

**COLUMBUS COMMUNITY PLAYGROUP
CO OPERATIVE INC.**

3265 Simcoe St. N. Columbus, Ontario L1H 0S1

www.columbusplaygroup.com

Phone: 905-655-5788

**REFERENCE
HANDBOOK
2023 - 2024**



**COLUMBUS
COMMUNITY
Playgroup**

CO-OPERATIVE INC.

Please Read the Following Carefully

Revised Feb. 13, 2018; July 8, 2018

Revised August 22, 2018, Aug. 8, 2019, Apr. 13, '21, **REVISED JAN. 29, 2022, June 2022, AUG 2022,**
Revised June 2023,

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INTRODUCTION

Dear Members,

Welcome to Columbus Community Playgroup Co-operative Inc. We are a licensed program striving to serve the needs of our local community. The Columbus Community Playgroup was founded in 1987 when a group of parents began meeting on a regular basis in an effort to meet the needs of both their children and themselves. We are very proud that, through the hard work and dedication of our members, we have been successful in keeping such a wonderful program alive for over thirty years!

We have briefly outlined some general information in this Reference Handbook, in hopes of communicating clearly how Columbus Community Playgroup Co-operative Inc. is organized. If you have any questions or concerns, please feel free to contact Columbus Community Playgroup at (905) 655-5788.

Please read the contents of this Handbook carefully. Please keep it as a reference while your child(ren) is/are enrolled in the Columbus Community Playgroup program.

The CCPC Handbook is updated at least annually and as needed.

The CCPC Handbook is available to potential members prior to registering. It is available through the Columbus Playgroup website at www.columbusplaygroup.com.



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WHAT IS A CO-OPERATIVE?

1. “A Co-operative is an independent association of persons who join together to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise...Co-operatives are based on the values of self-help, self-responsibility, democracy, and equality ...”
2. Co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.” (Source: The International Co-operative Alliance Statement on the Co-operative Identity, 1995)
3. “A Co-operative is distinguished by:

Open voluntary membership: open to all persons willing to accept the responsibilities of membership

Autonomy: self-help organization, democratically controlled by the members

Educational programming for members: programs educate and train members, elected representatives and employees so they can contribute effectively to the co-operative and inform the general public

Co-operation among co-operatives: work together with local, national and international organizations

Concern for community: ‘development of their communities through policies approved by the members.’”

(Based on the ICA statement on the Co-operative Identity, 1995)



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WHAT IS A CHILDCARE CO-OPERATIVE?

1. “A childcare co-operative provides children and parents with the opportunity to interact with other children and adults in a social and play setting. The parents have the opportunity to share and be involved with their child(ren)’s first school experiences.
2. The intent of the following explanations is to clarify the roles of the Board of Directors, the staff and the parents. When these act as a team, the child is the benefactor. Thus,
 - The Board of Directors is responsible for setting policies that will enable the co-operative to function effectively on a day-to-day basis.
 - The R.E.C.E. (Registered Early Childhood Educator/ Staff) is responsible for the preparation of an educational program that will meet the needs of the children and for training the parents in the implementation of this program.
 - The parents are responsible for understanding the co-operative philosophy and for assisting in the implementation of the goals of the program and of the operational policies and practices of the co-operative.”

(Source: “Growing Co-operatively” – Carole Brown, O.P.P.C.E.O., 1996)



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CCPC PHILOSOPHY

CCPC PHILOSOPHY, 2021

The Columbus Community Playgroup Co-operative Inc. is a non-profit, licensed, **inclusive** co-operative that believes in the value of providing a warm, secure, inclusive social environment for young children and their caregivers, while also honouring all races, and persons of diversity. We intentionally include children with diverse abilities whenever possible. CCPC values parental involvement and celebrates ongoing parental participation in order to achieve a complete, high-quality, balanced and positive early learning experience for all.

Educators at Columbus Playgroup embrace the 4 Foundational Conditions, outlined in the document, “ How Does Learning Happen?” The Four Foundational Conditions of belonging, expression, well-being and engagement are met through opportunities such as free-play, guided learning, individualized goals and interactions with peers and with caring, knowledgeable educators.

Responsive and reflective educators have adopted the goals of achieving the four foundational conditions through: scheduled daily group play, independent play, arts and crafts, music and movement, opportunities to engage in large motor and fine motor activities, interactions with peers and educators, group and personal discussions and positive, productive, and supportive and caring responses to children’s needs, interests, expressions and behaviours.

CCPC further seeks to engage families in discussions of inclusiveness, all manner of diversity and various abilities. Educators at CCPC value the inclusion programming which is honouring of the indigenous cultures of Canada, and of being supportive of valuing, ascertaining and upholding the truth and reconciliation process of all our First Nations peoples.

Through play experiences and interactions with peers and with the guidance of trained R.E.C.E. (Registered Early Childhood Educators) teachers, the children have opportunities to feel valued, to express selves and be heard, to grow at their own pace, achieve personal success and satisfaction, build friendships and co-learning relationships with educators and peers, and participate in all facets of our dynamic and changing program.

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Through play experiences and interactions with peers and with the guidance of trained R.E.C.E. (Registered Early Childhood Educators) teachers, the children have opportunities to:

1. Attain and develop social and emotional skills through experiences and interactions with others.
2. Build independence and enhance confidence, self-esteem, self-help and self-regulation skills.
3. Develop and improve communication and language skills, both receptive and expression.
4. Practice recognizing social cues, showing empathy, compassion, thoughtfulness and gratitude.
5. Become familiar with and acquire the benefits of co-operating with peers and adults.
6. Expand and improve both large and small motor skills.
7. Experience the benefits of feeling valued, included and cared for wholly.

(Consistent with the 6th. ELECT principle - Knowledgeable and responsive educators are essential in early childhood settings.)

The children will be offered time for free play, self-chosen activities and group activities. They will become aware of expectations within a learning environment and practice socially acceptable behaviours. CCPC believes in being responsive to the needs of today’s families and reflective of the latest research and understanding of early childhood education. It is helpful in preparing the children for kindergarten programs and continuous learning. CCPC also recognizes the importance of nurturing and supporting both the child as an individual, and his/her family and of having an understanding of the relationship between children, their families, their communities, and society. The Columbus Playgroup further understands how culture and diversity affect child and family development. Columbus Community Playgroup is an inclusive, supportive environment welcoming all members of the community, and gathering them in to create our own unique and ever-changing community.



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PRIVACY POLICY STATEMENT

The Columbus Community Playgroup Co-operative Inc. is committed to protecting the privacy of the personal information of its members. We value the trust of our members and recognize that maintaining this trust requires us to be accountable in how we treat the information you choose to share with us.

During the collection of information for membership purposes, we gather personal information. Anyone from whom we collect such information should expect it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Privacy Practices

Personal information gathered by our organization is kept in confidence. Our teachers and Board of Directors are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to prevent its being lost or destroyed.

We regularly review our privacy practices and update our policy

CCPC HEALTH CARE POLICY 2015, rev. 2016

Columbus Community Playgroup Co-operative accepts with caution and care, children with medical needs. We do not typically administer medications, with some exceptions, determined at the discretion of the RECE Supervisor, acting reasonably and responsibly. All members with medical needs will attend only with the signed consent, training and accommodations provided by the child's parents. The Individual Action Plan for a Child with an Anaphylactic Allergy will document the contact information, indicators, preventions, postings and actions required to care for the child with an Anaphylactic Allergy.

In view of the serious nature of Allergies and in particular, Anaphylactic Allergies, and some other conditions, it is agreed within CCPC, to accept only one child with a given Anaphylactic Allergy or serious medical condition per class. This means that only one child with, for example, a peanut allergy may attend each class. In this way, we can ensure that we are able to provide the most effective care and safest environment possible for a child with serious needs, in the event of a medical emergency. As well, this policy provides for the continued care and supervision of the other class members. CCPC offers an inclusive environment as much as possible. The CCPC Health Care Policy 2015, rev. 2016 provides limits for medical diversity.



CODE OF CONDUCT

Introduction:

The CCPC relies solely on the involvement and participation of the parents and teachers, who each bring diverse backgrounds and skills. Trust and mutual respect among these groups are essential for the success of the co-op and most importantly the children. It is in this spirit that this Code of Conduct exists.

All members (including Board members and teachers) must perform their duties in a manner that maintains and enhances the integrity of the playgroup, and are expected to be aware of, and comply with, this Code of Conduct (the "Code") and its related by-laws and policies.

Co-op Mission Statement:

CCPC strives to provide an inclusive, warm, secure, social learning environment for young children and their caregivers.

Core Values

- Open communication
- Teamwork and cooperation
- Mutual Respect
- Integrity
- Inclusive environment

General Membership Responsibility

It is expected that all general members will exhibit courteous behaviour that demonstrates respect for the rights, property and safety of themselves, the co-op and of others.

Board of Directors (the “Board”) Responsibility

Directors of the Board must demonstrate high standards of ethical behaviour in the course of their work to ensure that general membership confidence and trust is maintained. The actions of the Board must be transparent and above suspicion at all times.

Teachers’ Responsibility

The Teachers’ and Assistant Teacher’s focus is primarily on the children’s programs. They must maintain a high level of professionalism and demonstrate appropriate behaviour in the context of providing a productive learning environment for the children.

Conflict Resolution

General members, the Board and teachers are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner. Personal matters of conflict should be discussed fully and resolved with as limited involvement of the general membership as is possible following the HR Triangle protocol detailed below.

Code of Conduct cont'd...**Non-Discrimination / Harassment**

Harassment occurs when a member engages in any demeaning or offensive behaviour, verbal or non-verbal, which causes the playgroup environment to be stressful, degrading or discriminatory.

The co-op is committed to providing members with an environment free from unlawful discrimination or harassment, and promotes an atmosphere that respects the dignity, self-worth and human rights of every individual. No form of harassment, including either sexual or personal harassment, will be tolerated. Any form of discrimination or harassment is to be reported to the H.R. Chair, (V.P.)

Reporting Complaints or Allegations:

Each complaint of harassment will be treated as a serious matter. It is the responsibility of all members to create and maintain an environment free from harassment; however, the CCPC will make every reasonable effort to ensure that no member is subjected to any forms of harassment or discrimination.

The following steps are recommended in dealing with complaints or harassment;

- Complaints between members (including Board members) or teachers should be addressed and dealt with, in confidence, between the parties involved, with the intent to resolve the issue.
- If the issue cannot be resolved between the parties, the member or teacher must present a detailed complaint in writing to the HR chair (Board V.P.). It will be the responsibility of the HR chair to review the complaint with the individual(s) and recommend the appropriate next steps in an attempt to rectify or resolve the matter. Should further assistance be required, the HR chair will share details of the matter with the 2nd member of the HR triangle, usually the Treasurer. Together they will review and recommend a course of action to follow.
- In the event that a matter cannot be resolved with the two HR board members involved or if one or more of the HR board members are part of the problem, the third member of the HR triangle will be consulted, following the same procedure as previously outlined.
- It is essential that each person involved in the matter must demonstrate sensitivity and confidentiality. The HR Triangle should make every attempt not to involve the general membership unless deemed necessary for the well-being of the co-op.
- The H.R. Triangle 3rd. corner will be filled by an individual member who accepts a nomination by the Board, prior to the start of each school year.

Use of Property

Members must ensure that any property (including cash, cheques, documents, and equipment) in their care as part of their committee duties is properly secured and protected at all times. This responsibility extends to the use and security of any co-op keys or access codes.

Employees shall only use the Co-op's property for activities associated with their committee or related duties, unless proper authorization has been granted.

Upon termination of membership, members will deliver to the Co-op all property belonging to the Co-op, which may be in the member's possession or control.

Protection of Private Information

The CCPC is committed to protecting the privacy of the personal information of its members in accordance with the Privacy Policy Statement contained in the reference Handbook. Teachers and Board members may be authorized to collect or access personal information for the use of CCPC administration only and it is understood that this information may only be used in the manner for which it was obtained.

Non-Compliance

It is understood that failure to adhere to any and all parts of this Code may result in expulsion from the Co-op in accordance with the standing by-laws.

Revisions

The CCPC Code of Conduct is a document meant to reflect changing needs, realities and responsibilities. Therefore, as the Co-operative evolves and new issues arise, the Code will be periodically reviewed and modified to reflect the current environment. The Board will manage this review process and changes will be voted on by the general membership as required.

***This document is to be approved by the members at the Annual General Meeting in the fall, and a copy is kept on file*. Each member will then receive a digital copy of the document.**

CCPC Individualized Support Plan (I. S. P.)

Columbus Community Playgroup Co-operative welcomes all families into our half day preschool programs. From time to time, some children will need extra support and accommodations to help promote individual learning, understanding and development. In these instances, the Supervisor and teaching staff will work alongside the parents to develop an Individualized Support Plan with goals and strategies designed to meet the specific and unique needs of the individuals. The Individualized Support Plan will be seen as a working document, open to amendments and changes on-going as needed, based on the strengths, limitations and observations of the individual child and in consultation with the parents. CCPC will make every attempt to accommodate the individual's needs whenever possible, however, it must be acknowledged that CCPC will be limited by how many children of exceptional needs we can accommodate at the same time, and by the extent of the needs any one child may have. There may be a need for the parents to attend CCPC, for program, along with their child to ensure the safety, care and optimum learning opportunities are met for all. When the need is significant and the funding is available, CCPC will provide additional staffing to support the inclusion of children with exceptional needs.

Individualized Support Plans will often provide for the inclusion of service from community resource organizations such as Grandview Children's Centre, Grandview Preschool Speech and Language Services, Resources for Exceptional Children, Durham Behaviour Management Services, (Children's Development and Behaviour Services), Kinark Family Centre, and others. CCPC works in co-operation with the professional advisors from these organizations to provide the best possible learning environment to help children with exceptional needs reach their greatest potential possible within our program. Parents will need to provide signed consent for the inclusion of these resource organizations in the CCPC I.S. Plan. CCPC will use the new SNR universal consent forms.

In the event that the child's needs surpass the resources and capabilities within CCPC, the Supervisor, in agreement with the parents will make recommendations for alternate care or services, as appropriate. In the event that parents refuse professional services or recommendations, and that the inclusion of the child presents exceptional needs, which compromise the safety and care of the child or the rest of the children, CCPC may require by agreement, that the family withdraw from CCPC and return when they are willing to accept the recommended services or when the child's needs have changed sufficiently to no longer require individualized support.



GENERAL INFORMATION

Meetings: Parents are expected to attend and offer input at the AGM/Orientation Meeting in the fall and election meeting in the spring. A Meeting Schedule for the school year will be posted.

Files: Each family is assigned a file folder to receive and send information. Please check your file weekly. This file is found in the filing cabinet in our main activity room at the end of the cubbies.

Bulletin Boards: Bulletin boards in the classroom help keep families informed of important information so please take a few minutes every class to look at them when dropping off or picking up your child(ren).

CCPC Newsletter: A newsletter will be emailed to members, approximately monthly, and will include the most current information on upcoming events, dates and activities, reminders and any change of policy or information. Be sure to read your newsletter completely each month.

DAYS/HOURS OF OPERATION/AGE OF CHILDREN

Columbus Community Playgroup offers:

A. Two-day Morning Pre-School Program (3 & 4-day programs also accepted as available)

Days: Monday & Wednesday or Tuesday & Thursday
Hours: 9:00 am – 11:30 am
Age of Children: 30 months to 5 years of age
(up to 3 spaces/per program for ages 24–30 months with teacher approval, as per licensing)
Duration: September to June

Other Options: 3, 4 and 5 day Programs

Choose one of the two-day programs and build upon those days as vacancies exist.
Confirm availability with the supervisor or registrar

B. Four-day Afternoon Program

Days: Monday, Tuesday, Wednesday & Thursday
Hours: 1:00 pm - 3:45 pm
Age of Children: 32 months – 5 years of age
Duration: September to June

C. Friday AM/ -May be attended by both morning and afternoon students as spots are available.

Parents are cautioned to supervise their children near the exit, and outdoors.

