

## ***Oak Street Nursery School Inc.***

***255 Oak Street  
Winnipeg, Manitoba  
R3M 3P7  
204-488-1133  
Parent Policy Manual***

This document contains a summary of the philosophy, policies and procedures of the Oak Street Nursery School Inc., operating within all relevant provincial legislation as communicated by the Early Learning and Child Care Program, effective February 1, 2014. Amended Sept 30, 2016.

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## **Commitment of Staff**

The staff at Oak Street Nursery School Inc. is committed to:

- Provide a safe, clean, nurturing environment with a variety of age-appropriate activities;
- Encourage a play-based learning environment aimed to promote children's cognitive, social, emotional and physical development;
- Respect children's individuality and encourage them to express their feelings, ideas and imagination freely;
- Enforce the rules and policies of Oak Street Nursery School Inc., and the Manitoba Child Care Program.

## **Curriculum and Philosophy**

Our main goal at Oak Street Nursery School Inc. is to support children's cognitive, social, emotional and physical learning and development. We feel that children learn best through play, and we strive to provide an optimal environment for high quality play experiences and interactions to occur. Our curriculum is planned, but constantly changing to incorporate the needs and interests of our children as active participants. We feel that children are naturally curious, sponges of information and learning occurs throughout all planned and unplanned aspects of our program. We appreciate the diversity that exudes in the families involved, and every child is a special unique person who makes a valued contribution to our program. Our curricular goals are apparent in our interactions and relationships, play environments and planned and spontaneous experiences.

### ***A. Interactions and Relationships***

There are typically four or five full time early childhood educators who are involved with approximately 70 families attending on different days and at different times. We strive to get to know each child and their families at the start of the year, so that we can instill feelings of care, security and trust. We regularly welcome parent and grandparent volunteers to share the day with their child. We listen to the children and validate and praise their ideas, help them develop relations with peers, and learn the skills needed to get along with others in a safe environment. We provide an inclusive environment and respect the backgrounds and ideas of all individuals involved in our program.

### ***B. Environments***

Our environment is all about learning. The space is set up to be a teacher in and of itself. We have two brightly colored classrooms with a large playhouse and slide, and access to a large gymnasium. We have recently renovated our space to add windows that open, and a kitchen with a useable child-sized sink. The classrooms feel comfortable and cozy. One of the classrooms is slightly smaller than the other one, to accommodate quiet activities involving small groups of children. During classroom play times, children have an opportunity to participate in activities pertaining to: dress-up

and pretend play (our house easily converts to an animal shelter or hospital, etc.); blocks and construction; science discovery; water, sand or play clay exploration; and fine motor development (e.g., puzzles, games, drawing and crafts, computer). We encourage discussion of and participation in activities related to music, art, literacy and numeracy topics during our two regularly scheduled circle times. Gross motor activities (e.g., riding bikes, use of hoola hoops) are supported in our half hour of scheduled gymnasium time each session. We follow a standard routine for the program that consists of a large free play and exploration period, broken up by two circle times. We then clean up for a group snack, which is followed by a small group activity and gymnasium time. We ring a bell to warn children of transition times. The routine helps children to feel secure about where they are in their day, and what is coming next.

### ***C. Planned and Spontaneous Experiences***

Curricular plans for our program are based on a weekly rotating theme. The curriculum is embedded in the philosophies of child developmental theorists, Jean Piaget and Lev Vygotsky, who believe that the child must be an active participant in their learning; and that caring teachers are available to guide learning. We have also adopted Reggio Emilio approaches, which emphasize self-discovery in life and community to promote development and growth. Thus, we nurture problem-solving, decision-making skills, coping skills, self-reliance, self-discipline, self-responsibility and a sense of right and wrong. We have approx. 36 weeks of planned thematic units (e.g., space, dinosaurs, people in your neighborhood). However, depending on children's interests these themes may be extended or changed. Even within a day, an interesting topic may emerge and the teachers and the children collectively engage in the learning process. We are always observing our children and watching for learning opportunities. We are proud of our program and the learning that occurs. We strive to ensure that children's cognitive, social, emotional, and physical needs are met. In addition, we want children to feel welcome and respected in our program. We hope that the experiences they have at Oak Street Nursery School Inc. will serve as a solid foundation for them to become resourceful citizens and realize that learning is lifelong.

