

## **Privacy Policy**

We are responsible for all personal information regarding the children and their families as well as information on registration forms. We do not use it for any purpose but our own and no personal information is disclosed to any other party.

## **Inclusion Policy**

Children of all abilities are accepted and welcomed into the program. Each child is observed by staff and is seen as an individual. The individual skills and abilities of each child are acknowledged and celebrated. All children are treated equally.

We believe that each child deserves an environment and curriculum that nurtures their confidence, self esteem, and overall global development. We provide opportunities for every child to participate in activities taking into account their individual abilities and needs. We continuously change and adapt the program in order to build on each child's strength.

We encourage and take part in regular discussions with parents regarding each child. We promote an "open door" policy and encourage parents to take part in the program. We welcome all service providers and/or therapists into our program for regular observations and we then collaborate with them to further build any child's individual program. We attend individual program plan meetings for all children with support needs. Medical procedures required for any individual are taught to all staff by a qualified person.

We are committed to learning more about various disabilities and will take part in training or workshops if and when needed

## **Medication Policy**

Oak Street Nursery School does not assume responsibility for administering any medication to children while in attendance at school with the exception of children requiring medication in the case of life threatening allergies. Special health problems or concerns should be identified on the registration form and discussed by the parents with the teacher prior to enrolment. Oak Street has an anaphylaxis policy which will be activated when warranted. An individual plan will be put into place for children enrolled with life-threatening allergies.

## **Emergency Medical Transportation and Treatment Policy**

If at any time, medical treatment is required due to a serious injury or sudden illness, Oak Street Nursery School will take whatever emergency measures necessary for the protection of your child while in the care of the child care facility. This includes any medical attention deemed necessary by your child's doctor or other medical personnel, as well as transportation to the hospital in either a private vehicle or by ambulance. The Nursery School will make every attempt to contact the parents or as a last resort, the emergency contact number. All expenses incurred for treatment or transportation is the responsibility of the parent.