Typical Daily Schedule 2023 -Morning Class

Time	activity
9:00	Children arrive, attendance, coats, messages, health screening
9:00 – 10:25	Activity Time/ Free Play/ Craft time -children are free to choose activities from all centres, including sensory, craft, puzzles, floor toys, dramatic play, reading, computer, table toys, etc.
9:50 – 10:15	Bathroom Routine Children are supervised or assisted in the bathroom as needed and guided to wash hands using the 6-step method following bathroom use and in preparation for snack time. Children are encouraged or helped to use the toilet as needed, and wash hands.
10:15 – 10:20	Tidy up time All toys and materials are put away, and the tables are sanitized. Prepare for snack time.
10:20 – 10:35	Snack Time Children wash hands at sink prior to sitting at the tables and, then have individual cloths for cleaning during and after eating. Any child who does not wish to participate with snack may choose to go to the book center instead. Children are encouraged to self-serve. Foods are offered, and encouraged but not pushed on anyone. The teachers like to offer the fruit and vegetable component first, and the dairy and carbohydrate foods after. As parents preferred, water is served with snack. Note: Water is available to the children at all times throughout the program.
10:35 – 10:45	Gathering time – Children will go to the book center in transition from snack time.
10:45 – 11:00	First group goes to gym – assorted equipment (bikes, balls, vehicles, large toys, large blocks, parachute, maze, etc.), At least 3 choices will be available for large muscle activity choices in the gym, group activities will also be offered at this time. Second group has circle time – A teacher leads the children in interest-based interactions, activities such as calendar, discussions, songs, stories, games and learning activities, social observances and science lessons.
11:05 – 11:20	First group – goes to circle time with the same teacher as for gym (as above) Second group – goes to gym with the teacher who led them at group time (as above)
11:20 – 11:30	Dismissal – Good-bye song, children will be dismissed through the classroom doors, to ensure their safety. Parents are asked to wait for their child to be dismissed, and not encourage them to come to them without the teachers’ knowledge. Parents are cautioned to supervise their children near the exit, and the outdoor stairway, and crossing the parking lot. Personal discussions with the teacher need to take place at a private time in a private place with the supervising teacher.
Note:	Alternate schedule, dividing groups for snack and group times may be followed when deemed appropriate by the teachers.

Typical Daily Schedule 2023 - Afternoon Class

Time	Activity
1:00 – 1:05	Children arrive, attendance, coats, messages
1:05 – 1:10	Music & dance - A variety of dances are chosen over the year, fingerplays, action and moving songs and singing songs, often theme - related or seasonal. This time may also include exercise & action games.
1:15 – 1:30	Circle time - sound off, name reading, social skill, story time, interest-based interactions, introduction of materials and activities.
1:30 – 2:15	Play and Activity time Patterning, theme work, printing, etc. Includes free playtime at all centres, and structured and self-chosen craft and creative opportunities. Cognitive activities may include small motor exercises, reading, printing, colouring, cutting, gluing, tracing, matching, sequencing, counting, etc.
2:15 – 2:20	Tidy up time- children are asked to sort and organize toys into their places, taking responsibility for their part in caring for shared resources.
2:20 – 2:45	Snack time – includes more formal manners, Children wash hands at the sink prior to sitting. Social skill of the week, question of the day, and conversation is encouraged. Special Helper hands out cloths, Snack is served at the table, children may serve self with spoons or tongs. When finished children put own cups in basket, blue group goes to gym time, purple group goes to books until table is ready for group time. Group time will begin once snack is done.
2:45-3:00	Blue group goes directly to gym – At least 3 large motor choices, includes bikes, toys, games, some organized group activities, etc. Purple group goes directly to group table/book time - May include quiet book time, name printing, calendars, letter work, reading, discussing, fine motor activities, group games, misc. sheet work science lessons, or any table work,
3:05 – 3:20	Purple group goes to gym - same as above (will begin earlier whenever possible.) Blue group goes to group table/ book time -as above
3:20- 3:45	Closing Circle and Dismissal – Counting Routine, marble & sticks counting routine, Day count, calendar, Show & Tell, Good-bye song, children will be dismissed through the classroom door. Parents are cautioned to supervise their children near the exit, and the outdoor stairway, and crossing the parking lot. Personal discussions with the teacher need to take place at a private time in a private place with the supervising teacher.



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PARENTAL PARTICIPATION REQUIREMENTS

At the time of enrollment, parents are required to pay monthly fees on the 15th. day of each month (in advance, i.e. August 15 through May 15), to cover the monthly school fees. At registration there is also a non-refundable \$110.00 Administration fee. A fee of \$35.00 for N.S.F. cheques will be charged to any member whose cheque is returned due to insufficient funds. **CCPC asks parents to make payments by e-transfer, to ccpcbookkeeping@gmail.com.**

During the year, each family must ensure the following obligations are fulfilled:

- **Committees:** Each family must serve on one of the CCPC Committees. Failure to perform the required Committee duties could result in your child being removed from the playgroup.
- **Fundraising:** Families may choose to participate in fundraising activities or family special events throughout the year. Fund Raising is voluntary, however, greatly appreciated.
- **Snack and Duty Day:** Each family is responsible for providing a healthy, nut free and meat free snack on a rotational basis. A schedule will be emailed and posted on the Bulletin Board each month. If you do not provide a snack on your duty day, an alternate snack will be provided for a **penalty fee of \$25.00** to compensate for the last-minute replacement. (See missed Snack Policy for further details)

• Payment of FEES

The monthly fees are to be paid by e-transfer prior to the fifteenth of each month (paying in advance). An Administration Fee is due prior to beginning, typically mid Aug, or when registration is confirmed by Supervisor or Registrar.

The monthly fees are as follows:

Administration Fee	\$110.00 per child (non-refundable)
Monthly School Fee (2-day)	\$225.00 (per child for two, 2 ½ hours session/week)
Monthly School Fee (3-day)	\$300.00 (per child for three sessions/ week)
Monthly School Fee (4-day)	\$360.00 (per child for four, session/week)
Monthly School Fee (5-day)	\$425.00 (per child for five, session/week)
Snack Day Penalty	\$25.00, \$50.00 thereafter (if you forget to provide snack)
Late Penalty	\$1.00 per minute late if you arrive after 11:45 am or 4:00 pm (ie. if you arrive at 11:48, there is an \$18 charge)
NSF Fee -	\$35.00 fee if a payment is returned for insufficient funds

** Afternoon program is a 4-day program, due the cumulative nature of the curriculum.

- * The calendar year for CCPC closely follows the DDSB calendar; as such, we do close for two weeks during Christmas, one week during March Break. We also schedule a few PA days during the year. Please refer to your year-at-a-glance calendar which includes all important dates and centre closures. Each program (Mon. Wed. a.m. or Tue. Thur. a.m. have an equal number of days scheduled during the year.)
- We do not currently offer a discounted program fee for families with two or more children in a program or with one child enrolled in two programs. However, we will place these families on only ONE committee.
- Occasionally, a family wishes to begin a program mid-way through the month. If the child starts a program on or after the 15th of the month, the rate for the initial month will be approximately 50% of the monthly school fee. As such, the pro-rated fee for the 2-day program would be \$115.00 and the fee for the 4-day programs would be \$180.00. If a child begins a program prior to the 15th of the month, no rate reduction is offered. (A child attending 3 days per week, will pay \$150 for a ½ month.)

If a family wishes to reserve a spot in Playgroup until their child is of age to attend a Program, please send an e-mail to the supervisor or registrar and ask to be added to the wait list or contact list.

- **Membership Agreement:**

All parents are required to read and sign the Membership Agreement at the time of admission. This agreement outlines what all the parental responsibilities are for the year. These include: financial responsibilities, Snack and Duty Day expectations, and the Committee responsibilities. This contract is an integral part of belonging to the organization. Having all parents actively involved and working as a team enables the group to keep the costs low and helps to ensure the program for the children is successful and as positive and productive as possible. Parents are also required to agree to the Code of Conduct, Protection of Confidentiality and the Prohibited Practices/ Behaviour Management Policy.

ADMISSION AND DISCHARGE POLICY

Parents and children are requested to submit their registration package in person, to familiarize themselves with the surroundings and ask questions. Parents or caregivers may stay with their children as long as necessary to help them feel comfortable when needed. In order to withdraw, a member of the Co-operative is required to give the treasurer or registrar a minimum of thirty-two days written notice. Members will be required to complete a withdrawal form indicating their last day of program (Appendix F). As such, once School fee cheques are cashed, no refunds or partial refunds will be issued under any circumstance. A non-refundable Registration fee is required with the completed registration forms. Should a child be requested to withdraw from Columbus Community Playgroup the non-refundable registration fee would still apply. Services may be terminated without notice if policies are not followed or fees not paid.

Please know, that children adjust significantly easier and quicker when parents drop and go.

Arrival and Dismissal – **Please respect arrival & dismissal times.****

Arrival Times

- Morning Programs: between 9:00 a.m. and 9:15 a.m.
- Afternoon Program: 1:00 p.m.
- Afternoon children are asked to Please be prompt to avoid missing components of the program.

Dismissal Times

- Morning Programs: 11:30 am
- Afternoon Program: 3:45 pm
- A late fee of \$1.00 per minute late will be charged to late parents, if you arrive after 11:45 am or 4:00pm. (ie. If you arrive at 11:48, there is a \$18.00 charge)

SAFE RELEASE POLICY

If someone other than the regular caregiver is to pick up the child, please let the teachers know in advance. That alternate person MUST be listed on the 'release to' portion of your registration package, or identified to the teachers by text, phone call or email - otherwise your child WILL NOT be released. This list may be revised anytime, by informing a teacher in writing or in person, or by phone call. Alternate persons picking up children will be asked to show identification in order for the child to be released.



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REGISTRATION POLICY

Policy

It is the intention of Columbus Community Playgroup Co-operative Inc, that we provide a registration process that is effective and efficient for the client as well as the Playgroup administration team.

The Playgroup will provide information relating to the documentation, and cost requirements, as well as contact information in the package. The parents will complete the required documentation and provide the appropriate payments according to the fee schedule outlined in the package. Parents may be asked to provide proof of age and will be asked to provide two copies of the child's immunization record when submitting the registration package in order to attend program.

Registration packages must be completed in their entirety and the appropriate payments provided before the child may begin program. All fields must be completed with accuracy. A child is not deemed to be registered until these conditions have been met. New registrants must submit their packages in person, parents and child(ren), to the Playgroup supervisor.

Fees

Fees should be submitted prior to the beginning of each month by e-transfer (as listed in the preface of the registration package & submitted as indicated), in order to be processed.

It is the policy of Columbus Community Playgroup to collect monthly tuition fees a half month in advance, beginning in the month of August and thereby finishing in the month of May for each school year. CCPC requires that members provide fees prior to the beginning of each school month. As well, CCPC requires, upon registering, an annual, per-child, payment for Administration Fees, to include insurance, plus registration and administration costs.

The amounts of these fees will be indicated in the preface of the registration package. (See the financial agreement section of the Member's Handbook.)

In the event that a member joins after the school year has commenced, the member will submit fees by e-transfer immediately or prior to the month the child will begin program, as indicated by the Registrar. Clients who register to start immediately, will pay half fees for their first month when commencing on the 15th. of the month or later. Tuition is not pro-rated to any other extent. The Administration fee is also standard and not pro-rated at any time. No refunds are given at any time.

Fundraising

Columbus Community Playgroup recognizes that families are very busy in these times and that by resolution of the membership of CCPC, (April 2010), there will be no mandatory fundraising activities. CCPC is a non-profit organization that strives to offer the best programs and opportunities possible within their means. In lieu of mandatory fundraising, and in order to maintain our low fees, families are required to provide menu items for snack as well as other consumables used in the program, including copy paper, markers, paper plates, playdough ingredients, bleach, etc. These items will be listed on the monthly snack schedule. Each family will be asked to contribute approximately once per month.

From time to time, optional fundraising opportunities will be offered through our Family Events committee. Some of the events which we have offered in the past are Breakfast with Santa and MacMillan's Frozen Food sales. Participation in these events is optional, but greatly appreciated by the Playgroup. All funds raised in these activities go back into the Playgroup to the benefit of the children and families of CCPC. Fundraising helps to pay for many of the enrichments, new toys or materials and special events planned throughout the year. Thank you for supporting these when you can. Please offer suggestions at any time.

Roles and Responsibilities

The Columbus Community Playgroup is a co-operative organization. As such, the success of the individuals in our organization is dependent on the collaborative and co-operative efforts of the whole group. The co-operative is built on a structure of parent members who form a Board of Directors (by elected process), committee members, hired staff and volunteer members who help to design programs and deliver the best possible care and guidance to the member students in the classes.

The function of the staff is to focus on the care and guidance of the children in their programs, as well as to provide advice and consultation services to the Board of Directors and Committee members.

The Board of Directors, comprised of elected members of the parent membership, provide administrative and policy setting services on behalf of the Playgroup members. The Board of Directors is responsible to ensure the business of the Playgroup is taken care of in a timely and appropriate manner, that obligations are met, and that the requirements of all governing bodies are met or exceeded.

Registration/ Membership Protocol

CCPC observes a registration protocol of “First-come, first-served”, in accordance with the Day Nurseries Act of Ontario.

Columbus Community Playgroup is licensed for 16 children aged 2 ½ to 5 years (30mo. – school age) in each of three classes. Our license provides an exemption to each of its morning programs to accept up to 3 children between the ages of 24 months and 30 months, at the discretion of the teachers. These spaces are awarded to children who are ready to attend the program and follow the routines and structures comfortably.

It is CCPC’s policy to allow any child with special needs to occupy an exemption spot at the discretion of the teachers, with the understanding that a child with special needs would require more care, such as a child under 30 months. In this instance, a diagnosis is not required, as this designation is at the discretion of the teachers in resolution with the HR chair. It is further understood that only one significantly exceptional child will be accepted in each program. Exceptionalities may pertain to health, development, speech, behaviour or any other means that the teachers determine, being reasonable. In the event that CCPC has enhanced staff, these numbers may be amended at the discretion of the teaching staff.

It is the policy of Columbus Community Playgroup Co-operative Inc. that all children attending the afternoon program must reach 36 months of age on or before the 31st. day of December of the school year, and be able to manage the higher academic demands of the afternoon curriculum.

It is the policy of CCPC that clients must register for a minimum of two half days in the same program in order to realize the benefits of the program. One day per week is not an option. See program options below for more information. Afternoon students are asked to attend 4 days/wk.

Immunization Policy It is the policy and requirement of CCPC that **all** children and staff provide evidence of up-to-date immunization in accordance with the Regionally prescribed schedule of immunizations, prior to attending the classroom.

Registration is open throughout the year, provided there are spaces available in the programs. Registration for the following year is scheduled for the Spring Registration Drive and ongoing afterward. Registration submissions for new members must be made in person with the child.

The Spring Registration Drive, for fall start, is scheduled such that registration is open for only returning students, (current and alumni families) the FIRST week. The SECOND week of Spring Registration, and thereafter, is open to the public. Amendments to this schedule may be made at the discretion and resolution of the Board of Directors. Packages received at the Playgroup are dated and timed by the teachers, or Board Member to ensure that the “First come - First served Policy” is verifiable and consistent.

The Registrar will check each package to ensure all components are complete and that all requirements have been met in order to maintain their sequence in the process. Only packages which are complete and have met all the requirements will be assured of their spot in the process. Packages missing information will not be processed until those requirements have been met. This is in accordance with the Child Care and Early Years Act, CCEYA 2014 and the Education Act under the Ministry of Education.

The Ministry of Health requires that only those members who have submitted an up-to-date immunization record and completed Pink Health Form may attend program.

Parents are required to disclose any pertinent information, including health and developmental diagnosis or concerns to the Playgroup in order that we be able to provide the best possible care and guidance to all the children.

Children with Special Needs

Columbus Community Playgroup takes a proactive and inclusive position in accepting children with Special Needs. Our facility does not provide specialized equipment of any kind, nor does CCPC staff offer specialized programming for children of special needs. CCPC does, however, accept a limited number of children whose needs the teachers feel can be met at our centre without loss of care to the rest of the class. The teachers will meet with prospective clients to assess the needs, as well, they will make assessments on-going during program time. The staff will make every effort to meet the needs of every individual child in care at CCPC. Re-evaluations may be necessary as appropriate.

As a licensed child care centre, CCPC will work with agencies in the community, and with the signed consent of the parents or guardians, will involve those agencies in the care and guidance of the child. CCPC reserves the right to limit the number of children with special needs in each class to ensure that the staff can meet the needs of all the children effectively. Children with special needs are accepted at the teacher's discretion. Parents and guardians are asked to understand that staff will request a confidential meeting to discuss those needs from time to time, or to inform parents when they have concerns about their child.

All parents and guardians may request opportunities to discuss their child's needs and progress with the teachers at any time throughout the year.

Parents are required to disclose any known health or developmental concerns or diagnosis, or potential diagnosis when registering, or as soon as known thereafter.

Wait List

When there is no vacancy in a program, Parents and Guardians may request that their child be placed on the waitlist for an opening in the program of their choice. Underage clients can also be placed on a contact list and called when an opening occurs, provided their child is of age to attend the program. CCPC maintains a waitlist, of children who are interested in a spot should one become available. The list is developed on a first-come, first-served basis. Each child will be designated an I.D. code number to assure anonymity. When an opening occurs in a program, the Registrar or Supervisor will contact the first family on the list who qualifies for the spot and who has expressed an interest in the space. (i.e. only those interested in morning spots will be called for an opportunity to take a morning spot. Only those who are, or will be 36 months of age by Dec. 31st, will be offered a spot in the afternoon program when they have expressed a desire for an afternoon space. Opportunities to register a child are contingent on the age of the child, as well as the request of the parents. Morning program is for children 2.5 – 5 years, and the afternoon program is reserved for children 3 – 5 years of age and who are ready for more structure.