### **Summary of Program**

1. Oak Street Nursery School Inc. is an incorporated non-profit organization and is licensed under the Early Learning and Child Care Program. We observe all child care rules and regulations and pass yearly inspections.
2. Oak Street Nursery School Inc. is licensed to provide care for up to 32 children at a time. The morning program is intended for children aged 2-4. All children in the morning program must turn 3 by December 31<sup>st</sup> of the year for which they are registered. The lunch program and afternoon programs are for 3 to 6 year olds. All children attending the lunch and afternoon programs must turn 4 by December 31<sup>st</sup> of the year for which they are registered.
3. Oak Street Nursery School Inc. is operated by a Board of Directors consisting of parents, and community members as invited by the board of directors. The board shall consist of a minimum of 5 persons none of whom is a member of the immediate family of an employee of the centre. A minimum of 20% of members are parents/guardians of children attending the program and not more than 20% of staff.

The Board of Directors are elected at the Annual General Meeting (usually held in November) and attend meetings that are held monthly. Parents are encouraged to discuss any concerns with a board member, or attend a board meeting. Parental involvement is essential to the successful operation of the program. Current positions on the board include: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Fundraising, Fundraising Assistant, Curriculum Consultant, Parent(s) at Large.

4. The staff at Oak Street Nursery School Inc. are either Early Childhood Educator (ECE) Assistants, ECE II's or ECE III's (i.e., ECE IIs and IIIs have a university or college degree or equivalent in child care or developmental studies) with current First Aid/CPR Certificates.
5. The space at Oak Street Nursery School Inc. includes two large, bright classrooms (approximately 1700 sq. ft.) and a gymnasium in the basement of St. Andrew's United Church. Direct entrance is off Ash Street back lane or Oak Street using north entrance or Annex entrance. We also have an outside play-yard at the side of the building that is used occasionally.
6. Every school day, routine is established by following a consistent daily schedule. Children participate in a free play session when they first arrive, followed by an opening circle, continued play time, music time, clean-up, snack, circle time, gym and time to prepare to go home. We provide a balanced snack to the children daily. Children's allergies and food sensitivities are managed in our snack preparation, however, children with severe allergies are required to bring their own snack (as discussed on a case-by-case basis: see Allergy section). Our schedule is posted daily to keep parents informed.
7. Oak Street Nursery School Inc. follows a theme-based curriculum. Topics are covered for one to two weeks. The following themes have been incorporated in the program starting in September and running until June, but are subject to change based on children's interests: Our School, All About Me, My Friends, Family, Fall, Thanksgiving, Farms, Farm Animals, Halloween, Colours, Shapes, Arctic/Antarctic Animals, Winter, Giving & Sharing, Preparing for Holidays, Christmas and Chanukah, Dinosaurs, Oceans, Pirate and Beach Days, Health and Nutrition (Doctor) , Valentine's Day, The Dentist, Rainforest, Numbers, Alphabet, Science Week, Space, Spring (Ugly Duckling), Incubate and Hatch Chicks/Ducks, Safety at Home, Safety Outside, Environment and Earth Day, Sports Days, Mother's Day, Birds, Insects, Butterflies, School Picnic, Summer Activities, Birthdays and Games.

### **Registration and Criteria for Acceptance**

- a) Oak Street Nursery School Inc. is licensed for children from 2 to 6 years of age.
- b) Ideally all preschool children will be toilet trained but this is not mandatory. Staff will work with parents to achieve this goal.
- c) Registration is conducted on a "first come first serve" basis. It opens to families who currently have children registered in the program first and then opens to the general public.

