

MOPPET

PARENT PARTICIPATING PRESCHOOL

Handbook



Revised for the school year
2010/2011

Mission Statement

To provide a safe, supportive and educational environment for all Moppet Members which will foster the development of their social, emotional, cognitive and physical skills in an inclusive environment. Also, to provide guidance and support for the families and caregivers of the participating children.

"A child needs to feel that he/she is loved, that he/she is valued as a person.
The people around him/her must be sensitive to his/her needs
and be genuinely interested in him/her as an individual."

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MOPPET PARENT PARTICIPATING PRESCHOOL

Welcome to the *Moppet Parent Participating Preschool!* We are a licensed Day Nurseries Program and serve children ages two and a half to five years. We sincerely hope that the year will be exciting and stimulating for both you and your child.

Please keep this handbook as a reference throughout the year. Any additional information you receive can be added to this book.

What is a Co-operative?

A Co-operative centre 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. (Growing Co-operatively, 1996)

The key to the success of a parent participating preschool is the word *co-operation*. When all parents are committed to co-operate fully in all aspects of the preschool venture, the ideals we have set for ourselves can be realized.

We cannot expect a child to get along equally well with all children. Similarly, some parents will seem to be easier to get along with than others. Let us be an example to our little ones by always looking for the positive in another person/child, rather than dwelling on the negative.

Our children are very keen observers and they take their cue from how we as adults interact. Co-operation or non-cooperation is very much a part of adult interaction. We must always remember that we are living examples to our children, at home as well as at the preschool.

Philosophy

Play is the most effective means of education. To the young child, play and work are synonymous - he/she learns as much about his/her world through one as through the other. Play is the way he/she explores and orients himself/herself to the actual world of space and time, of things, animals, structure and people.

In play, we help the child develop his/her growing body, building up the vitality, which facilitates his/her emotional, intellectual and social growth. During play time, the child seeks to look at materials and then to criticize, to question, to explore, to discard, to choose, to listen, to evaluate - all of which add up to what we call *LEARNING*.

The child is also seeking in his/her play and creative activities to discover him/herself - to learn who and what he/she is, what he/she can do, and how he/she can relate themselves to things and situations, to persons and groups.

Thus, the purpose of our preschool is to assist the child in discovering himself/herself and the world around him/her. It is also intended to help him/her to learn self-discipline, to distinguish between fantasy and reality, so that he/she can confidently enter into our adult world.

"Parents in a co-operative learn that teaching and learning happen all the time, and in any place. They learn that all experiences have the potential for learning and that they have as much to "teach" as does the teacher. It is a unique educational situation, not likely to be repeated in future school years" (Growing Co-operatively, 1996)

Inclusion Policy

All members of Moppet Parent Participating Preschool will be treated with equal respect and dignity. Our program is open to all children (as per Day Nurseries License) regardless of ethnic and religious beliefs or physical, developmental and emotional needs. Our program will strive to meet the needs of all participating individuals to the best of our ability.

Mission Statement

To provide a safe, supportive and educational environment for all Moppet Members which will foster the development of their social, emotional, cognitive and physical skills in an inclusive environment. Also, to provide guidance and support for the families and caregivers of the participating children.

We hope that the Moppet experience will allow your child to:

1. Gain a sense of self worth, and good feelings about himself/herself.
2. Learn to trust the Teacher and other adults and children.
3. Co-operate with others, share, wait for a turn, and experience successful group interactions.
4. Observe and learn about things in their environment.

About Our Teacher

Our teacher, Sandy Barlen, has had the pleasure of teaching at Moppet Preschool since September 1981. She graduated from Conestoga College's Early Childhood Education program in 1975. Sandy has St. John Ambulance Standard First Aid training and Adult, Child, and Infant CPR training. Sandy attends First Aid and CPR recertification training every three years; her last certification was in May 2010. In 2001 Sandy was the recipient of the Exceptional Early Childhood Educator Award. Sandy has also been nominated for the Prime Minister's Award for Excellence in Early Childhood Education in the spring of 2004. Sandy is married to husband George, and is the proud mother of four wonderful children.

CONSTITUTION

In April 1978, eight families began the group work for the Moppet Parent Participating Preschool. It opened in October of that year. Since then a lot of effort and hard work have gone into our school.

The school is organized by the parent members and operated for them by a trained teacher. It is a non-profit, non-sectarian, inter-racial preschool.

The parents employ the Teacher(s), equip the preschool, maintain memberships and meet the budget. Tuition fees are based on the cost of operating the preschool. Parent members are expected to assist the Teacher and spend some time on committee work and attend General Meetings and Parent Education Meetings.

The business of the Co-operatives shall be under the direction and control of a board of six directors. The directors may exercise all such powers and do all such acts and things as may be exercised or done by the Co-operative or by statute expressly directed or required to be done by the Co-operative at meetings of members.

1. Members are those parents or guardians who have completed the registration procedure. Applicants for the school will be considered on the basis of eligibility and order of application. Order of preference will be present members, alumni (families whose children previously attended or a former Moppet student), and new applicants.
2. Eligibility – the numbers enrolled in each class shall depend on the size of the membership and number of teachers. Two children between the ages of 24 months and 30 months will be permitted in each class. All other children must be between 30 months and five years by the time they start Moppet preschool. Duty people and children must meet health requirements. All children should be toilet trained. Children who are not fully toilet trained should wear a pull-up style diaper to school.
3. Obligations – Parents shall participate in preschool programs to the degree required by the class. Parents are expected to assist in the operation of the preschool and to serve as Executives or on committees. They are also required to attend General Meetings and to support Parent Education Meetings. Parents must meet financial obligations.
4. Withdrawal:
 - a) Members will be asked to withdraw:
 - ii. If they fail to pay fees
 - iii. If they repeatedly fail to participate in the program as required
 - iv. If, in the opinion of the Teacher, their child does not adjust to the program.
 - b) Any member may withdraw by giving one month's notice in writing for refund of fees.

- c) Any withdrawals after March 31st forfeit all further fees until the spot can be filled.

- 0. Fees – shall be determined by the Executive on the basis of costs to operate the preschool. Fees shall be paid in a lump sum by the first week of preschool, or by ten post-dated cheques dated September 1 through to June 1. A \$75 cheque post-dated to January 1st shall also be submitted to cover a missed classroom cleaning commitment or a late duty commitment, should this occur. Cheques are made payable to *Moppet Preschool*, and given to the Treasurer. Financial records of the preschool are subject to an annual audit.

- 0. Executive meetings are held regularly as required. General and Parent Education meetings are held a few times a year. The Annual meeting takes place near the end of the preschool year for Budget Reports and elections of Officers for the next preschool year. A nominating committee shall be appointed approximately April 1st and shall submit a slate of officers at the annual meeting. Present and future members are eligible. Nominations may also be made at the annual meeting. During the annual meeting the new Executive will be elected. Take over of all positions shall occur in June, except for the Treasurer who takes over after the yearly audit. All outgoing and incoming Executive members shall meet and exchange information at a meeting of both Executives.

A quorum shall be 66% of the voting members. Voting privileges shall be extended to all active members and to those associate members who are on the Executive committee.

Amendments to the Constitution and By-laws

Amendments to the Constitution and By-laws shall be adopted by the general membership at the annual meeting only. Notice shall be sent by prepaid ordinary mail to the last known address of each member at least thirty days prior to the Annual meeting. The Annual meeting shall be held the first week of June for the purpose of electing officers for the following year and giving an Annual report to the membership.

The President and five members may call the Parent meetings.

(Revised June 2009)

COMMITTEES

Along with working 3 duty days within a six week period, the co-operative membership responsibilities for each family include the following:

3. Participation on one (1) committee or one (1) Executive position.
3. Two (2) monthly classroom cleaning nights per child (exception: Executive members sign-up for one classroom cleaning).

A \$75 cheque will be submitted by each family, post-dated to January 1st, 2011. If a classroom cleaning or duty parent commitment is not met, this \$75 cheque will be cashed. If the cheque needs to be cashed then a second cheque will be immediately submitted to the Treasurer. It is the member's responsibility to find a replacement if they are unable to clean on the night for which they signed up.

If everyone does their part, we are able to share the work equally and complete all our tasks and fundraising goals!

