Injury Reporting and Follow-up Procedures

The Board of Directors will:

1. Work with the supervisor to ensure an accident or sickness report is completed and signed by the parent. This report must be kept on file for 2 years.
2. Work with the supervisor to determine if a Serious Occurrence Report should be completed, if yes, complete the report and distribute the copies as follows:
 - President of Board of Directors
 - Toronto Children's Services
 - Principal of McMurrich Public School
 - Child's file
 - Serious Occurrence File
3. In the event of a serious injury, an Incident Report Form from the Ontario School Board's Insurance Exchange must also be completed and distributed as follows:
 - President of Board of Directors
 - Toronto Children's Services
 - Principal of McMurrich Public School
 - Child's file
 - Serious Occurrence File
4. Human bites that draw blood must be reported to Public Health by calling 416-338-7790.

Appendix F: Lost Child Reporting Procedures

The Board of Directors will:

1. Work with the supervisor to complete a serious occurrence report. Copies should be sent to Toronto Children's Services, Board of Directors, and School Principal. Two copies should be kept on file at the Centre, one in the child's file and one in the serious occurrence file.
2. Report the incident as a serious occurrence to Toronto Children's Services within 24 hours.
3. Work with the supervisor to ensure proper follow-up. This will include reviewing with the staff/volunteers the reasons for the child's disappearance, and putting a plan in place to prevent further incidents from occurring.

Appendix G: Communicable Diseases Reporting Procedure

We will abide at all times with the Health Protection and Promotion Act (HPPA) and Toronto Public Health requirements and report all instances of the infection of one of our children with any of the communicable diseases that are designated reportable in the province of Ontario. These listings are also posted in the classroom.

For a list of communicable diseases that must be reported to Toronto Public Health please see:

http://www.toronto.ca/health/cdc/communicable_disease_surveillance/monitoring/pdf/reportablediseases.pdf

In all cases, instances of any **Reportable Communicable Diseases** will be reported as follows:

1. Parents/guardian of the child will inform the staff of any confirmed or suspected reportable disease listed on the Public Health Communicable Disease Reporting list.
2. The staff will report to the supervisor or designate.
3. The supervisor will report all instances of diseases in the table below immediately to the Medical Officer of Health at 416-392-7411 or 416-690-2142 (after hours).
4. Supervisor will report all instances of other listed diseases by the next working day by fax, phone or mail.
5. Infected child(ren) will be excluded from the program and require a doctor’s note indicating they are no longer contagious before they will be readmitted to the program.

Below is a table providing information of reportable communicable diseases.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Chickenpox (Varicella-Zoster virus)	Generalized, itchy rash: Crops of small red spots turn into fluid-filled blisters that crust as they resolve. Other systemic symptoms such as fever.	Airborne: Spreads easily from person-to-person through the air (coughing/sneezing). Contact: Direct contact with the fluid from the blisters or respiratory secretions.	1 to 2 days before the rash develops, until crusting of all lesions (usually 5 days).	Yes – for 5 days after onset of rash.
Norwalk (Norovirus)	Sudden onset of watery diarrhea, abdominal cramps and nausea. Symptoms last from 24 to 60 hours.	Contact: Direct contact with bodily fluids (contaminated hand to mouth). Indirect contact with contaminated food, water or other objects or surfaces contaminated with stool.	For duration of diarrhea.	Yes -24 hrs symptom free Or 48 hrs symptom free during an outbreak.
Measles Also known as Rubella or Red Measles (Morbillivirus)	High fever, cough, runny nose, red eyes for 2 to 4 days before rash starts. Rash begins on face as small red spots, which enlarge and clump together and spreads down body.	Airborne: Spread easily from person-to-person through the air (Highly contagious). Contact: Direct contact with respiratory secretions of an infected person.	3 to 5 days before onset of rash until 4 days after onset of rash.	Yes - Until 4 days after beginning of rash and when the child is able to participate. (cont'd on p38)