- d) Wednesday afternoon is limited to 20 spaces and priority (for Wednesday afternoon only) will be given to children enrolled in the Wednesday lunch program.
- e) Parents must complete a registration form for each child before their child(ren) can be enrolled at the centre. A \$75.00/per child non- refundable registration fee must accompany the registration form. Post dated cheques must also be submitted at time of registration. Payments representing fees for September to December inclusive are not refundable.
- f) Registration forms cannot be accepted unless fully completed and accompanied by all above mentioned cheques.
- g) Each registration form will be dated and considered once all required materials are submitted. If the program for which the child is registered is full (based on the date in which the application is received), parents will be notified and if applicable, placed on a wait list. There is no cost associated with being placed and remaining on the wait list. Parents on the wait list will be contacted in order of the date their application was received if a suitable placement becomes available.

### **Attendance and Fees 1.**

#### **Hours of Operation**

- a) Oak Street Nursery School Inc. hours of operation are as follows: A.M. -  
Mon/Tues/Thurs/Fri 8:50 am. to 11:20 am.  
P.M. - Mon/Tues/Wed/Thurs/Fri 12:50 p.m. to 3:20 pm.  
Lunch Program – Mon/Tues/ Wed/Thurs/Fri 11:30 a.m. - 12:50 p.m. Children may attend two, three or four half days per week ( 5 days are available in afternoons only)One day per week is not recommended as children have difficulty adjusting to the program each week.
- b) Oak Street Nursery School Inc. is open from September to mid June with the exception of  
Winter Break, Spring Break, select holidays, and two annual in-service days.
- c) Snow days/emergency evacuation. We will attempt to notify parents by phone and/or email in the event of a closure. If parents cannot be notified and children are already at Oak Street Nursery Inc., the alternate contact person will be notified. In the case of an emergency, children will remain in the care of an adult until parents are able to pick up their children.

#### **2. Regular Fees**

- a) Fees follow standard increases designated by the Early learning and Child Care Program.
- b) Subsidy (reduced fee schedule based on income) is available for those who qualify according to standards defined by the Early Learning and Child Care Program. Please see the Director for more information.
- c) Fees must be paid by cheque or e-transfer.
- d) You will be charged \$10.00 for each NSF cheque.
- e) Receipts for all income tax claims are automatically issued annually at income tax time. Donation receipts are issued for all donations including lunch program donations. f) Fees are due at time of registration in the form of four cheques. Two

cheques are for the first term (Sept – Dec and are dated July 1<sup>st</sup> and September 1<sup>st</sup> ). The other two cheques are for the second term (Jan – June and are dated January 1<sup>st</sup> and April 1<sup>st</sup>). Cheques can later be replaced by E-Transfer payments. Cheques will be shredded once e-transfers are received.

- g) Fees are pro-rated and include payment for holidays.
- h) All fees must be paid before children may attend the program. Oak Street Nursery School Inc. will take legal action to recover any unpaid fees and your child will lose their spot in the program. Please discuss any financial concerns with the Director.
- I) All late payments will be subject to a \$15 charge. After 5 business days with no contact with the director and no agreed upon payment plan in place, care will be withdrawn.

### **3. Withdrawal from the Centre/Changes in Registration**

a) Once registered, fees for Sept to Dec inclusive (1<sup>st</sup> term) are non-refundable. Fees for Jan to June inclusive (2<sup>nd</sup> term) are refundable up until Nov 30<sup>th</sup>. Notification of withdrawal for 2<sup>nd</sup> term must be given in writing on or before Nov 30<sup>th</sup>. After November 30<sup>th</sup>, the fees for the second term (i.e., January - June inclusive) are non-refundable.

### **4. Late Pick Up**

- a) Please advise Oak Street Nursery School Inc. immediately if you will be late to pick up your child, emergency or otherwise.
- b) If you are 15 minutes late and we have not heard from you, the staff will attempt to reach you and/or your emergency contact person.
- d) Charges will apply as follows when a child is picked up late. \$10 for the first 5 minutes and \$1 per minute after that.
  
- e) If the pick-up time conflicts with pickups of siblings in other schools, inform the director so that accommodations may be made.