The following is a list of committees that assumes full enrolment of 36 children:

Social Committee (two AM and two PM) is responsible for:

- assist with planning children's parties (Christmas, Easter, Halloween) including organizing the food and beverages
- organize social events (i.e. parents nights, picnics, speakers/outside visitors)
- plan and organize year end party
- attend meetings to organize the above

Fundraising Committee: (two people) is responsible for:

- assist the Fundraising Chair in fundraising events for the school which could include sales of T-Shirts/Hats/Bags, Zehrs tapes, calendars, magazines, etc
- communicate the progress to Moppet families
- maintain the alumni list

Advertising Assistant: (one person) is responsible for:

- assist the Executive in advertising and promoting Moppet in key places such as school newsletters, Leisure Guide, Neighbourhood newsletters, and other possible venues
- advertise and promote the Open House in Feb/March
- maintain the Moppet and Parent Networking bulletin boards

Website: (one person) is responsible for:

- Maintain and update [www. moppetpreschool.com](http://www.moppetpreschool.com).

Schedulers: (one AM and one PM) is responsible for:

- post "Duty Day Sign Up" sheets for morning/afternoon families two weeks before new session begins (on a six week rotation).
- ensure that everyone has signed up for three duty days with one as a snack day.
- distribute new duty sheets in the take-home bags the week before the new session begins and post final schedule on the bulletin board.
- Email Executive the AM and PM duty schedules for reference

Health and Safety: (one person) is responsible for:

- attend to issues related to the Health and Safety of Moppet children in collaboration with the teacher and the Executive Committee.
- complete the monthly inspections of the pre-school playground.
- keep the first aid kit full.
- ensure that the log for daily snacks is kept up to date.

Technical: (one person) is responsible for:

- maintain the classroom computer and digital camera.
- purchase and install programs for the computer and assisting teacher when needed.

Creative Helpers: (five people) is responsible for:

- 2 play dough makers (new play dough is required every two weeks) for the classroom. Recipe is available from the Teacher.
- 1 paint easel cleaners (required every 2 weeks or as needed).
- 1 AM & 1 PM person to prepare the take home bags for each child to bring home on Thursdays.

Supplies: (one person) is responsible for:

- purchase supplies for the classroom, as directed by the teacher, the Executive Committee and as listed on the white board in the kitchen.

Gift Committee: (one AM and one PM) is responsible for:

- purchase congratulatory gifts for newborns, condolence cards for any family deaths
- take collections for Teacher gifts (birthday, Christmas, end-of-the-year party)
- meet as a committee when necessary to organize the above.
- attend a short meeting in October to decide with Executive the Children's Christmas gift

Repairs: (one person) is responsible for:

- repair and replace broken furniture, equipment and/or toys as needed.

Dress up: (one person) is responsible for:

- repair dress-up clothes as required (inspect them during the monthly cleaning).
- wash dress-up clothes once a month (usually the Thursday of the classroom cleaning).
- wash towels once a month from classroom use as well as from the monthly classroom cleaning.

Communications – Email and Telephone: (two people) is responsible for:

- contact members from your class by phone or e-mail as directed by the teacher or Executive Committee regarding events, schedule notices, new procedures, etc.

Cleaning Coordinators: (two people) is responsible for:

- take the sign up sheet from the orientation meeting in September and make sure that each member signs up for the required two cleanings (per child)
- make reminder calls before each monthly cleaning.
- remind Mr. Muir, the custodian, of the date and time of each cleaning night.
- attend the beginning of each cleaning session to ensure that everyone shows up and is clear about the procedures.

Moppet Ambassadors: (one AM and one PM) is responsible for:

- assist with the transition of a new family by welcoming and orientating them
- once a new family has completed registration, the Ambassador is responsible for making sure that they have all the necessary paperwork (Parent Handbook, snack policy, etc.)
- review dishwashing procedures and orientating the member to classroom and sign-up sheets
- the Ambassador will be given a check list provided by the Executive to assist with this process
- when necessary, the Ambassador will attend monthly executive meetings to make sure that the members' concerns are being heard.

Moppet Photographers: (one AM and one PM) is responsible for:

- Be present at Moppet special events to take pictures
- Once a month (during duty day or otherwise) take photos of Moppet kids at play
- maintain a data base of these photos for future use
- Create a CD at the end of the year of the Moppet photos to give to all the kids to remember the year and their friends

EXECUTIVE COMMITTEES

President/Chairperson

- Member of Executive – Director/Officer
- Co-ordinates the Executive's basic responsibilities
- Prepares agendas (with Executive members' assistance) and chairs all meetings
- Co-signs all documents and cheques (with Treasurer)
- Acts as a liaison between the Teacher, Executive and membership
- Sees that all members are informed of preschool activities
- Ensures all documentation is completed and submitted/distributed/filed as appropriate and that required inspections are performed in order to meet licensing requirements of the Ministry of Community and Social Services
- Negotiates the contract with the Teacher
- Assures adequate orientation of parents, staff, Executive and committees
- Performs staff performance appraisals and spot checks
- Acts as a public relations officer for the preschool
- Prepares an annual report
- Prepares a short written reflection about their experience for the successor

Vice-President

- Member of Executive – Director/Officer
- Assists the President
- Assumes the role of president during their absence
- Oversees all committees and addresses any committee issues
- Voice for the parents of the class in reporting comments and ideas to the President
- Updates playground policy and makes arrangements for annual inspection
- Prepares a short written reflection about their experience for the successor

Treasurer

- Member of Executive – Director/Officer
- Collects, receives and disburses the funds
- Co-signs all cheques (with President)
- Maintains accurate accounting records
- Handles income tax and employee benefits
- Prepares a financial statement at year end
- Prepares an annual budget
- Acts as liaison with the fundraising committee to track monies raised
- Prepares income tax receipts
- Prepares a short written reflection about their experience for the successor

Secretary

- Member of Executive – Director/Officer
- Keeps minutes of executive and general meetings
- Distributes copies of minutes to all Executive members and Teacher, and posts a copy at the school
- Keeps a copy of the minutes in a file at the preschool and records and files all motions in the motions binder
- Is responsible for the safe keeping of the corporation seal and official documents
- Fills out and sends in "Form 1" papers after every election
- Prepares a short written reflection about their experience for the successor

Registrar

- Member of Executive – Director/Officer
- Responsible for all completed registration and membership forms, and keeps all forms on file at the preschool
- Receives enquiries, describes preschool policies to interested parents and sends out application forms
- Maintains and distributes printed membership/class lists and waiting lists
- Handles any withdrawals and fills the vacancy with the waiting list
- Updates registration packages as needed
- Sends health forms to the Department of Health
- Helps to plan and host any open houses at the preschool
- Prepares a short written reflection about their experience for the successor

Fundraising Chairperson

- Member of Executive – Director/Officer
- Establishes goals and timelines with the committee
- Reports to the Executive regarding fundraising progress
- Keeps the membership apprised of goals and achievements
- Chairs fundraising committee meetings
- Develops with the Treasurer an accounting procedure and monitors funds raised
- Oversees fundraising committee
- Provides resources and guidance for fundraising committee
- Prepares a short written reflection about their experience for the successor

GENERAL INFORMATION

Transportation/Parking

Each parent is responsible for making their own arrangements for transporting their child to and from the preschool. Children must be accompanied by an adult to and from the preschool. The preschool can provide a list of those parents who wish to car-pool. Parking is available across Lancaster Street at *Bethany Missionary Church* but you are asked to display the Moppet parking pass that is provided to you for this purpose. Parking is not permitted on Suddaby School property. Please note that parking on Chapel Street is limited to two hours.

Reciprocal Baby-sitting

The preschool can also provide a list of those parents who would like to have reciprocal baby-sitting with another duty person. It is usually possible for the parents to make arrangements among themselves.

Clothing

Each child requires the following:

1. Washable, practical, comfortable play clothes. Remember that it is more **fun** when it is **messy**. Aprons are worn at the painting easels and at the water table.
2. Outdoor clothing according to the weather. It should, if possible, be simple enough for the child to manage himself/herself.
3. All removable items of clothing should be clearly marked with the child's name.
4. Shoes or slippers for indoors (may be labelled and left at the preschool if desired).

Each duty person requires comfortable clothes and shoes, which allow for active play with children. Wear things that you do not mind getting dirty. Come dressed for the weather so you can be outside in comfort.

Staffing Policy

According to the Day Nurseries Act's licensing regulations, the following staffing requirements are needed for the program to run each day:

One Teacher and ...	with...
2 duty people	1 to 15 children per class.
3 duty people	16 to 18 children per class.