Components of Registration and Membership Package

1. Intro and checklist re: complete package requirements
2. Identifying and contact information of child and parents
3. Medical background
4. Emergency contact information
5. Description of roles and responsibilities of membership
6. Membership agreement
7. Financial agreement
8. Committee request form (committee participation is mandatory)
9. Financial agreement form
10. Photo/ field trip consent form
11. Code of conduct signature sheet
12. Protection of Confidential Information signature sheet
13. Committee agreement signature sheet

Also accompanying the Registration and Membership Package is

1. Request for two copies of the child's immunization record
2. Health Dept. pink form (Supervisor will complete these)
3. Developmental Checklist
4. Payment checklist
5. Please plan to pay your fees by e-transfer for efficient, contact-free transactions.

Notice to Withdraw

Parents wishing to withdraw their child(ren) for any reason are asked to complete a Request to Withdraw Form providing 32 days written notice of their intent to withdraw from the Playgroup. The form will ask parents to indicate the last day the child will attend program, and by so doing, agree that the spot may be filled by another child any time following the date provided, and that no refunds are made. Once written notice has been received by a Board Member, no further fees will be required by CCPC for any client in good standing with the Playgroup. See Notice to Withdraw Signature Form, found in the back of the Member's Handbook. As CCPC is a non-profit organization, your fees are critical to the functioning of the playgroup, so fees must be paid up to date at all times. Families withdrawing must be paid up to date.

The Registration package includes the following:

WITHDRAWALS: In order to withdraw from the program, a member of the Co-operative is required to give the Treasurer or Registrar of the board a minimum of 32 days notice in writing. Once payments are deposited neither a refund nor a partial refund will be issued under any circumstances.. Any cheques not cashed will be returned to the member. For a successful school and for a happy relationship among parents, the Board, the children, and the Teachers, I agree to abide by the Agreement as outlined above. Failure to comply with any of the above obligations will result in a written request to reconsider my commitment. (Note- reimbursements may occur if closure ordered by the Province or Region.)

Program Options

It is the policy of CCPC that clients must register a minimum of two morning classes per week to realize the benefits of the program. CCPC recognizes that there are times when a client may wish to enroll for more days per week or in more than one program. At the discretion of the teachers; and providing there is space available, a child may be enrolled in 2, 3, 4 or 5 mornings. Typically, we do not permit partial participation in the afternoon program due to the manner in which the program builds on prior experiences from day to day. Attending both morning and afternoon classes is not advised.

Fees will be the same whether attending morning or afternoon classes.

Occasionally, when there is no opening in the program of choice, a child, by agreement with the parents and CCPC will start in another program and be placed on a waitlist till the possibility that a space comes available. At all times, CCPC observes a strict protocol of first-come, first-served for appropriate spots on its waitlists for class programs.

Children may transfer from one program to another in the same school year at any time there is an appropriate vacancy, without any additional cost, and with the agreement of the supervisor.

Acknowledgement and Agreement

Columbus Community Playgroup Co-operative Inc. is licensed to provide ½ day programs to children aged 2 ½ to school age. There is also a provisional exemption to our license which allows Playgroup to accept a limited number of toddler children, (aged 24 to 30 months). Playgroup may designate up to three children, 24 to 30 mos. of age, per morning class. It is furthermore, the policy of C.C.P.C. to designate an exempt spot to any child, deemed by the teachers, to be special needs, regardless of their actual age, due to the increased need for care. **Exempt and Exceptional placements are filled ONLY at the discretion of the teachers.** Children must be 36 months as of Dec. 31st. of the school year, to qualify for the afternoon program. Safety is a prime concern when determining vacancies for children with exceptional needs. We recognize that exceptional children often need dedicated support during program. This prompts CCPC to be diligent in ascertaining the needs of each child in our care prior to beginning at Columbus Playgroup. Sometimes, CCPC will request parents to consent to service from community Service providers such as Grandview Children’s Centre or Resources for Exceptional Children.

We endeavor to place all children in the most appropriate class available. It is possible that we may not be able to accommodate all children, for various reasons. Occasionally, a child enters a program which is not the best fit. Every attempt will be made to meet the child’s needs, whenever possible. At any time, (and at any age), the teachers and parents may need to discuss concerns. The child may be offered the opportunity, with parental agreement, to change programs, or, it may be decided that the child should withdraw and try again at a later date, in accordance with our registration policy. This is to help ensure that the quality of care for all children is maintained to a high standard.

The care and safety of all the children is always the prime concern. I understand that the teachers have the support of the Board to designate underage spots, and exceptional spots, as they feel appropriate within the context of the licensing agreement and that if my child is deemed too young, unsafe or poses a safety risk to him/herself or others, I will be asked to meet with them and discuss their recommendation **or to withdraw my child** from the program and re-register at a later date.

Signature: _____ date: _____

Multi-Child and/ or Multi-Program Policies

Columbus Community Playgroup Co-operative Inc. welcomes siblings to our programs. We offer mixed age groupings in the morning classes and a range of 3 to 5 years in our afternoon class, which helps to meet the need of families who wish their children to attend together. We are also happy to accommodate siblings in separate programs according to their ages. Both children will receive all the benefits and opportunities available at Columbus Community Playgroup. The fees will be the same, and the parents will participate in two snack and duty schedules, but only one committee. For further clarification, please speak to a teacher or the Playgroup Registrar.

Summer PlayCamp

Columbus Community Playgroup may offer a summer PlayCamp during the summer following the graduation of our standard programs. Registration for these camps will follow a similar protocol as the Spring Registration with the exception that current members may also enroll siblings in the first week of open registration in order that family members may attend the camp together. The Summer PlayCamp will only be offered when staff is available and when there is sufficient enrollment to make the camps feasible. The camps follow a similar daily schedule with more emphasis on play activities. To date, the camps are offered during the mornings only for a period of 5 days each session. Camps are open to returning members as well as to members of the public, and are limited to children between 30 months and Senior Kindergarten age.

PlayCamp Fees

PlayCamp Fees are set with no extra cost for registration or insurance, as the camps represent an extension of the standard program.



Parent Issues and Concerns Policy and Procedures 2018 rev.

Re: O. reg. 137/15 s. 45.1 –

Note: On September 1, 2017, the Regulation is amended by adding the following section: (See: O. Reg. 126/16, s. 31)

Parent issues and concerns

45.1 Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding,

- (a) the steps for parents to follow when they have an issue or concern to bring forward to the licensee;
- (b) the steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; and
- © when an initial response to the issue or concern will be provided. O. Reg. 126/16, s. 31.

The Board of Directors and staff of Columbus Community Playgroup Co-operative Inc. value the experience of all member families. As such, we have created the Parent Issues and Concerns Policy to guide members through a consistent process for communicating issues and concerns productively, and a process for determining resolution with the appropriate parties.

- A) Parents who have issues, concerns or suggestions relating to the care of their child(ren), the program, the classroom set up, bathrooms or facilities, curriculum and materials, equipment in the classroom, scheduling or staff is directed to speak directly with the Supervisor, Arlene Feeney. If matters are not satisfied, the member is asked to take their concern in writing to the Vice President, or President of the co-operative for follow-up.
- B) The Board of Directors are responsible for specifically designated duties, and are further assigned to oversee specific areas of the operation of the playgroup. Members will be provided with a list of the Board of Directors, their area of responsibility, as well as the component of operations which they are to oversee. A listing of these will be included as an Appendix to the Policy. Contact Info is posted in the classroom, and available on the Committee List, updated ongoing, as needed.
- C) Board Meetings are open to the General Membership. CCPC members are always welcome to attend meetings, request items of issue to be added to the agenda, or address the Board of Directors directly with issues or concerns. All Board Meetings are posted on the Parent Bulletin Board and take place at the Playgroup during the evening.

Members are asked to direct their questions, concerns and issues in person or by email to the Board Member that is responsible for the specific area of concern in point. It is expected that a concern should be directed to the appropriate party in a courteous, respectful and helpful manner by email, or in person if the matter is not critical. The Board member involved will follow through as directed.

- 1- The first course of resolve is to review the Parent Handbook, Program Statement, Policies and Procedures Manual, By-Laws or the CCEYA, 2014 for an existing policy or regulation.

- 2- If the issue or concern cannot be resolved through review of the policies, the Director/ Board Member will seek further clarification from the member and discuss the matter with the Board of Directors, in a timely and appropriate manner. Members may expect a response regarding issues or concerns pertaining to imminent matters of health, safety and well-being within 1- 2 days. Other issues or concerns may be responded to within one week. Individuals are required to be reasonable in their requests, and understand that we seek to satisfy the members at large, providing a fair environment for all. Every attempt will be made to be reasonable and timely in the resolution of your concerns or issues.

- 3- An action plan will be determined which may include seeking further information, resources or, may determine the resolve to create a new or revised policy if appropriate.

- 4- New policies must be passed by the Board of Directors through a process of motions, seconds, and majority vote and duly recorded in the minutes and communicated to all members. If the policy is a significant departure from current policy or practice, or involves significant cost, it must be passed by a vote of the general membership at a meeting of the general membership.

- 5- For purposes of clarification, issues and concerns that are of a confidential nature, will be handled directly between the individuals, without disclosure to other persons, in accordance with CCPC's Code of Confidentiality, and HR Triangle/ Code of Conduct Policies.

This policy will be added to the Parent Handbook, included in the Welcome Package for new members and incorporated into the Program Statement and Policies and Procedures Manual, effective today. It will also be added to the Board Members Annual Signature Package for quick reference.

Signed: _____ **date:** _____

Appendix to Parent Issues and Concern Policy 2018

Board Member Responsibility Overview

Board Member Role, name and email contact	Definition of role and responsibilities Including Attending Board Meetings	Area of responsibility and Committee Operations
President	<p>Provides leadership for the Board of Directors and the operations of the playgroup. Chairs the meetings and sets the agendas. Ensures the business is taken care of in appropriate ways and on time. Significantly, the President's role is to know the By-Laws, Policies and Procedures, regulations, and governing bodies that direct our operations, and to ensure that those policies, procedures and regulations are being met appropriately.</p> <p>The president reviews the Parent Handbook, Program Statement and Policies and Procedures Manual ongoing for updates and accuracy. Writes new policies as needed. The President ensures that all Board Members are fulfilling their roles, witnesses all Anaphylactic Allergy plans and Epi-Pen training, and Ensures appropriate communications occur as needed.</p>	<p>P.R. Facebook, Cleaning Committee, Carpets & Laundry Newsletter address</p>
Vice President	<p>Is responsible for all HR business; staff contracts and employee files, conduct of all persons, Reviews Employee and Board Member signature packages to ensure all requirements are met prior to attending the classroom, and updated as needed. Witnesses pertinent policy signature sheets as required; Oversees Small Water Operations Completes/ signs Funding Applications</p>	<p>Teachers H.R. Triangle Supports the President and other Board members</p>
Treasurer - accts payable (A.P.)	<p>Works co-operatively with the Assistant Treasurer and the Bookkeeper. Records and writes the cheques that pay the expenses, including salaries. Prepares and sends out the Record of Fees for annual tax receipts Maintains documentation and annual due dates for recurring expenses such as insurance, Small Water works, etc., ensures due dates are met. Oversees staff hours/wages/ payroll.</p>	<p>Family Events, Fundraising shopper</p>
Treasurer (1 only)	<p>When a single Treasurer is elected, then that individual will assume the roles and responsibilities of both A.P. & A.R.</p>	

<p>Assistant Treasurer - accts receivable (A.R.)</p>	<p>Counts the monies and documents incoming monies from fees, special events, fund-raising, and donations Makes deposits at the bank. Works co-operatively with the Treasurer and the Bookkeeper.</p>	<p>Family Events, Fundraising Drop-In Late Fees Missed Snack Fees</p>
<p>Secretary</p>	<p>Records the minutes of every meeting and digital communications leading to decision-making, includes dates, times, who, what, when, actions, resolutions. Reads the minutes for review at each meeting. Files minute reports in the minutes binder as they occur. Schedules the dates for rental with the city of Oshawa, arranges payment of rental fees. Books special event dates.</p>	<p>Newsletter Administrative Support Committee</p>
<p>Registrar</p>	<p>Works in collaboration with the RECE Supervisor. Maintains the class lists, wait lists, contact lists, master membership list, Reviews and updates the Registration Package as needed, Monitors the Registrar's email, and website email. Monitors a list of interested members and maintains contact as appropriate. Maintains children's files, Emergency files, confirms that all required information is complete and up-to-date upon registering, and prior to beginning program. Provides tours of the facility, answers questions about the Playgroup, ensures registration packages are printed off and available at all times onsite. Creates posters or monitors enrolment and addresses enrolment needs ongoing.</p>	<p>Snack Scheduling Maintenance Committee</p>
<p>Directors Events</p>	<p>Provides additional support to the committee of Board members, contributing to activities and discussions of the wider board. May substitute for board members temporarily unavailable, or for vacant positions on the board of directors. Director of Events supports as above, but will help oversee, organize and deliver events such as the AGM, Election Mtg, Family Events such as Breakfast with Santa, Family Literacy Night, etc.</p>	<p>x</p>
<p>Past President/ Vice President (Director role)</p>	<p>Provides support and guidance to Board of Directors in whatever manner is required.</p>	<p>x</p>
<p>RECE Supervisor</p>	<p>Ensures the Operations and practices of the Playgroup meet the standards and regulations defined by the CCEYA, Region of Durham Operating Criteria, Region of Durham Dept. of Health, Ministry of Environment Small Water Works, Ministry of Labour, College of ECE</p>	<p>Teachers Volunteers Parents Teacher communications Newsletter info Special Events, Classroom support</p>

	<p>Collaborates, communicates, reviews & signs program plans, ensures the environment is set up to provide high quality learning opportunities for the children.</p> <p>Meets new members, provides information to families about programs, dates and plans, children’s care and implementation of policies and curriculum.</p> <p>Attends Board Meetings, provides updates and guidance to Board Members</p> <p>Confers with Program Advisors from the Ministry of Education, Quality Assurance Officers with Durham Region, Safety Inspectors from the City of Oshawa, Fire Safety Captain, City of Oshawa maintenance staff,</p> <p>Meets with families of under-age students to determine suitability for program.</p> <p>Oversees staff, provides guidance, direction, reflective opportunities, training, communication of policy updates, etc.</p> <p>Provides leadership to staff and parent interactions,</p> <p>Assures children’s safety, care and needs are met in a professional and helpful manner, in accordance with all regulations. Facilitates the inclusion of Community Resources into the care plan of children with exceptional needs.</p> <p>Responsible for the security of confidential files, medications, monies, and documents.</p> <p>Documents daily journals, observations, information and data pertinent to the care of the children, and operation of the Playgroup.</p> <p>Oversees the documentation of cleaning, maintenance, inspections, action plans, attendance, symptoms of ill health, serious occurrences, ISPs, Individual Action Plans for a Child with Anaphylactic Allergies, policies, Handbook,</p>	<p>City of Oshawa-building maintenance Fire Dept./ Emergency Planning Pest control Region of Durham Health Dept. Ministry of Environment Small Water Operations</p>
<p>Teachers</p>	<p>(not required to attend Board Meetings)</p> <p>Collaborates with Supervisor and other staff members on all aspects of the children’s care and programming, safety, curriculum planning, classroom set up and toy maintenance, materials, and equipment. Communicates with supervisor ongoing. Responsible to ensure that all regulations, policies and qualifications are met in accordance with CCEYA, 2014, College of ECE, Durham Region Operating Criteria, Ministry of Environment, Durham Region Health Dept., and CECE</p>	

	Toy, classroom and facility cleaning and organization	
Bookkeeper	Maintains records, spreadsheets and government documentation. Works with treasurers to generate financial statements & budgets Payroll, payroll expenses, CRA reporting Completes funding applications, Regional surveys, provides guidance to the Board of Directors, attends Board Meetings. Manages Payroll activities, Documents and implements the disbursement of grants, allowances, wage subsidies and wage enhancement funding, Enhanced staff funding, etc. Maintains employee files for the purpose of government reporting, payroll, taxation, Employer expense remittance, Small Water expenses, etc.	Treasurers

Safe Drinking Water Policy at CCPC

CCPC will ensure the delivery of safe drinking water to the members, children, staff and guests at CCPC. Operated and maintained by the City of Oshawa, the building is equipped with a chlorinator system, a UV Light System, a Reverse Osmosis System and a supply of bottled drinking water at all times. At least one staff member will maintain a current Small Water Operator’s Certificate.

