

Family Handbook



16 Phin Avenue
Toronto, M4J 3T2
(lower level within the Wandering Spirit School of Toronto)
416-465-3865

Email us at info@creativepreschool.ca

www.creativepreschool.ca

**Please be sure to check our website regularly for updates and changing information. Once you are registered you will receive the password for our PARENT PORTAL section where you will find our menu, several articles and parenting resources.*

Our Mission Statement

There is always a new way to view, process and act upon the world around us if given the time, materials and encouragement.

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Welcome to Creative Preschool!

Creative Preschool is located in the bottom west corner of Kapapamahchakwew - Wandering Spirit School as a leasee in this Toronto District School Board (TDSB) school. Our address is 16 Phin Avenue, Toronto Ontario M4J 3T2 and our centre phone number is 416-465-3865.

Our website is www.creativepreschool.ca You can reach us via email at info@creativepreschool.ca

Creative Preschool is a facility for children to learn, grow, explore and create. We believe in teamwork and as part of Creative Preschool, we want you to feel like part of our team. Our goal is to nurture each child in a warm, safe and caring environment while supporting their individual growth and development. Your suggestions, support and ideas are valued and always welcome.

Our handbook will provide information that relates to our centre and its programs. If you require any further information about our centre, please feel free to contact us.

CPS HISTORY & GENERAL INFORMATION

History of The Creative Preschool of East Toronto

The Creative Preschool (CPS) of East Toronto's co-founders are Wendy Hardy and Georgia Bowen. They began the school as a private nursery school in 1979 in the Borough of East York at Todmorden Mills. The school became incorporated as a non-profit school shortly after its beginning. In 1998 the preschool relocated to Bridgepoint Health and began developing an Intergenerational program integrating activities with the patients of the hospital. In 2002 the preschool began the process of operating more officially as a Childcare Co-operative with a volunteer board of directors made up of parents who are responsible for the corporation. This first volunteer board wrote the by-laws for the corporation in 2002. In January 2008 CPS moved to a temporary location in the former St. Williams Catholic School at 343 Jones Ave. while more permanent space was made ready at Eastern Commerce Collegiate at 16 Phin Avenue, which opened in the summer of 2008. The building is now home to The Wandering Spirit School which moved here in 2016. Wendy and Georgia are now retired (as of July, 2012) but remain advisers to the CPS Board. Our school's Director is Jennifer Davison who runs the school along with a parent Board of Directors.

Program Statement

CPS offers a learning program that is consistent with the Ministry of Education policies, pedagogy, and curriculum. Some of the Ministry documents we reference in our program include the following:

- How Does Learning Happen? Ontario's Pedagogy for the Early Years
- Ontario Early Years Framework
- Ontario Early Learning Framework
- Think Feel Act: Lessons from Research About Young Children
- Early Learning for Every Child Today

We know that children learn best by pursuing their personal interests and goals, so by following the Emergent Curriculum, children are able make their own choices about materials and activities during program time. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with peers, program staff, students, and other adults.

Children are competent, curious, and rich in potential. Creative Preschool recognizes that each child is a unique individual who brings their own abilities to the program and deserves the encouragement and space to try new things, explore new ideas, and develop their own unique creativity.

We provide an environment that promotes curiosity and exploration. We believe every child deserves a safe and caring environment in which they will grow and develop to their maximum potential.

Creative Preschool understands the importance of children's stages of development. For each child, their stage of development is individualized. Contributing factors include their unique family, community, and life experiences. We aim to integrate all areas of child development in our program.

Our goals for children include the following:

- Every child has a sense of belonging and is connected to others and contributes to the world
- Every child is developing a sense of self, health and well being
- Every child is an active and engaged learner, who explores with body, mind and senses
- Every child is a capable communicator who expresses themselves in many ways

Our Programs are designed to:

- Encourage children to interact and communicate in a positive way and support their ability to self regulate
- Promote the children's exploration, play, and inquiry
- Provide child-initiated and adult-supported experiences
- Offer opportunities to create genuine relationships with others in the program

Types of Activities we offer daily include:

- Drama, music, dance, and visual arts
- Language and literacy
- Nature, science, and technology
- Construction and design
- Daily opportunities for active outdoor play
- Snack and nutrition breaks

Our approach

Creative Preschool implements its programs through a combination of philosophies including Emergent Curriculum with some enhancements of Reggio Emilia, Montessori, and play based learning theories..

Our philosophy is based upon the following set of principles:

- Children must be able to learn experiences through touch, movement, listening, and observing
 - Children have a relationship with other peers, educators, volunteers, placement students, and with material items in the environment
 - Children have endless ways and opportunities to communicate and express themselves
- A child has 100 languages. Children utilize many different forms of communication. At CPS we encourage children to explore each concept and learn to communicate not just through spoken language, but through art and play as well.
- Children must have some control over the direction of their learning

Educators as co-learners

It is our philosophy that educators are co-constructers, researchers, documenters, and advocates for children, and through collaboration alongside children, families and peers, we aim to become co-learners side by side with each child.

Emergent curriculum

Emergent curriculum is a method of learning and teaching that requires educators to observe and listen to the child. Educators ask questions and listen to the child's ideas and inquiries. After observations are made, educators discuss and interpret the child's ideas to create child-led, educator-supported experiences and projects.

Health, safety, nutrition, and well-being of children

Creative Preschool understands that the first step in establishing and nurturing health, safety, and well-being for children in our program is through the connections they make with the program staff, volunteers, and students on placement. Each child is given individual attention during the day, and special attention whenever they need it, by our educators who are consistent and gentle.

As a licensed non profit centre, Creative Preschool meets and exceeds all health and safety requirements by the Ministry of Education and local government bylaws. Health and Safety information is posted inside each classroom on the communication boards. Policies are available in the Parent Handbook and in further detail in the Main Office.

Creative Preschool follows Canada's Food Guide to develop our snack menus. Lunch is catered through Wholesome Kids. Menus are available on our website and change seasonally. Menus always include a fruit and vegetable, milk or water, whole grains, and low to no sugar. We accommodate dietary or religious food requirements for the children in our program as per parent requests.

Relationships among children, families, staff, and community partners

Creative Preschool strives to promote a sense of belonging for children and their families by creating positive interactions and collaboration of families. We understand that relationships of trust are the basis of learning and cooperation.

Every child is entitled to be given the opportunity to develop personal responsibility and social skills, to learn to problem solve, develop conflict resolution skills, and to learn about diversity and inclusion.

CPS is committed to working in partnership with community partners, as we work together on the mutual goal of providing the best possible child care service to families.

Positive self-expression, communication, and self regulation

Creative Preschool programming leads to children's sense of belonging. We provide positive learning environments and experiences, focused on play-based learning, encourage children's communication, self-expression, and self-regulation.

In our inclusive learning environments, we welcome children of all abilities. Respect for diversity, equity, and inclusion is fundamental for development and learning.

Here are some of the ways that we create an inclusive environment in our programs:

- We recognize each child as having equal rights to participate in program activities
- We recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, language, gender, religion, family environment, and developmental needs
- We create strategies that value the culture and first language of all children
- We establish program strategies, to promote an inclusive learning environment in which every child can participate
- We view the diversity of children and families as an asset, and plan programs to reflect differences and enrich the environment

Our programs focus on play-based learning as the way that children naturally learn best. It is their natural response to the environment around them. When children are manipulating objects, acting out roles, or experimenting with different materials, they engage in learning through play. Play allows them to actively construct, challenge, and expand their own understanding through making connections to prior experiences, opening the door to new learning. Intentional play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style. It capitalizes their curiosity and creativity.