Note: Full enrollment is 18 children per class. If a sufficient number of duty people are not present on a given day then the program may not proceed until an additional duty person has arrived.

Note: If the Teacher is ill, the program can continue to run with a supply ECE qualified teacher and the regular number of duty people. If duty people are ill it is their responsibility to find a replacement.

Registration Policy

Registration for Moppet will proceed as follows: the preschool will consider registration on the basis of eligibility and order of application. The order of preference will be present members, alumni (families whose children previously attended or a former Moppet student), and then new applicants. A pre-registration form will be filled in first along with a \$25 non-refundable registration fee. Registration packages will be handed out in the spring to all pre-registered families. Families who are pre-registered for September will be given the opportunity in the spring to come for a visit and participate in a regular Moppet class.

Registration Packages

Registration packages include the following:

3. Child application record
3. Child and duty person's medical forms
3. Criminal reference check form for all duty people
3. Behaviour Management Policy consent form
3. Playground Safety Policy consent form
3. Field trip consent form
3. Photo release and directory release consent form
3. 10 post dated checks for monthly fees
3. Snack and Allergy Policies and consent form
3. Anaphylaxis policy/form
3. Deposit cheque for cleaning/late duty (\$75) post dated to January 2011

Children cannot begin attending Moppet until their registration package is 100% complete.

Withdrawal Procedure

For withdrawal information refer to the Moppet Constitution section 5 on pages 6 and 7 and the Withdrawal Notice at the back of this handbook.

Field Trip Policy

Attendance at all field trips is optional and therefore the preschool and the Teacher will not provide alternative care for children whose parents do not wish them to participate on the field trip.

Walking Field Trips

Parents will be informed of walking field trips in our monthly newsletter. Supervision for these field trips will consist of the Teacher, three (3) duty people, and two (2) additional volunteers when there is full enrolment of eighteen (18) children in the class. We will otherwise strive for an adult to children ratio of no more than 1 to 3.

Non-Walking Field Trips

Parents will be informed of these trips in our monthly newsletter. Each parent is responsible for the transportation and supervision of their own child on these trips. Parents may choose to make arrangements with another Moppet parent to transport and supervise their child for them. **The preschool and Teacher at no time are responsible for making these arrangements.**

Release of Children

Please note that the Teacher is able to release your child only to the people listed in your registration package unless verbal or written consent has been provided by the parent/guardian.

Fee Payment

Upon registration Moppet requires ten (10) postdated checks (dated for the 1st of each month) for the monthly fee. In order to reserve or maintain your spot, fees are due during absences (i.e. vacations, illnesses).

Note: NSF Cheques - after two NSF cheques the monthly fees must be paid up front in cash or the child cannot attend the program.

Subsidy Policy

Should financial hardship affect a family's ability to pay preschool fees, a subsidy exists. The family may submit a letter to the president and Executive for confidential consideration. . The letter must include information regarding an estimate of the family's current financial situation,

annual income, number of incomes in the household, and number of children in the household. It is up to the discretion of the Executive to determine what level of subsidy the family will receive, using the Waterloo Region's low-income cutoff levels as a guideline.

Two subsidy spots will be available on a first-come, first-served basis. The Executive will consider allowing more spots based on the finances of the preschool and the need of the families.

Should the financial situation change the family is to notify the Registrar

Process for Expressing Concern

Moppet members who have concerns may approach the Teacher or any Executive member with their concerns. Their concerns will be brought forth at the next Executive meeting and the Teacher or member of the Executive will get back to them. Smaller concerns may be handled immediately and the outcome will be reported to the member with the concern.

Criminal Reference Check Policy and Procedures

Policy for Staff, Duty People, and Volunteers

In accordance with the Day Nurseries Act all people working directly with the children must have a criminal reference check. This includes duty people, the Teacher, supervisors, supply teachers and volunteers.

Process to Obtain a Criminal Reference Check

A criminal reference can be obtained by going to the local police department with two pieces of identification, one of which must be photo id, a letter from Moppet, and \$10 cash. It usually takes up to four weeks to process your reference check.

Applicant

Any individual submitting a criminal reference check is considered an applicant.

Updating Reference Check

All applicants are required to update their criminal reference check for Moppet every five years. An Offence Declaration Form needs to be signed yearly by all volunteers and staff who have not submitted a new Criminal Reference Check. It is the responsibility of all volunteers and staff to keep Moppet Preschool informed of any offences that occur after the declaration for that year has been signed. A new Criminal Reference Check is required after an absence from the Moppet program.

The Review Process for Criminal Reference Checks

Once you obtain your criminal reference check, it must be witnessed and the Moppet Criminal Reference Check form signed off by the Executive before you are eligible to participate in the program as a duty person. The Registrar and any other Executive member in the presence of the applicant will then review the applicant's reference check. After the applicant and review committee (consisting of the Registrar and at least one other Executive member) has signed the documentation in the registration package, the reference check will be given back to the applicant. Duty persons can not perform duty days until this form is on file, however children may attend. This will mean that duty days will be accrued from the time the child starts.

With the welfare of the children as its priority, convictions or offences on a criminal reference check will be considered on a case-by-case basis by the Registrar and at least one Executive member. This is to ensure that one person is not burdened with the decision making responsibility. The teacher will not be present for this conversation.

If the Executive's' decision determines that the applicant is not allowed to participate (i.e. perform duty) with the children, the following options will be presented:

6. The applicant may arrange for a substitute to participate with the children on their behalf, providing the substitute has an acceptable criminal reference check.
6. They may choose to withdraw their child from the Moppet program.

Note: The criminal reference check is always in the possession of the applicant. The preschool will not keep it, or make a copy of it for file. Confidentiality is of the utmost importance. All Executive members must sign a confidentiality clause to ensure privacy of all participants in the program.

MOPPET POLICY HANDBOOKS

The Moppet *Board Policy Handbook* and the Moppet *Policies and Procedures Handbook* are in the filing cabinet in the classroom at school and are available for all active Moppet members to view at their convenience. All active members should have a copy of the current *Moppet Parent Participating Preschool Handbook* to use as a reference.

A DAY AT MOPPET

School Hours

Moppet is in session Tuesday, Wednesday and Thursday, mid September to mid June. We observe the same holidays as the public school except for Professional Development days. In order to maintain your spot, fees are due during absences. (I.e. vacation, illness)

9:10 to 11:40 A.M (Duty people arrive at **9:00 A.M. SHARP!** And leave at **11:55 A.M.**) **OR**
12:30 to 3:00pm (Duty people arrive at **12:20 P.M. SHARP!** And leave at **3:15 P.M.**)

When it is your turn to work at Moppet as a duty person, it is mandatory that you are on time!! If a duty person is late, then the following action is taken:

- 1st time – a gentle reminder will be given by an Executive member
- 2nd time – the duty person will receive a call from the President/Chair
- 3rd time – the duty person will be asked to re-evaluate if this co-op is the right fit for their family
- 4th time - the \$75 cheque will be cashed

When you bring your child to preschool you are asked to wait with them until the duty people have arrived. Our start times of 9:10 A.M. and 12:30 P.M. are set so as not to interfere with the arrival of Suddaby School students.

Please ensure that your child's hands are washed before your arrival to the school and before entering the Moppet classroom.

Please remember that Moppet shares the halls with both Suddaby Public School and the Enrichment Center staff and students. Please show respect to our neighbours by encouraging your children to use walking feet and quiet voices in the halls.

If your child will not be at preschool for any reason, please notify the Teacher before school starts. If the Teacher is unavailable, try to contact one of the other parents.

Time Table

Morning Class

Time	Activity
9:10	Arrival and Outside Play*
9:30	Welcome Circle and Story
9:45	Free play and creative
10:45	Tidy Up and Washroom
11:00	Snack
11:10	Circle/Gym
11:35	Moppet is over
11:40	Going home

Afternoon Class

Time	Activity
12:30	Arrival and Outside Play*
12:50	Welcome Circle and Story
1:10	Circle/Gym
1:35	Washroom
1:40	Snack
1:50	Free Play and creative
2:55	Tidy Up, Moppet is over
3:00	Going home

*When outside play is not available books, games and puzzles will be available in the classroom for children to play with until the welcome circle begins.

The first Wednesday of every month is Show and Tell at circle time. The timetable may fluctuate on days when special events are planned.

At the beginning of each year each child will be given a labelled art pocket and a hook for hanging their clothes and backpack. Duty people may hang their coats on the hooks behind the door in the kitchen.