PARKING

There is ample parking at the facility. For the safety of the children, parents are asked to park in the designated parking spaces only. **Do not park at the end of the sidewalk entrances to the facility and/or at the end of the parking spots next to the fence.** Please enter via the North driveway (church side) and always drive slowly as children may be walking through the parking lot. **Please ensure close supervision of your children, when walking to and from your vehicle. Go Slow !**

SNACK POLICY

CCPC maintains a peanut-free, meat-free policy as specified by the Region of Durham Health Dept. It is the responsibility of the parent or caregiver on duty to provide the snack for all the children, however, **if your child has a life-threatening allergy** or other food related concerns, **it is ultimately the parents' or caregiver's responsibility to check the snack each day and indicate your approval to a teacher.**

- If a child has any food allergies, his/her parents may be asked to bring a substitute snack, just in case it is needed. Alternative snacks must be labeled with the child's name, and stored separately in the kitchen cupboard or refrigerator.
- Ministry of Health requires that all cutting and preparation of snack items such as fruits, vegetables, cheese, sandwiches, etc. is performed in the Playgroup kitchen.
- No home baking is allowed. The exception to this rule is if the playgroup is having a special event and all parents are present. In this case, the parents are present to consent to the foods the child has.
- Each child is required to bring a clean, cup of water with a lid from home, daily. Please write the child's name on his/her cup and lid/ water bottle. Parents are required to take their child's cup home with them each day for washing.
- The Snack Schedule will reflect 3 components of Canada's Food Guide. Each snack scheduled will include a fruit or vegetable, a dairy and a carbohydrate-based food item, for balanced nutrition.

CLOTHING AND POSSESSIONS

Your child should be dressed in clothing suitable for physical play and messy activities. Please bring a change of clothing for your child(ren), including socks and underwear/diapers, just in case it is necessary. These items can be left in their school bag. For reasons of safety, food, coins and toys should not come to school in backpacks/ school bags. Clothing and possessions must be labeled with the child's name. Children are asked to have footwear that secures at the front and back of the foot, and which are suitable for wearing in the gym and outside for monthly fire drills in any weather.

Children who are in potty-training, or recently trained are encouraged to be dressed in clothes they can manage easily, such as elastic waist, comfortably fitted pants, avoiding belts, tight leggings, overalls, buttons and ties, and long dresses. This represents a different but highly-appreciated version of dressing-for – success.

Parents are reminded that children are not permitted to bring personal items to school, especially bottles, soothers, stuffies, food, or items such as creams, medications, make up, etc.

ANIMAL MANAGEMENT AND SAFETY POLICY, 2017

No animals are permitted at the centre. In the event that an animal does make its way into the building, and causes injury to any person, the injury will be washed with soap and water, and protected with an antiseptic cream, or sent to hospital, whichever is appropriate. The parent will be notified immediately. **The incident will be reported to the Region of Durham Health Dept. within 48 hours at 905-723-3318.**

SPECIALIZED SERVICES

CCPC operates an inclusive environment, striving to serve the needs of all children to the best of our ability. Children with special needs are welcomed to the playgroup, but we are limited as to the services we are able to provide. Parents are encouraged to meet with the teachers prior to registering to confirm if we can meet your needs at CCPC. In order for an exceptional child to participate, the parent or caregiver may be required to remain with him/her at all times to provide the assistance he/she requires. With parental consent an application may also be made to Resources for Exceptional Children and Youth for funding for an enhanced staff. A process exists for applying for supportive funding, however, the decision is made by RFECY personnel. Ask the CCPC Supervisor if you are interested in seeking this service. The Playgroup is not able to offer guarantees of funding for additional staff. We strive to provide the best service and personal care possible for each child and their family.

HUMAN RESOURCES TRIANGLE

The Human Resource Triangle consists of the Vice President, Treasurer and one neutral playgroup parent, determined by the board. All issues concerning the school policies, the staff, or personal matters may be directed to the Vice President. If the Vice President requires additional input to resolve a problem, (s)he will first consult the Treasurer and lastly the neutral parent. The HR Triangle is also for use by the staff of CCPC. In the case when a problem is with the Vice President, the first line of contact should then be the Treasurer. The purpose of the HR triangle is to ensure that issues are resolved efficiently, sensitively and involve the fewest people, in keeping with the Code of Conduct.

COMPLAINTS

The Parent Issues and Concerns Policy and Procedures is designed to address the process for addressing complaints within the Playgroup. Please refer to the policy for further information. In short, complaints may be addressed to the Supervisor, for classroom issues, or the committee chair or the Board member who oversees the committee with your complaint. Members are reminded to be reasonable, and courteous in their dealings to ensure a positive outcome and environment for all. Interpersonal concerns are addressed through the HR triangle and Code of Conduct, included in this Handbook. Please review the policies before proceeding. The Columbus Community Playgroup seeks to provide a positive experience for all. Your concerns are important to us. Please speak to board member or teacher if you have questions.

HEALTH CARE AND DRUG ADMINISTRATION

The Ministry of Health, and CCEYA, 2014 stipulates that, prior to admission; each child must be immunized as recommended by the local Medical Officer of Health. Each family will be required to fill out a detailed medical form. In order to request an exemption from immunization for a child, parents are required by Ontario Regulation to provide a completed Child Care and Early Years Act Affidavit to Columbus Playgroup prior to the child attending the Playgroup. As immunizations are updated, parents are required to provide the updated information to the Playgroup or the Region of Durham Health Dept.

Please do not bring your child(ren) to playgroup if they have ANY signs of illness:

- Fever
- Vomiting and /or diarrhea,
- Infectious illness
- Thick runny nose, coughs, persistent runny nose
- Unknown rashes, spots, or other condition

Please use good judgment and help us to keep the playgroup illness-free. Any child deemed ill by the teacher will immediately be sent home with his/her parents. The teacher is responsible for changing diapers as required, as the consistent caregiver for the children, whenever supply staff are working.

Columbus Playgroup is diligent in not accepting children with signs of illness, and following the regulations and precautions during Covid-19 or any outbreak of illness.

It is CCPC's policy *not* to administer drugs. If any drugs are required, it is the responsibility of the parent to administer them or designate someone else to do so. ***The exception to this rule is the epi-pen required by children with severe allergies, as well as insulin and glucagon administration in the case of a child with Type 1 Diabetes when teachers are fully trained, and comfortable with the responsibility.*** In these cases, the teachers have met extensively with the parents, and have been well-trained in the use of the epi-pen or insulin delivery system, and feel comfortable in their ability to use the equipment and implement the Individual Plan of Care for the child. The teacher will administer the epi-pen if the child is experiencing an anaphylactic reaction, or **insulin when the child's Blood Glucose levels require it, or glucagon when the child's blood glucose levels drops to where the child cannot take anything orally as per the Individual Action Plans signed by parents and teachers.** The teachers will then call an ambulance and contact the parent/caregiver. The parent must sign an Individual Plan for an Anaphylactic Allergy which includes: providing a currently-dated epi-pen, labeled and prescribed for the child, with documented training, and signed consent for teachers to administer the epi-pen. **In the case of a child with Type 1 Diabetes, the parents must sign an Individual Plan for a Child with Type 1 Diabetes, which includes providing all equipment and supplies for the child's care every time the child attends, ongoing training, review training at least 4 months after the child begins, and as requested, documented training, and signed consent for the teachers to administer the insulin or glucagon. Children with Type 1 Diabetes are accepted into the program on an individual basis at the teachers' discretion. Parents are always required to inform the teachers as soon as anything changes with a member child's health.**

Re: Allergies

It is everyone's responsibility to know what allergies or health concerns exist within the group. The teacher is responsible to post this information. Each family must ensure the teacher is kept informed and aware of concerns, needs and changes in their child's medical condition. Food allergies will be reported monthly on / within the snack schedule email.

If your child has a severe allergy, please be advised that a doctor's note may be required (at your own expense) to inform the Playgroup:

1. Allergy information
2. Medication needs
3. Reaction to allergy
4. Recommended Action Plan

In addition, you will be required to complete all anaphylaxis forms as per our anaphylaxis/allergy policy.

*** Please refer to our Anaphylaxis/Allergy Policy in Appendix A**

PROHIBITED PRACTICES introduction

No form of corporal punishment or harsh language is allowed. Methods of discipline are discussed and agreed upon by the parents and staff at parental meetings. Discipline is administered consistently and positively, by redirection whenever possible. An extensive Prohibited Practices Policy is attached to this document. The teacher will discuss discipline problems with the parent or caregiver.

***Please refer to Prohibited Practices Policy in Appendix B**

FIRE DRILL POLICY

The fire drill policy is posted in the classroom and on a monthly basis the children will practice the drill to keep the procedure familiar. A fire drill involves going outside, and children must wear appropriate footwear at all times while attending the playgroup. All Fire Drill exercises are documented in the Fire Drill Log Book. The children will be placed between two teachers for optimum safety and visibility. Children with exceptional needs must be able to be kept safe during fire drills, and as such require us to limit the number of children attending with exceptional needs.

The Fire Drill Policy includes an **Emergency Bag Checklist**, with the information and materials needed to conduct an efficient and effective Evacuation in case of emergency.

LOCKDOWN & EVACUATION POLICY & PROCEDURES

As is appropriate in the modern age, CCPC has a comprehensive policy and procedure to protecting the safety of the children and staff during a critical situation. The policy includes a process for locking down the facility, maintaining an area for the safe protection of the children, and communication with the families. Evacuation includes procedures for moving the children to a safe and agreed-upon location, when criteria dictates the action. Communication by cell phone will be maintained with board members.

FIELD TRIPS

From time to time Playgroup provides a guest speaker or a field trip to special places of interest. Parental accompaniment is mandatory for all trips outside of Playgroup. Ample notice of times and locations will be provided in the Playgroup Newsletters and/or on the bulletin board. If finances allow, the playgroup will cover the costs for children enrolled in a program. Parents will be required to cover the cost for themselves and any additional children. Parents are encouraged to invite non-member families to join us on our field trips to share in the benefits of the outing and to introduce potential new members to our excellent programs and people.

HOLIDAYS AND SICK LEAVE

The program follows the public school calendar for statutory holidays and the Christmas and March breaks. These holidays will be indicated on the Duty Day calendar. **This monthly calendar, emailed monthly, posted on the bulletin board, shows holidays, P.A. days, duty days, and special events.** No refunds are available on missed days. Please notify the teacher if you and/or your child will be away, so that she may plan accordingly.

Friday Drop-In will occur on all Fridays from mid-September until **the end of May**, with the exception of Christmas, March Break/Good Friday. Classes missed on Mondays due to holidays will be made up during the Christmas and year-end party weeks as class celebrations will be held on the Tuesday and the Wednesday. There may be an additional Professional Activity day on a Tuesday or Thursday in order to conduct parent/ teacher interviews. **The calendar is designed to ensure that all groups have the same number of school days scheduled each year. ** (Friday Drop-In is suspended during Covid-19).**

INCLEMENT WEATHER / UNSAFE ROADS PROCEDURES

The supervisor in collaboration with a Board member will determine school closures, and will ensure that the closure is reported to the members by email, website and Facebook as early as possible.

1. If the school buses are cancelled North of Hwy #7/Winchester Rd., **also known as Zone 3, or in Zone 4**, just south of Winchester Rd. and the area around the Playgroup appears unsafe, the playgroup will not operate. The supervisor and a board member will make a joint decision.
2. If the school buses are cancelled North of Hwy #7/Winchester Rd., **also known as Zone 3, or Zone 4**, on a Friday, and the area around the Playgroup appears unsafe, FDI will not operate.
3. If the school is closed for morning programs, the school will remain closed for the afternoon
4. If a teacher feels that the weather is unsafe she will inform at least one Board member who will collaborate with the teacher to decide if the Playgroup will be closed, and the board member will ensure the message is emailed out and reported on the website and Facebook. An email and phone call should be placed no later than 8:00 am for morning programs and 12:00 pm for afternoon programs.
5. Members are asked to be diligent in checking their emails, website or Facebook before traveling to the Playgroup when a closure seems possible. Members are furthermore held responsible to use good judgement to ensure they do not travel when they are not comfortable with the road conditions, currently or imminently.

NO SMOKING or VAPING POLICY

As per the city of Oshawa's by-laws, CCPC is a non-smoking or vaping facility. No smoking or vaping is permitted in any of the Playgroup buildings or within the minimum required distance as per city by-laws.

TEACHER ABSENCES

Columbus Playgroup will provide a substitute teacher when a teacher is absent from class. The substitute teacher will have a completed Employee Signature Package on file with the Playgroup, along with a Criminal Record Check and proof of first aid, CPR level C training. Teachers will be paid up to a maximum of ten sick days per year. Should a supply teacher be unattainable, the parents will be called and the day will be operated as a drop-in day with the parents staying with their children, following a relaxed schedule.

STUDENTS AND CLASSROOM VOLUNTEERS

From time to time, the teachers may invite parents to act as volunteers in the classroom to help facilitate special events or share special opportunities. As well, we may invite students to be part of our learning environment. In either of these cases, no student or classroom volunteer will be permitted to be alone with the children. All classroom volunteers are required to provide a current Criminal Reference Check and complete an Employee Signature Package for our files, prior to working with the children. The policy requires volunteers to submit a record of up-to-date immunizations, and to review and sign-off the CCPC Policies and Procedures Manual, to become familiar with a wide range of directives and regulations. (See Supervision of Volunteer and Placement Students Policy for further details.)

During Covid-19, no students or classroom volunteers are permitted in the building.

DISSOLUTION OF PLAYGROUP

In the event the community no longer requires a pre-school program, and the Playgroup parents at the time decide Playgroup should be dissolved, the assets (toys, cash, and furniture) will need to be disposed of. Because these items have been acquired over a number of years through the fundraising efforts of many people who may no longer be associated with Playgroup, the assets should be donated back to the community at large (rather than to present Playgroup families). Some suggestions are:

1. the City of Oshawa, for their pre-school programs
2. an approved, registered charity
3. host a party for the community

BUILDING USAGE DURING PLAYGROUP TIME

On occasion, the Playgroup facilities are used Friday mornings for meetings, workshops, or family events to support Playgroup activities. During these times, the facilities may only be used only for Playgroup-sponsored activities, and not for personal or private events or fundraisers. Parents are encouraged to bring non-Playgroup friends to Playgroup activities, not only for the fundraising benefits, but also to introduce potential new parents to our excellent program and facilities. **No auxiliary usage of the building is permitted during the Covid-19 Pandemic.**

Summary of the CCPC Policy for Supervision of Volunteers and Placement Students 2016

Requirements under the Child Care Early Years Act

0. Reg. CCEYA, 2014 provides that every operator shall ensure that every child who is in attendance in a day nursery or in a private-home day care location is supervised by an adult at all times.

1. **The Policy for the Supervision of Volunteers and Placement Students** is intended to protect the safety and well-being of the children, and sets out the expectations, policies, procedures, roles and responsibilities for volunteers, placement students, staff, directors and parents.
2. The policy makes provisions for all persons named above to
 - a) review **and sign** acknowledgement of the CCPC Prohibited Practices Policy
 - b) provide a current Criminal Reference check
 - c) review and be trained in the care of any child with anaphylaxis allergy or other medical condition such as Type 1 Diabetes
 - d) Provide an up-to-date record of immunization
 - e) Complete a Volunteer Signature Package/ Staff Signature package.
 - f) All above expectations will be witnessed and confirmed by at least one director of the Playgroup **before** providing care and guidance of children, and at least annually thereafter.
3. The policy further provides that the membership will be made aware of the policy through the Annual General Meeting, and within the Parent Handbook/ Program Statement. Directors, staff and volunteers will sign their acknowledgement of the policy prior to having care and guidance of children, and at least annually thereafter.
4. The policy stipulates that no volunteer or placement student will be left unattended with the care of any child or children in the Centre.
5. Volunteers and Placement students may not be counted in the classroom ratios.
6. All placement students and volunteers will be approved by the directors of CCPC.
7. The RECE Supervisor will be responsible to oversee, and guide volunteers and placement students at all times.
8. Any breach or conflict of the policy will be reported immediately to the HR chair.
9. The Policy in its entirety will be posted in a spot accessible to the members.
10. The policy will be reviewed at least annually, and updated as needed.
11. All Volunteers, and placement students must provide a current and acceptable Criminal Reference Check prior to working or volunteering in a CCPC classroom.
12. **NO Volunteers will be permitted during the covid-19 Pandemic.**

Summary of CCPC Cleaning Policy 2016

It is the Policy of Columbus Community Playgroup Co-operative to meet or exceed all regulations and directives indicated by the Region of Durham Health Department and the Children's Services Division. Accordingly, we will ensure that all toys, materials, equipment and facilities are clean and sanitized to code, in compliance with the cleaning schedule provided by the Health Dept. and documented to ensure the safest environment possible for the children and families of the Playgroup.

Our dedication to the safety and wellness of our members extends to a variety of business practices. Consequently, a range of policies exist to support the cleaning schedule, including but not limited to, our Snack and Duty Policy, our Hand-washing Policy, our Outbreak Control Policy, Toileting and Diapering Procedures, Toy washing procedures, food storage and food handling policies, and more.