Our program also supports children's self-regulation, their ability to deal with stress, and remain alert and ready to learn. When children are calmly focused and alert, they are best able to control their emotions, pay attention, ignore distractions, inhibit their impulses, and understand the consequences of their actions.

Parent engagement and interaction

Creative Preschool encourages and practices open communication with families about our program and their children's learning experiences. We believe that families are experts on their children. Sharing knowledge is important to your child's success.

At CPS we use an app called HiMama and it is available in the Apple store and Google play. As part of your registration package, you will be required to sign a form to receive photos, communication, updates and progress reports on your child. Once we receive your consent, an email is sent to you explaining the use of this app and how to register to use it.

CPS ensures that families have the support of available, affordable, safe, reliable, high-quality licensed child care for their children, which ensures parents' peace of mind while their children are in our program. Values of respect, care, empathy, trust, and integrity are ensured in our interactions with families. In addition to daily interaction with program staff, we offer many opportunities for parent feedback and involvement, such as open houses, newsletters, emails and parent interviews.

We know that our partnerships with families help our program meet the needs of the children:

- Families form the foundation of a child's early development
- Families know their children best and are the most powerful influence on learning and development
- The needs of each child are considered in the context of their family composition, values, culture and language. This approach enriches relationships between our centre, families, and our community
- Parent involvement connects to their children's early development, and enhances child learning

Community partners

Creative Preschool is committed to involving local community partners and to engaging those partners in supporting our centre's children, family, and staff. We support volunteers and students from the community and provide placement, training, learning opportunities, and practical work experience in the areas of programming and management. Volunteers and students on placement enhance the high-quality care and individual attention given to the children within our program.

We work closely with the Ministry of Education (licensing), City of Toronto Children's Services, Toronto Public Health (compliance) and have access to a Resource Teacher through the Child Development Institute(CDI) to provide support and community liaison resources to those families requiring additional developmental support.

Supporting staff in continuous professional learning

CPS is committed to hiring, training, and fairly compensating staff. We hire staff that have a positive and sensitive attitude towards children. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. We believe that everyone has worth and value and that all staff are entitled to be respected, supported, and treated fairly.

A large majority of our full-time staff have completed the Early Childhood Education program and are registered with the College of Early Childhood Educators. All program staff attend mandatory professional meetings and are committed to continuous professional learning.

CPS teachers foster children's inquiry and creativity by planning activities on a daily basis based on the observations that they make on the children's interests. In this way, learning is extended, leading to deeper investigation with materials and environment. Staff plan for and create positive learning environments and experiences in which each child's learning and development will be supported.

Documenting and reviewing the impact of our learning program

Creative Preschool understands that pedagogical documentation is a way for our program staff to learn about how the children think and learn. Our staff make daily observations of the children in the program and use this information in future planning. The purpose of our documentation is to provide:

- A way to value children's experiences and help them reflect on those experiences
- An opportunity to make children's learning and understanding of the world visible to themselves, to other children, to their families, and to the program staff
- An opportunity for reflection on developmental growth
- A process for staff to co-plan with children about learning
- A dialogue with families about children's learning experiences
- A self-reflection opportunity for staff as they participate in continuous learning

Prohibited disciplinary practices

The following policy is as stated in the Child Care and Early Years Act (CCEYA-8.1-8.5) '48':

No Operator shall permit:

- Corporal punishment of the child
- Physical restraint of the child, such as confining the children to a high chair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves, or someone else and is used only as a last resort and only until the risk of injury is no longer imminent
- Locking the exits of the child care centre premises for the purpose of confining the children or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine their self-respect, dignity, or self-worth
- Depriving the children of basic needs including food, drink, shelter, sleep, toilet use, clothing, and bedding
- Inflicting any bodily harm on children including making children eat or drink against their will

CWELCC

Creative Preschool is proud to be enrolled in the Canada Wide Early Learning and Care Plan (CWELCC). As part of enrolling in the plan, families will notice that our January 2023 fees have been reduced by 52.75% of our March 2022 fees and we've provided our family rebates for the period of April-December 2022. With entering into the plan it is our hope that families will be able to receive greater access to quality affordable child care and are excited to play a role in that.*** **This includes a reduction in the registration fee and family admin fee.**

As this is a new program, CPS has agreed to sign on for CWELCC for the 2022 and 2023 school year and will re-evaluate as new information becomes available to us. As always, CPS will have honest and transparent communication with our families on this new partnership and how it affects all of us.

Please follow this link on our website for a breakdown of our current base and non base fees:

<https://creativepreschool.ca/program-fees>

Waitlist Policy

Families will be prioritized based on first date of contact. To enter on to our waitlist, please hit the "apply now" button on our website and complete the quick 5 minute form. All applications are dated and time stamped once submitted.

Thereafter, Creative Preschool's priority is as follows:

1. Families with children currently enrolled at CPS (existing families)
2. Returning families to CPS
3. Parents and guardians who live or work in the Toronto community

Please note there is no waitlist fee. Once a family has decided to enroll their child(ren), an annual non-refundable registration fee of \$100 plus a family administration fee of \$40 for each child will be charged to guarantee your spot(s).

Procedure

1. As spots become available, management will contact you to verify your application and confirm your interest in joining us.
2. CPS does not guarantee a spot for a child once they are placed on the waitlist. We will do our best to accommodate your child's needs, however at times if start times do not align, you may be required to pay to hold your child's spot. This will only be charged when a classroom is full.
3. CPS does not charge clients a fee to be placed on the waitlist.
4. To keep the wait list moving, we require that once you are contacted about a spot opening that you respond back within 3 business days.
5. Management will do their best to accommodate the requested admission date. However, clients may be offered a child care placement earlier than requested. Should the client turn this admission date down, the next client on the waitlist will be offered that spot, and eligibility of admission is then set back.
6. Management will contact prospective clients on the waitlist of a open spot twice via email and once via phone call. If messages are not returned, it will be assumed that you are no longer interested in a spot and you will be removed from the waitlist.
Please be sure to keep all contact information with us current and up to date.
7. Once a client receives the enrolment package and has paid the registration and admin fee, they will be given a start date.

General Information

Hours of Operation

Creative Preschool's operating hours are from 8:00 am to 6:00 pm, Monday to Friday.

Creative Preschool is closed for all statutory holidays. We are also closed for all TDSB school closures including the 2 weeks of Winter holiday break at the end of December and March break (mid March).

Statutory Holidays

CPS recognizes the following statutory holidays.

- New Year's Day
- Family Day
- Good Friday and Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

*** Please note we are closed for 1 week at March break and 2 weeks at Christmas following the TDSB school calendar.

Holidays:

We close at the end of the third week in December, take the TDSB March Break and close at the end of the third week in June to allow our teachers a break before OPTIONAL Summer camp commences.

The monthly tuition is prorated and remains the same for each month.

Summer Camp:

We run an optional Summer Camp for the first 7 weeks of Summer starting after Canada Day. The weekly reduced CWELCC fee for that program is \$118.12 per week. Summer camp runs for 4 days a week (Monday to Thursday - Fridays only when closed on a Monday for a statutory holiday). Families have the option of signing up for a minimum of 2 weeks, to all 6 if they wish. Camp runs from 8:30 am to 2:30 pm. Spots are offered on a first come, first placed basis to existing families, then to returning families with any remaining spots being offered to those first on our wait list.

Payment of Fees

Fees are based on the program you are enrolled in and the fee is prorated to be the same every month. Payments are made by automatic withdrawal on the 1st of the month.

No reductions in fees are made to parents for statutory holidays, family vacations, illnesses, or emergency closures. Missed days may not be exchanged. Children attend the days for which they are registered.

Tax receipts are issued by the end of February. Please refer to the website for details on the current year's tuition.