Arrival & Departure

Please remember to sign your child in and out on the daily sign-in sheet near the door to classroom/playground. If you arrive late with your child please knock on the classroom window and a duty person will let you in.

PLEASE REMEMBER TO ENTER AND EXIT FROM THE WEST SIDE DOOR!!!!!!

SNACK POLICIES

Children at Moppet are fed a healthy snack, which the designated duty person brings and prepares for all the children.

Acceptable Snack Policy

47. Peanut and tree nut products are not allowed into the Moppet classroom or at Suddaby. Moppet is a nut-free environment
47. Other than fruits and vegetables, snack must be brought to the preschool unopened and pre-packaged.

A snack list will be provided to families in September and possibly updated throughout the year as needed. All food consumed at Moppet must adhere to the snack list. The classroom copy of this document will contain the most current version of the snack list.

Carrots and popcorn are choking hazards for young children and are not permitted at Moppet. Grapes must be cut in half.

In keeping with Moppet's inclusion policy, Moppet Preschool will make every effort to accommodate the needs of severely allergic children.

Snack Preparation Policy

0. Snack must be prepared in the preschool kitchen and served in a safe manner so as to avoid food contamination. All utensils (knives, cutting boards etc.) are provided. Please do not bring your own from home. Refer to the Snack Preparation and Serving Procedure.
0. Duty people must wash their hands thoroughly before preparing and serving snack.

Snack Preparation and Serving Procedure

Step	Action
1.	Wash hands thoroughly before preparing and serving.
2.	Prepare snack trays, i.e., <ul style="list-style-type: none">• open unopened, pre-packed items,• cut fruit and/or vegetables• dispense water• all food should be cut into bite-sized pieces to minimize the risk of choking. Grapes must be cut in half. <p><i>Note: Use cutting boards located in drawer closest to the sink when cutting. Do not cut on serving trays.</i></p> <p><i>Note: Knives should always be kept safely away from children even while preparing snack. Knives should be put away immediately after being washed.</i></p>

Step	Action
3.	<p>Preparing the tables for snack time</p> <ul style="list-style-type: none"> • The tables must be washed before and after snack is served • A bottle of prepared solution is kept on hand under the sink and it is marked "Washing Tables: Diluted bleach solution for Washing Tables" • Pour the solution onto the cloth provided for table cleaning and wipe down the tables. • Place a disposable napkin and a plastic cup at each place, ensuring that there is a place for each child • Fill the cups about a third of the way. <p>Solution concentration for washing tables is 1 teaspoon : 1 litre of water.</p>
4.	<p>Serve snack</p> <ul style="list-style-type: none"> • Place the snack on the napkins • Use tongs for all food items and spoons for small food items. <p>Note: <i>Children should not be serving themselves due to the risk of cross contamination.</i></p> <p>Children may have further snack items once everyone has had a first helping.</p>
5.	<p>Locate yourself at a snack table to serve the snack.</p> <p>Note: <i>A duty person should be located at each snack table to ensure appropriate supervision during snack time. Children must remain seated while eating and drinking. Duty people should sit and interact with the children.</i></p>
6.	<p>Record snack in the snack logbook.</p> <p>Note: <i>Snack logbook is located in the drawer beside the sink.</i></p>
7.	<p>Dishwashing Procedure</p> <p>0. Fill white basin with fresh water and one tablespoon of bleach to black line on basin and then place basin on the counter beside the sink.</p> <p>0. Fill first sink with fresh water and add the regular dish soap found under the sink and fill second sink with fresh water.</p> <p>0. Wash the dishes then rinse them with tap water in second sink then place them in the bleach/water solution for 30 seconds. DO NOT RINSE AGAIN AFTER DIPPED IN BLEACH. Pay special attention to cleaning the snack trays as food residue can be hard to clean completely, especially from bananas.</p> <p>0. Place dishes on drying rack.</p>
	<p><i>Note: This routine is posted above the sink for your reference.</i></p>

FOOD ALLERGIES POLICY

Communication

- A list of children and their food allergies/dietary restrictions is posted on the wall above the snack tables.
- The teacher ensures that nut-free signs are posted in the classroom.
- Parent, guardians and duty people involved with the preschool will be informed that there is a child with a severe allergy attending the preschool, and be aware of the emergency plan should an allergic reaction occur.

Snacks

- A parent whose child has food allergies is responsible daily for reading the snack labels of the packaged items being provided in their half of the day to see if the snack is safe for their child. It is the parent of the allergic child's responsibility to read the package to ensure it does not contain any allergens for their child. It is not the responsibility of the duty person who is providing snack or the Teacher to determine if the snack is safe for the child. Duty people can only bring snacks from the approved snack list.
- Any children with severe allergies (or at their parent's discretion) are to provide their own snack.

EpiPen

- A child with a life-threatening allergy requires an EpiPen and must have an Anaphylaxis Emergency Plan posted on the wall by the kitchen along with their EpiPen. A second EpiPen must be left at the preschool (i.e. in their backpack).
- The Teacher must have first aid training including proper administration of an EpiPen..
- Instruction in the use of an EpiPen will be done for all duty parents at Fall Orientation before they perform duty in the classroom. If a child who requires an EpiPen starts Moppet after the start of the year the parent will provide training for any families who did not receive training at orientation. Evidence of this must be kept in writing with the registration information.

PARENTS DUTIES AND RESPONSIBILITIES

Rules Pertaining to the Spirit of Co-operation

1. Leave the disciplining up to the Teacher. If, in case of an emergency, you must act, try to leave no one with a hurt ego.
2. Make yourself thoroughly familiar with the philosophy of the preschool. It is very confusing and disturbing to a child when different duty people react differently in similar situations. The closer we can come to a unified overall approach the more secure our children will feel.
3. We cannot expect a child to get along equally well with other children. Similarly, some duty people will seem to be easier to get along with than others. Let us be an example to our little ones by always looking for the good in another person/child, rather than dwelling on the negative.

Remember: The first bit of gossip means the end of a truly co-operative spirit!

It is we, the parents, who own the preschool, run the preschool, and are in charge of the affairs. This means that all of us have equal say, as well as equal responsibility. Any suggestions, positive or negative are welcomed.

Our co-operative preschool will become a success only if we all contribute, work together and fulfil our responsibilities as parents belonging to this preschool.

If any parent is not fulfilling their responsibilities, they will be requested to withdraw from the preschool.

Duties and Responsibilities as parents in this co-op preschool:

1. You must meet our financial obligations in the form of ten (10) post-dated cheques, dated the 1st of every month or payment in one lump sum at the beginning of the school year.
2. You must do your weekly duty according to the schedule that you signed up for. A schedule will be posted so we can sign up for our duty days. If you cannot work on a duty day you have chosen, **it is your responsibility to find a replacement** and to repay that person on one of their duty days. Reciprocal baby-sitting may be arranged between the duty people with other children still at home. Based on a full class load you will be required to work three (3) duty days every six (6) weeks and on one day you are required to bring a snack for all. All together each duty person works approximately eighteen (18) days, and bringing snack six (6) different times.
3. You must bring your child to preschool **not before** 9:10am or 12:30pm and you must pick your child up **no later than** 11:40am or 3:00pm.
4. You must ensure that your child's hands are washed before coming to Moppet. Duty people must also wash their hands before coming for duty. This is a good way to reduce

the spread of germs. When there is no playground time, it is the responsibility of the adult who is dropping the child off to ensure that the child's hands are washed again before entering the classroom or at the kitchen sink in the classroom.

5. You must perform your committee work as required. Not one of these committees involves hard work or is very time-consuming. Every parent must sign up for one (1) committee, with the exception of the Executive members.
6. You must attend the general meetings.
7. Each family is expected to do their share of fundraising, as set out by the Fundraising Committee.
8. The classroom must be cleaned each month (usually the first Thursday) as part of our licensing requirements. Each parent, including those on that committee is expected to take their turn in the monthly cleaning of our preschool facilities, toys and equipment. Executive Board members are expected to do the September cleaning.
A \$75 cheque will be post-dated to January 1st 2011, which will be cashed in the event that a classroom cleaning/ being on time for duty days obligations are not met. If this occurs in relation to the first cleaning duty, another post-dated \$75 cheque must be immediately submitted to the Treasurer in the event that the second classroom cleaning is missed.
9. In order to run Moppet successfully we need a committed Executive Board. Should you choose to be part of the Executive you would have specific responsibilities pertaining to your position and are expected to attend all Executive meetings.