### **5. Fees during Illness and Vacation**

- a) If your child is ill, regular fees will be charged.  
Long term situations will be dealt with on an individual basis. b)
- If your child is away on vacation, regular fees will be charged.
- c) Regular fees are charged in the event of an emergency evacuation or unplanned school closure. The school will attempt to make up this day.

### **6. Daily Arrival and Departure**

- a) Parents must drop off and pick up their own children unless prior arrangements have been made. Please inform the school if your child will not be attending that day (before 8:50am for mornings or 12:50 for afternoons, and especially before children are picked up from school for lunch program absences).

- b) Parents (or designate) must enter the school and make sure your child is signed in by an early childhood educator. The school assumes responsibility for the child only after the child has been signed in by a staff member.
- c) When you pick your child up, make sure the staff know you are leaving. At this point you assume responsibility for your child.
- d) Other people who have permission to pick up your child must be listed on your registration form. Only these people are allowed to pick up your children unless you have given written or verbal permission to the staff. Telephone calls are acceptable. School staff have the right to examine identification of anyone picking up children.
- e) Anyone given written permission to pick up your child must be at least 12 years old. Please ensure that anyone authorised to deliver or pick up your child knows about the drop off and sign in procedures. The director and staff of the school reserve the right to request only those persons with bona fide reasons for business in the centre, i.e. those authorized to drop off or pick up a child and those who are signed up to volunteer shall be allowed in the school. Any unauthorized persons will be asked to leave.
- f) Oak Street Nursery School Inc. will not release a child to anyone who appears intoxicated or otherwise incapable of caring for the child. The school will call the alternate caregiver. We will make every attempt to do so but if we cannot find another person to release the child to, the centre will call Child and Family Services, and if necessary the police.

#### **7. Escorting children from Robert H. Smith School for Lunch Program**

- a) Children who attend the lunch program at Oak Street Nursery School Inc. will be picked up at Robert H. Smith School from either the Nursery or Kindergarten classes and will be escorted to Oak Street Nursery School Inc. by Oak Street staff members. Those staff members are responsible for signing the children in once they arrive at Oak Street Nursery School Inc.
- b) If the staff person or child has any concerns about attendance on a particular day, both the staff person and the child will return to Oak Street Nursery School Inc. for clarification from the Director. Failure to inform the Centre of any changes compromises the safety of the children.

#### **8. Field Trips**

Field trips at a location outside of Oak Street Nursery School Inc. are rare. Parents are notified about field trips in the Oak Street Nursery School Inc. newsletter. Parents must give written consent for their child to attend an off-site field trip. Parents will be asked to cover any additional costs associated with the field trip. Children may be transported by rented bus, or public transportation.

#### **Charitable Donations & Fundraising**

- a) To provide the best environment for the children, Oak Street Nursery School Inc. uses fundraising revenues to supplement the program. Fundraising goals are established by the Board of Directors. Parents are encouraged to participate in fundraising efforts.

b) Charitable Donations are gratefully accepted. A tax receipt will be issued at income tax time for all monetary donations. Gifts in kind that have been agreed to by the Director are also accepted and appreciated. Charitable donation receipt will be issued for the fair market value of the gift. In some cases, parents provide a charitable donation in lieu of fundraising.

## **Clothing and Toys**

### **Clothing**

- a) Children should be suitably dressed to play and have fun. Please provide an extra set of clothing (pants, shirt, underwear, socks) in your child's locker or backpack at all times. All clothing should be labelled.
- b) Please ensure children have appropriate clothing for the weather. Winter weather requires hats, mittens (waterproof), neck warmer, snow pants, jacket and boots. Summer weather requires hats.
- c) If your child is in the process of toilet training please make sure there are ample supplies including pull-ups/diapers and wipes.
- d) Children must wear runners or rubber soled shoes at all times while at Oak Street Nursery School Inc. Please ensure that shoes are labelled. As long as children's shoes are clean (and except for winter months) outdoor shoes may be worn in the classrooms. Labelled shoes may be left in lockers.