The CCPC Hand Hygiene Policy provides for staff to review and acknowledge training in the hand washing procedures at least annually, as directed by the region of Durham Dept. of Health, and to document same prior to beginning employment and annually thereafter. The Hand Hygiene Policy directs a six-step procedure which includes the use of photographic cues posted for the children's use. An expectation for training of the children, classroom employees, placement students and volunteers, in the use of the six-step procedure is included in the policy. Review of the policy prior to having care of any children in the program will be evidenced by signature sheets filed on-site.

The CCPC Outbreak Control Policy (See Appendix) is designed to ensure that illness is prevented, documented and reported in accordance with the Region of Durham Dept. of Health regulations. No child, staff or others may attend the playgroup with symptoms of, or a known communicable illness. Outbreaks, described as an unusual number of occurrences of a single cause constitute an outbreak, and as such, is duly reported to the Dept. of Health by the Supervisor. This places the centre under a health watch and will therefore require specific documentation of indicators, and incidences until the outbreak is lifted by the Dept. of Health. One staff member will hold a Region of Durham Food Handler's Certificate.

Epidemic or Pandemic Occurrences will place the centre under the direction of the Dept. of Health, Municipal or Provincial governance, as is appropriate. CCPC will comply with all directives, will document the occurrence, and report an S.O. with the MEDU on CCLS as regulated. Return to program will occur after the centre has been completely cleaned and sanitized, and only healthy individuals will be permitted to attend. The occurrence will be fully documented and reported, and reviewed at the first Board Meeting following the return to program. **During the Covid-19 Pandemic, pervasive enhanced cleaning and disinfection policies and procedures are mandated, and detailed in the Covid-19 Pandemic Plan, Policies and Procedures. We have been instructed not to change our Handbook for the temporary protocols detailed in the Covid-19 Plan.**

[Emergency Preparedness Overview](#)

[CCPC Fire Drill Policy Summary 2017](#)

It is the policy of Columbus Community Playgroup to conduct and document monthly fire drills, with each class, and to provide specific roles to each staff member or adult in attendance during the fire drill. An illustrated procedure will accompany the policy and be approved by the local Fire Chief. Additionally, the building is equipped with Fire extinguishers, heat sensors, smoke detectors, and a Fire Alarm system and pull-down stations in all the main rooms.

[CCPC Evacuation Policy Summary](#)

In the event of a serious occurrence which would require the evacuation of the building, the teachers would lead the children out of the building and over to the church in the event of a short-term situation, or would lead them to the Tykes of Columbus, where we have a written agreement to be received and housed in their building, where parents would be able to pick up the children and sign the attendance to state confirm when they were retrieved, and by whom. The Board of Directors and parents would be notified immediately in the case of an evacuation and kept up to date through a Board member and Supervisor.

[CCPC Lockdown Policy Summary](#)

In the event of imminent or potential danger, the staff will invoke the Lockdown Policy, in which all doors and windows would be closed and locked, and no one would be permitted to enter or exit until the risk of danger no longer exists, and the all clear is given by an authority or supervisor as is appropriate. The Lockdown Policy is reserved for instances of serious danger such as fire, electrical wires down, individuals acting aggressively, or violently in the vicinity of the Playgroup, etc. As in previous situations, the Board of Directors and parents would be notified immediately, and updated through emails, texts, Facebook, etc. as is possible and as soon as possible.

[CCPC Lockdown Policy 2016](#)

In accordance with the Durham Region Operating Criterion, CCPC holds a Lockdown Policy which provides for the protection of all staff, members and children in the event of real, potential or imminent danger. The Lockdown Policy calls for immediate locking of all doors and closure of all windows, followed by notification of the incident to the most available Board Member, and subsequently all parents and guardians. The doors will not be unlocked until the Supervisor or Emergency personal have determined that the environment is safe to do so. The children will be secured in the safest location possible in the building until that time. The supervisor will maintain communication with the board. A Board member will inform parents immediately once the environment has been determined safe again, and their children may be picked up. During a Lockdown, parents are required, for their own safety to stay away from the property and by their phones until the all-clear is declared. During a Lockdown situation, no one will be permitted in or out of the building. The Lockdown Policy is part of the set of Emergency Preparedness Policies and Procedures which also includes the Fire Drill Policy, Evacuation Policy and The Emergency Management Policy which deals with Disasters and Serious Occurrences. Both employees and directors will complete a Lockdown Signature sheet at least annually, prior to beginning work at CCPC.



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(905) 655-5788; www.columbusplaygroup.com
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Police Record Check for Directors of a Child Care Centre 2021

Revisions to Ontario Regulation 137/15 of the Child Care Early Years Act states that members of a Board of Directors will provide a current Police Record Check prior to beginning their role in a Child Care Centre.

Summary of how this regulation is met by CCPC.

Every Officer of the Board must provide a current Police Record Check, (PRC), (Current to within 60 days), before working or volunteering as a member of CCPC Board of Directors. If interacting with children, a Vulnerable Sector Check must be completed.

If not interacting with children, a letter stating that they will not be interacting with children must accompany the PRC.

The intent is to ensure that the best interests of children are not put at risk by individuals who are not permitted to operate a child care program.

Note* All volunteers who interact with the children, like all staff members, must also provide a current Police Record Check before beginning work or volunteering at Columbus Playgroup.

Police Record Checks from all Board Officers/ Directors will be uploaded to the CCLS, in a timely manner.



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Emergency Management Policy and Procedures 2018

Re: O. Reg. 137/ 15 ss.68.1(2)

Name of Child Care Centre: **Columbus Community Playgroup Co-operative Inc.**

Date Policy and Procedures Established: **Feb. 8, 2018**

Date Policy and Procedures Updated: Feb. 8, 2018

Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Definitions

All-Clear: A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

Authority: A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Meeting Place: the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

Staff: Individual employed by the licensee (e.g. program staff, supervisor).

Unsafe to Return: A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

Columbus Community Playgroup Co-operative Inc.

Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. **Parents will be notified as soon as possible, first by e-mail and then by phone in the event of an emergency in the Playgroup. The communication may come from the supervisor or from a Board Member.**

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: The edge of the field across the parking lot, behind the building.

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: Tykes of Columbus Child Care Centre. 3250 Simcoe St. North, Columbus, On. L1H 7K4

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the supervisor or if unavailable, the RECE teacher in the daily written record.

Additional Policy Statements

E.g. regular drills with staff for training/practice, emergency bag preparation, etc.

Fire Drill Policy and Procedure, Emergency Preparedness Policy, Evacuation Policy and Procedure, Lockdown Policy and Procedure, and Emergency Bag Preparation Check List, will round out the Emergency preparedness policies at CCPC.

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<p>Lockdown When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location. 3) Staff inside the child care centre must: <ul style="list-style-type: none"> • remain calm; • gather all children and move them away from doors and windows; • take children’s attendance to confirm all children are accounted for; • take shelter in closets and/or under furniture with the children, if appropriate; • keep children calm; • ensure children remain in the sheltered space; • turn off/mute all cellular phones; and • wait for further instructions. 4) If possible, staff inside the program room(s) should also: <ul style="list-style-type: none"> • close all window coverings and doors; • barricade the room door; • gather emergency medication; and • join the rest of the group for shelter. 5) The supervisor, acting supervisor, or if appropriate, the employee closest to each exit will immediately: <ul style="list-style-type: none"> • close and lock all child care centre entrance/exit doors, if possible; and • take shelter. <p>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>
<p>Hold & Secure When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. 3) Staff in the program room must immediately: <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all window coverings and windows in the program room; • continue normal operations of the program; and • wait for further instructions. 4) The Supervisor or acting supervisor must immediately: <ul style="list-style-type: none"> • close and lock all entrances/exits of the child care centre; • close all blinds and windows outside of the program rooms; and • place a note on the external doors with instructions that no one may enter or exit the child care centre. <p>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</p>

<p>Bomb Threat A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<p>1) The staff member who becomes aware of the threat or the supervisor, must:</p> <ul style="list-style-type: none"> • remain calm; • call 911 if emergency services is not yet aware of the situation; • follow the directions of emergency services personnel; and • take children’s attendance to confirm all children are accounted for. <p>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>
<p>Disaster Requiring Evacuation A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.</p>	<p>1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre’s fire evacuation procedures.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • remain calm; • gather all children, the attendance record, children’s emergency contact information any emergency medication; • exit the building with the children using the nearest safe exit, bringing children’s outdoor clothing (if possible) according to weather conditions; • escort children to the meeting place; and • take children’s attendance to confirm all children are accounted for; • keep children calm; and • wait for further instructions. <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> • take a first aid kit; and • gather all non-emergency medications. <p>4) Designated staff will:</p> <ul style="list-style-type: none"> • help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child’s individualized plan, if the individual is a child); and • in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. • If individuals cannot be safely assisted to exit the building, the designated staff will assist them to move to a safe location, in the vault cupboard and ensure their required medication is accessible, if applicable; and • wait for further instructions. <p>5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</p> <ul style="list-style-type: none"> • The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.

<p>Disaster – External Environmental Threat</p> <p>An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>If remaining on site:</p> <ol style="list-style-type: none"> 1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately. 2) Staff must immediately: <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all program room windows and all doors that lead outside (where applicable); • seal off external air entryways located in the program rooms (where applicable); • continue with normal operations of the program; and • wait for further instructions. 3) The supervisor or acting supervisor must: <ul style="list-style-type: none"> • seal off external air entryways not located in program rooms (where applicable); • place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and • turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). <p>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p>Natural Disaster: Tornado / Tornado Warning</p>	<ol style="list-style-type: none"> 1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i> 2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately. 3) <i>Staff must immediately:</i> <ul style="list-style-type: none"> • remain calm; • <i>gather all children;</i> • <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i> • take children’s attendance to confirm all children are accounted for; • <i>remain and keep children away from windows, doors and exterior walls;</i> • keep children calm; • conduct ongoing visual checks of the children; and • wait for further instructions.

**Natural
Disaster:
Major
Earthquake**

- 1) Staff in the program room must immediately:
 - remain calm;
 - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
 - ensure that everyone is away from windows and outer walls;
 - help children who require assistance to find shelter;
 - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
 - find safe shelter for themselves;
 - visually assess the safety of all children.; and
 - wait for the shaking to stop.
- 2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.
- 3) Once the shaking stops, staff must:
 - gather the children, their emergency cards and emergency medication; and
 - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.
- 4) If possible, prior to exiting the building, staff should also:
 - take a first aid kit; and
 - gather all non-emergency medications.
- 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.
- 6) Designated staff will:
 - help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
 - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the vault storage cupboard and ensure their required medication is accessible, if applicable; and
 - wait for further instructions.
- 7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.

Immediate Emergency Response Procedures for Other Emergencies

Other Emergencies	In the event of any other emergency, the Supervisor or acting supervisor will determine the appropriate course of action, Hold and Secure the Playgroup from inside, move outside, or evacuate, and will communicate this immediately to the rest of the staff. Staff will follow the procedures indicated by previously detailed emergency processes according to the nature of the response.
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Additional Procedures for Immediate Emergency Response

E.g. assisting other program rooms during an emergency, etc.

In the event that individuals or a group of individuals are located in another part of the building, the supervisor or staff person who is aware of the emergency will immediately move to the other area and inform the person or attending staff of the emergency and direct them to next steps or point of exit.

Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, the supervisor or acting supervisor must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

List of Emergency Contact Persons: Supervisor – Arlene Feeney

Board President / VP –

CCPC Registrar –

Past president/ VP

Local Police Department: **911** – 905-579-1520 Oshawa police,

Ambulance: **911** – 905-665-9313 Paramedic Services, Oshawa; Health Services

Local Fire Services: **911** – Capt. Paul Hunt

Site Supervisor: City of Oshawa, maintenance rep.

Licensee Contact(s):

Child Care Centre Site Designate: Supervisor - Arlene Feeney

[City of Oshawa – site superintendent –

- 4) Where any staff, students and/or volunteers are not on site, the Supervisor or acting Supervisor must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.

- 5) The supervisor or acting supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
 - help keep children calm;
 - take attendance to ensure that all children are accounted for;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children; and
 - engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

8a) Procedures to Follow When "All-Clear" Notification is Given	
Procedures	<ol style="list-style-type: none"> 1) The individual who receives the 'all-clear' from an authority must inform all staff that the 'all-clear' has been given and that it is safe to return to the child care centre. 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) CCPC President/ VP in collaboration with the Supervisor will determine if operations will resume and communicate this decision to staff.
Communication with parents/guardians	<ol style="list-style-type: none"> 1) As soon as possible, The supervisor in collaboration with CCPC President/ VP must notify parents/guardians first by email and then by phone, of the emergency situation and that the all-clear has been given. 2) Where disasters have occurred that did not require evacuation of the child care centre, The supervisor must provide a notice of the incident to parents/guardians by posting and by e-mail immediately following the event, and at least within 24 hours. 3) If normal operations do not resume the same day that an emergency situation has taken place, CCPC President/ VP must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

8b) Procedures to Follow When “Unsafe to Return” Notification is Given

Procedures	<ol style="list-style-type: none">1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.4) The Supervisor or acting supervisor will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.5) Upon arrival at the evacuation site, staff must:<ul style="list-style-type: none">• remain calm;• take attendance to ensure all children are accounted for;• help keep children calm;• engage children in activities, where possible;• conduct ongoing visual checks and head counts of children;• maintain constant supervision of the children;• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and• remain at the evacuation site until all children have been picked up.
Communication with parents/guardians	<ol style="list-style-type: none">1) Upon arrival at the emergency evacuation site, The Supervisor in collaboration with CCPC President / VP will notify parents/guardians by phone, of the emergency situation, evacuation and the location to pick up their children.2) Where possible, the supervisor will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.

Additional Procedures for Next Steps During an Emergency

E.g. documenting children’s accidents/injuries, providing water and/or snacks, etc.

Any individuals who have incurred injuries or experienced an accident will have an accident form completed by the attending staff person, and subsequently signed by the parent or individual who picks up the child being duly informed of the incident. Tykes of Columbus Child Care is our receiving site for an evacuation and as such, will assist CCPC is providing the children with safe space to gather, and will assist with providing water and/ or snacks as is appropriate.

Phase 3: Recovery (After an Emergency Situation has Ended)

<p>Procedures for Resuming Normal Operations</p> <p>E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</p>	<p>Reopening the Child Care Centre will be determined through collaboration of the Supervisor and CCPC President and/ or VP. Prior to this decision, the facility will be checked for safety and will be brought back to standards before the decision to resume operations can occur. The staff and Board of Directors will work together to assure the site is safe and fully ready for operations. The supervisor will submit a Serious Occurrence Report using the Child Care Licensing System online, and will notify the program Advisor at the Ministry of Education within 24 hours or within 1 hour as is appropriate. In the event the incident is attended by the media, or becomes known to the public, only the Supervisor or the President/ VP will respond to their inquiries with a planned statement. CCPC treasurer or Bookkeeper will contact the insurance company if so required. The supervisor will contact the city of Oshawa representatives. Follow up repairs will be determined and completed by the landlord, the City of Oshawa. The Supervisor and President/ VP, in collaboration will determine a statement of information for the families of Columbus Playgroup which will be emailed to the members, and will include a contact name and phone number for those with questions.</p>
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>Individuals who are experiencing distress will be identified by the supervisor or any staff member who becomes aware of the situation and communicated to the supervisor or CCPC VP or President, as is appropriate. The Board of directors will meet with the individual(s) and determine next steps, that being – contacting parents, next of kin, or EMS. It is the responsibility of the Board of Directors to ensure that any individuals experiencing stress receive the care and support they need, and are aware of how the Playgroup needs to support those needs ongoing, in the classroom. Staff members may take sick leave if needed to assure a healthy and satisfactory return to the classroom.</p>
<p>Procedures for Debriefing Staff, Children and Parents/ Guardians</p> <p>Include, where, applicable, details about when and how the debrief(s) will take place, etc.</p>	<p>The supervisor in collaboration with the Board of Directors must debrief staff, children and parents/guardians immediately after the emergency.</p> <p>Debriefing shall first take place in the form of a meeting with all Board of Directors, Bookkeeper and classroom staff members. Minor events will be notified by email. If the event was in the nature of a disaster, included any significant injury, death, evacuation, or required emergency services personnel, then, ...an emergency meeting will be called for the general membership, at the Playgroup gym, when possible, and led by the board of directors providing a detailed accounting of the incident, following through with a question and answer session. Should additional support personnel be required, the CCPC Board President/ VP will be responsible to assure that the appropriate people are in attendance for counselling or other services. The CCPC Secretary will complete minutes of the meetings and file same in the minutes binder for reference. A copy of the general meeting minutes will be emailed to the members within 24 hours of the meeting. Any action plans will be followed through as appropriate, under the supervision of the CCPC President, and reviewed at the next Board Meeting as well as at the next Annual General Meeting.</p>

Regulatory Requirements: Ontario Regulation 137/15

Emergency management

68.1 (1) In this section,

“emergency” at a child care centre means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre. O. Reg. 126/16, s. 42.