RESPONSIBILITIES OF THE TEACHER

1. The Teacher shall be hired by the Executive, who shall recommend his/her salary and other benefits.
2. The Executive, at their discretion, may require that qualifying courses be taken by the Teacher and shall then pay the tuition when possible.
3. The duties of the Teacher shall be:
 - the education program for the children.
 - arrangement of the duties for the duty people and assisting in their program.
 - helping to interpret the principles of good nursery school education to the parents and consulting them regarding their child's development.
 - attending Executive meetings, in a non-voting capacity.
 - attending all open parent meetings.
 - acting as advisor concerning equipment and supplies.

EXPECTATIONS PERTAINING TO PARENTS AND VOLUNTEERS AT PRESCHOOL

On your duty day you are acting as the Teacher's assistant. Arrive 10 minutes early in order to help the Teacher set up any activities necessary. This time may also be used to become acquainted with the other duty people. Review your special duties for the day, and make sure you know of any special activities that are planned.

As an assistant, try to keep in mind:

1. Get down to the children's level to talk to them or to play with them.
2. Always speak and move quietly.
3. You are responsible for doing the duties listed for you on the timetable. Do your share of the work without taking over someone else's.
4. Try to show genuine interest in the children and what they are doing.
5. Be patient and friendly in helping the children to solve their own problems; this fosters independence.
6. Children are never to be left unsupervised and are not allowed to leave the classroom without adult supervision.

7. Children need to be accompanied by an adult to the washroom. If you are taking a child or children to the washroom, let the Teacher or another duty person know before you leave.
8. All duty people, volunteers, and staff are required to have and submit a criminal reference check as required by the Day Nurseries Act.
9. It is the Teacher's responsibility to convey concerns about a child to their parent or guardian.

The child may choose to play with anything that interests him/her. If the child appears apprehensive and is not involving him or herself in an activity, try to encourage play by appealing to the child's interests. For example, you could mention that "There are shapes - would you like to paste them on a paper?" or "We have some puzzles - have you tried doing one today?"

The child must play with toys or do his/her craft carefully, and not interfere with anyone else. When an activity is finished, the child must be encouraged to put the toy away neatly in its proper place. Always offer to help the child if you feel that some assistance is needed, but the emphasis should be on the task being his/her responsibility. Try to avoid interrupting a child in his/her work. We must respect that he/she is learning and exploring.

If you have an idea for a special activity or craft on your duty day, the Teacher would be delighted to incorporate your idea into the lesson plan. Please mention the idea a few days in advance so that this activity can be included into the daily planning.

Please feel free to call on the Teacher if you are uncertain about anything. Never try to force a child to any course of action. **Discipline is the Teacher's responsibility.**

On your duty day, your child may be at his/her worst - clinging, tearful, or showing off. **This is common and normal.** The child may be finding it hard to share you with others. Be patient and he/she will gradually become accustomed to letting you help others as well as him/her.

Above all, our children are at preschool to enjoy it. Let us, as parents, enjoy it too. Have fun with the kids. They are super!

PLAY CENTRES/DUTY AREAS

Each duty person is assigned to one of three duty areas. The duty person who has brought snack is assigned to an area that allows them to begin snack preparation or clean up. Detailed information about each area will be provided in the classroom as the specifics are related to how the classroom is set-up each year. The following are general points for all duty people to keep in mind.

General information:

- Interact and encourage children to play co-operatively
- Ensure that the Science table items remain at the science table
- Ensure that all the toys are returned to the shelves
- Be available to take children to the washroom
- Sweep up sand and beads; throw them out as needed
- At tidy-up time, encourage the children to participate and participate yourself
- Encourage children to spend a maximum of 5 minutes on the computer at a time
- Write the child's name clearly at the top right of his/her artwork
- Children doing messy activities (painting, water etc.) should wear aprons
- Only two children should use the workbench at a time; safety glasses must be worn
- Blocks should be stacked no higher than the child's shoulder; only one layer of blocks may be walked on
- The nearest duty person to the phone may answer it
- Duty people can help clean up a bathroom accident if they and the child are comfortable. A bag is on the blue shelf with gloves, extra pull-ups, clothes etc. Diluted bleach can be used to clean up an accident on the floor.
- On Thursdays, assist other duty people with filling and distributing take-home bags

Circle/Gym time:

- At circle time, one duty person remains in the classroom with the Teacher. The other two duty people supervise the children in the gym.
- While in the gym refer to the gym rules posted on the wall
- Fill in the gym binder as needed
- Report any injuries or concerns to the Teacher who will inform the parents if necessary

Snack:

- All duty people help serve snack
- Children should remain seated while eating
- For more information read the Snack Policies in this Handbook
- Duty people should sit at the snack tables and interact with the children

BEHAVIOUR MANAGEMENT

As per the Day Nurseries Act:

44. -- 1. Every operator shall ensure that there are written policies and procedures with respect to discipline, punishment and any isolation measures to be used by employees in each day nursery operated by the operator and by each person in charge of a location where private-home day care or day nursery is provided by the operator and that the policies and procedures set out the permitted and prohibited practices.
2. The policies and procedures referred to in subsection 1. shall be reviewed with all employees of each day nursery or private-home day care agency operated by the operator and each person in charge of a location where private-home day care is provided by the operator upon commencement of employment and prior to any child being placed in a location where private-home day care is provided by the operator, and at least annually thereafter.
O. Reg 760.83.s.44.
45. -- 1. No operator shall permit,
- a) Corporal punishment of a child by an employee of the operator, by a person in charge of a location where private-home day care is provided by the operator, or by another child or group of children;
 - b) Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect;
 - c) Deprivation of a child of basic needs including food, shelter, clothing or bedding.
2. No operator shall,
- a) Lock or permit to be locked for the purpose of confining a child the exits of a day nursery operated by the operator of location where private-home day care is provided by the operator; or
 - b) Use a locked or lockable room or structure to confine a child who has been withdrawn from other children, unless otherwise approved by a Director.
O. Reg. 760/83.s.45.

This policy as required by the Ministry of Children's Services will be reviewed:

- Semi-annually by the Executive and the Teacher prior to the first day of school and by the end of each school year
- In January the President will communicate to the duty persons and volunteers who provide care and guidance at school that it is time to review the document prior to the second signing
- -A Behaviour Management Policy Agreement Form will be included for signature by duty people, volunteers, or any others completing duty days in all registration packages and will be resigned during the second half (January to June) of the school year

CONTRAVENTION OF BEHAVIOUR MANAGAMENT POLICY

Failure to comply with the Behaviour Management Policy may result in the following depending on the circumstances at issue:

- 11. Warning, either verbal or written, followed by possible suspension or permanent dismissal
- 11. Emergency executive meeting to review the situation
- 11. If the incident involves a parent, volunteer, or staff member, temporary or permanent removal from the duty schedule may occur with or without warning or explanation.
- 11. Possible removal of parent's child from the preschool program

Any incidents of discrimination will be dealt with according to the contravention of the Behaviour Management Policy.

BEHAVIOURAL TIPS AND SUGGESTIONS

The following are some tips and suggestions to keep in mind while working with the children:

Discipline

At times, a child loses complete control and is obviously unable to cope with the situation. During these times, alternative choices of behaviour will be suggested or if necessary, a time-out will be implemented. A time-out consists of asking the child to sit on a chair to think for a while. Always allow him/her to get up when he/she is ready to play properly.

Limit Setting

Children accept limitations most effectively if the adults imposing the limits have built a trusting relationship with the children. You can establish this type of relationship with the children by treating them and their feelings with respect and by being warm and interested in them.

When to Set Limits

1. **Dangerous Behaviour** - Situations where you are afraid that a child may get hurt (e.g. running in inappropriate places like the hall or classroom; building blocks being stacked too high.)
2. **Inappropriate, Attention Seeking Behaviour** - Situations when you feel the child is acting out in order to obtain the Teacher's or other children's attention. (E.g. teasing, bullying, hitting or otherwise harming another child.)
3. **Unconstructive Behaviour** - Situations where the child seems to be asking for direction. (E.g. wandering aimlessly, interrupting others' play)

How to Set Limits

1. **Try to State Your Expectations Clearly** - Let the child know what it is he/she cannot do and give him/her alternatives, which are acceptable (e.g. I am sorry but I cannot let you tear the pages in our storybooks. You can get some newspaper off the shelf and tear that up instead.)
2. **Respect the Child and His/Her Feelings** - Verbalize what the child seems to be feeling when he/she cannot do something. Help the child understand his/her own feelings and let him/her know that you understand his/her feelings. Once he/she understands that you know how he/she feels it is easier for him/her to accept the limit (e.g. I know it makes you feel angry when I make you get off the climber when I see that you are not holding on with two hands but I worry that you might fall and hurt yourself if you don't use two hands on the climber.)