Fees are the responsibility of the parents and are based on an annual tuition paid monthly. Please note: Regardless of the number of days in each month, the monthly rate remains the same. Our staff is paid and the school is closed on vacation days for Christmas Break, March Break and the last week of June. Having our staff take their vacation days when the school is closed for breaks, keeps tuition costs down. Fees are prorated to reflect STAT holidays, school closures etc. so that your rate doesn't fluctuate monthly.

Fee Structure

The Board of Directors reviews the child care fees annually at minimum. These fees are subject to change generally on either the first day of September or the first day of January each year but may be changed more often as needed.

CWELCC Fees

It is important to note that the Canada Wide Early Learning and Care plan covers the reduction of base fees and is not to be used to reduce non-base fees.

Creative Preschool's base fees are families' daily child care rate and all programs offered are included in our base fee Ex. Music, reading readiness etc.

Non base fees are defined as any "extras" to the program. Some examples of non-base fees: adding an extra day, adding lunch one day, late fee charge, NSF charges, diapers field trips, workshops extra.

Failed Fee Withdrawal

CPS fees are collected through preauthorized payments. It is each family's responsibility to ensure that their bank accounts are in good standing, with sufficient funds to cover the preauthorized payments as they become due.

The payment will be drawn from the bank account on the date(s) specified during registration. In the event that the date(s) fall on a weekend or holiday, payment will be drawn on the next business day. A service charge of \$50 will be levied for failed fee withdrawals, such as insufficient funds, account closure, stop payments, etc.

Arrival and Departure

Always make sure that the educator in attendance is aware of your child's arrival and departure. We cannot accept responsibility for children who are not inside the classroom or playground. If possible, spend a few minutes sharing information as this helps make transition easier, but be mindful not to linger as that can add stress to separation. Feel free to send us a message on HiMama if it's hard for you to share information at drop off. For your information, staff record your information on your child's day - such as eating, toileting and learning information (where appropriate). This information is logged in the HiMama app.

Emergency Evacuation

In case of an emergency evacuation, Creative Preschool staff will take the children to St. David's Anglican Church located directly across from the Donlands subway station @ 49 Donlands Avenue. Parents will be contacted and are expected to pick up their children at this location in the event of an emergency.

Release of Children – Emergencies or Alternate Arrangements

In an emergency, you may enlist someone other than yourself to pick up your child. This person must be at least 18 years of age or older. We must be advised of and be able to identify the person you have authorized. We will ask for photo identification to verify the individual at pick up, as your child will NOT be released to an unauthorized person. We require the names, telephone numbers, and child's relationship of the adults you wish to authorize and this must be listed on our admission form at the time of registration. Please advise us of any changes to this list.

Lockdown Procedure:

All schools in Toronto have lockdown procedures in place should any emergency occur that might place anyone in danger from outside or inside the building. In the preschool our procedure is to lock all doors, close all windows and blinds, turn off all the lights and sit quietly in the east classroom, next to the kitchen, until we receive further information. If needed, the Police may conduct a thorough floor-by-floor, room-by-room search and when we are advised it's safe to do so, the lockdown is lifted. The Wandering Spirit staff and Police contact us regularly to make sure we are all okay.

We explain to the children that we are having a lockdown. We say a lockdown is when the principal next door tells us to lock our doors, turn off the lights, close the windows and sit quietly until we know it is safe. We tell the children we are all safe and secure in our classroom and we need to wait for the principal to tell us when it is okay to turn on the lights, unlock the doors and finish school. We begin with songs and stories and then we have snacks and resume activities when possible. The staff and volunteers remain calm.

If necessary, Wilkinson, Blake and La Mosaque schools are notified we are under lockdown. They will need to telephone parents of students going to CPS for After School Club, to pick up their children from Wilkinson School. If needed, we notify the bus of our situation and the bus returns the children to school where they will be met by their parents.

We notify parents by telephone as soon as possible to inform them of the lockdown. St. David's Church, on the east side of Donlands Ave. north of Danforth, is our Emergency location should we ever need to leave our school. We have keys to enter the church as needed. If a lockdown delays pick up time, we advise parents to go home and we will phone them when they can pick up their children. We follow up a lockdown by emailing families of any additional information.

Inclement Weather Policy

Creative Preschool recognizes its responsibility for the safety and welfare of our students and staff during centre hours. We understand that clients share in the responsibility for the safety and welfare of their children, and we realize that occasionally situations of severe inclement weather exist or are predicted during the operational hours of the centre. As such, CPS may, on certain occasions and circumstances, have to close the centre. CPS takes its inclement weather closure cues from the Toronto District School Board. In the event where the school board does not close, the Executive team will make a decision regarding a closure. The closure will be communicated to staff and families through the following means:

- An email message out through HiMama
- Notice posted on our website
- Notice posted on our Facebook page (www.facebook.com/creativepreschool)

Only when the most severe conditions are predicted or occur, the centre may close during operational hours. This decision will be made by the TDSB and communicated to parents immediately.

Families will not be reimbursed for days missed due to severe weather conditions and/or closures.

Absences due to Vacation or Illness

There is no fee reduction for any absence including vacation time or illness.

Please contact the school when your child will be away. We record why children are away so we have a record of illness and symptoms in the school. When calling the school to report an illness, be sure to list the symptoms and when they began. Parents of escorted children are required to notify us early in

the morning if their child will be absent. If your child is absent due to illness or personal holiday, you are responsible for fees for maintaining your space in the school. If your child is quarantined at home due to an outbreak of illness, you remain responsible for your child's tuition fees.

Pandemic Closure Policy

If a family cannot attend the centre due to pandemic-related sickness, there will be no reduction in fees for missed days, in line with our regular illness policy. However, if during a pandemic the centre closes a program, this will be revisited by the Board of Directors once they have received information and guidance from the Ministry of Education.

Discharge

Parents are to provide written notice of withdrawal, a minimum of 6 weeks in advance. Parents are required to pay until the end of this notice period. CPS may terminate service, with written notice, if policies are not followed or fees are not paid.

Procedure:

- Parents/guardians submit a written withdrawal notice to the Admin Team
- Parents/guardians pay child care fees to the end of the notice period
- The Executive Director may discharge children if payments are irregular

Sunscreen

During the summer, we require you to apply sunscreen to your child prior to arriving at CPS. Should you require sunscreen applied at different times, a medication form must be completed and the teachers will log and record when it is administered.

Clothing

Your child's safety is our number one concern. Please adhere to the following clothing guidelines:

- Due to loose mulch in the playground, shoes must be closed-toe and rubber-heeled
- Rain boots are strongly recommended for wet weather play (be sure to send indoor shoes too- it is strongly suggested that an indoor pair of shoes be left at the centre in your child's cubby throughout the year).
- Snow boots are required for winter weather
- * We do go outside in all types of weather, please send your child to school in weather appropriate clothing.
- All clothing, particularly outdoor wear, must be labeled - this includes hats and mittens (no gloves for preschoolers please)

Meals

Your child will be served a nutritious hot lunch as well as morning and afternoon snacks. Our caterer is Wholesome Kids. Menus are posted online, outside the kitchen, and on each classroom's information board. This information is also shared on the HiMama app.

Please inform us of all allergies, religious restrictions, dietary restrictions, and other special food requests. Child-specific allergy information is posted in each classroom and in the kitchen. Creative Preschool will attempt to accommodate food requests and restrictions.

Creative Preschool is a nut-free facility. NO PEANUT OR OTHER NUT PRODUCTS ARE PERMITTED.

Anaphylaxis

Anaphylaxis (anna-fill-axis) is a serious allergic reaction. It can be life-threatening. Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, or exercise can also cause a reaction. The most common food allergens are peanuts, tree nuts, seafood, egg, and milk products. Anaphylaxis affects multiple body systems: skin, upper and lower respiratory, gastro-intestinal, and cardiovascular. Anaphylactic shock is an explosive overreaction of the body's immune system to a triggering agent (allergen). It can be characterized by swelling, difficulty breathing, abdominal cramps, vomiting, diarrhea, circulatory collapse, coma, and/or death.

