

PARENT HANDBOOK 2019-20

HURON PLAYSCHOOL CO-OPERATIVE INC.

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See Section on Communication at the Back of the Handbook
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THE SCHOOL PHILOSOPHY

Welcome to Huron Playschool Co-operative. Our philosophy is that a co-operative playschool offers a gentle start to a child's school years. We as parents help to guide our children through the transitions to education in a group setting, using play as the medium.

In a co-operative playschool, the teacher and parents work together closely. The aim of the program is to help build each child's self-esteem and to develop his or her individual social, intellectual and physical skills. Parents may find it to be a learning experience as well. The co-operative playschool exposes parents to a variety of new ways of problem solving and dealing with their children. It is also a ready-made parents' support network.

Parents are involved in the running of our school and, as a group, oversee anything from budget to maintenance. In the nursery school program parents help on a rotating basis and all parents share a wide variety of tasks necessary to the smooth operation of the school. These jobs are assigned at the September meeting, or after a family joins the Playschool. Regular meetings are held to discuss new ideas, future program plans and problems that may arise. Parent education resources are fostered.

The co-operative approach demands time and energy from each family enrolled in the school, but it is time and energy well spent as both children and parents benefit from the experience.

PROGRAM STATEMENT (updated August 2019)

Huron Playschool Cooperative, through staff and the active involvement of parents, provides a safe and nurturing environment where children are encouraged to develop their cognitive, social, emotional and creative capacities through play. The foundation of our program statement and strategies for implementing the program statement is the Ministry of Education's document How Does Learning Happen (<http://www.edu.gov.on.ca/childcare/pedagogy.html>).

How do we view children? Children are competent, capable of complex thinking, curious and rich in potential. Each child should feel that he or she belongs and is a valuable contributor to his or her surroundings, and each child deserves the opportunity to succeed.

The foundations for our program are:

BELONGING: Encourages relationships with other people, providing them with a sense of being valued and making contributions as part of the group, the community, and the natural world.

WELL-BEING: Addresses the importance of physical and mental health and wellness, incorporating capacities such as self-care, sense of self, and self-regulation skills.

ENGAGEMENT: Encourage active involvement and focus. When children are able to explore the world around them, with their natural curiosity and exuberance, they are fully engaged. This promotes the development of problem solving, creative thinking abilities, and innovative skills, which are essential for learning and success in school and beyond.

EXPRESSION: Recognizes that expression and communication takes on many forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore a variety of materials support creativity, problem solving and mathematical behaviours. Language-rich environments support growing communication skills, which are the foundations of literacy.

HOW DO WE IMPLEMENT OUR PROGRAM STATEMENT?

How do we promote the health, safety, nutrition and well-being of the children in our care?

Regular outdoor play in all seasons and weather gives children space in which to be exuberant, to move around, and to challenge themselves physically. We have access to the Church garden space this year, to the Playschool Community Garden space, and to the playground across the road. We will also play outside in local green spaces on campus and in the community. We promote health and safety by teaching good habits of personal hygiene, observing common safety rules both indoors and out, and providing hazard-free spaces where children are free to explore and engage in various kinds of play.

Our snacks and meals are provided by playschool families and directly by Playschool. The Ontario Dietitians in Public Health have prepared great resources that Playschool teachers will use for menu planning. Families providing snacks and lunches are asked to take a look at the recommendations in these resources: <https://www.odph.ca/paint-your-plate-english>.

All Centre staff, students and co-op duty parents must have a valid first aid certification, including infant and child CPR. All Centre staff, students and volunteers are required to obtain a criminal reference check that includes a vulnerable sector screening. The vulnerable sector check must be updated every five (5) years.

In the unfortunate event of an accident, the parents of the child involved will be notified immediately and first aid will be administered as required or the child will be transported to a local hospital for care.