### **Toys**

Please refrain from bringing toys from home. Oak Street Nursery School Inc. does not assume responsibility for any lost or stolen toys. There will be special days when your children may bring a favourite toy or item. Use discretion when sending these items, as we cannot be responsible for lost or damaged items. Please label these items carefully with the child's name.

## **Lunches and Snacks**

- a) Oak Street Nursery School Inc. has a lunch hour program for a limited number of children who attend the afternoon program. The lunch hour is not available to the children who are registered in the morning program.
- b) Children in the lunch hour program bring their own lunches. Milk or water is provided. Please do not send foods that may contain nuts or nut products. Other foods may be prohibited depending on allergies of children registered in the program.
- c) Children are encouraged to eat well-balanced, nutritious meals and snacks. The Director will discuss any concerns with parents.
- d) Daily snacks consisting of at least 2 of the 4 food groups are provided by Oak Street Nursery School Inc.. If your child has an allergy that requires an epi-pen, you the parents are required to provide snack for your child. Protocol for severe allergies will be discussed on a case-by-case basis.



e) A microwave oven is available for the lunch hour. Staff will gladly heat up lunches. Please make sure all lunch containers are microwave safe and are clearly labelled with the child's name.

## **Medical Issues**

### **Allergies /Asthma/Medical conditions See appendix A for anaphylaxis policy**

It is the policy of Oak Street Nursery school that all allergies /medical conditions/or asthma conditions of children MUST be disclosed at time of registration and must be accompanied with a full and clear explanation of the nature of the allergy/asthma/medical conditions and the possible reactions and symptoms. All parents with children who have allergies/asthma or medical conditions must fill out URIS forms supplied by the centre. If any allergic reaction or asthma attack may require the administration of any medical treatment (e.g. EpiPen, ventilator etc.), parent(s) must provide prescription medication for the staff to keep on the premises while the child is enrolled; and sign all forms required giving permission to administer the medication. If a child has a reaction that requires medical attention, staff will first administer any required medications ( epi-pen/ ventilator) then call an ambulance followed by an immediate call to the child's parent. Parents will be responsible for any ambulance fees.

If any allergy or asthma is either discovered or developed after the child has been enrolled in program, parents must alert Oak Street Nursery School immediately.

It is also policy that parents/guardians must provide daily snacks for their child if (s)he has a life-threatening allergy and/or uses an epi-pen

### **Injury**

If a child experiences a serious injury, parents are notified immediately. If necessary, an ambulance will be called, and a staff will accompany the child to the hospital until the parent arrives. Parents are responsible for ambulance fees. **Illness**

1) If a child becomes ill during the day, the parent will be contacted to pick up their child. It is the parent's responsibility to pick the child up as soon as possible. 2) Early Childhood Educators at Oak Street Nursery School Inc. will not administer medications other than, epi-pens, asthma pumps, or skin condition creams.

### **The sick policy for common conditions are as follows:**

**Asthma:** A child suffering from asthma may attend as long as they have their prescribed asthma pump with them at the centre, the centre has signed forms giving permission to administer their asthma pump AND they are well enough to participate in all daily activities.

**Chicken Pox:** The child may attend once the spots are dried up and as long as the child feels well enough to participate in all daily activities.

**Diarrhea:** After the second incident in one day, parents will be called to pick up their child. . If a child has Diarrhea, they must stay home.

**Ear Infection:** The child may attend the Centre after treatment has commenced, provided that the child feels well enough to participate. If the child is unhappy or has a fever; the parent will be contacted.

**Elevated Temperature:** When a child's temperature is considered low grade fever, the child must be taken home. The child may not return until the fever has resolved for 24 full hours without the aid of medication.

**German Measles: (Rubella):** The child may not attend for at least 7 days after the rash first appears.

**Infections being treated with Antibiotics:** A child may attend Oak Street Nursery School Inc. after 24 hours on medication or until the infectious period is over. Some common infections include: conjunctivitis (pink eye), strep throat, staphylococcal infection (impetigo), upper respiratory infection (bronchitis). All incidents of Infectious illness will be posted (respecting the confidentiality of the child affected) on the bulletin board according to Manitoba Child Day Care Standards.