Symptoms of anaphylactic shock tend to develop rapidly, although the initial presentation can be delayed and/or deceptively mild. The victim may become uneasy, upset, and/or red in the face. They may also develop a rapid heartbeat, prickling and itchiness in the skin, hives, throbbing in the ears, sneezing, coughing, and difficulty breathing. Shock may then follow, in which blood vessels become leaky, blood pressure falls, and the person becomes cold, clammy and faint.

Policy:

This policy provides direction to parents, staff, and administrators to help minimize and reduce the risks for those who are identified as being susceptible to anaphylaxis due to individual allergy conditions. The intent of this policy is to develop a safe learning and working environment for all persons with allergies and special medical conditions. In this policy you will find the following:

- a. A strategy to reduce the risk of exposure to anaphylactic causative agents
- b. A communication plan for the provision of information on life-threatening allergies, including anaphylactic allergies
- c. An individual plan for each child with a special health concern, including anaphylactic allergies.
- d. Third party training for the individual procedures of each child with anaphylactic concerns.

Procedure:

1. Creative Preschool is NUT FREE. We do not serve products that knowingly contain nuts or any nut products. To help us achieve this, we ask that no food be brought into the center.
2. All allergies will be listed in a common area in the classroom. Should a child require an Individual Medical Plan, it will be noted on the allergy sheet.

Communication Plan/ Individual Medical Plan:

1. All students, parents, staff, and volunteers of Creative Preschool that have medical concerns including anaphylaxis will complete an Individual Medical Plan form. This information will be provided upon enrollment/hiring and updated with the educators and office administration as conditions change.
2. The Individual Medical Plan will be reviewed annually and when the child graduates to the next classroom -whichever is sooner. This plan includes current treatment, medication information and location, signs and symptoms as well as a current emergency contact list and training documentation.

3. Classroom Educators will post a photo of any child with an allergy on their classroom communication board and will inform the cook in the kitchen of any and all allergies and alert them when it changes.

4. It is the classroom educators' responsibility to inform any supply and/or part time staff and or volunteers of the children's health and allergy concerns as they enter the classroom.

Third Party Training:

1. It is the obligation of the child's parents or guardian to ensure that the information in the child's file be kept up to date and that staff are trained in the administering of medication and first aid procedures for their child. This will be documented on the Individual Medical Plan.

2. Staff are pre authorized to administer medication in response to an anaphylactic reaction when CPS has up to date information on the child's individual treatment as well as signed consent from the parent or guardian.

3. If a staff member has reason to believe that a student is experiencing an anaphylactic reaction, the employee may administer an auto injector or other medication prescribed to the student for the treatment of an anaphylactic reaction.

4. All medications (including Epi-Pens) require preauthorization from a parent or guardian before any staff member is allowed to administer them.

5. We ask that parents provide 2 auto injectors, labeled with the prescription label, when enrolling their children. One to be kept in the classroom and the second in the first aid kit in the teachers back pack. We ask that all staff, volunteers and parents read and abide by this policy.

High School, Co-op, and College Students

Creative Preschool supports our community by providing practical learning experiences. Staff supervise students from ECE and ECA colleges and high school co-operative programs. These students are not counted in our ratios and are not to be left alone with the children enrolled within the centre. All volunteers must provide a valid Police Check – Vulnerable Sector and sign off on all CPS policies and procedures.

Toys from Home

Children may bring a toy from home for special planned activities. Your child's educator will provide you with advance notice of such occasions. Otherwise, it is best to leave toys at home. This prevents toys being lost or broken, for which the staff is not responsible. Guns, war toys, or other toys of destruction are not allowed please.

Rest

As we are not a full day program, a formal rest time is not allotted. However, should the need arise, we do have a cot available for some quiet time in the office if required.

Our Community

Please be respectful of our community and do not block access to entrances, doors and crosswalks. Please obey all traffic and stop signs. They are there to protect the residents and your children. DRIVE SLOWLY. The speed limit in the area is 30 km/hr

Parent and Guardian Information

Parent and Guardian meetings are held with the educators at a time that is convenient to the family. In addition to your HiMama reports, twice yearly, you will receive a progress report on your child's development.

When it is safe to do so , the Creative Preschool hosts annual events

This is a great time to meet other parents, relax, meet staff informally, and learn more about our great Preschool!

Special Activities and Field Trips

The children occasionally leave the premises for walks or other activities. Your child's classroom teachers will share those details with you via HiMama. If you object to your child's participation, please speak to your child's educator.

Newsletters and Emails

All classrooms at Creative Preschool are equipped with their own email address. Parents and guardians can connect with educators through the classroom emails and HiMama. Educators may share a variety of information through electronic correspondence with parents and guardians such as programming, special events, how families can support at home, any illnesses, educator absenteeism, and other information. The email address to your classroom will be shared when you join the classroom.

Newsletters and other applicable information are sent home regularly through email.

The classroom email addresses are not to be used for immediate communication between families and educators. Educators are only able to check email two or three times per week (not guaranteed) so any important messages should be emailed to the Admin Team, sent through the HiMama messaging system, or you can call the centre at any time and speak to the office or to the classroom.

Ways to Contribute:

If you have any ideas, interests, talents or materials that you could contribute we would love to hear from you.

Below is a sample list of materials that would be great to have on hand as the curriculum develops in each classroom. We're sure you have some "beautiful" and stimulating pieces of nature, fabric, wool, tools, string or wood that will stimulate interest in the children.

- Buttons, discarded costume jewelry
- Paper bags, gift wrap
- Paper plates & cups
- Twist ties, fluted muffin cups
- String, yarn, corks, ribbon, thread, cloth scraps
- Magazines and catalogues, newspapers
- Crepe paper, corrugated paper, paper towel rolls
- Sponge pieces, cotton batting
- Popsicle sticks, tongue depressors

Fundraising at the Creative Preschool

Objective: To raise funds and mobilize resources to (a) ensure that the CPS maintains quality classroom equipment (b) provide for special programs, and (c) to build a reserve fund for contingencies.

It is intended that this will be achieved through (a) an annual campaign involving 2 to 3 events and/or sales of quality items, and (b) solicitation of corporate sponsorships for special programs.

Policies:

1. Volunteers, employees and agents who solicit or receive funds on behalf of CPS shall:
 - act with fairness, integrity, and in accordance with all applicable laws;
 - not accept donations for purposes that are inconsistent with the mission of CPS;
 - cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure;
 - disclose immediately to CPS any actual or apparent conflict of interest.
2. Fundraising solicitations on behalf of CPS will:
 - be made by parents not children;
 - be truthful;
 - accurately describe CPS activities and the intended use of donated funds;
 - respect the dignity and privacy of those who benefit from CPS activities.
3. The Board of Directors of CPS (the Board) may, from time to time, solicit corporate sponsorship to fund special programs such as the Intergenerational Program.
4. The Board will make any decision concerning the allocation of funds received from any fundraising activity, in consultation with CPS staff.
5. No person is under any obligation to participate in any CPS fundraising activity.
6. The privacy of donors will be respected. CPS will not sell or make public its donor list.
7. CPS will respond promptly to a complaint by a donor or prospective donor about any matter that is addressed in this policy. A complainant will be informed that their complaint will be brought to the Board for resolution of the complaint.

Benefits of The Creative Preschool

Our programming is reflective of the need to provide stimulating and developmentally appropriate challenges for all individual children in a warm, secure environment. At Creative Preschool, every child belongs and is welcomed.