3. **Be Specific and Consistent** – Do not lose sight of the child in your insistence to have him/her comply with your limit. If the child is resisting the limit, talk to him/her and find out the reason he/she cannot comply with the limit.

Feelings of hostility and aggressiveness are not handled in a nursery school by ignoring them or by denying their existence. Hostile feelings are normal. A child often feels threatened by the strength of bigger people around him/her. A healthy method of handling this is by helping the child verbalize his/her feelings and then redirecting the child's activity to an area where he/she can express these feelings. For example, if you see a child who is upset at another child and is about to hit him/her, you should stop the child and say, "I know you are angry at him/her but I cannot let you hit him/her." You need to tell him/her that you are upset with him/her and you don't like when he/she does that. The child's verbal expression of these feelings might be enough, but if not, direct him/her to hitting nails into wood or pounding clay, so that he/she has an acceptable outlet for his/her anger.

Behaviour Difficulties with a Student

Occasionally the preschool may not meet the needs of a child due to extreme behaviour problems, developmental delays, or language difficulties, which may not have been apparent at registration. It is not the wish of Moppet Preschool that one child's difficulties should continually monopolize the Teacher's time to the detriment of the program.

Should any parent or the Teacher repeatedly notice such a situation, the following guidelines should be adhered to:

1. The concerned parent or the Teacher should document in writing incidents of concern to show that the child continually has difficulties. A "bad day" does not indicate continual problems.
2. The concerned parent or the Teacher should take his/her concerns to the next Executive Meeting or ask the President to convene such a meeting.
3. After discussion, should the Executive feel the concerns are warranted, the President and the Teacher should meet with the child's parents to voice these concerns. Short-term goals should be set in writing with the hope of alleviating the problem. A time for a review should be set at this meeting. (The parents of the child should be told of **all** procedures.)
4. The person who initially identified the problem should be notified that such a meeting took place and what the time frame is without compromising confidentiality.
5. After the review the President and Teacher should report back to the Executive. The concerned parent/Teacher should be contacted to see if they are still concerned.

6. If it is felt that a problem still exists which is jeopardizing the Moppet program as a whole, a general meeting should be called. At this time all parents should be informed of the situation, and after discussion, a vote taken to return or expel the child from the program.

In summary, the child is learning through active and creative play. With very good equipment, little "guidelines", and lots of praise, the child is stimulated to pursue his/her own interests, become good at them and develop confidence. The other children give him/her an opportunity to share and co-operate in a fair environment.

HEALTH AND SAFETY

Health policy

1. A completed medical form is required for each child prior to entering preschool. The child should also have had routine vaccinations and immunizations. This form can be completed and signed by the parent.
4. In view of the fact that mothers who may be pregnant are working at the school, it is strongly recommended that your child be immunized for all communicable diseases. If your child is not immunized, an exemption ("*Conscience or Religious Belief affidavit*") form can be obtained from the registrar. This statement must be completed prior to the first day of preschool. If a disease outbreak occurs at your child's childcare setting due to an infection covered by immunization, your child will be excluded until the outbreak is over.
3. All health forms and criminal reference check sign off forms **must** be completed and on file at the preschool **prior to the first day of school**.
4. All children's allergies will be posted in the classroom above the sandbox area.
5. If your child contracts a communicable disease, you are requested to notify the Teacher as soon as possible. The Teacher will in turn inform the other parents as necessary.
6. If your child is to be kept home from preschool, please notify the Teacher before class begins. If your child is ill the please let the teacher know of the illness.
7. The policy of the preschool is not to administer any medication, with the exception of an EpiPen or medication prescribed by a doctor to a severely allergic child as a precursor to administering an EpiPen. Please refer to Moppet's Anaphylaxis Policy and Procedures.
8. Illness records will be recorded in the attendance and daily journal for staff and children.
9. Health and safety inspections of indoor and outdoor environment will be conducted at regular intervals

Illnesses

It is left to the discretion and responsibility of the parent to protect not only their own child, but also other children at the preschool. A child may be sent home from preschool at the teacher's discretion if any illness is apparent. A good rule of thumb is - if your child is not well enough to go outside he/she should not be sent to preschool. Illnesses and absences of staff and children are recorded on a daily attendance chart.

Staff Sickness Policy

- Sick staff should not be at work (staff includes the Teacher and duty people)
- The same exclusion guide line for children apply to staff
- Staff who are unwell, but well enough to work should ensure hand washing is done more frequently
- Sick staff should not prepare snack
- Staff absence will be recorded in the daily journal
- Duty people who are sick are responsible for finding a replacement duty person

Exclusion of Sick Children Policy

As stated in the sick child section of the Day Nurseries Act, ill children must be separated from the other children and a parent is to be contacted to take the child home. By doing this a child is being excluded from the nursery school program in order to prevent the spread of communicable/infectious disease to well children or staff.

When the child is enrolled in the Nursery School Program the parent/guardian is given this handbook with a copy of the exclusion policy for the nursery school.

A child should be excluded if the child is not well enough to participate in activities as usual and/or has symptoms requiring removal from the nursery school setting.

Children who become ill at preschool will be separated and supervised until they can be picked up by the parent/guardian.

Children who have any of the following will be excluded:

- Fever and/or a combination of other symptoms (nausea, vomiting, etc. within 24 hours)
- Fever and body rash
- Diarrhea- two or more liquid stools or a change in the normal pattern of bowel movements (e.g. runny, watery, or bloody stools within 24 hours)
- Vomiting in the last 24 hours
- Eye discharge- yellow or white
- Severe cough
- Heavy nasal discharge
- Severe sore throat
- Irritability, continuous crying, or requires more attention then can be provided

Refer to the table below for the length of time that children will be excluded if they have a listed condition:

Conditions	Exclusion Period
Chicken Pox	Until spots are dried and scabbed over
Diarrhea	Until 24 hours after the last diarrhea bowel movement
E. coli	Until 2 consecutive negative stool specimens taken 24 hours apart
Giardia	Until free of symptoms for 24 hours
Head lice	After first treatment is applied
Hepatitis A	Until 1 week after onset of jaundice
Impetigo	Until 24 hours after antibiotics
Influenza	Until symptoms are resolved
Measles	Until 4 days after rash appears
Meningitis	Until child is recovered, decision to be made by physician
Mumps	Until 9 days after swelling began
Pertussis (whooping cough)	Until 5 days after antibiotics are started or until cough stops
Pinkeye	Until antibiotic treatment is started
Pinworms	Until 24 hours after treatment is started
Pneumonia	Until seen by a physician and permitted to return
Ringworm (body)	Until treatment has started, keep child from water play until treatment is completed
Rubella (German Measles)	Until 7 days after onset of rash
Scabies	Until 24 hours after treatment
Scarlet Fever	Until 24 hours after starting treatment
Shingella	Until 2 consecutive negative stool samples taken 24 hours apart
Strep Throat	Until 24 hours after antibiotics are started
Tuberculosis- active	Call the Waterloo Regional Health Unit
Vomiting	Until 24 hours after last occurrence

Injury Reporting Policy

Please inform the Teacher of any and all injuries to children, duty people, volunteers, and staff. The Teacher will report to the Executive about any serious work related injuries. Injuries deemed serious occurrences would be reported according to our policies and procedures regarding serious occurrences (page 38 of handbook). Outdoor playground injuries are recorded in the outdoor playground manual. The Teacher will inform the parents of any and all injuries that occur to their children the day they take place.

Chicken Pox

The Ministry of Health states that it is fine for a child to attend school once the spots have broken out on the child, provided that the child is feeling well enough to attend. At Moppet Preschool however, we request that, should your child contract the chicken pox, he/she stays away from preschool until all the spots are dried and scabbed over.

We decided to implement this policy due to a serious outbreak we experienced in 2002/2003. For the health and safety of all Moppet families and staff, we hope you respect our request to keep your child away from preschool until all the spots are dried and scabbed over.