How do we support positive and responsive interactions among the children, parents, and staff? As stated in How Does Learning Happen, “[f]ostering good relationships with children and their families is the single most important priority for educators in early years programs.” (p. 18)

Excellent communication, positive and supportive relationships and mutual support between families and staff is essential to our program’s success. We encourage communication at pick up and drop-off times and teachers can also be reached by email (Amy at amy@huronplayschool.com, Tracey at huron@huronplayschool.com). Nursery school families receive communication through Storypark, including photo updates from co-op duty parents, weekly plans and observations of their child. There are regular notifications from Storypark to all families, and families are kept up to date by attending our general meetings throughout the year.

The Playschool environment reflects the people who are here, e.g. by displaying children's art work, photos of children and their families, and including pictures that reflect children's communities and experiences and the wider world;

Teachers use observations to reflect on children's learning and to guide planning. Observations, documentation and planning are done using the on-line program Storypark. All families are invited to look at stories and plans which include their children. Teachers will post notes for nursery school children weekly, and for after school children monthly. Parents will always have access to stories and plans that include their children, even when they are not at Playschool. Families can also post stories and updates in Storypark. We invite families to share resources and skills, e.g. books, pictures, music, that are relevant to programs.

Playschool's strength is that our co-operative nature involves families in every aspect of our programs.

How do we encourage the children to interact and communicate in a positive way and support their ability to self-regulate?

The Playschool's mission is to provide a safe and nurturing environment for children, and foster communication and expression in all forms. Our approach emphasizes not directing a child's behavior, but instead listening, responding to, and building on child-initiated communication and conversation, and asking for and considering children's ideas in joint dialogue. Our staff play an important role in supporting children's self-regulation by providing an environment that reduces stressors, and by being responsive and attuned to each individual's needs, as well as by helping children learn strategies to recognize and modulate their emotional states and impulses and become more aware of the effects of their actions on others.

Adults help children notice when there is a problem and adults and children work together to solve problems (e.g. we notice together when someone is sad. We strategize about how we can all help them).

Spending time outdoors in unstructured free play with natural materials supports children's development of self-regulation as they are given freedom to explore, express themselves and interact and space and time to be alone.

How do our programs foster children's exploration, play and inquiry, providing child-initiated and adult-supported experiences?

Play is the cornerstone of our curriculum and is understood to be essential to the healthy social and cognitive development of children. Our curriculum takes a child initiated, adult-supported approach that focuses on play-based learning, allowing the child to take the lead and then focusing on his or her interests through intentional observation, interaction and engaged communication. When this approach to learning takes place along with staff's understanding of child development, each child's learning and individual development is supported and as a result, the child's competence, capacity and potential are maximized.

How do we create positive learning environments and experiences in which each child's learning and development will be supported?

Every program features a group activity ("circle time"), to which all children are invited to participate. Group time introduces skills and activities that children can explore more fully during free play, and actively engages children through conversation, music and movement. For free play, our classroom features a variety of spaces that encourage different kinds of play, including imaginative play, building and construction, arts and crafts, more active play with balls and movement, and a quiet space with cushions and books for reading. Children choose their own activities during free-play periods and develop their own interests. Children's learning and development is documented throughout the year on Storypark.

How do we incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and consider the individual needs of the children?

We are fortunate to have use of the Huron Washington Playground, just a short walk away from Playschool. Children walking from Huron Public School have the choice of a playground immediately south of the school. We also have a garden outside the rear door, and membership in a community garden one block south of the Playschool. We have a collection of outdoor toys that we take with us, and there are always a variety of activities available for children to choose from. All programs have at least 30 minutes for outdoor play (longer when the weather is good), with opportunities for active and quiet play. In our full day nursery school program (5h, 45min), there is a quiet time after lunch, and children are encouraged to rest should they need to do so.

How do we involve local community partners and allow those partners to support the children, their families and staff?

Playschool is open to all support services and aids in the community to train our staff, contribute to individual program plans or work in the program as additional support in the classroom. Our teachers will work cooperatively in a professional partnership with all services in place for the well-being of the child. Service coordination meetings are required to successfully setup goals and discuss what the best interest of the child and their family is. Staff organize outings and activities in the community, e.g. visiting the garden store to buy a pumpkin, and bring community experts to Playschool to teach, e.g. yoga and ju jitsu. Teachers liaise with the local library to plan visits and have membership to the ROM to facilitate frequent visits there.