(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that,

- (a) set out the roles and responsibilities of staff in case of an emergency;
- (b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency;
- (c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation;
- (d) set out the procedures that will be followed to ensure children’s safety and maintain appropriate levels of supervision;
- (e) set out requirements regarding communications with parents;
- (f) set out requirements regarding contacting appropriate local emergency response agencies; and
- (g) address recovery from an emergency, including,
 - (i) requiring that staff, children and parents be debriefed after the emergency,
 - (ii) setting out how to resume normal operations of the child care centre, and
 - (iii) setting out how to support children and staff who may have experienced distress during the emergency. O. Reg. 126/16, s. 42.

(3) Despite subsection (2), a licensee is not required to have emergency management policies and procedures described in that subsection if,

- (a) the child care centre is located in a school, the licensee uses or adopts the school’s emergency management policies and procedures and those policies and procedures address the same matters as described in subsection (2); or
- (b) the licensee is otherwise required to have a plan that addresses the same matters as described in subsection (2). O. Reg. 126/16, s. 42.

Intent

The intent of this provision is to require licensees to have policies and procedures that protect the health and safety of children and staff in the event of an emergency.

The provision requires that staff roles and responsibilities be clearly outlined in the event of an emergency.

Disclaimer: This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

BOARD OF DIRECTORS AND COMMITTEES

In order to ensure all parents are actively involved in Playgroup, a Board of Directors is nominated and elected each spring for the following school year and each family is assigned to sit on one committee for the Playgroup year.

The Committees are:

1. Board of Directors
2. Classroom/Board Support Committee
3. (Scholastic/Book orders)
4. Cleaning Committee
5. Country Fair Committee
6. Breakfast with Santa Committee
7. Christmas Party Committee
8. Butterfly Tea Party Committee
9. Public Relations Committee (newsletter, website 7 Facebook updating)
10. Maintenance Committee
11. Laundry
12. Administration Support Committee (new)
13. Technical support to staff and Board (new)
14. Newsletter
15. Bookkeeper's Assistant
16. Scholastic Book Orders

In an effort to keep effective lines of communication open, each Committee will have a Board member assigned who will act as a liaison between the Committee and the Board of Directors. Committee captains may be required to submit a report to the Board of Directors.

BOARD OF DIRECTORS RESPONSIBILITIES

The 'Board' consist of these parent positions (President, Vice President, Treasurer, Registrar, Secretary and Director). The Supervising Teachers and the Bookkeeper act as consultants for the Board. The Board of Directors is responsible for planning the Playgroup. They organize and assist the Committees, develop and implement policies and procedures, organize and run the General Meetings, pay the bills, handle Playgroup Registration and enrollment, and deal with situations as they arise. They meet approximately once a month and these meetings are open to any parents who are interested in attending. Meeting dates will be posted in advance and the minutes of these meetings are accessible by parents in the Meeting Minutes Binder, on the corner shelf above the drying rack. The Board's positions are to be determined at the April General Meeting and the term of office is for one year (from July to June). The Board will aid and support the other Committees to ensure everyone is fulfilling his or her job responsibilities as required. This Board may also plan and organize adult social activities including parent workshops for the education or benefit of families with young children, arrange for guest speakers, and organize social nights for Playgroup parents.

**** The President and Vice President must work closely with numerous people and help resolve many issues as they arise. Professionalism and organizational skills are necessary to perform the said duties. A good knowledge of the co-operative philosophy and the Playgroup practices is important.**

President

- presides over & plans all meetings, establishing the agenda prior to the meeting date
- co-ordinates the Board of Director's basic responsibilities
- may co-sign centre documents and cheques
- encourages group cohesion & parent participation
- works closely with the **V.P.**, Treasurer, Registrar, Secretary, and R.E.C.E. teachers
- delegates tasks and functions accordingly
- ensures book of motions is maintained by Secretary
- requests written reports from other members
- plans group efforts to pursue long-range goals
- oversees all Committee responsibilities
- establishes and maintains a logbook noting calendar requirements (i.e. licensing, staff contracts, etc.)
- helps to develop and implement policies and procedures
- assures that everyone adheres to the by-laws of the playgroup
- ensures confidentiality of information
- submits annually, a completed Board Member Signature Package before beginning their role
- submits a volunteer Police Record Check, and a letter stating they are not interacting with the children in their role, before the beginning of each school year, or upon commencement of the role.

Vice President

- encourages group cohesion & parent participation
- attends and contributes to Board of Director meetings as scheduled
- may co-sign centre documents and cheques
- oversees the staff and performs all hiring according to Policies and Procedures
- works closely with the **President**, Treasurer, Registrar, Secretary, R.E.C.E. teachers as a team member, contributing to discussions, policy and decision making and other business
- acts as a liaison to the landlord (City of Oshawa)
- oversees and follows up in regards to all Playgroup building maintenance
- delegates tasks and functions accordingly
- helps plan group efforts to pursue long-range goals
- head of the Human Resources Triangle
- responds to any matters concerning water problems (compiling and submitting reports, meeting with government officials, training new personnel on water testing procedures, etc.)
- is responsible for ensuring that at least 2 staff members have a Small Water Operator's License ~ Under Ministry of Environment
- develops and implements policies and procedures, adhering to the bylaws
- acts as a liaison between selected Committee for monthly recap
- ensures confidentiality of information
- submits an annual Board of Directors Signature Package before working/ or the beginning of each year
- submits a volunteer Police Record Check, and a letter stating they are not interacting with the children in their role, before the beginning of each school year, or upon commencement of the role.

Secretary

- gives notice of all meetings (both Board and General Membership), and post same on Parent Bulletin Board
 - may co-sign centre documents and cheques
 - records, amends and reads minutes of all meetings for acceptance into record
 - works closely with President, Vice-president, Treasurer, Registrar, R.E.C.E. teachers and membership, contributing to discussions, policy making, decision making as a team member
 - records and distributes minutes to Board Members, General Membership & Teachers as is appropriate, and files a copy of all minutes promptly in the Minute Book accessible to members at all times.
 - acts as a liaison between selected Committees for monthly recap
 - keeps an updated copy of the Minute Book at all meetings
 - establishes and maintains a Book of Motions
 - performs duties, or delegates duties to Administrator Support Committee related to typing, duplication and posting all current communication on all center correspondence as delegated by the (Board of Directors) or R.E.C.E. teachers
 - ensures confidentiality of information
 - submits a completed Board Member Signature Package before each school year begins
 - may collect mail
- submits a volunteer Police Record Check, and a letter stating they are not interacting with the children in their role, before the beginning of each school year, or upon commencement of the role.

Accurate records are essential therefore this position requires someone with excellent organizational skills and good working knowledge of computers.

Treasurer and Assistant Treasurer (will divide and/ or share the following responsibilities)

- attends Board of Director meetings, monthly or as scheduled, contributing to the discussions, decision making and general business of the co-operative.
- collects/receives/disburses funds
- maintains a Record of Fees, (R.O.F.) for each school year
- may co-sign centre documents and cheques
- maintains accurate accounting records (i.e., bank, salaries, etc.) in conjunction with bookkeeper
- responsible for obtaining adequate property and liability insurance and worker's compensation,
- works closely with the Board & RECE teachers, membership and landlord (City of Oshawa)
- prepares an annual budget in conjunction with bookkeeper
- is responsible for submitting a monthly Financial recap at every General/Board Meeting in conjunction with bookkeeper
- acts as a liaison between selected Committees for monthly recap
- acts as the 2nd. member of the Human Resources Triangle
- prepares a financial statement at fiscal year-end with bookkeeper
- prepares a financial report for each meeting with bookkeeper
- arranges auditing procedures at fiscal year-end (if necessary)
- ensures confidentiality of information
- submits a completed Board Member Signature Package and volunteer Police Record Check, with a letter stating they are not interacting with the children in their role, before the beginning of each school year, or upon commencement of the role.

A Financial background is an asset but not required to fill this position.

Registrar

- attends Board of Director Meetings, monthly or as scheduled
- Contributes to discussions, policy making and decision-making business of the Playgroup
- handles inquiries, provides information, Parent Handbook and Program Statement, and explains center policies to interested parents
- may co-sign centre documents and cheques
- Up-dates Board of Directors with enrolment numbers ~ current programs and waiting list
- May distribute and collect all Registration packages for Playgroup enrollment
- ensures all Registration packages are complete, all forms are signed and cheques received
- checks with potential members about Anaphylactic allergies, or special needs, and ensures that there is a vacancy for the child, in accordance with the CCPC Health Policy.
- creates and maintains emergency files prior to member beginning program
- May e-mail a Welcome and confirmation notice to each family once their completed Registration package is received
- immediately updates RECE Supervisor, Treasurer, Newsletter Committee and any other appropriate committee whenever a new member has joined, including their contact info, or when one has withdrawn.
- collaborates with the RECE Supervisor to determine committee placements, & notify member
- follows up with all applicants via phone & e-mail
- Acts as a liaison between selected Committees for monthly recap
- maintains a Waiting List and contact information for families wanting to enroll in accordance with the CCPC Registration Policy and Wait list policy 2018.
- maintains accurate and complete membership lists, contact information, start and end dates and alumni lists and makes it available as needed within the organization
- plans/ hosts in-school visits for prospective members
- follow-up on 24-30 month age range to ensure waiting list spot is full on an ongoing basis as per licensing allowances, requirements
- ensures confidentiality of information
- submits an annual completed Board Member Signature package
- submits a volunteer Police Record Check, and a letter stating they are not interacting with the children in their role, before the beginning of each school year, or upon commencement of the role.

The Registrar is often the first person a prospective member speaks with. A friendly and warm manner is essential to ensure a positive experience, lasting impressions and great public relations.

Director

- attends Board of Director Meetings, monthly or as scheduled
- Contributes to discussions, policy making and decision-making business of the Playgroup
- May provide coverage in vacant or temporarily unavailable board member roles
- Submits a Board Member Signature Package,
- submits a volunteer Police Record Check, and a letter stating they are not interacting with the children in their role, before the beginning of each school year, or upon commencement of the role.
- Holds no specific responsibilities, however, will support the needs of the group as needed

COMMITTEE RESPONSIBILITIES

Classroom Support Committee

Classroom Support

- To assist in preparing material (cutting, etc.) for R.E.C.E. teachers (crafts, art)
- To maintain the bulletin boards (in consultation with R.E.C.E teachers)
- To place artwork in children's baskets weekly or as required
- To photocopy any student activity as needed by the R.E.C.E teachers
- To file art work in student portfolio files
- To keep the bookshelf tidy, updated and repair books as needed

Administrator Support

- To assist the board with photocopying, filing, and administrative duties
- To assist the RECE Supervisor with the completion of basic policy writing in compliance with Ministry directives.
- To update existing policies as required
- To create postings for Parents Bulletin Boards, DROC requirements, etc. as needed
- This committee is fulfilled mostly from their home computer

Public Relations Responsibilities:

ONLINE VENUES:

- Using the information gathered from the newsletter, maintain an up-to-date website with current events, programming details, and any other pertinent information
- Members are expected to maintain the CCPC website with up-to-date information, and to encourage members to use the site to access current information.
- Maintain an up-to-date Facebook page with current information and upcoming events

PUBLIC RELATIONS:

- Members are expected to create posters, advertisements, flyers, etc. for promotional purposes.
- PR committee members are expected to maintain open communication among the members, the R.E.C.E. teachers and the board of directors.
- Prepare press releases and contact local media with upcoming events to promote CCPC. On Social Media, CCPC Facebook Page or other venues

NEWSLETTER COMMITTEE:

- To publish a monthly newsletter containing communication from the teachers and the Board, along with any other submitted information.
- To ensure that proper notification (by posting & e-mail) is received by teachers, board, committees and members regarding newsletter submission due dates.
- To gather, prepare, e-mail and distribute the Newsletter to **all** parents; please ensure each month that a hard copy of the newsletter is posted at the school;
- To complete an expense report and submit receipts if photocopying services apply (Please refer to record keeping requirements from our bookkeepers)

Approximate Time Commitment

The newsletter is the OFFICIAL communication between the teachers, board, committees and members. As such it is every member's responsibility to carefully read the newsletter for important information.

Each member should expect to spend approximately 3-5 hours every month compiling, e-mailing, and posting the newsletter and updating the website. When 2 members share the PR role, members may collaborate or be required to each take on the newsletter submission for 5 months, and website/PR for 5 months. Organization of task splitting will be left to the committee members.

Scholastic Book Orders

To give out, collect, place and distribute Scholastic book orders, send all payments into Scholastic Canada in a timely and accurate manner. Create a Teacher's Picks list in collaboration with the RECE teachers and email to members with each edition of book orders. Provide teachers with bonus information and copies of the monthly club offers. Place orders for teachers' use.

Approximate Time Commitment

Each member should expect to spend approximately 6 hours per month completing their responsibilities. The majority of these duties will be completed at the members' home; however, some duties such as photocopying and filing will need to be completed at the centre.

Family Events/Fundraising Committee

Member Responsibilities:

- To work as a team to organize and implement various activities with the goal of connecting playgroup families and raising money for CCPC. For example, you would be expected to help organize and implement events such as Santa's Brunch, Literacy Night, etc.
- To work collaboratively with the Board of Directors, Special Events Committee, treasurer, bookkeeper and teachers as needed toward large events such as a year-end BBQ, Annual Yard Sale, Bake Sales, Fun Fair, Family Literacy Night, Sales Programs, etc.
- To investigate optional fundraising interests and present these ideas to parents, organize, deliver and document all fund-raising activities, handle monies as directed by the treasurer/ bookkeeper.
- To communicate information, due dates for signing up for Family/ Fund raising events, etc. to playgroup parents, teachers and board members
- To work closely with the Public Relations Committee to correlate ideas and plans
- If dealing with any funds, to discuss record keeping requirements with our Bookkeeper and Treasurer and to adhere to these expectations
- To submit an annual report/file or update and organize the existing file

Approximate Time Commitment

Each member should expect to spend on average 5 hours per month on Family Events/Fundraising. Due to the nature of this committee, only 1 hour may be required one month, followed by 9 hours the next. While some of the organization for events will be done by the Board of Directors, members should expect to have responsibilities delegated to them. They will also be expected to spend time at Playgroup during the actual event. All members are expected to contribute equally.

Special Events Responsibilities

Captain Responsibilities

- To oversee all special event details and to relay any concerns to the teachers or board contact
- To forward committee meeting dates to the board
- To submit a monthly report to the board/newsletter and an annual/file report
- To assist and complete all member duties listed below

Member Responsibilities

- To help set dates for committee meetings and to attend and participate at these meetings
- To plan a calendar of events and to organize field trips with the co-operation of the R.E.C.E. teachers.
- To communicate special event information to teachers, board members, and parents
- To consult with R.E.C.E. teachers when planning field trips and guest speakers for the group and to consult parents for ideas.
- To work closely with R.E.C.E teachers regarding plans for holiday events
- To stay at the playgroup (or other activity location) for special class parties, special events and to co-ordinate the activities they have planned.
- To plan and provide refreshments for parental meetings, workshops and special activities (to be reimbursed by playgroup providing receipts are supplied)
- To confer with R.E.C.E. teachers regarding nutritious treats/snacks for the children
- To receive prior Board approval for related expenses
- To develop a process of evaluating trips and events (in consultations with R.E.C.E.)
- To work closely with Public Relations to correlate information
- To discuss record keeping requirements with our Bookkeeper and Treasurer and to adhere to these expectations
- To retain all receipts for the Treasurer/Bookkeeper.
- To relay any necessary phone reminders to the secretary who will pass these along to the designated board support member

Approximate Time Commitment

Each member should expect to spend on average 3 hours per month on Special Event activities. Due to the nature of special event activities, only 1 hour may be required one month, but more hours the next. (for example)

While most of the organization behind a special event can be done at home, members are expected to be present for special events to oversee and co-ordinate the activities at these events. All members are expected to contribute equally.

Shopper Committee

Responsibilities

- The shopper is responsible for buying the miscellaneous supplies to facilitate smooth operating of the playgroup's daily activities throughout the year. Examples of such supplies include copy paper, bleach, and dish detergent.
- The shopper must work closely with RECE teachers and follow a shopping list prepared by them. The RECE teachers will identify at the beginning of the year items that are to always be replenished, and it will become the responsibility of the shopper to regularly check the stock.
- The shopper is also responsible for buying Friday Drop-in supplies such as coffee, tea, cream, sugar as requested by the Friday Drop-in captain or teacher.
- The shopper is responsible for following the correct procedure when submitting receipts to the bookkeeper and/or the treasurer.
- The shopper is responsible for buying Thank you gifts, Christmas gifts, etc. as requested by RECE teachers, board of directors or members of the special events committee.
- The shopper will establish and maintain a list of free materials obtainable through past and present members

Approximate Time Commitment

Each member should expect to spend approximately 2 hours per month completing their responsibilities. Hours may increase depending on the season or if a special event is taking place during the month. The majority of these duties will not occur at CCPC; however, some duties such as putting away groceries, stocking the fridge will need to be completed at the center.