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Mumps (Rubulavirus)	Swollen and tender glands at the jaw line on one or both sides of the face. May include fever, malaise, headache, inflamed testes and respiratory symptoms (especially for children aged five and under.)	Droplet: From coughs and sneezes of an infected person to a distance of < 2 metres. Contact: Direct contact with the saliva / respiratory secretions of an infected person.	7 days before to 9 days after onset of swelling.	Yes - Until 5 days after onset of parotid gland swelling.
Pertussis Also known as Whooping Cough (Bordetella pertussis)	Usually begins with runny nose and cough. Cough progressively becomes frequent and severe and may result in a high-pitch whoop sound. Loss of breath or vomiting after coughing bouts may occur. May last 6 to 10 weeks.	Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters.	Highly infectious in the early stages of runny nose and cough to 3 weeks after onset of whooping cough (paroxysms), if not treated. Or after 5 days of treatment.	Yes - Until 5 days of appropriate antibiotics have been completed. If untreated, until 21 days after onset of cough.
Rubella Also known as German Measles (Rubivirus)	Characterized by a red rash, low-grade fever and swelling of the glands in the neck and behind the ears. Usually uncomplicated illness in children.	Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters. Contact: Direct contact with respiratory secretions of an infected person.	7 days before to 7 days after onset of rash.	Yes -For 7 days after onset of rash.

The following are **non-reportable diseases** but should still be treated seriously as indicated in the table below.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Common Cold (Rhinoviruses)	Runny nose, sneezing, sore throat, cough, fever, headache, decrease of appetite and lack of energy. Most colds last for 7 to 10 days.	Droplet: From cough and sneeze of an infected person to a distance of < 2 meters. Contact: Direct contact with respiratory secretions. Indirect contact with toys, other objects or surfaces contaminated with respiratory secretions.	Highest during the first 2 to 3 days of symptoms and until 7 to 10 days after onset of symptoms.	No - If child feels well enough to participate. Yes - if fever is over 38C and until child is fever free for 24 hours.
Hand, Foot & Mouth Disease (nonpolio enteroviruses)	Fever, loss of appetite, malaise, sore throat, small painful mouth ulcers and a rash (small red spots or blisters on hands, feet and in mouth) and headache. May last 7 to 10 days.	Contact: Direct contact with stool, saliva, nose and throat secretions or fluid from the blisters of an infected person. Indirect contact with contaminated toys, objects or surfaces.	For duration of illness and up to several weeks after onset of illness.	No - If child feels well enough to participate. (cont'd on p39)

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Fifth Disease Also known as: "Slapped Cheek" erythema infectiosum (Parvovirus B19)	A very red rash on a child's cheeks (slapped face appearance). A red, lace-like rash develops on torso and arms, then over the rest of the body. Rash may itch occasionally. May have low-grade fever, malaise, or a mild cold before rash starts. Rash may last 1 to 3 weeks.	Contact: Direct contact with respiratory secretions.	Several days before the appearance of the rash. Not infectious once rash appears.	No - If child feels well enough to participate. Child is non-infectious after appearance of rash.
Conjunctivitis Also known as: Pink Eye Bacterial: (nontypable Haemophilus influenzae and S. pneumoniae) Viral: (adenoviruses)	Purulent: Pink or red eyeballs, white or yellow discharge, matted or red eyelids and eye pain. Usually caused by a bacterial infection. Non-Purulent: Pink or red eyeball, clear and watery discharge, mild or non-painful. May be caused by virus or non-infectious condition.	Contact: Direct contact with eye secretions. Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters.	Bacterial: Infectious until 24 hours of appropriate antibiotic treatment. Viral: Infectious as long as there is eye discharge.	Yes - Until discharge is no longer present or once appropriate medication has been taken for 24 hours.
Ringworm (of the body) Also known as: Tinea Corporis (various types of fungi)	Itchy, flaky ring-shaped rash, on face, trunk, limbs, scalp, groin or feet.	Contact: Direct contact (skin-to-skin). Indirect contact sharing combs, unwashed clothes, shower or pool surfaces and under fingernails from scratching. Can also be acquired from pets.	As long as rash is untreated or uncovered.	Yes - Until the appropriate treatment has been taken for at least 24 hours.
Impetigo (Streptococcus pyogenes or Staphylococcus aureus)	Cluster of red bumps or fluid-filled blisters, which may ooze a clear fluid or become covered by an itchy honey-coloured crust. Usually appears around a child's mouth, nose or on exposed skin of the face or limbs.	Contact: Direct contact with skin lesions. Indirect contact with contaminated bed linens or clothing.	From onset of rash until 1 day after start of treatment.	Yes - Until 24 hours after treatment has been initiated. Lesions on exposed skin should be covered.
Scarlet Fever (Streptococcus pyogenes)	Sore throat, fever, swollen tender neck glands with widespread bright red rash covering the entire body. Commonly seen on neck, chest, underarms, elbow, groin and inner thigh, tongue (strawberry tongue). Rash feels like sandpaper.	Contact: Direct contact with saliva. Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters.	Until 24 hours after appropriate antibiotic treatment started. In untreated cases, 10 to 21 days.	Yes - Until 24 hours after treatment has started and the child is able to participate in activities,
Strep Throat (Streptococcus pyogenes)	Sore throat, fever, swollen tender neck glands.			