Preschool Program

Early stimulation which advances language, math, thinking skills, social skills, group skills and ability to follow routines, ability to handle conflicts, music appreciation *and creativity!*

- friendships with other families
- one-to-one assistance separating from parents
- gaining confidence outside of home
- exposure to cultural diversity
- learning to trust and respect others

After School Club

- low adult to child ratio
- consistent discipline and conflict resolution approach and method of communication 15

- a natural extension of the creative process-oriented method adding higher cognitive goals
- opportunity to develop and practice math, language, science and thinking skills in a fun and creative manner which supports and extends kindergarten concepts
- exposure to children from a variety of schools which maintains connections from preschool and widens opportunities for making new friends
- learning to view yourself and others in a non-judgmental way
- focus on developing group skills which are necessary for success in school right up through University and into the workplace
- contributes to self-discipline, conflict resolution skills and respect for others

Science Program and Critical Thinking Activities

Our program stimulates children when asking "What do you think will happen if..." We offer several experiments and critical thinking activities which illustrate each concept so that the children gain a true understanding of the concept as well as developing thinking skills. We encourage the development of divergent thinking skills that encourage children to think of unique and creative solutions independently or in collaboration with others (brainstorming). We believe there is no "right" or "correct" answer.

Early Identification, Referral & Integration of Children with Special Needs

Our goal is to integrate children with special needs into the program with the same expectations as their classmates. Our goal is for children with special needs to be included without undue attention being placed on them. It is important to include children with special needs in a way that provides an overall positive learning experience from this interaction. Integration is possible when there is a low enough adult/child ratio which we are privileged to have at The Creative Preschool. Staff and parents have access to Special Needs resources, support and referrals for assessment through City of Toronto Children's Services. Any child receiving these services will need to complete an INDIVIDUAL SUPPORT PLAN. This plan will help us to work with you the family in establishing and monitoring goals developed for your child and their development. This plan will include who you wish to share this information with as well as identify all those involved in coordinating services for you and your child. No information is shared without your consent.

Parent & Child Code of Conduct

All children and parents are required to abide by the "Parent and Child Code of Conduct." The Code of Conduct has been amended to read:

As part of your contract with Creative Preschool, the centre reserves the right to withdraw or deny services if it is believed that the particular needs of your child or family cannot be appropriately met. The decision for suspension and/or withdrawal will be based on, but not limited to, the following types of incidents:

- Extreme or repeated physical acts against other children and/or Educators (hitting, biting, spitting or any other form of physical threat or assault).
- Non-compliance of Educators direction
- Verbal attacks on other children and/or Educators, which include the use of threats, name-calling, teasing as well as repeated profane or degrading language.
- Racial or other discriminatory incidents.
- A child who leaves the centre without permission and/or leaves the care of centre Educators on or offsite. (This will result in an automatic one-day withdrawal from centre services.)
- Any verbal or physical abuse by a child or child's family member.

We realize that occurrences and disputes will occur among children and it is not our intent to exclude children over normal developmental incidents that assist them in acquiring problem-solving skills. However, as individual needs vary in terms of environment and program, some children may not benefit from the program offered in this centre. We will make every effort to meet the needs of your child, which may require the assistance of an outside agency. If the behaviours still occur and it is still deemed that we are unable to meet the needs of you or your child, then services will be withdrawn, with approval from the Board of Directors.

Creative Preschool is expected to be a safe place for all children and staff. If a child is behaving in a way that negatively impacts the CPS experience for others or that is jeopardizing their own or others safety, that child may be asked to leave the centre without refund.

WHAT CPS OFFERS

Please visit the website for up to date information on all programs at www.creativepreschool.ca

Morning Preschool (8:30 – 11:30)

Program includes two classrooms with 22 children per class aged between 2.5 and 5 years. There are 3 -4 teachers per classroom, resulting in a 1:6 ratio.

Our program is founded on an 'Emerging Curriculum' approach wherein activities evolve following the children's interests. Each day begins with 'free play'. Teachers allow an activity to expand over time, which gives the children the opportunity to develop a more complete understanding of the activity and to build self-confidence. Children may choose gluing, painting or drawing at the easel, as well as math and language activities. We have a wide range of puzzles and fine motor activities, ranging from simple to complex. As children progress, more challenging materials are made available. We rotate sensory activities including centres based upon sand, water, snow, play dough, pasta and beans to name a few. Children try out new roles in dramatic play and dress up, get involved in large and small block building and various interlocking construction materials, explore the science and nature tables and play with the doll house. At the end of this segment, children learn to tidy up together. Following tidy-up time, children prepare for stories and songs including scheduled structured music time with percussion instruments with a certified music teacher and then enjoy a nutritious snack. Each morning includes outdoor play, weather permitting.

Throughout this program, teachers model and encourage empathy, acknowledging feelings, and problem solving so the children learn to express their needs and handle their own conflicts. Children learn to be away from their caregivers, follow routines, listen to others' ideas and take turns contributing to group activities. Classes are balanced, taking into consideration factors such as friendships, age, gender, and special considerations.

Early Birds (7:30 - 9:00): This program gives your child an extra hour of our program. The early drop off time gives parents a bit of extra time at the start of their day and gives the children some extra time with our award winning teachers.

Lunch (11:30am-12:30pm): CPS offers a nutritious lunch program, which instills in young children table manners, social norms, and healthy eating. Our menu, which is entirely trans-fat free, is based upon a 4 week rotation of meals that always includes protein, carbohydrates, milk, fruits

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and vegetables, teaching children to eat a wider variety of foods. Our caterer is WHOLESOME KIDS CATERING: with them we are able to accommodate cultural or allergy restrictions with meals made to look like that from the regular menu, so as not to make children feel alienated.

Afternoon Preschool (12:30pm-3:30pm): Morning preschool students are encouraged to stay for our afternoon program, and can stay as late as 2:25pm (ie less than 6 hours, based on our Ministry licensing). Extending your child's preschool experience into the afternoon will expose them to a new set of peers and experiences, and allow them to test and apply their learnings from the morning to the afternoon.

After School Programs (3:30pm to 5:45 pm) After School programs will run in the East and West room after the Preschool classes have ended for the day. Parent arranged buses will drop children off to our program from **Holy Name** and **La Mosaïque**. A Creative Preschool team member will meet the bus and escort the children to their classes. A staff escorted walk over from **Wilkinson Public and Blake Public School and The Wandering Spirit** will also be available. We are hoping to have 2 after school classes at Creative Preschool. A JK-SK class of 20 children and an After School class of 22 children. After school programs are recreation based and will include a variety of crafts, clubs and age appropriate activities. The ASC program is closed on PD days and school holidays.

- **Please note :** *No child can be at Creative Preschool longer than 6 hours. Therefore, if you start with Early Birds and wish to extend your child's day, you can be here a maximum of 5 hrs and 55 mins. This policy is strictly reinforced and attendance sheets indicate the time your child arrives and the time your child leaves.*

First Day of Attendance

Morning Orientation: The first day following Labour Day weekend we hold one hour sessions for families. Parents **remain** on this day with their child(ren).

Afternoon Preschool Orientation: School begins on the first day following Labour Day weekend. Parents remain on this day with their child(ren).

*Lunch program starts the first full day of classes.

Separation Issues

This is just a note to clarify what goes on when entering preschool. The beginning of the first school experience is obviously the most stressful time as we are all adjusting to the new environment. Yes, we do have a few crying children and as you will see we teachers will be kept quite busy helping children separate from their parents and parents separate from their children. Each child reacts differently to stressful situations. Some cry quietly, loudly, angrily or not at all. Some cry right away, some in one week, two months or even a year from now. We believe it is easier in the long run to go ahead and cry, be angry, whatever it takes, to get the feelings expressed and dealt with and then move on.