How do we support staff and others who interact with the children in relation to continuous professional learning?

We support our teachers in continuous professional learning opportunities to develop their knowledge and to stay current in the profession through regular workshops, seminars/webinars and conferences. Regular verbal feedback is given to volunteers and co-op duty parents. At parent meetings the Director/Teacher reports on what is happening in the programs, discusses stressors and suggests strategies co-op duty parents can use to support children.

How do we document and review the impact of the strategies set out in its program statement on the children and their families?

Playschool ensures that all new staff, students and volunteers review this program statement prior to interacting with the children; and, that all staff, students and volunteers review this program statement at any time that it is modified or at least annually.

Our playschool programs have developed in response to the Ontario Ministry of Education's policy statements on programming and pedagogy, in particular the document "How Does Learning Happen: A Pedagogy for the Early Years" (Ministry of Education, 2014). This document is available online to interested families, and a printed copy is available in the office.

PROHIBITED PRACTICES

The Teacher/Director or designate will observe staff, student teacher, duty parent and volunteer interactions with children ensuring that they align with our program statement and beliefs in adult-child interactions. The following practices are not supported by Playschool:

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

Huron Play School commits to ensure the safety and well-being of all of the children in our care.

REVIEW AND MONITORING

All employees, students and volunteers will review and sign the program statement implementation policy prior to employment and going forward on an annual basis. A record of

signatures of the employees, students and volunteers who have reviewed the program implementation policy will be retained on file by the Play School Director.

The Director of the Playschool will regularly work with staff and volunteers to reflect on their child caring practices. Efforts will be made to ensure that training and development in child-related topics are taken by staff to provide the appropriate tools and techniques required in their daily work. Discussion about the programs during staff and parent meetings will help ensure that the approaches specified in the program statement are implemented.

Negative Behaviours:

Any staff member, student or volunteer that demonstrates any of the negative behaviour in the above section will be immediately removed from duty at the Play School until resolution by the Executive Committee. A report documenting the incident will be created and reviewed by the Program Director. Any actions will be reported to the Board and the Executive Committee will decide the appropriate next steps to deal with the individual and their actions. If the offending adult is re-instated at the Play School steps will be taken to ensure that this person is not left alone with any child at the Play School.

Huron Playschool recognizes and conforms with all the guidelines for reporting to the Ministry of Education, municipal children's services, child protection agencies, and professional colleagues.

Additionally, all Early Childhood Educators have made a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of practice. All Early Childhood Educators hold themselves accountable, and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice.

We keep records pertaining to monitoring of our Program Statement for 3 years.

MISSION STATEMENT

Huron Playschool Co-operative, through staff and the active involvement of parents, provides a safe and nurturing environment where children are encouraged to develop their cognitive, social, emotional and creative capacities through play.

BRIEF HISTORY

In 1968, Huron Playschool was called the Rochdale Playschool and had an enrolment of 7 or 8 children. It was started by a group of people who were politically compatible, basically from the New Left. The aim of the Rochdale Project/Playschool was to look for an alternative to the academic structure in education and to explore other models of learning. In 1968 the idea of a parent co-operative playschool was very radical. The school had its beginnings in an apartment on the seventh floor of Rochdale Residence. After one year, the Ontario Government suggested that the school should move to comply with health and safety regulations. In 1969 the Rochdale Playschool, which then had about 15 member families, moved to St Thomas's Church and

became the Huron Playschool. The Playschool is now open to about 30 member families and is no longer associated with any political group or philosophy.

FACILITIES

The school area consists of a large “L” shaped room, an office/kitchen and a children’s washroom. Activity areas within the space include:

- An arts and crafts area
- A play dough/ sensory area
- A dramatic centre
- A block area
- A reading area
- A puzzle and fine motor toy area
- A science area
- A water table
- A sand table
- Gross motor area

The office/kitchen has space for snack preparation, fridge and sinks, cleaning supplies and storage as well as the teacher’s desk and school files.