Appendix H: Reporting Suspected Child Abuse

1. Any staff/student/volunteer who suspects that a child has been abused or is at risk for abuse should inform the supervisor of the intention to immediately call a Children's Aid Society (CAS). Note: If a child's religious affiliation is known, the report can be made directly to the society of the appropriate religious/cultural affiliation. Reports can be made to:
 - Children's Aid Society
 - Jewish Family and Child Services
 - Catholic Children's Aid Society
 - Native Child and Family Services
2. The person who suspects the abuse must call him/herself – do **not** ask anyone else to help you decide if a report should be made or to make the report for you. Do **not** discuss your suspicions with anyone else until you have spoken with a Children's Aid worker.
3. A report to all Children's Aid Societies can be made at any hour of any day. However, if reporting after regular business hours, you may need to leave your name and a return telephone number with an answering service. Indicate if your call is urgent. Leaving a message with an answering service is not considered a report – you must speak directly to a Children's Aid Worker. If the staff/student/volunteer thinks the child is in immediate danger, do not wait to be called back – phone the police.
4. Access immediate medical attention if a child has sustained injuries. Where injuries are suspected to have been caused by child abuse, do **not** inform the parent of the intention to access medical care for the child until you have spoken to a Children's Aid Worker and have been directed to do so.
5. If there are any concerns or doubts regarding making a report of suspected abuse, the staff/student/volunteer will be encouraged by the supervisor to consult with a worker from the Children's Aid Society. If the allegation is against another child in the school, the supervisor will consult with a Children's Aid Society Worker as to how to best protect, supervise and support both the victim and the alleged abuser, and the other children.
6. It is the responsibility of the person who suspects the child abuse to follow through in the report to a Children's Aid Society, and the supervisor will provide support and direction.
7. If a staff/student/volunteer has any further suspicions of abuse or new information with respect to a child, s/he must immediately make another report to the appropriate Children's Aid Society, regardless of any previous reports.

No staff/student/volunteer or member(s) of the Board of Directors will advise someone not to report suspicions of child abuse, or try to stop the person from reporting suspicions of child abuse or consulting with a Children's Aid Society. There will be no sanctions or reprimands for anyone who consults/reports suspicions of child abuse. However, disciplinary action will result if there is an attempt to stop someone from following through in the legal duty to report.

Documentation

In the event that a staff/student/volunteer suspects child abuse, the individual making the report should record in writing the facts related to the situation. The accident report form can be used to record the details of the child's injuries. Document only the facts – do **not** include how you are feeling about the incident, or personal thoughts about what may have happened.

- **Do not make a rough copy and then rewrite in good** – the original recording of the facts is your documentation. If you make a mistake, do **not** use ‘white-out’; cross out and initial any errors, and then continue on.
- Sign and date your notes and place them in a sealed envelope, signed and dated on the back.
- All documentation is to be forwarded to the supervisor to be kept in a secure file.