**Head Lice:** Children with nits or lice in their hair will not be allowed to attend Oak Street Nursery School Inc. When lice or nits are found, the child cannot return to the program until the child's hair has been treated with an appropriate louse shampoo, and all nits have been removed. When the child returns to the nursery school, the parent **MUST** consult with early childhood educators, who will check the child's hair before the parent leaves the building.

**Mumps:** The child may attend after the swelling has disappeared, and the child feels well enough to participate in the daily activities.

**Red Measles (Rubeola):** The child may not attend until at least 5 days after the appearance of the rash.

**Scarlet Fever:** The child may attend the centre after 48 hours on medication.

**Skin rash:** The rash must be diagnosed and proper treatment has begun before the child can attend classes

**Vomiting:** The child must be taken home after the first incident in one day.

**Whooping Cough:** The child may not attend for 3 weeks after onset of the disease or for one week after starting appropriate antibiotic therapy.

**\*\* In all cases of illness, children must be symptom free for a min. of 24 hours before returning to school\*\***

When in doubt, parents are encouraged to contact Health Links, or ***air on the side of caution by keeping your child at home***. Early Childhood Educators will use their discretion to determine if a child is well enough to be at school. If the child has a communicable disease, you must observe Public Health Regulations. Early Childhood Educators have the discretion to refrain the child from participation in any activity as they may see fit, and may ask you to pick up your child at any time in the event of illness. Please inform us of any medical concerns.

## **Behavior Management Policy**

Oak Street Nursery School shall not permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of any physical necessities to, any child in attendance at the centre. Our goal is to provide a supportive environment and encourage positive interactions among staff, parents and children. We set realistic expectations that are within the children's capabilities and provide redirection and guidance to enable the children to learn independence and appropriate behaviour.

## **Inclusion policy**

Children of all abilities are accepted and welcomed into the program. Acceptance into the program is dependant on access to support staff if one should be required. 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 do our best to plan and program for the needs of each individual child, but in very rare, exceptional cases certain physical limitations of our building and space may not serve the best interests of all children. Programming options for these children are reviewed on an individual basis.

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 initiate and encourage regular discussions with all parents regarding the child and their families. We promote open communication with parents. At the same time, we have high respect for confidentiality, and we will only discuss or disclose information on a need to know basis. We welcome all service providers and therapists into our preschool for assessment and programming planning purposes. We welcome the opportunity to build on children's individual programming. We attend individual program plan meetings for all children with special education needs. Medical procedures, when necessary are taught to all staff by a qualified person, and procedures are reviewed regularly to ensure that special education needs are met.

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

## **Technology Policy**

Children, staff and any others using Oak Street Nursery school's computer and electronic devices must:

-Respect and protect the privacy of others

- Communicate in a respectful manner
- Report threatening or inappropriate material
- Respect and protect the integrity of all electronic resources
- Respect and protect the intellectual property of others

Inappropriate use includes:

-Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of the children, parents, staff or the nursery school; violates Oak Street Nursery School's code of conduct; or is illegal.

-Using the technological resources for person use without the centre's permission

Supervision and monitoring:

-Authorized employees of Oak Street Nursery School have the right to monitor the use of information technology resources and to examine, use, and disclose any data found. They may use this information in disciplinary actions and release it to the police should it be criminal in nature.

Staff members' use of cell phones and personal electronic devices:

-Cell phone/Communication Devices are not permitted while working on the floor or outside during work hours with the children and should be kept in staff lockers.

-Imperative personal calls can be accepted or received through the Oak Street Nursery School land line.

-No staff shall keep any child or family's contact information on their personal cell phone or device

-No staff shall communicate with families on social media while their child attends the program

-All contact with parents must be done through either email or school phone while at the school.

-For safety purposes, if it is necessary for staff to take a personal cell phone during the course of outings with children, it must be used **only for emergency** contact with the school or the children's parents/guardians/caregivers.