The Playschool has membership in the Huron Sussex community garden, and responsibility for the Church garden. There are nearby green spaces (Robarts Library, Woodsworth College, New College, other University courtyards). An enclosed park opposite the school (corner of Huron and Washington) has age appropriate equipment we can use.

ACCESSIBILITY

The Playschool is committed to providing an accessible environment in which all individuals have access to the Playschool’s services in a manner that positively reinforces customer service.

The Playschool strives at all times to provide its services in a way that respects the dignity and independence of people with disabilities (which includes children with disabilities).

The Playschool is not accessible for people requiring assistance with stairs or requiring ramp systems as our physical environment is in the basement (and down 2 flights of stairs) of St. Thomas Church.

The Playschool is also committed to and will make reasonable efforts to giving people with disabilities equal opportunity to access and use its services, and is committed to allowing them to benefit from the same services, in the same place and in the same or similar manner as other customers.

For more information and details on the Playschool's Accessibility Policy - please speak to a member of the Playschool staff.

2019-20 School Year Calendar

Morning Duty Parent Orientation – Required for all morning and afternoon duty parents.
Tuesday September 3 at 9:30.

September Big Clean – Wednesday September 4th 9:30-12.

First Day of After School – Wednesday September 4

Executive Committee Meeting – Wednesday September 4 at 7:15 p.m. (All Executive Committee and General Members meetings are scheduled to start at 7:15 p.m. We make every effort to finish by 8:30.

First Day of Nursery School – Thursday September 5 (Returning children and full day children)

General Members Meeting – Wednesday September 11

Executive Committee Meeting – Wednesday October 16th

Annual General Members Meeting – Wednesday November 13th

Last day of Fall Term – Thursday December 19th

December Big Clean – Friday December 20th, 9:30-12

First Day of Winter Term - Monday January 6 (All Programs)

Executive Committee Meeting –Wednesday January 22nd

March Break Closure - Monday March 16 - Friday March 20

Saturday March Big Clean – date TBA

General Members Meeting – Wednesday March 25th

Closure for Easter Holiday – Friday April 10, Monday April 13

Executive Committee Meeting –Wednesday April 22nd

Playschool Family Trip – Friday June 5

General Members Meeting – Wednesday June 10th

Last day of Spring Term – Thursday June 25th

Notes: Childcare is available for all General Member Meetings if requested.

TDSB PA Days: October 11, December 6, January 17, February 14. Playschool is open for PD Day Camp 9-3. All full day children will join, and other children may join (maximum 24. Camp fee \$25 (for

children not registered for full day care). **There is no PD Day camp for November 15th** (staff meeting) **or June 6th**.

Fee Information 2019/20 School Year

Nursery School Morning Fees (5 days/week) 450.00

Nursery School Afternoon Fees (5 days/week) 450.00

For children enrolled in both the morning and afternoon programs, monthly afternoon fees are \$180 for 2 days, \$270 for 3 days, \$360 for 4 days/week, \$400 for 5 days/week. Drop-in rate \$30/day.

Families enrolled part-time in the afternoon program pay an additional monthly fee of \$35/2 days (monthly fees are \$215), \$15/3 or 4 days (monthly fees are \$285/3 days and \$375/4 days)

After School Fees (5 days/week) 375.00

Monthly part-time fees are \$95 for 1 day, \$185 for 2 days, \$270 for 3 days, \$330 for 4 days/week. Drop-in rate is \$20/day.

Vulnerable Sector Screening Fee 20.00/person

All co-op duty parents and parent volunteers are required to have a clear police record check. The Playschool will send in the forms for the Toronto Police Services Vulnerable Sector Screening. If co-op duty parents already have a recent Vulnerable Sector Screening, they can show this to Playschool.

Participation Deposit 100.00

This deposit is refunded after your family has participated in one of the three major school cleanings and has attended 3 General Members Meetings.

Non Co-op Fees: Families are normally scheduled for 2 or 3 shifts/month in the morning program and 1 shift/month in the afternoon program. Families who do not do duty shifts in the morning program will be required to pay \$100 in additional fees each month, and families in the afternoon program will pay an additional \$50/month. These fees will contribute to the cost of a regular staff member working your shift. If you are scheduled to co-op, but cannot, you may pay a casual staff in cash to work for you (we have one or two people on call). They are paid directly by you \$45 cash each shift.