If A Staff/Student/Volunteer is Suspected of Child Abuse

1. If a staff/student/volunteer/parent suspects another caregiver in the centre of abusing a child(ren) in care, s/he should inform the supervisor of the intention to call a Children’s Aid Society. If a parent makes the allegations, the supervisor must inform the parent of his/her duty to report to a Children’s Aid Society. The supervisor also has an obligation to speak with the Child Protection Worker.
2. If the staff person suspected of abuse is the supervisor, then the President of the Board should be informed.
3. The staff/student/volunteer making the allegations will follow the reporting procedure outlined above and will complete the necessary documentation.
4. The person suspected of the abuse **will not be told by anyone** about the suspicion, the intention to report or that a report has been made until **after** the supervisor has consulted the Children’s Aid Worker for direction.
5. The supervisor will consult with a Child Protection Worker and/or Police Officer as to what, if anything should be done to protect the child(ren) at the school from further contact from the alleged abuser. The supervisor will immediately notify the President of the Board, who in consultation with the supervisor, Children’s Aid Society and legal counsel will determine what action, if any, will be taken with respect to the responsibilities of the staff person against whom the allegations have been made.
6. Following consultation, the supervisor will meet with the staff person against whom the allegations have been made to discuss any changes in duties, responsibilities, etc. The supervisor will follow-up with a written confirmation of any decisions and the reasons for such, a copy of which is to copy retained on file.

Discussing the Situation with A Parent Or Caregiver

A staff/student/volunteer who suspects abuse will **not** tell a parent/caregiver or child about the suspicion, the intention to report or that a report has been made until **after** consultation with a Children’s Aid Society. Discussing any suspicions of child abuse with a parent/caregiver/child before consulting with a Children’s Aid Worker could jeopardize the child and/or contaminate the investigation.

In situations where the cause of the child’s injuries, the nature of the child’s disclosure, or the behaviours observed are not clear, consult with a Children’s Aid Worker to discuss the appropriateness of clarifying a situation and to obtain direction before speaking to a child/parent. If it is appropriate to clarify any information this should be done in a non-threatening, casual way. For example, asking a child “How did you get that bruise?” or asking a parent “Sharon said that you are going on a trip. Where to?”

- Use an interested and concerned tone of voice.
- Avoid accusatory questions or statements.
- Ask what happened, and how it happened, rather than why.
- Ask open-ended questions.

Do **not** offer explanations, suggestions or details as to how an injury or incident might have happened and do **not** name a possible abuser.

If someone other than the parent/caregiver is the suspected abuser, consult with the Children’s Aid Society as to who should notify the child’s parent/caregiver. If it is decided that it is appropriate for the staff person to inform the parent(s) of the report, emphasize to the parent(s) both the concern for the child and the legal obligation to report suspicions of child abuse.

When Children's Aid Society /Police Conduct an Investigation at MCPS

When child abuse has been reported, the investigative team may request permission from MCPS to interview a child on the premises. All efforts will be made by staff to co-operate with the Child Protection Worker/Police in order for the investigation to be completed with the least disruption in the day-to-day operations of the Nursery.

1. If the authorities have told any staff/student/volunteer of the intention to come to the Nursery, the supervisor will be notified immediately. The supervisor will then immediately notify the President of the Board.
2. The supervisor will arrange for an appropriate, private location for the interview to be conducted. When the authorities arrive, the supervisor will ask to see identification.
3. If a Children's Aid Worker/Police Officer arrives unannounced, the supervisor will ask for identification and call any and all respective offices to confirm that s/he is a representative of a Child Protection Agency/Police Service.
4. The Police/Child Protection Worker may determine that it would be in the best interests of the child to conduct an interview **without** prior knowledge of, and without the child's parent(s) present. All staff involved must respect this decision and **not** speak to the parent(s) until further notice.
5. The supervisor will prearrange with the investigative team if a support person from the Nursery can be present when the child is being interviewed. Any support person who agrees to attend the interview will be reminded by the supervisor that s/he may be required to attend and testify in court proceedings related to the case.
6. If, after interviewing the child, the investigative team feels it is necessary to apprehend the child, the supervisor/staff/students/volunteers will co-operate. The supervisor will clarify with the investigative team who will be responsible for contacting the parent(s).
7. The supervisor will document the names of the investigative team, the date, how long the authorities were at the Nursery School, and any relevant outcome. The documentation will be kept in a secure file, separate from the child's general file.