We teachers comfort children and stay with them as long as necessary. We acknowledge their feelings, we talk about parents, about home, ask if they have a big bed, a little bed, what they had for breakfast.... In other words, we don't distract from their thoughts of parents and home, but we acknowledge that it is a special place of theirs and yes, they will return there after school. We then talk about why parents brought them to school - to play with the toys and the other children - and because they trust the teachers to take good care of them and keep them safe. Then, we get busy trying to interest the child in an activity which is a distraction but it is well-timed - after we have addressed

the emotions and acknowledged them. Usually this process can be quite swift within 10 minutes. Sometimes a child hangs on to his/her reaction and continues to cry for much longer. These children are more challenging but will definitely benefit in the long run having successfully accomplished separation and gaining more independence. These conversations will help bring a bit of home into the school which will help your child adjust to the school.

When your child cries at separation it does not mean that they are too young to be left. It indicates how they personally react to this situation. They need more practice being left, learning to cope, learning to express themselves verbally, learning that someone other than parents can help them and then finally that they can help themselves. Following a routine is very important and we remind the children what happens next and that we will all go home after school time.

Some parents have expressed concern about how the teachers cope. After discussing this we all agree that we're not concerned that the children are crying because we know this is a necessary rite of passage and it will be resolved within a short time. A month later we will all have forgotten the tears that came before. We know parents are still in the stages of building trust in the school, its philosophy and methods of the teachers.

Also we should mention that we will communicate fully to you about your child but we try not to talk about your child in front of them. Ask for a moment of our time, telephone or arrange a parent meeting. We will also ask for a meeting if we feel it would be helpful.

Accident Forms

An accident form will be completed by a staff member if your child obtains an injury while at CPS. If the injury is serious, we will immediately contact you and follow emergency procedures. If the injury is minor, we will administer first aid treatment and document the incident.

- The accident form is comprised of a master copy, a parent and classroom copy
- The staff member will document the incident, first aid treatment administered, and any further actions taken
- A member of the Admin Team (or designate) will review and sign the form. A parent or guardian will be asked to review and sign upon pick up, and will be given a copy of the report for their records

Parent Issues and Concerns

Creative Preschool encourages parents to take an active role in our child care center and regularly discuss their children's daily development with their children's educators and their experiences with our program. All issues and concerns raised by parents/guardians are taken seriously by both the educators and management. Every effort will be made to address and resolve all issues or concerns to the satisfaction of all parties as expediently as possible.

CPS educators and staff are available to engage parents/guardians in conversation and support a positive exchange during every interaction. Every issue and concern will be treated with confidentiality and every effort will be made to protect the privacy of all parties involved, save and except for concerns relating to immediate health and safety issues pertaining to a child or for legal reasons (for example, to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities, a Children's Aid Society, etc.).

An initial response to an issue or concern will be provided to parents/guardians within two business days. An investigation of issues and concerns will be fair, impartial, and respectful to all parties involved. CPS will ensure that the person who raised the issue or concern will be kept informed throughout the resolution process, while maintaining confidentiality.

Creative Preschool has high standards for positive interaction, communication, and role modeling for children. Harassment and discrimination will, therefore, not be tolerated from any party. If at any

point a parent/guardian or staff feels uncomfortable, threatened, abused, or belittled, they are asked to immediately end the conversation and report said conversation to the Admin team.

We, as members of the public and professionals working closely with children, are required by law to report suspicions of child abuse or neglect. If a parent and/or guardian expresses concern that a child is being abused or neglected, Creative Preschool staff will advise the parent/guardian to contact Children's Aid Society (CAS) directly.

Procedure

1. Raise the issue or concern:

- To the classroom educator directly, or
- To the Admin Team

2. Allow two business days for an issue or concern to be addressed.

3. Escalation of issues or concerns:

- Where the parent/guardian is not satisfied with the response or outcome, they may escalate the issue or concern in writing or verbally to the Board of Directors

- If the issue or concern is related to compliance and regulation, it is to be reported to The Ministry of Education's Child Care Quality Assurance and Licensing Branch, at:
Ministry of Education, Licensed Child Care Help Desk 1-877-510-5333 childcare_ontario@ontario.ca

Smoking & Vaping

There is no smoking or vaping permitted on the school grounds, including in the parking lot. Smoking or vaping is also not permitted if you are representing Creative Preschool off-site (for example, on field trips).

Health

A child can become ill, whether in child care or at home. When illness occurs among a group of children, the situation becomes more complicated. For example, the educator must decide what implications any illness has to the sick child, as well as to the other children and staff at Creative Preschool. The parents and guardians feel torn between the demands of employment and the lack of alternatives for the sick child, and the child may need special care during the course of the illness.

Health Policies

1. The medical and health information sheet, information forms, and emergency cards must be completed prior to child's entry into Creative Preschool. This is in accordance with the CCEYA and Toronto Public Health Department. Thereafter, children are required to have their immunizations kept up to date.

2. Statement of Conscience or Religious Belief for exemption of immunizations must be completed by a doctor or nurse practitioner and must be notarized.

***** Exclusion of unvaccinated children**

If there is an outbreak of a vaccine-preventable disease, Public Health may require that children who are not adequately immunized (including those with exemptions) be excluded from the child care centre until the outbreak is over.

3. Communicable illnesses, suspected communicable illnesses, or prolonged illnesses are to be reported to the staff at CPS as soon as possible. We require a physician's note stating that your child is free from infectious or communicable disease before your child is allowed to return to the centre.

4. Children who appear ill do not attend the centre. We ask, as supported by the Public Health Department, that your child be kept at home if they have any of the following symptoms:

- o Fever
- o Vomiting
- o Cough
- o Runny nose, especially with green or yellow discharge

o Diarrhea *And also display signs of:*

- o Low activity level
- o Decrease in appetite
- o Need for more emotional support

- o Sleepless nights
- o Behavioral changes

These symptoms tell us that your child is NOT well.

We realize that some of the children will have been taken to the family doctor and either:

- o Treatment has been prescribed
- o No medication ordered, possible virus
- o Cause unknown

You will be contacted to pick up your child immediately should one or more of the following symptoms appear while your child is here at the centre:

- o Fever of 101°F or higher
- o Two bouts of either vomiting or diarrhea
- o Lethargic and unable to participate in program
- o Lice or signs of larvae or nits – Lice are highly contagious!

* A note from a doctor or from a lice treatment clinic is required stating that your child is free of lice and a treatment plan is in place before your child will be allowed to return to the centre

We have found that the children's health improves more quickly if they remain at home for 24 to 48 hours at this point. This also prevents other children in the centre from coming down with the same symptoms and reduces the amount of time that the children remain unhealthy. Therefore, if your child is sent home with above-mentioned symptoms, he or she may not return to the centre on the next business day. Some cases may require the child to remain home longer to ensure symptoms are gone.

We understand that there are a number of stresses for working parents. Therefore, we strongly encourage you to arrange for a reliable back-up person or plan for situations when your child is not well. We would appreciate your cooperation in this matter as our common goal is to have our children happy and healthy.

5. Prescription drugs are administered only when accompanied by the parent or guardian's written consent and instructions by way of an Administration of Drug and Medication Authorization Form. The drugs must be kept in their original, labeled containers and dated. Parents and guardians must sign the medical authorization form for each occasion. Medication can be placed in the locked box located in the child's classroom, or the fridge if needed.

6. We do not administer over-the-counter drugs unless it is for allergic reaction (ie Benadryl). Over the counter drugs MUST be accompanied by a physician's note and Individual Medical Plan. The note must state the child's name, name of medication (fever reducing or allergic reaction), dosage, and reason (for example, the child's specific fever temperature if for fever, or allergy symptoms).