Cleaning Committee

Scheduler:

- To create and distribute the monthly cleaning schedule in a timely manner
- To monitor the cleaning activity and to relay any concerns to the board member responsible for this committee.
- Provide a thorough orientation to new members of this committee as they enroll throughout the year

Cleaning Committee Responsibilities:

- Cleaning Committee members are responsible for cleaning toys and areas of the playgroup using a process outlined by the Ministry of Health. CCPC adheres strictly to the Ministry of Health guidelines and for this reason all cleaning must be done in the building, with minimal disruption to the class and R.E.C.E. teachers.
- Cleaning Committee members will complete their cleaning weekly by staying a few minutes at drop off or by returning a few minutes early at pick up time to clean as scheduled
- Cleaners will follow the cleaning guidelines posted, in accordance with Health Dept. regulations.
- Each member will be responsible to clean an outlined area and specific toys. The responsibilities

will rotate on a monthly basis. Once the cleaning is complete, the member will be responsible to initial that area of the schedule.

- Members will be responsible (with approval of R.E.C.E.) to discard any defective toys/equipment
- The cleaning schedule will be organized and maintained by the-appointed scheduler.
- Members will be occasionally required to take home laundry for play centres etc.

Laundry duty:

- The Laundry committee is a separate component of the Cleaning Committee.
- Laundry members are responsible for home laundering, drying and folding the wash cloths, dish and cleaning cloths, towels, paint smocks, costumes, and any other items that may need washing.
- Laundry will be placed in designated laundry bags by the teachers for weekly laundering.
- Committee members are required to return the clean laundry within a week.

Approximate Time Commitment

Each member should expect to spend approximately about 2 hours per month completing their responsibilities. These responsibilities are expected to be completed at the playgroup **during** program times, **not before arrival times or after dismissal times.**

Maintenance

Responsibilities:

- The Maintenance committee is responsible for day-to-day maintenance of Playgroup equipment as requested by RECE teachers.
- The Maintenance committee is responsible for checking the Maintenance Log book on a weekly basis to see if there are any items which need attention.
- The Maintenance committee is responsible for items such as changing light bulbs, replacing hinges on cabinets, fixing signs, shampooing area rugs during Christmas, March and summer break, clock maintenance (time changes), minor gardening - as well as various other minor jobs/repairs.
- The Maintenance committee is responsible for keeping track of warranty information and is responsible for any follow-up required if an item breaks down.
- The Maintenance committee is responsible for regular items such as changing the batteries in the smoke detectors when the time changes in Spring and in Fall. These items **must** be logged every time that they are completed.
- The Maintenance committee is responsible to shampoo carpets at least 3 times per year and as needed
- The Maintenance committee must ensure that every activity is logged upon completion

Approximate Time Commitment

Each member should expect to spend approximately 2 -3 hours per month completing their responsibilities. These responsibilities will be completed primarily at the center.

APPENDIX A: ANAPHYLACTIC ALLERGY POLICY

Roles and Responsibilities:

The parents must- inform teachers of all allergies their child may have before care can begin

- provide a valid epi-pen every day that the child attends Playgroup
- provide the teachers with documented training in the use of the epi-pen,
- provide signed consent for the teachers to administer the epi-pen
- **create and collaborate on the development of the individual plan for a child with an anaphylactic allergy.**

**** The parents are responsible to ensure DAILY** that the snack is safe for their anaphylactic child. A doctor's note may be required to confirm the allergy.

The teachers must:

- be made aware of all allergies
- know how to recognize the signs of an allergic reaction
- be trained in the correct use of an epi-pen
- wear the child's epi-pen in a waist pouch whenever the child attends CCPC
- monitor snacks for safety in regards to the allergy
- follow the child's Individual Plan for a Child with an Anaphylactic Allergy.
- confirm the valid date of the epi-pen, and post that date in all rooms.
- have on file a signed consent to administer the epi-pen and confirmed training by the parent or a physician

CCPC will provide an Allergy Policy which includes a disclosure policy, Communication plan, Monitoring and Avoidance Procedures, and an Action Plan designed to protect and safeguard the health of all. The president of CCPC will ensure that the guidelines and policies are followed, and that all epi-pens conform to current dates. The President must ensure that the staff are duly trained and have signed consents on file.

CCPC must:

- post No Nut signs, and any other limited agents in all rooms; and in all ways communicate the limitations and requirements necessary for the safety of all.
- provide, complete and support an Individual Plan for a Child with Anaphylaxis.
- follow an action plan which provides a priority of care and safety for all

Section A: Part I - Statement of CCPC Allergy Policy

1. At the September orientation meeting, board members and teachers will be responsible for informing parents of the dangers of cross-contamination of causative agents and the requirement for proper hand washing after eating. In addition, the meeting will provide discussions of current “safe snack” procedures, the risks of having undisclosed snacks in a child’s backpack, and CCPC’s NO NUT policy.
2. All parents will check labels when purchasing products for snack. All teachers will check the daily snack for possible ingredient warnings. **However, the parents of the at-risk child MUST check the ingredients on a daily basis. It is imperative that this is done EVERY day.**
3. All teachers and support workers must be made aware of children in the class with Anaphylaxis. An allergy list is posted in every room which states the child’s name and specific allergy, and signs of an allergic reaction.
4. All teachers and board members will be made aware of procedures for dealing with children at risk during the August board meeting. This will ensure staff and board members are able to recognize the symptoms of anaphylactic shock and administer antidotes through the use of Epinephrine Auto Injector Kits.
5. An Epi-pen, (provided by the parents), must at all times be carried by the supervising teacher in a waist pouch. The Supervising teacher and the President will ensure that the expiry date on the Epi-pen is valid. In the event of an out of class excursion, it is the parents’ responsibility to ensure that an Epi-pen is brought along on the trip.
6. It is CCPC’s policy that the parents of any child with Anaphylaxis complete and sign an ‘Individual Plan for a Child with an Anaphylactic Allergy’. Although CCPC makes every effort to provide a NO NUT environment, an absolute nut-free environment cannot be guaranteed due to the public nature of the building.

Section A: Part II – Statement of CCPC Anaphylactic Allergy Policy

1. To reduce the risk of exposure to anaphylactic causative agents, Columbus Community Playgroup Co-operative Inc, (CCPC) does not permit any nut products on the premises. The list will be revised as necessary. Also, it is the CCPC policy that no more than one child with the same anaphylactic allergy are enrolled in the same program.
2. CCPC will follow a communication plan that includes:
 - a description of allergy-based restrictions or limitations included in the parent handbook; children's names and allergies with signs of an allergic reaction will be posted in all rooms,
 - food restrictions will also be included on the monthly snack schedule and communicated orally by the teachers.
 - Posters from the Health Department are also posted in all rooms.
3. The communication plan will also include an individual plan that includes the emergency procedure for each child with an anaphylactic allergy. Staff training is provided by the parent / guardian of the anaphylactic child on the procedures to be followed in the event of an anaphylactic reaction.
4. One copy of the emergency plan is kept in the student's file, and one copy is kept in the emergency binder. Page 1 of the Individual Plan will be kept adjacent to the phone for quick reference.
5. Each employee must have on file, a signed and dated copy of the playgroup's Allergy and Anaphylactic policies. Every teacher is required to have on file, a completed, signed and dated copy of all Individual Plans for a child with an Anaphylactic Allergy. Policies are reviewed and signed annually and filed under Allergy Policies & Consents, along with completed, signed copies of the Individual Plan for a child with anaphylactic allergies.
6. Each employee must have on file, confirmation of training by the parents of an anaphylactic child, and signed consent to administer the Epi-pen in the event of an anaphylactic reaction.

APPENDIX B:

At CCPC we promote the healthy development of a child's self-esteem through positive discipline techniques. Discipline is viewed as a teaching tool that encourages children to become responsible for their actions and it is never regarded as a punishment. Our staff are trained in positive guidance techniques. Methods of discipline are discussed with staff and consistent disciplinary measures are agreed upon.

UNDERSTANDING CHILDREN

Consistency, firmness and love are demonstrated in the setting of limits to help correct temporary or on-going inappropriate and disruptive behaviour. Guidance and positive reinforcement of appropriate behaviour encourages a child to be responsible for his/her own actions. It assists in the development of the child's self-control, teaching him or her to manage his or her own environment and emotions.

In the process of setting limits and appropriate guidance techniques, the individuality of the child and the child's feelings are always considered. The staff do not blame, shame, frighten or label a child as a means of discipline. Limits are clearly expressed in simple terms, developmentally appropriate, and have the ability to be reinforced.

Placing too many limits on children is not an effective technique and can easily result in resistance rather than acceptance. The teachers realize that children require time to accept limits and they do not expect positive change to be immediate.

Once limits are set and maintained consistently, flexibility needs to be demonstrated in order to meet the particular needs and developmental rate of the child as an individual. In situations where an outside agency (Durham Behaviour Management Services) may be called upon with the parent's written agreement, the joint behaviour program will supersede the normal procedures for the particular child involved.

The CCEYA, 2014 states :

Prohibited Practices

48. No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, toilet use, clothing, etc.
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

Prohibited Practices (continued)

It is first and foremost the policy of Columbus Community Playgroup Co-operative Inc. (CCPC), to protect and enhance the safety and well-being of all children in our care, to meet or exceed the prohibited practices regulations and to ensure that all staff, volunteers, students, members and guests are aware and accountable to this policy.

Columbus Community Playgroup Co-operative Inc. recognizes the importance of positive behaviour management techniques and for providing the best possible care to children. CCPC's policy ensures compliance with the regulated expectations.

SUMMARY OF THE PROHIBITED PRACTICES POLICY 2016

At Columbus Community Playgroup Co-operative Inc. we promote the healthy development of a child's self-esteem through positive discipline techniques. Discipline is viewed as a teacher's tool that encourages children to become responsible for their actions and is never regarded as a punishment. Methods of discipline are discussed at Board meetings as needed and consistent disciplinary measures are agreed upon.

Our staff, parents, students and volunteers will never strike, humiliate, deprive of basic needs, threaten or isolate any child.

- ✓ Children are to be disciplined in a positive manner at a level appropriate to their actions and age. Intervention strategies may include:
 - Discussion with those involved
 - Re-direction, change of activity
 - Separation of children
 - Re-statement of expectations and monitoring result.
- ✓ Act with caution, care and respect when enforcing limits.
- ✓ Positive reinforcement is the preferred way to encourage a child to develop self-discipline, and to respect the rights and property of others. Our staff and parents will reinforce all positive behaviour.
- ✓ Upon hiring and annually thereafter, the staff must sign the Prohibited Practices policy witnessed by the Board, before the employee takes care and control of children. Staff and Board members will review the policy annually and sign to indicate their understanding. Upon hiring, staff members will sign acknowledgement of the Behaviour Management Monitoring policy and annually thereafter.
- ✓ Abuse, in the form of insults, sarcasm or yelling are not permitted.
- ✓ Time outs are never permitted as a punishment.

CONTRAVENTION OF PROHIBITED PRACTICES POLICY

Staff, students, parents, and volunteers are expected to comply with the program's stated policies and procedures and the requirements of the Child Care Early Years Act, 2014 with respect to behaviour management. Staff failing to comply will receive a verbal warning by Board members, followed by a written warning and finally, a dismissal. Parent volunteers who fail to comply will receive a verbal

warning from staff and Board members, followed by a written warning and finally, withdrawal from CCPC. Any warnings will be documented in the appropriate files.

BEHAVIOUR MONITORING POLICY (re: staff)

Monitoring of the Behaviour Management Practices will be done quarterly and recorded using a checklist style form. The Supervising teacher, and assistant RECE will monitor each other, while the Supervising teacher will monitor assistants, volunteers and students. All records will be kept on file.

POLICY FOR THE SUPERVISION OF VOLUNTEERS & STUDENTS

CCPC's Policy for the Supervision of Volunteers and Placement Students includes a comprehensive view of protecting the children through requirements for clear Criminal Reference checks from all volunteers including member parents, and through the school for Placement Students before being accepted into the classroom. CCPC employees are the only ones who may be unsupervised in the care of any children in CCPC's programs. Employees of Community Resource Organizations will provide statements or copies or Police Record Checks when attending Columbus Playgroup, and will be kept on record at CCPC.

DISCHARGE POLICY

In addition to the Contravention of Behaviour Management Policy, a child or family may be asked to withdraw if the following circumstances arise:

- If a parent fails to fulfill their duties as outlined in the parent handbook, and therefore whose behaviour is causing the other members inconvenience, they will be given a verbal warning by a Board member. If the behaviour continues, a written warning will follow. If after one month of the written warning the behaviour continues the family will be asked to withdraw from CCPC.
- If a child, in the program, is displaying behaviours that pose risks of harm or safety, or on-going aggressive behaviours (ie kicking, biting, hitting) towards other children or staff, CCPC will make use of all the resources available to them in order to modify the child's aggressive behaviour. Our goal is to help the child and family. We would also require the family's assistance and consent. The supervising teacher would express her concerns to the family regarding the child's behaviour and suggest a plan of action. This plan may include the use of an outside agency such as Durham Behaviour Management, Resources for Exceptional Children, and/or Grandview Treatment Centre. The Supervising RECE will report the concerns to the Vice President/ HR chair, and may invite the VP/ HR chair to discuss concerns, if appropriate. Should no resolution or intent to resolve be evident, a family may be asked to withdraw from CCPC. Families asked to withdraw their child will not receive a refund, however, no further cheques will be cashed.

If a parent refuses to seek help, the child's unsafe or aggressive behaviour continues, and the Board and staff feel that there is a significant risk to the child or others, the parent will be asked to withdraw the child from the program, knowing that if they later choose to return and:

- the behaviour is no longer aggressive or of concern for safety, they would be welcomed back to CCPC, providing a space is available. No refunds are provided in this case.

Appendix C – Employee and Employer Duty to Report Policy Summaries

CCPC Duty to Report Policy (2015) and Staff Signature Sheet

It is the policy of Columbus Community Playgroup to require all teaching staff and members to adhere to the requirements of the Duty to Report Advisory, re: Child and Family Services Act, 1990. It is also the policy of the CCPC to inform teachers, members, parents and guardians of the Duty to Report Policy, and the documents that supports the policy. The Duty to Report Policy will be briefly described in the Parent Handbook and updated as needed. The policy and underlying objectives shall be identified at the Annual General Meeting (AGM) held each fall. Furthermore, each teacher will sign an acknowledgement of the Duty to Report Policy prior to the school year beginning, and annually thereafter. CCPC requires all parents to report to teachers whenever an injury has occurred outside the playgroup. CCPC requires teachers to complete an incident report whenever a child has sustained an injury during their time at Playgroup, including how the injury occurred and what care was provided. This report will be signed and dated by the teachers on duty as well as the parent or guardian, and filed in the student's file. CCPC requires all teachers to sign an acknowledgement of their roles and expectations as it pertains to the Duty to Report and keep same on file.

It is the policy of the Columbus Community Playgroup Co-operative Inc. (CCPC) that all teachers, regular, part-time, occasional or voluntary, will adhere to the expectations of the College of Early Childhood Educators and the Child and Family Services Act, 1990. I understand that I, _____, have a duty to report to the Children's Aid Society (CAS) any suspicion that a child may have suffered or be at risk of suffering harm as defined above. I also understand that I must immediately report directly to CAS and not rely on any other person to report on my behalf. I will continue to report suspicions should I have additional and reasonable grounds to suspect a child is in further need of protection, even if I have made previous reports with respect to the same child.

I understand that I am required to familiarize myself with relevant family circumstances of children under my care, and to establish and maintain ongoing and open communication with children's parents and legal guardians, and establish an environment where families may feel comfortable approaching me with concerns.

I understand that the CECE specifically states that RECEs do not abuse physically, sexually, verbally, psychologically or emotionally any child whether in my care professionally or not.

I understand that I must maintain safe, healthy and supportive learning environments for children, and obtain assistance when needed to maintain compliance with this policy.

I understand that I have a responsibility to know, understand and abide by the legislation, policies and procedures that are relevant to my professional practice, for the care and learning of children under my supervision. Supervisory staff will not discourage or prevent another staff member from contacting CAS.

I understand that I must sign understanding of the above policies and expectations annually.

Signature: _____ dated: _____

Witness Name: _____ signature: _____



CCPC Employer Duty to Report Policy (2016)

And Officer's Signature Sheet

It is the policy of Columbus Community Playgroup to require all CCPC Board Officers and CCPC members to adhere to the requirements of the Employer Duty to Report Advisory, re: Child and Family Services Act, 1990. It is also the policy of CCPC to inform RECEs, members parents and guardians of the Employer Duty to Report Policy within the Program Statement, review it at least annually and update it as needed. The policy and underlying objectives shall be reviewed at the first Board Meeting each school year. Furthermore, each officer of the Board of Directors will sign an acknowledgement of the Employer Duty to Report Policy upon accepting office, and annually thereafter. CCPC requires teachers to complete and incident report whenever a child has sustained an injury during their time at Playgroup. Including how the injury occurred and what care was provided. This report will be signed and dated by the teachers on duty as well as the parent or guardian, and filed in the student's file.