Deposit - Deposits are non-refundable and are applied to your child's last month at Playschool: All families are required to provide Playschool with a deposit of one month's fees. The deposit is credited to June fees. New families must pay the full deposit upon registration. Returning families must pay the deposit before June 1st.

Monthly Fees: There are two options for paying fees: 1. In September each family must provide the Treasurer with a series of monthly post-dated cheques covering fees to the end of the school year. 2. A family must set up an automatic electronic fee transfer on the 1st of every month to the Playschool email. A fee of \$5.00 per day will be applied to any late payment. Full payment is required even if the child is ill or away from the school for any other reasons. If you receive an email reminding you to pay your fees, you will be charged a late fee that will normally be \$25 (as we don't email families to remind them for a few days).

Families who cannot meet their financial commitments to the school during the year should initiate their own solutions or seriously consider withdrawing from the school. Any family which offers a NSF cheque,

which has not been made good by the 15th of the month is considered in arrears and late payment fees will apply. Parents are responsible for any bank charges resulting from a NSF cheque.

Withdrawal: Families withdrawing must give a minimum of 30 days **written** notice. Their June deposit will pay for the last month at Huron Playschool. Less than 30 days notice will result in the loss of the June deposit.

Late Pick-up Fees: Please be on time to meet your child at the end of the program. If you cannot make it, you could ask another family to pick up your child and wait for you. Because it is a problem for the Playschool when families are late for pick-up, families who are late to pick up their child will be charged a late pick-up fee.

Daily Program

The Playschool is licensed by the Ministry of Education for 24 preschool (30 months or older but younger than six years) with consideration for children who may be a little younger or older. The Playschool offers a nursery school program from 9-2:45 (with the option to attend only in the morning, leaving at 11:45). Children in the Nursery School program are normally 30 months to 3 years, 8 months. The Playschool also offers a program for after school children, with pick-up from Huron Public School JK/SK classrooms at 3:30. Children in the after school program are normally 3 years, 8 months to 6 years old. Children may be in the nursery school program or the after school program. Children may not be enrolled in both the after school and nursery school programs.

The daily schedule is seasonally adjusted. The updated schedule is posted on the parent board, emailed to you when it changes and on the website. Our September daily schedule is as follows.

Morning Program

9:00-10:00 Outdoor Play

Free play and planned activities. We will play outdoors most days. If the weather is truly dreadful, we'll plan some gross motor activities in the Church Hall. We will play at the park across the road and go on frequent outings to other parks and nearby natural spaces. Outdoor activities are planned daily. Sandbox toys and other playground toys are available.

10-10:30 Snack & Bathroom

We head inside and we'll gather on the carpet briefly to introduce activities before we wash hands for snack. Children eat snack together after thanking co-op duty parents. Children serve themselves snack and clear their own dishes. All children are encouraged to use the bathroom and the teacher will help children in diapers.

10:30-11:15 Free Play and Planned Activities

Children will have join activities or play independently. The Program plan outlines planned activities and the learning opportunities embedded in play. When the weather is good, we may work outside in the garden or have an outdoor day. The Program plan is posted on Storypark.

11:15-11:45 Tidy up and Group Time

Children work with adults to tidy up the playroom, including putting all toys away, and tidying the writing and craft tables. Children join together for Group Time. Group time includes music,

movement, co-operative games, and language activities (fingerplays, stories, feltboard stories and puppets). We also do math and science activities during Group Time. Children going home after the morning program will leave at 11:45. Duty parents will wait for families who are late picking up in the Church Hall.

Afternoon Program

11:45-12:30 Storytime, Lunch and Bathroom

Children start the afternoon with stories, and then enjoy a relaxed vegetarian lunch with a teacher. Once children have finished lunch, they will use the bathroom. Puzzles and books are open for independent play until 12:45 (to give everyone a chance to finish lunch and for the teacher to tidy up the play area and set up activities for the afternoon.