-Personal cell phones or devices should not be used to photograph or video tape children.

-If in the case of an emergency and, with permission, staff use a cell phone or other electronic devices to photograph or video tape children, the data must be downloaded onto the Oak Street Nursery School computer and immediately deleted from the staff person's phone or device.

-Information about children, parents, staff and Oak Street Nursery School is not to be posted on: a staff member's person website or ANY social networking site like Facebook,

\* This policy is meant to ensure that people's privacy and confidentiality of information about the nursery school, children, parents/caregivers and staff is upheld. Everyone involved with the nursery school must adhere to this policy.

Failure to do so can result in disciplinary action

### **Photography Policy**

In order to photograph and/or video tape your child, Oak Street Nursery School requires you to complete a permission form at the time of registration. These photographs and/or videos will only be taken by the teachers exclusively for teacher use at the nursery school.

No photography is permitted in the classroom, other than that taken by the nursery school and used by the teachers.

The only exception to this rule is when a photographer comes to take annual school pictures.

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### **Emergency Evacuation and Lock Down Procedures**

In case of emergency, Oak Street Nursery School has an Enhanced Safety Plan which is available at the school for parents to view at their convenience. If an emergency arises, we will follow our outlined plan, parents will be notified as soon as possible, and will be given instructions on how, when, and where to pick up their children. If parents cannot be contacted, the emergency contact person is notified. An adult will remain with the children until a parent (or designate) is available to pick up their child.

Oak Street Nursery School Inc. will be **closed** if emergency vehicles are not available, St. Andrew's Church is closed, Robert H. Smith or River Heights Community Centre emergency shelters are closed, and/or other unforeseen circumstances make the program unsafe for children.

Oak Street Nursery School Inc. has a lock down procedure, which may be implemented. For the safety of the children and staff, some details of the procedure are restricted to Oak Street Nursery School Inc. staff members.

Together with teachers, children regularly practice evacuation and lockdown procedures.

### **Other Rules and Legalities Custody**

Oak Street Nursery School Inc. assumes that both parents have legal access to their child(ren). If you are legally separated or divorced, you are asked to submit proof of your custody arrangements when you register the child at the school, or when circumstances change. Please provide a copy of the access schedule for the noncustodial parent. Oak Street Nursery School Inc. will release the child to the noncustodial parent according to this schedule.

#### **Insurance**

Oak Street Nursery School Inc. carries general liability insurance, but you are also encouraged to carry insurance for your child.

#### **Access to Child's Oak Street Nursery School Inc. File**

- a) Parents may request access to their child's file by contacting the Director.
- b) Oak Street Nursery School will not release information about your child to another agency or parent unless written permission is provided by parents, unless required by law.

#### **Public Space Policy**

Oak Street Nursery School Inc. occupies space in an area used by a number of different groups, such as volunteers and service personnel. To ensure the children have a safe environment in keeping with the school's philosophy, the school has established a Public Space policy. This policy states that children in the care of Oak Street Nursery School

Inc. are supervised at all times by Early Childhood Educators employed by Oak Street Nursery School Inc. in all areas of the St. Andrews River Heights United Church building (i.e., classrooms, hallways, washrooms, gymnasium and outdoor play area). The Director and the teachers reserve the right to request that only those persons with a bona fide reason remain in the building.

**Relations Between Early Childhood Educators and Parents** Oak Street Nursery School Inc. is committed to provide a safe, warm and friendly environment for the children. Parents (and their designates) are expected to respect the teachers and also the work with which they have been entrusted. Any concerns should be reported to

the Director. The Board of Directors investigates conflicts which arise between parents, their designates and teachers, and has the authority to withdraw your child from the program.

**Theft of personal property**

The Board of Directors and staff at Oak Street Nursery School Inc. are not responsible for any theft of, loss of, or damage to a child's personal property, while the child is in the program or at any other time. Please take precautions to leave sentimental or valuable items at home.