Sanitary Practices and Policies

Universal Precautions are posted over the sink and are to be used at all times.

1. Toys will be washed and disinfected monthly during the monthly cleaning.
2. Snack tables to be washed off with the bleach solution each day before and after snack.
4. All children will be reminded to use soap when washing before entering the classroom at the beginning of the class and after washroom use.
4. Please follow the dish washing routine and snack preparation policies as outlined in the Snack Policies.
4. All children will wash their hands before snack.
4. Disposable gloves (found in the second drawer of the snack area) are available and must be used to clean up any bodily fluid accidents.
4. Kleenex and hand sanitation will be available in the classroom at all times

MONTHLY CLEANING POLICY

1. Generally, a group of parents (minimum of four) clean the classroom in the evening of the first Thursday of each month.
2. A Cleaning Coordinator arranges with the teacher and custodian to gain access to the school/classroom. The Cleaning Coordinator calls to remind families of their cleaning duties a few days in advance of the cleaning and shows up on cleaning night to ensure that all parents are there and aware of the procedures.
0. Parents clean all toys at all play centre using a bleach and water solution in a bucket (2 tablespoons to 8 litres of water). Toys must be submerged in solution for 30 seconds, and then laid out to dry on floor tarp on the floor. To clean small toys, suggest putting them into the net bags to submerge.

Tip: Use the larger toy bins as a container for the solution when cleaning those toys.

Refer to the table below for detailed instructions.

Toy	Cleaning Instructions
Puzzles	<ul style="list-style-type: none"> • wipe surfaces with bleach solution
Shelves, Bins, Large Toys	<ul style="list-style-type: none"> • wipe with bleach solution
Tables, Easels, Chairs	<ul style="list-style-type: none"> • scrub thoroughly with bleach solution
Small Toys, i.e., Lego, play food	<ul style="list-style-type: none"> • submerge in bucket of bleach solution for 30 seconds • lay on a towel to dry
Toys in Gym	<ul style="list-style-type: none"> • scrub thoroughly with bleach solution
Cleaning Towels	<ul style="list-style-type: none"> • leave in bag in kitchen for Dress Up Committee to wash
Dress-up Clothes	<ul style="list-style-type: none"> • the Dress Up Committee washes (and hangs to dry) on a monthly basis
Sink and Counter	<ul style="list-style-type: none"> • wipe with bleach solution

FIRE DRILLS

Route of Exit

The primary fire exit route from our classroom is out our door and through the girls' washroom to the stairway and out to the rear parking lot. The alternate route (if primary route is blocked) is to the left and down the hall, through the boys' washroom to the rear parking lot. Fire drills are practiced monthly in accordance to the Day Nurseries Act and dates are recorded in attendance book. The same guide rope with loop handles that is used for bringing the children in from the playground is used in evacuating the children during the fire drills.

When the Alarm Rings

1. The duty person nearest the guide rope takes it down and instructs the children in the room to each hold a loop on the rope.
2. Make a quick count as you lead them to the door.
3. With one duty person at the front of the rope and another at the end, lead the children through the washroom, up the stairs, outside and to the Suddaby parking lot where you will join the other students.
4. Count the children again.
5. Stay in the parking lot until you are asked to go in.

Teacher's Responsibility

1. Check the room to see that there are no children left in the room.
2. Make the last count as you leave the room.
3. Bring the attendance sheet for that day.

Points to Remember

1. Adults must act with calm assurance as in any other part of the day's routine. There is never any need to rush, either in practice or in case of fire.
2. This is one time the children must leave what they are doing and respond quickly to the signal. It is important that all children and adults become familiar with this procedure.
3. Fire drills will be carried out periodically throughout the year. Be prepared!
4. An adult will always accompany children to the washroom. So, should the fire bell ring when you are in the washroom, take the children outside to join the rest of the class.

Note: In case of an emergency that closes Suddaby School, the children will be taken to *Bethany Missionary Church* across from the school's parking lot.

CODE RED

In the 1999/2000 school year the school board introduced a new emergency response procedure for all schools in Ontario. This procedure pertains to intruders in the school. Code Red is the terminology used to describe a threat to personal safety – for example, if there is an intruder in the school and the police have been called. We at Moppet are required to practice the emergency drill along with the rest of the school.

When you hear "Code Red" over the school's P.A. system, please follow the following procedure:

6. Keep everyone in the classroom (or gym).
6. Check the halls and bring any students or teachers there into your classroom.
6. Instruct the children to all sit in the Block Parent room (door in block area) out of view of the door/window.
6. Lock or barricade the classroom door.
6. Do not let anyone into your room unless you know who they are.
6. Turn off lights.
6. Wait for further instructions.

OUTDOOR PLAYGROUND SAFETY POLICY

Note: The playground is not used by the children while the ground is frozen.

- For health and safety reasons the playground is checked daily by the Teacher. This check is recorded in outdoor policy binder each time we use the playground.
- The Teacher will meet parents and children outside the playground at 9:10 A.M./12:30 P.M.
- Children and parents must remain outside the fenced playground until the Teacher has checked the playground is safe and all duty people have arrived. If a parent allows their children to play before this occurs, the parent is responsible for their child.
- The Teacher will stand at the entrance of the playground with the sign in sheet and greet the children and parents.
- The Teacher and three parent volunteers will supervise the playground area.
 9. The Teacher stands at the gate/entrance of the playground with the sign in sheet and greets the parents and children, also assisting in the playground as needed
 9. **Duty person #1** supervises the area of main play structure with the single slide and climbing wall
 9. **Duty person #2** supervises the opposite side of the main structure, the double slide and yellow ladder.
 9. **Duty person #3** supervises the area with the large rocks and separate ladder apparatus.
- The child to staff ratio cannot be reduced on the playground.
- At approximately 9:30 A.M./ 12:50 P.M. the children will tidy up the playground and sit on the black wall.
- Two duty people will count the children sitting on the black wall before the children get up to hold onto the hand-holding rope.

- A third duty person will check the playground perimeter and tunnel.
- One more count of the children will be made at the gate before proceeding into the school.
- **Duty person #1** enters the school by the Lancaster Street door and proceeds through the school to open the Irwin Street door for the Moppet children.
- **Duty person #2** takes the toys to the shed and meets the group at the Irwin Street door.
- Children, Teacher and duty person #3 proceed in an orderly fashion to the Irwin Street door and will enter the preschool and go downstairs to hang up coats and wash hands.
- Outdoor injuries will be recorded in the outdoor playground binder.

GYM SAFETY RULES AND POLICIES

If you are a parent on duty in the gym you must abide by these rules and help the children to learn them too. **Upon entering the gym, the duty people should do a visual inspection of the play area and equipment to ensure there are no safety hazards.** Please remove all hazards and record any concerns in the purple gym logbook. We want the gym experience to be safe and fun for all.

- 0. For health and safety reasons the gym is checked weekly by the Teacher and recorded in the daily notes.
- 0. Walking feet only! (No running)
- 0. All children must have shoes/boots on their feet at all times.
- 0. All children need to go down the slide feet first.
- 0. All riding toys need to be driven carefully and in the same direction to prevent collisions.
- 0. It is very important that all Moppet children play away from the train and picnic table area
- 0. Only one child at a time is allowed on the trampoline. A duty person must be there to supervise when there is a child on the trampoline.
- 0. If a child needs to use the washroom, come and get the circle parent to take them to the washroom. We need two parents in the gym to adequately supervise the children.
- 0. When gym time is over, turn off lights briefly to get children's attention and indicate that it is time to park bikes at the wall and line up to leave the gym.
- 0. Record any injuries or concerns in the gym logbook.

POLICIES AND PROCEDURES: SERIOUS OCCURRENCES

Summary

This subject defines serious occurrences and details the procedures to follow when dealing with and reporting these occurrences. (See 0802-03)

Definitions

Definitions of serious occurrences follow:

1. Any death of a client which occurs while participating in a service¹
2. Any serious injury to a client which occurs while participating in a service. This includes:
 - Any injury caused by the service provider;
 - A serious accidental injury received while in attendance at a service provider setting, and/or in receiving service from the service provider;
 - An injury to a client is non-accidental, including self-inflicted, or unexplained, and which requires treatment by a medical practitioner, including a nurse or dentist.
3. **Any alleged abuse²** or mistreatment of a client which occurs while participating in a service. This includes all allegations of abuse or mistreatment of clients against staff, foster parents, volunteers, and temporary care providers.
4. Any situation where a client is missing³, in accordance with ministry requirements for applicable program sectors; otherwise, where the service provider considers the matter to be serious.