When Children's Aid Society/Police Conduct a Telephone Investigation

Should a staff/student/volunteer receive a telephone call from a Child Protection Worker and/or Police Officer to gather information with respect to the protection of a child, that person shall follow the steps outlined below:

1. Ask the person on the telephone for his/her full name, telephone number and name of the agency that s/he represents.
2. In order to ensure that the person calling is a Child Protection Worker/Police Officer, the staff/student/volunteer will inform the person calling that s/he will be called back immediately.
3. The staff/student/volunteer will immediately call the person back, confirming that the telephone number is that of a Children's Aid Society and/or Police Division, and that the individual inquiring about the child is a representative of said agency.
1. A staff/student/volunteer may answer questions posed by a Child Protection Worker/Police Officer and provide information over the telephone *as long as the information is related to the suspicions of child abuse and the protection of the child.*
2. The staff/student/volunteer is to immediately inform the supervisor of any telephone conversations that have occurred between themselves and a Child Protection Worker/Police Officer.
3. The staff/student/volunteer will document the telephone call, including the date, time and length of the call, and the name and professional title of person they spoke with. All documentation is to be forwarded to the supervisor to be kept in a secure and fireproof cabinet, separate from the child's general file.

Confidentiality and Disclosure of Information to Others

Any information related to a suspicion or report of child abuse is confidential between the person directly involved, the person making the report and the Children’s Aid Society. The supervisor, in consultation with a Children’s Aid Society, will give direction regarding the appropriate sharing of information with staff/students/volunteers/parents and/or member(s) of the Board of Directors.

Discussing any information with others related to a situation of suspected child abuse outside the designated individuals is a breach of confidentiality, and may leave one liable for slander.

In a case where a Children’s Aid Society has apprehended a child, the supervisor will speak to a worker to determine whether the child will return to the Nursery School. The supervisor will advise staff, and determine the best way to explain the situation to the other children. This will be done in such a way as to balance the child’s/family’s right to confidentiality with the concern of others at the school.

Appendix I: Revision History

When content (not grammar or formatting) revisions are made to this document they must be logged in this section. The date will serve as the revision number

Revisions

Date	Author (and contributor if required)	Details of revisions
12 APR 2014	Dylan Laister	<ul style="list-style-type: none"> • Merged Classroom and Parent copies of document • Updated Serious Occurrence Reporting procedure • Incorporated changes generated from JAN – APR 2014 board meetings
29 APR 2014	Dylan Laister	<ul style="list-style-type: none"> • Clarified Serious Occurrence Reporting and follow details as requested by PA during Inspection. • Small changes to weather, food policies, formatting
8 MAY 2014	Dylan Laister	<ul style="list-style-type: none"> • Incorporated various minor edits after Supervisor review of document, updated board positions as provided by current board members.
15 OCT 2014	Katherine Lopez	<ul style="list-style-type: none"> • Incorporated Ministry’s request that policies on food reflect Canada’s Food Guide suggestions for healthful snacks and using ice packs to keep perishables cool.
12 FEB 2015	Katherine Lopez	<ul style="list-style-type: none"> • Changed criminal background check fee from \$20 to \$25 to reflect cost increase.

This section serves to log changes that have been requested to this document that have been deferred, queued, rejected or completed. This is to capture improvement suggestions that should be included when time permits and to log suggestions that were rejected should they come under consideration later on.

Suggested Revisions

Date	Originator	Details of suggested changes	Status
29 APR 2014	PA (on inspection)	<ul style="list-style-type: none"> • Alphabetise sections of document for easy reference. 	queued

Acknowledgment

I have reviewed the McMurrich Cooperative Playschool Policies and Procedures including the following topics:

- Behaviour Management Policy
- Supervision Policy for Volunteers and Students
- Diversity Policy
- Inclusion Policy
- Serious Occurrence Policy
- Child Abuse Policy and Procedures
- Lost Child
- Health and Safety Policy
 - Sanitary Practices and Procedures
 - Accidents, Injuries and Illness
 - Communicable Diseases
 - Sickness
 - Medication
 - Immunization
 - Nutrition
 - Allergies and Anaphylactic Policy
 - Evacuation Procedures
 - Security Procedures (McMurrich Public School Procedure)
 - Playground Safety
 - Lead Flushing
 - No Smoking
 - Weather

I agree to abide by all MCPS policies and procedures and understand that failure to comply could result in a verbal warning, followed by written warning and finally sanctions determined by the Board of Directors, including termination of employment (teachers) or membership (volunteers).

Name: _____

Signature: _____

Date: _____

Supervisor: _____

Supervisor reviews with President or Vice-President of Board
Retain signed acknowledgment for 2 years