7. Please note the waist pouches are permitted only in the School Age program for children to carry their own Epi-Pens and/or puffers for quicker access.

8. Notify teachers of symptoms when your child is ill and will be absent – please do not just keep them home without letting CPS know the reason. This helps us manage illness in the centre and minimize the spread.

9. In case of accidental injury, you will be notified immediately. If necessary, your child will be taken to the hospital by ambulance and accompanied by a staff member. Educators will complete a full report if there is a head injury or other serious injury.

10. Please do not leave food, drink, or medication in your child's cubby or backpack for safety, sanitary, and food allergy reasons.

11. We do not use medication such as Bactine, Polysporin, alcohol wipes, or Vaseline for First Aid treatment. We only use soap and water, new band-aids as needed, and ice packs.

Sickness Policy

Each day, before your child is dropped off at the centre, you are encouraged to perform a wellness check and if your child is exhibiting any signs of illness, please keep them home for 24 to 48 hours from the start of their symptoms and/or seek medical attention should you feel it necessary. Children should only return to care once they are 24 hours symptoms free (48 hours symptom free for any gastrointestinal illness (vomiting & diarrhea)) and they are well enough to manage the day. For more information regarding common communicable disease and exclusion times, please visit the Toronto Public Health website or speak to the Admin Team. When your child is dropped off at the centre staff will also do a basic health check to ensure your child is able to participate in the program that day. Again, if your child is not well, we encourage you to keep them at home or visit a medical practitioner if necessary.

Staff practice daily infection control measures to prevent and manage illness to the best of our ability. Should your child become sick while at CPS, the staff will monitor the child and inform you. Depending on the type of illness, the staff or the Admin Team may contact you to arrange for the child to be picked up for their own well-being. When your child is returning to care after having a serious illness or communicable disease, we will require a note from your medical practitioner to confirm that the child is free from infection. These practices support a healthy and safe environment for children, parents, staff and visitors to CPS.

It is common for some children to be more susceptible to illness in the first few months of attendance. We recognize that this can be concerning and stressful for parents; therefore, we encourage you to ensure that you have plans in place if your child may not be able to attend care. With time, most children develop immunity and adjust to being in a group environment.

Safe Environment Policy

Creative Preschool has the responsibility, in partnership with the student, family, and community, to provide, promote, and develop:

- A safe, positive, and violence-free environment for everyone in which respect and human dignity are valued
- A sense of self-worth and self-discipline in the children
- A primary prevention strategy and environment that stresses socially acceptable attitudes and effective social interpersonal skills

It is the intent of our policy:

For parents:

- To teach and instill good values
- To respect the rights of others
- To model a sense of societal responsibility for their children and themselves
- To foster a safe and secure environment

For Children:

- To be respected in both person and beliefs
- To respect the person, safety, property, and rights of others
- To give respect and cooperation to all persons in positions of responsibility at CPS

Safe Environment Procedure

Behaviour Definitions:

1. Assault: the act or attempt to do physical harm
2. Defiance of Authority: persistent refusal to comply with persons in positions of authority 22

3. Disorderly Conduct: behavior that displays persistent opposition to authority, conduct injurious to the moral tone of the centre or to the well being of others in the centre

First Occurrence: Letter informing parent or guardian and meeting with family. May result in suspension of child for one day depending on severity

Second Occurrence: Suspend child at discretion of Executive/Assistant Directors. A meeting will be held with the family before the child is able to return. Child may be discharged from the centre

Each situation is influenced by the child's age and their abilities. Children are directly responsible for their behavior to Creative Preschool staff while at CPS or under our authority (e.g., field trips). The primary responsibility for young children's behavior always rests with the parents and guardians.

Behaviour Management Policies

At The Creative Preschool we use a two-step method in dealing with the children's behaviour.

Step One: We acknowledge the feelings of the children involved without blaming.

e.g. "Oh I see someone crying. Let's see if Sally is okay."

"I can see you have tears and that something made you cry."

Step Two: Begin Problem-solving:

e.g. "Did somebody need something? Oh, David wanted the truck. Let's ask Sally if she is finished playing with the truck. Sally, are you finished with the truck? No? Do you think David could have the truck when you are finished with it? Yes? Let's tell David, 'You can have the truck when I am finished with it'. You know, if you want something maybe it is better to ask if the person is finished playing with it, because people don't hit people."

We do not distract or redirect children away from difficult situations. We use each situation as an opportunity for acknowledging feelings and developing problem-solving skills.

We do not punish children for undesired behaviour but begin problem solving after acknowledging feelings. If a child continues to have a difficult time controlling their behaviour, the teacher will say, "I can see you are having a hard time controlling yourself and that I need to help you. It is too difficult for you to play with this activity so let's go choose something else to do."

If necessary, discipline is generally a direct consequence of behaviour: disrupting an activity results in leaving that activity.

We state limits in a positive manner such as "feet stay on the floor" rather than "don't stand on the table".

We highly recommend the book, How To Talk So Kids Will Listen and Listen So Kids Will Talk.

We base our discipline techniques and give a 6 week course based on this book in the fall and winter, when we are able.

When disciplining children, we never do the following at the Creative Preschool:

Strike, shake, shove or spank a child in any fashion.

Undermine a child's self-respect by shaming them in any way.

Require children to repeat verbal phrases such as thank you or please, however we do model good manners and use "thank you" and "please" which the children pick up naturally.

Lock a room for the purpose of confining a child

Deprive a child of basic needs such as food, shelter, clothing or bedding.

Serious Occurrence:

In the event of a serious occurrence at Creative Preschool, we will be required to post a high-level Serious Occurrence Notification form when the serious occurrence happened. This will be posted outside the office for 10 days with any updates.

Contravention of Behaviour Management Policy:

Staff are expected to comply with the program's stated policies & procedures and follow the behaviour management policy.

Failure to comply could result in a verbal warning initially, followed by a written warning and finally dismissal.

Criteria to be considered when determining which disciplinary measure to take:

- seriousness of the offense
- actual or potential risk, or harm to child
- past performance of the employee in general
- recent performance
- frequency of occurrence
- previous disciplinary action taken

The supervisor will review each staff's performance of behaviour management policies and procedures at least once annually, and a confidential written record of these reviews will be kept. Any concerns regarding the supervisor's performance may be forwarded to the Vice President of the Board of Directors by a parent or staff member.

POLICIES & GUIDELINES

Workplace Violence and Harassment

The CPS Board of Directors is ultimately responsible for worker health and safety. We will take all reasonable steps to protect our employees and volunteers (workers) from workplace violence and harassment from all points of contact while on our premises. The Board of Directors of CPS is committed to providing a work and volunteer environment in which all individuals are treated with respect and dignity.

This policy and appendices applies to board members, supervisors, teachers, support staff, volunteers, parents, children and visitors. Everyone is expected to uphold this policy and to work together to prevent workplace violence. Violent behaviour in the workplace is completely unacceptable.

CPS has a workplace violence prevention program in effect. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

CPS, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker (employee or volunteer) must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

The CPS Board of Directors pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned to the highest degree possible under the specific circumstances.