<ol style="list-style-type: none">1. In the event of a death a Coroner must also be notified — ref: Coroner's Act s.10(2) for any client; also, CFSA Reg.70/90, s.71 for any child and HRP A Reg.365/90, s.10 for clients of funded developmental service residences.

<ol style="list-style-type: none">2. With regard to children, see CFSA Sections 37 and 72, with respect to a child in need of protection and the duty to report. [Note: it is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the F&CS]

3. For example, with regard to children, this would include any 'missing' incident within a licensed child care program.

5. Any disaster, such as fire, on the premises where a service is provided.

6. Any complaint concerning the operational, physical or safety standards of the service that is considered by the service provider to be of a serious nature.

7. Any complaint made by or about a client, or any other serious occurrence concerning a client, that is considered by the service provider to be of a serious nature.
9. Any use of physical restraint of a resident in a residence licensed as a children's residence under the Child and Family Services Act or in a residential program funded under the Developmental Services Act that provides group living supports to adults with developmental disabilities.

Note: Within the parameters of the preceding definitions, the service provider is responsible for determining whether an incident is deemed to be a serious occurrence as defined by these procedures and whether, therefore, it should be reported to/within the ministry.

Preliminary Report

A preliminary inquiry is the first gathering of facts surrounding alleged serious occurrences and it should take place at once.

In the event of a serious occurrence the procedures outlined below should be followed:

1. The staff or any other witness should report the occurrence at once to the supervisor.

Note: The child should be provided with immediate medical attention, if necessary.

2. The supervisor should conduct a preliminary inquiry immediately.
3. All persons having knowledge of the occurrence should remain at the site until they are excused by the supervisor conducting the preliminary inquiry.
4. The supervisor should write and sign the preliminary report that should answer the following questions:

- What happened? (description of the incident)
- When did it happen? (Date, time, etc.)
- When was it reported?
- Who was involved?
- Where did it happen?
- Why did it happen? (if known, and to the best of the reporting person's knowledge)
- What action was taken?
- What is the current status?
- What further action is proposed?
- Who was notified about the incident? (parents, police, Family and Children's Services, Crown Attorney, Ministry)
- Would a more thorough investigation seem necessary?

Reporting process

Any serious occurrence that involves emergency personal (fire, police, and ambulance) or that the media may report on must be reported to the ministry within three hours (August, 2009)

(Within 24 hours):

When a serious occurrence is deemed to have taken place, the service provider shall insure that:

- Within 24 hours, the ministry regional or corporate office, as applicable, is informed. (each ministry regional office will provide directions to service providers i.e. funded or licensed by MCYS, as to the specific means of initially reporting a serious occurrence)

(Within Seven (7) Days):

When a serious occurrence is deemed to have taken place, the service provider shall insure that:

- After the initial notification to the ministry, the written Serious Occurrence Inquiry Report, signed by a designated service provider representative, must be submitted to the ministry regional/corporate office, as applicable, within seven (7) working days. The report shall identify any clients involved by their first name and first initial of their last name. Any other party should be referenced in as non-identifying terms possible (i.e., first and last initials only)

Note: It is the responsibility of the supervisor at the time of the occurrence (i.e. the Teacher or supply teacher) to insure the above reporting is carried out.

Operator Notification

Moppet must immediately notify the Ministry of Community and Social Services if any serious occurrence should take place. The Teacher sends these forms and informs the President.

Child Abuse Policy

If on the basis of the inquiry, there is reason to suspect that a child has been abused and the child is in need of protection, the **designated person**, the person who sees evidence of abuse or who the abused child has disclosed information to, shall ensure immediate contact with the following listed below:

- The local Family and Children's Services [must be notified of all suspected abuse cases as required by the *Child Welfare Act*], and the police as appropriate, in the case of a child.

[Note: it is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS]

- The Teacher and the Moppet Preschool Executive Board

Should an investigation of the suspected child abuse case be necessary, the operator and the Family and Children's Services should cooperate and share information as to the process of the investigation.

MOPPET ANAPHYLAXIS POLICY AND PROCEDURES

Revised : April 22, 2010

- The parent/guardian of the child with food allergies must fill out an Anaphylaxis Emergency Plan and provide a current photograph of the child to be displayed in the classroom and on the gym door.
- The parent /guardian is responsible for checking snacks and reading labels on a daily basis.
- The parent/guardian must provide two EpiPens (still in original containers) for the duration of the school year. The parent/guardian must ensure that the EpiPens do not expire.
- One EpiPen will hang in a bag clearly marked with the child's name on a hook beside the Anaphylaxis Emergency Plan next to the kitchen door (out of reach of the children). The other will remain in the child's backpack.
- The child's name must also be included on the allergy information sheet posted in the classroom.
- At orientation all duty persons will be instructed on the anaphylaxis policy and procedures. If a child who requires an EpiPen starts Moppet after the start of the year then the parent will provide training for any families who did not receive training at orientation. In addition, information regarding that child's specific allergies and needs will be communicated to parents (i.e. via a newsletter).
- If a child is having an anaphylactic reaction the teacher will administer the EpiPen. If the teacher is not available, the nearest duty person will administer the EpiPen.
- Once the EpiPen has been administered a duty person must immediately dial 911 and following that, the parent or guardian of the affected child.
- When emergency personnel arrive, the child, the EpiPen, and the Anaphylaxis Emergency Plan will be sent to the hospital.
- The teacher will inform the Ministry of Children and Youth Services and fill out a Serious Occurrence Report.
- The teacher will contact the child's parent or guardian to check on the child's condition.
- Evidence of this must be kept in writing with the registration information.

THE CO-OP MOTHER

October

I'm a brand new co-op mother
My child has left the nest,
I've waited for this freedom,
Now I'm going home to rest.

I'm a brand new co-op mother,
My duty day is here.
I've picked the Active Area
There's nothing there to fear.

Just look out for the big wheels
Watch the children on the slide,
Now there's someone slipping on the mat
OH! where's a place to hide?

The Cognitive exposure --
I'll go through this with ease ...
Why can't I do these puzzles?
The kids think it's a breeze.

January (Knee-deep in snow)

I'm an expert co-op mother
This job is now old hat.
"Stop squabbling on those big wheels!"
"This puzzle piece fits that."

As soon as winter's over
And the snowsuits put away
I'll never have to worry
What to bring for snack today.

May

I'm an old, old co-op mother
We're on the month of May
Why do I feel regretful?
As we near the final day?

So many friendly faces
The staff, the mums, the tots.
Why was I ever worried?
I now have quite forgot.

by Rosemarie Stasios

A TRIBUTE TO OUR DUTY PARENTS

You could have been a surgeon and picked at people's brains,
Or a plumber making big bucks unclogging people's drains.
You could have been the CEO of one of the top 500,
Or an academic exploring the weird and wondered.

But you're a duty parent – job of little "class"
Say those who work in towers of ivory and glass.
Your job description requires you to be on deck at nine,
To watch your language, wash your hands and even learn some sign.
You must wipe eighteen noses many times throughout your shift,
And pretend you are surprised when opening your Christmas gift.
You slice and dice the cheese and all to feed the hungry masses,
And fill and refill apple juice in eighteen plastic glasses.
Your physical conditioning is challenged all the more,
By sitting down and rising from toy strewn Moppet floor.
Finding boots and hats and mitts and whose is what and where,
And art work in the Thursday bags and ponytails in hair.
Reading stories and playing games – co-operation is the key,
Sharing, caring, little ticks, helping them to be
A friend to each and every kid who goes to Moppet school,
Tho' it is a taxing job – DUTY PARENTS ARE COOL!

What's a little paint a'splattered on your favourite shirt,
And who cares if you come home soiled from playing in the dirt.
No, you will never make the news – no Bay Street success story. Instead – warm hearts and inner
peace – a different kind of glory.
Thanks to all of you who take such care each day. To protect and praise our precious kids who
come for Moppet play.

Wendy Newbery, 1996



Moppet Parent Participating Preschool
171 Frederick Street
Kitchener ON N2H 2M6

WITHDRAWAL NOTICE

Name: _____ Class: AM / PM

Date of Withdrawal: _____

Reason:

Address to which tax receipt and any post-dated cheques/refunds may be sent:

Signature and Date

APPENDICES