It is the policy of the Columbus Community Playgroup Co-operative Inc. (CCPC) that all teachers, regular, part-time, occasional or voluntary, will adhere to the expectations of the College of Early Childhood Educators and the Child and Family Services Act, 1990.

I understand that I, _____, as an officer of CCPC, have a duty to report to the College of Early Childhood Educators (CECE) evidence of a College member (RECE) conducting themselves unprofessionally or incompetently.

I understand that the CECE specifically states that RECEs do not abuse physically, sexually, verbally, psychologically or emotionally any child whether in CCPC's care, or not.

I understand that I have a responsibility to be aware of the legislation, policies and procedures that are relevant to the professional practice of RECEs.

I understand that as an officer of Columbus Community Playgroup Co-operative, I must sign my acknowledgement and understanding of the above policy and expectations annually.

Signature: _____ **date:** _____

Witness Name: _____ **Signature:** _____

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438 University Avenue, Suite 1900
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APPENDIX D: BOOKKEEPING PROCEDURES

Submitting payments to CCPC

CCPC has moved to e-transfers as the primary vehicle for receiving or dispensing payments. Fees are payable to CCPC prior to the first of each month at ccpcbookkeeping@gmail.com. Please ensure all cheques that you submit to the school on your child's behalf have your child's name and pertinent details about the payment in the memo section of the cheque. This is important so we know who to contact if there are any issues with the payment. Payment Envelopes are available for most activities at the Playgroup. Please submit payments in a completed, appropriate payment envelope.

Unsecured Cash should be avoided. Unsecured Cash does not provide any form of paper trail for us to track your payments. Please note receipts are always available for all cash or cheques submitted to the school. Please contact the Treasurer or Supervising RECE if you would like a receipt. At a minimum you will be asked to initial a form to indicate the amount you are submitting. Please use payment envelopes whenever possible.

General Expenses

- Please ensure expenses are submitted within 1 month of purchase regardless of the amount.
- Please include as much detail as possible. For example, if you are purchasing snacks indicate what they are for (FDI, meeting, etc.).
- Expenses MUST be submitted on a proper expense form. The form must be filled out and receipts attached OR receipts and form can be submitted in an envelope to avoid the loss of receipts. The forms are to be placed in the Treasurer's file in the filing cabinet. Please note: if receipts are submitted without the form, or the form is submitted without the receipts they will be returned to the individual.

Cash Transactions

Cash should only be submitted as a last resort. When necessary, any cash received by a committee member (parent) must be counted by the two parties and signed off on the tracking form.

For example: If John Smith was paying for his fundraising contribution by cash both he and the fundraising committee member must initial the tracking form clearly indicating the amount paid in cash.

Once the deposit is ready to be passed to the Treasurer the fundraising committee member responsible for collecting funds must total up the amounts indicated on the tracking form and initial that the totals are correct. A second committee member or the Treasurer must double check and sign off that the amounts are correct.

All cheques, cash and lists must be put into a sealed envelope and delivered to the Treasurer or a teacher to be placed in a locked file until the Treasurer or Bookkeeper is able to retrieve it. Envelopes must be sealed to be accepted by a teacher.

This process enables the playgroup to track the cash payments as is done with cheque payments. It also gives individuals paying with and receiving cash the security of knowing someone else has approved the amount should there be any future questions or concerns regarding the payment.

Receiving Funds

If you are collecting cash or cheques from parents, a detailed list needs to be filled out and included for the Bookkeeper. Note: payments made by the school must be kept separate from payments made by parents. Lists should include the following:

Parent's name, child's name, amount owing per person, total amount owing per family, amount received.

For example:

School Portion:

Parent Name	Student Name	Amount per Student	Total Paid by CCPC
John Smith	Jane Smith	\$6.00	\$6.00
Mary Jones	Michael Jones	\$6.00	\$6.00
Total			\$12.00

Parent Portion (Payment for non-students)

Parent Name	Student Name (no payment req'd)	Extra Parents / children (\$6.00 pp)	Amount Received
Mary Jones	Michael Jones	3	\$18.00
Terri Brown	Kim Brown	1	\$6.00
Total		5	\$24.00

Friday Drop In

For Friday Drop In, please ensure the payment log is filled out completely. Clearly indicate the number of families attending, the amount due and the amount you are depositing to the Bookkeeper. A record must be kept at the school indicating these amounts so they can be compared to the Bookkeeper's deposit.

**If you have any questions, concerns or suggestions please feel free to contact the Treasurer or Bookkeeper.

During Covid-19 –along with the CCPC Parent Handbook additional documents are being emailed to families with comprehensive policies and procedures, and information for parents of reference and understand the precise and necessary practices followed during this pandemic. The documents are titled, Re-opening During Covid-19 and Covid-19 Pandemic Preparedness Planning, Policies and Procedures. Additional or amended protocols may be added as needed, as the pandemic evolves. Parental cooperation with these practices is vital to ensure the health and safety of all Playgroup families.

APPENDIX E: OUT BREAK CONTROL POLICY

Let CCPC represent the early childhood center formally known as the Columbus Community Playgroup Co-operative Inc. and its directors.

Let Member represent all parents, guardians, and their spouses

Let guest represent all persons who may include but not be limited to - member alternates (grandparents, family members, friends, childcare providers, neighbours, etc.) who drop-off, pick-up or visit the Columbus Community Playgroup Co-operative Inc., siblings, alumni family members, visitors who may include professional services from outsources such as Ontario Early Years Programs, Oshawa Public Libraries, Resources for Exceptional Children, Durham Behaviour Management, Grandview Children's Centre, or guest speakers who are enhancing the curriculum such as art, music and physical education teachers, farmers, animal and science-based visitors, literary figures, community and Health department figures, such as a firefighter, dental nurse, anyone who is observing in the classroom and so on.

Let staff represent all persons who include CCPC regular paid staff, enhanced staff, supply staff, temporary staff, student volunteers, parent volunteers, and anyone who works directly with the children on a regular, temporary, occasional or one-time basis.

INTRODUCTION:

The Outbreak Control Policy for Columbus Community Playgroup Co-operative Inc. shall provide measures which include

- a written policy for the exclusion of sick children, staff, parents, guardians, volunteers and visitors
- a written policy for the reporting and management of cases of illness and outbreaks of reportable infectious diseases to Durham Region Health Department and to the member families, staff and directors of CCPC
- a written policy for required communication with parents/ guardians regarding communicable diseases and illness
- This policy shall be separate and in-addition to the pandemic planning policy already in place.

Purpose:

The purpose of the Outbreak Control Policy is to

- Establish a protocol for the communication, management, reporting and prevention of communicable illness and disease within the center and within the larger community.
- Detail the steps required to meet the needs for effective communication, management, reporting and prevention of illness and disease outbreaks
- Communicate and clarify the responsibility of the various stake holders for the purpose of reducing and controlling illness and disease outbreaks
- Ensure that the Health Department and the Centre hold a consistent set of expectations, policies and procedures to effectively prevent, control and manage the spread of illness and disease

Communicable Illness or Diseases:

A communicable illness or disease may be defined as any condition that can transfer to another person through contact or closeness as an air-borne material causing signs or symptoms of illness.

A communicable illness or disease may be identified as listed in Appendix 1.

Non-communicable illness such as asthma and allergies are exempt from exclusionary measures.

Signs/ Symptoms of Illness or Disease:

Visible signs of illness may include, but not be limited to:

thick runny nose

Yellow or green nasal discharge

Harsh cough

Fever

Vomiting,

Diarrhea

Abdominal pain

Undiagnosed or communicable Rashes, spots, or lesions

Pink eye

Infections

Any known communicable illness such as chicken pox, measles, mumps, scarlet fever, whooping cough, etc.

Defining Outbreak:

A possible outbreak is determined to be an unusual or increased frequency of illness or symptoms of illness in a group.

All possible outbreaks must be reported to the Health Department of Durham Region within 24 hours of the determination, by staff in a center.

The Health Department of Durham Region will make the final determination.

Procedures for Preventing and Managing Illness and Disease at CCPC

- CCPC shall include an Outbreak Control Policy within their Policies and Procedures Manual.
- CCPC directors will sign their acknowledgement of the Outbreak Control Policy.
- CCPC will disclose the Outbreak Control Policy to members through inclusion in the Parent Handbook and at the annual member Orientation meeting. A copy of the policy will be available at the Parent Information Board.
- CCPC will direct staff, members and their alternates, guests and children to observe regular hand washing procedures, prior to handling food or drink, after using the bathroom facilities, after assisting or changing each and every child in the bathroom, after assisting a child with nasal flow, after cleaning bathroom related accidents, after coughing or sneezing or any other activities that might compromise the sanitary condition of their hands.
- CCPC will provide at all times, soap, paper towels and hand sanitizer for the use of anyone in the

center, in compliance with the CCPC Hand Hygiene Policy and Health Dept. Regulations.

- CCPC will provide hand sanitizer in each program area, as well as at the entrance for the use of anyone in the center.
- CCPC directs staff to isolate, clean and sanitize any and all materials, surfaces, toys and equipment which a child has encountered or potentially contaminated with such things as mucous, urine, blood, spittle or vomit.

Policy for the Exclusion of Illness within the Centre:

- CCPC will not admit any child to the center showing visible signs of illness.
- CCPC staff will provide a visual scan of all children upon entering the center to determine if there are any visible signs of illness.
- CCPC staff will inquire of each member or their alternate, if the child has any known indicators of illness upon arrival each day.
- CCPC directs members not to send or bring any child to the Playgroup with any known illness, disease or condition which can be transferred to others. Further to the prevention of illness, parents and guardians are requested to send an alternate to drop off or pick up their child/ren in the event that they, themselves are ill.
- CCPC directs staff to refuse admittance to any child who shows visible signs of illness, or whom a member reports is known to be ill with a communicable illness.
- CCPC directs staff to report their own illnesses and communicable diseases to the supervisor/ or HR chair and remain absent from the center while ill.
- CCPC directs staff to report to the Durham Regional Health Dept. any communicable illnesses and diseases while in attendance at the center.
- CCPC directs members not to attend Playgroup while ill or with a communicable disease
- CCPC directs the supervisor or alternate to refuse any member or guest admittance to the Playgroup with a known communicable illness or disease.

Communication Protocol for the Parents or Guardians/ Centre

- CCPC directs members and their alternates to disclose and report to teachers, any illness of children attending or visiting the Columbus Community Playgroup Co-operative.
- CCPC further directs members and their alternates to disclose or remain absent from the center when they have a communicable illness or disease.
- Should staff encounter a child who begins to present signs of illness during program...

CCPC directs staff to:

- i.) provide the child with appropriate care, comfort and ongoing supervision
- ii.) Isolate (separate) the child from other children and staff
- iii.) Call the parents/ guardians immediately requesting they pick up the child
- iv.) Require that parents/ guardians follow up with staff re: diagnosis & care
- v.) exclude child from attending until illness is no longer communicable
- vi.) Immediately post notice of any communicable illness within the center, on the Parent Information Board
- vii.) Complete the signs of illness record in the front of the attendance binder as each case of illness is detected, reported or completed –
- viii.) Record in the daily journal, any signs of illness or suspected illness which the teachers encounter on a daily basis, as well as the action taken to prevent the spread of any potential illness outbreak.
- ix.) Record when the individual no longer shows signs of symptoms of illness and returns to program

***During Covid-19**

- x) **Staff will don gloves and gown when a child presents with any signs or symptoms of Covid-19, call parents immediately to have the child picked up, isolate the child and worker from the rest of the class, and provide comfort, care and monitoring of the ill child.**
- xi) **Any area where the child was playing, sitting, or otherwise engaged will be thoroughly cleaned and sanitized before being made available to others. Any toys or materials being handled or used by the ill child will, likewise, be cleaned and sanitized before being made available to others. In some cases, items may be restricted from use for a period of time before being made available for use, by others.**

Policy for the Reporting and Management of Illness and Outbreaks within the Center:

- x) Call the Health department to report within 24 hours, any unusual frequency of illness, or trend of illness which may indicate an outbreak is occurring.
- xi.) Post the Symptoms or Illness Outbreak on the Parent Information Board at the entrance to the center. Indicate what parents need to know in terms of what to watch for, what to do, and when a child can and cannot attend program.
- xii.) Continue to monitor and track all reports, signs and indications of illness, and recovery, reporting same to the Health Dept.
- xiii.) Maintain communication with the Health Department until the outbreak has passed. Follow any directives from the Health Department for a particular outbreak. Remove the posting once the outbreak has passed.

The supervisor or alternate will contact the Regional Health Dept. Head Office at (905) 669-7711 ext. 2996 or after hours at (905) 576-9991.

Summary:

CCPC's Outbreak Control Policy includes Preventive, Management and Communication Measures. It meets the purposes described and serves to reduce and limit the spread of illness and disease within the center and the greater community consistent with Durham Health Dept. regulations.

APPENDIX F: LIST OF SUPPORTING AGENCIES WITHIN DURHAM REGION

Durham Health Connection Line Public Health Nurses & Environmental Help Line

1 (800) 841-2729 / 1 (800) 777-9613



Ontario Association of Speech – Language Pathologists and Audiologists

1 (877) 740-6009 www.osla.ca

Grandview Children’s Centre

1 (800) 304-6180 www.grandviewkids.ca



Ontario Foundation for the Visually Impaired

(416) 767-5977

Canadian Institute for the Blind (CNIB)

1 (800) 563-2642 www.cnib.ca



Durham Children’s Aid Society (DCAS)

1 (800) 718-3850 www.durhamcas.ca

Available 24hours a day, 365 days a year



Autism Services

Geneva Centre for Autism www.autism.net

Kerry's Place (905) 665-9267

Autism Society of Ontario
495-4680



www.autismsociety.on.ca 1 (866)

Kinark Child and Family Services (day nursery for children with complex needs and mental health concerns)

(905) 433-0241

Durham Behaviour Management, Social Services, Children Services

(905) 668-4113 ext. 2829 www.durham.ca/dbms

Private Occupational Therapy Services

www.caot.ca Canadian Association of Occupational Therapists

Private Physiotherapy Services

www.collegept.org College of Physiotherapists of Ontario

Family and Community Action Program (FCAP)

(905) 686-6466

Head Injury Association of Durham Region (HIAD)

(905) 723-2732

Ontario Early Years Centre (OEYC) www.oeyc.edu.gov.on.ca/locations/index.aspx

Ajax/Pickering/Uxbridge (905) 839-3007 ext. 300

Ajax/Whitby Satellites (905) 619-4565 ext. 310

YMCA Whitby (905) 666-4794

YMCA Westminster (905) 243-4403

Bowmanville Satellites (905) 697-3171

YMCA Scugog (905) 985-2824

YMCA Newcastle (905) 987-6914

YMCA North Oshawa (905) 434-3831

Oshawa YWCA (905) 723-9922



APPENDIX G: CCPC MISSED SNACK DUTY DAY

Should a member miss a Snack Duty Day and fail to provide a replacement (which may include, but is not limited to, any other CCPC parent/guardian), member agrees to pay a penalty of \$25.00 for that day.

In the occurrence of a second missed Snack Duty Day and failure to provide a replacement, member agrees to pay a penalty of \$50.00.

Should the duty day member arrive late and not complete Snack Duty clean up, member agrees to pay an additional penalty of \$10.00.

If a fee is required, you will be advised with payment due the same day of school the following week. If not received within one week, a written notice will be provided and the school will not be available to your child until payment is received.

Member Name

Member Signature

Date

Receiver Signature

Date



APPENDIX H: WITHDRAWAL FORM

Columbus Community Playgroup Co-operative Inc.

3265 Simcoe Street North, Columbus Ontario L1H 7K4

www.columbusplaygroup.com ; 905 655-5788

Dear CCPC Board of Directors,

I _____ (member's name) wish to withdraw my child _____ (name) from the _____ (M/W or T/Th or PM) program.

Their last day of program will be _____ (day, month, year).

I _____ (member's name) wish to move my child _____ (name) from the _____ program to the _____ program. The last day that he/she will attend the _____ program will be _____ (day, month, year) and he/she will commence the _____ program on _____ (day, month, year).

- I understand that my child's tuition has been paid until the end of _____.
- I choose to withdraw my child effective _____.
- **I understand that neither a refund (nor partial refund) will be issued under any circumstances, as per the CCPC withdrawal policy (see CCPC Handbook).**

Member's name: _____

Member's signature: _____

Witness' name: _____

Witness' signature: _____

Date signed: _____

Received by: _____ (CCPC supervisor or director)

Date received: _____