Playground Safety Policy & Action Plan

- Always have a cell phone and first aid kits when going outdoors
- Check the first aid kits and make sure supplies have been replaced
- Have epi-pens in first aid kits or medication as needed for specific children
- Have the attendance book which includes child records whenever taking children outdoors

Procedures in case of injury to child:

- STAY CALM and take careful note of how the child was injured.
- NEVER MOVE THE CHILD unless the child's life is in danger. (traffic, fire) **Call 911**
- If in doubt of the seriousness of the incident, keep the child still and warm and **Call 911**.
- THERE IS A FIRST AID BOOK IN BOTH FIRST AID KITS.
- Call Supervisor in school as soon as possible: 416-465-3865
- Do not give anything to the child by mouth to avoid choking.
- Supervisor will get the child record and medical/emergency form of the child and call 911 as needed. These forms will accompany a child in the ambulance to the hospital.
- TEACHERS MAINTAIN CONTROL OF SITUATION until medical professionals arrive.
- Teachers consult with each other, think through the situation and put one teacher in charge of the emergency with help as needed.
- Have a copy of Child Record and Child's Medical Emergency Form with the child.
- **Do not consult TDSB or The Wandering Spirit School – Call 911**
- Remaining teachers supervise and gather children to match attendance records and return to school.
- Make sure entrance to school is accessible for Emergency Services and someone is waiting for them to direct them to us quickly and efficiently.
- **Phone parent ASAP**
- Go with the child to the hospital and/or meet the parents there.

What should I say when I call 911?

- Ask for the service you require, police, fire or ambulance.
- State whether the child is conscious or unconscious.
- State how many other people have been injured.
- State your exact location:
The Creative Preschool at The Wandering Spirit School (formerly Eastern Commerce Collegiate)
16 Phin Ave., Danforth and Jones, 2 blocks east of Jones, south on Byron,
west on Chatham Ave. to Phin Ave.
Enter through the Service Entrance on the north side of the building on Chatham Ave.
- PHIN PARK is south of TWS accessible east of Jones at Baird/Condor Ave.
- The playground is directly out front of the school.
- State your telephone number 416-465-3865 or cell phone in use.

Directions for ambulance:

The Creative Preschool at The Wandering Spirit School (was Eastern Commerce Collegiate)
Danforth & Jones, 2 blocks east of Jones, go south on Byron, west on Chatham to Phin Ave.
Enter through the Service Entrance on the north side of the building on Chatham Ave.
PHIN PARK is south of The Wandering Spirit accessible east of Jones at Baird/Condor
Our phone number is 416-465-3865

After an injury to a child:

- Fill out Incident Report for Playground Safety Log
- Follow Serious Occurrence Procedures
- Notify Supervisor if not present
- Notify Executive Officers of the Board of Directors

Supervision of Children for Outdoor Play**Supervision**

- Teachers will keep a head count of the children in the play area and mark each child off the attendance list if they leave the play area early.
- Teacher to child ratios will be maintained outdoors for each group of children.
- When going on a field trip or to a public park, children will wear a CPS vest for easy identification.
- If there is too much activity in the public park making supervision difficult, staff will not take children into the area.
- Staff will stand around the perimeter of the play area ensuring constant visual supervision of the children at all times.
- Teachers will abide by the posted age limits on the playground equipment.
- Adult conversations will be kept at a minimum in order to ensure constant supervision of the children.
- Children must be supervised at all times when going to the washroom and only paid staff may take children to the washroom.
- Should we visit Phin Park the teachers are placed as follows: one teacher will be on the climber at entrance to tall slide, one teacher on the west side of climber, one teacher on north side of climber below opening going up to tall slide, one teacher at the double slide on south side, one teacher at the base of tall slide, one teacher on east side at see-saw, one teacher at the swings, one teacher near the benches.

Environmental Conditions

Outdoor play is an important aspect of play and occurs at least once daily. Children will be taken outdoors on local walks and/or Phin Park. We also have the front play yard available for play which is a naturalized playspace. That space is available to us when the upstairs TDSB school is not requiring it. Outdoor times are adjusted to reflect daylight savings time, as well as to avoid the hottest times of the day in the Summer when u.v. rays are at their highest.

Care will be taken to stay indoors or adjust activities according to environmental conditions such as temperature, air quality or other conditions that could be harmful to young children. In summer when the outdoor temperature is at 30c or higher without the humidex, children's outdoor play will be restricted. In the event that the humidex is 40 c or higher, outdoor play will be canceled.

Staff will refer to the Air Quality Health Index (AQHI) readings posted on the Ontario Ministry of the Environment website during smog alerts to determine suitability of outdoor play.

When temperature and/or wind chill factor indicates -28c or lower, children will remain indoors due to risk of frostbite. When temperatures and/or windchill indicate -20 to -28c, outdoor play may be shortened.

Mobile Device Policy

The Creative Preschool views the safety of the children in our care as paramount. With that in mind, we do not allow the use of mobile phones, any image recording devices (not provided by CPS), or personal technology equipment such as laptops, iPads etc to be used in the classroom, except for the purpose of communicating and documenting with the Hi Mama app.

Tablets and phones will only be used for this purpose.

Information about staff, children, parents/guardians/caregivers (including photos or videos) must not be posted on an employee's personal web space, any social networking site (e.g. blogs, Facebook, MySpace, Twitter), any public networking or file sharing site (e.g. YouTube) or any other type of internet website without written permission.

In closing... Welcome again to the Creative Preschool Family!

If you have any questions or comments regarding this handbook or about the centre as a whole, please feel free to browse our website or reach out to any of us.

We appreciate all the feedback we receive and look forward to a collaborative relationship with you.....it takes a village and we are happy to be a part of yours!



Safe Arrival Policy – The Creative Preschool of East Toronto

Policy in effect: January 1, 2024

Our team at Creative Preschool acknowledges that plans for attendance sometimes vary for both expected and unexpected reasons.

This policy will provide parents/guardians and CPS staff with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care. This includes what steps are to be taken when a child does not arrive at the preschool as expected, as well as steps to follow to ensure the safe dismissal of children. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Many children travel to and from our centre accompanied by a parent/guardian/authorized caregiver. Arrival at Creative Preschool is a critical part a child's safety and for that reason we have implemented the following:

- Parents/guardians must report a child's absence by 10:00 am daily. This can be done by emailing the centre, reporting on our childcare communication app Lillio (formerly HiMama) or by calling the school at 416-465-3865. Please let us know the reason for absence (personal, sick etc), the dates of absence and expected date of return. If your child will be arriving after 10:00 am, please let us know. We will then share on the Lillio app and communicate to the teachers and record on the classroom attendance and in the daily report book.

Arrival Procedure:

When a child arrives in to care the teacher will:

- Greet the parent/guardian and child.
- Ask the parent/guardian how the child's evening/morning has been/do a general well-being check.
- Document any change in pick-up procedure in the daily written record if applicable. Where the parent/guardian has indicated that someone other than the

child's parent/guardians will be picking up, the staff must confirm that the person is listed on the child's emergency contact list. Where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing to the Admin team (e.g., written note or email)

- Sign the child in on the written classroom attendance record as well as in the Lillio app.
- If a child fails to arrive and we have NOT received advance notification, we will place a phone call to the parent/guardian's phone numbers provided on our emergency records. In the case where we cannot reach someone at the numbers provided, within 30 minutes of our call, we will attempt to reach the emergency contacts listed on your emergency record.
- For those students being picked up at a TDSB school, we will take messages from the classroom teacher, but prefer if we are called and notified as well. If the classroom teacher is unaware of the absence, we will follow the steps above.
- Teachers will check the daily written log for messages when they start their shift and when they return to the room from lunch/break etc.
- AFTER SCHOOL TEACHERS and ESCORTS will check the communication board in the office before they leave the centre for pick up and have the centre cell phones with them as well for calling and receiving messages from the office and parents. ASC parents are provided with the cell phone number.

Dismissal:

CPS will ensure that any child receiving child care at the centre is only released to the child's parent/guardian or an authorized individual that the parent/guardian has confirmed in writing. Identification will be checked to verify their identity. No one under the age of 14 can be appointed as a pick up person.

Please note that it is at the discretion of the administration staff to contact the authorities to report the child missing (e.g. Toronto Children's Services, Ministry of Education, police).