# Oak Street Nursery School CODE OF CONDUCT

Oak Street Nursery School

Facility Number - 2155

Contact Person – Karlin Mann

488-1133

oakstreetns@mts.net

255 Oak Street

Winnipeg, Manitoba

R3M 3P7

## **CODE OF CONDUCT**

At Oak Street Nursery School, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in the equality and respect diversity.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre

### **Guiding Principles for Appropriate Behaviour**

#### **Be Respectful**

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

#### **Be Safe**

We work and play safely to help keep ourselves and others from getting hurt.


#### **Be Cooperative**

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.


#### **Be Supportive of Learning**

We learn to the best of our abilities and support the learning of others.






We understand that it is typical for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and solutions for inappropriate behaviour.



All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information.



The following behaviours by children, staff, parents and others involved in our centre are unacceptable:

- all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, genderdetermined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability

- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone

We actively strive to create an environment that supports the health, safety and wellbeing of the children by:

- having realistic and developmentally appropriate expectations for behaviour
- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- planning a program based on children's interests and developmental needs
- establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

We create a positive environment for children, parents, staff and others involved in our centre by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits
- stating limits in a positive way and periodically reminding people
- providing explanations for limits
- working together to solve problems
- modelling and encouraging appropriate behaviour

We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our centre by:

- reminding people of expectations and limits
- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
- talking only about the behaviour, not labelling the person
- responding sympathetically and acknowledging feelings
- establishing natural, logical consequences

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help, such as:
  - > a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
  - > child and family services to access parenting supports
  - > mediation services to resolve conflicts between adults
  - > the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
  - > the police to assist with threatening behaviour

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour

- in the case of a visitor not allowing the person to return to the centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

## Appendix A

The following roles and responsibilities outline the procedures that will be followed if:

- a child currently in the centre has been diagnosed with a life-threatening allergy
- a child about to enrol in the centre has been diagnosed with a life-threatening allergy

### **IMPORTANT**

**Call an ambulance immediately to take the child to the hospital when an adrenaline autoinjector is used.**

The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.

### **Director (or designated alternate) should:**

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.

5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.
6. Identify a contact person for the nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval). Ask parents for their support and cooperation.
8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.
9. Staff Training
  - Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
  - Have all staff (and possibly volunteers) receive instruction on using an auto-injector.
  - Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.
  - Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
  - Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.
10. Help with carrying out policies and procedures for reducing risk in the centre.
  - Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
  - Develop safety procedures for field trips and extra-curricular activities.
11. Make sure there are processes to:
  - Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire.

- Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a lifethreatening allergy.
- Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.
- From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.

**Responsibilities of all staff:**

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the child care centre (with written parental approval).
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the centre (parental input is recommended).
6. Instruct children with life threatening allergies to eat only what the teachers give them
7. Reinforce hand washing to all children before and after eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Enforce rules about bullying and threats.
11. Leave information in an organized, prominent and accessible format for substitute staff.
12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

**Responsibilities of the parents of a child with anaphylaxis:**

1. Tell the centre director about the child's allergies and needs.

2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
3. Submit all necessary documentation as required.
4. Provide the child care centre with adrenaline auto-injectors before the expiry date.
5. Take sure that auto-injectors are taken on field trips.
6. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
7. Be willing to provide safe foods for their child, including special occasions.
8. Provide support to the facility and staff as required.
9. Teach their child (as developmentally appropriate):
  - to recognize the first signs of an anaphylactic reaction
  - to know where their medication is kept and who can get it
  - to communicate clearly when he or she feels a reaction starting
  - not to share snacks, lunch or drinks
  - to understand the importance of hand washing
  - to report bullying and threats to an adult in authority
  - to take as much responsibility as possible for his or her own safety

**Responsibilities of all parents:**

1. Cooperate with the child care centre to eliminate allergens from packed lunches and snacks.
2. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.

4. Inform the staff before food products are distributed to any children in the centre.

**Responsibilities of the child with anaphylaxis:**

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).
2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).
7. Know how to use the auto-injector (as developmentally appropriate).

**Responsibilities of all children (as developmentally appropriate):**

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.