12:45-2 Rest Time

One teacher will help children who need to rest. They will rest in a quiet, darker area of the playroom.

12:45-2 Free Play and Planned Activities

Children decide where they want to play. The Nursery School Program plan (on Storypark) outlines activities available and the learning opportunities embedded in play. On alternate Wednesdays, children who are not resting will go to the ROM.

2-2:15 Tidy up, Fruit snack and Bathroom

2:15-2:45 – Outdoor Play at the park

After School Program

3:30-3:50 Pickup at Huron Public School

Children are met at their classes in the playground. Children walk to Playschool for snack and to use the bathroom.

3:50-4:30 Planned Outdoor Activity or Free Play at the Park (Alternate gross motor activities planned when weather does not permit play at the park). Children play at the park with playground toys and equipment. An activity is planned daily.

4:30-4:45 Snack & Introduction to Activities

Children transition back to Playschool. Snack is offered. The teacher sets up the day's activities. We plan activities during snack or meet before snack.

4:45-5:45 Free Play and Planned Activity Time

Most areas of the room are open for play. Planned activities are available and are listed on the program plan. The writing table is available for children with homework.

5:45-6 Tidy up and get ready to go home

Times might vary slightly from one day to the next depending on children's interests, weather, number of children in attendance and special activities, but the routine of the day is consistent.

Summer Camp Program

The Summer Camp program runs for most of the month of July from 9-3 and follows the Nursery School Program Daily Schedule. Registration for this program usually begins in January.

Introduction to StoryPark - Observation & Documentation

(<http://www.storypark.com/>)

This year we will be using the program Storypark for our observation and documentation of children's learning. Program plans will be posted there. Program plans link to notes about children (observations), and plans are based on children's and adults' interests with a focus on developing specific skills from the Early Learning for Every Child Today (ELECT). The Child Care and Early Years Act and the City of Toronto Quality Assessment Tool both outline specific criteria for program plans. Teachers will normally follow program plans and the daily schedule, but some days unexpected things happen!

Please help us out with Storypark by giving us feedback - letting us know what you'd like to see more of. We'll also publish learning stories for the nursery school children. They include samples of work and photos and include links to the curriculum. Ideally children work on these with adults and they are updated regularly.

Cubbies

Your child's cubby has a basket for a change of clothes (remember to update this seasonally) and to store indoor shoes or soled slippers. Outdoor shoes should be placed in the bottom area of the cubby. Hats, jackets and backpacks should be in middle section. This section will be emptied daily since nursery school and after school children share cubbies. Labels are helpful for everything, and Playschool gets fundraising dollars from Mabel's Labels (https://mabelslabels.ca/en_CA/fundraising/support/). Dress your child in comfortable, loose clothing that can stand up to paint, glue, dirt and anything else we use at Playschool.

Celebrations & Birthdays

We'll celebrate on all sorts of occasions this year. If your family is celebrating a holiday, please let the teachers know so that we can extend the celebration at Playschool.

We celebrate children's birthdays at Circle time by singing Happy Birthday.

Note: All food for sharing must be vegetarian. We will celebrate holidays or birthdays with healthy food rather than cupcakes or other sugar treats (see page 20 of ODPH Nutrition resource: <https://www.odph.ca/upload/membership/document/2018-08/paint-your-plate-toolkit-pdf-final-revised.pdf#upload/membership/document/2018-08/paint-your-plate-toolkit-pdf-final-revised.pdf>)

Field Trips

Both the nursery school and after school groups will go on outings. You will always receive information about trips in advance. We often need volunteers for outings.

Waiting List Policy <http://huronplayschool.com/data/uploads/2018-files/waiting%20list%20policy.pdf>

Medical records and other forms

Huron Playschool is required by law, to have all registrations and medical records completed and on file, for each family at the start of the school year. These records include:

- Children's confidential information form
- Other forms related to registration, including children's medical consent form, authorization to share information, release and indemnity
- Co-op duty parent(s) police reference check forms and a Standard First Aid certificate (for parents who will do co-op duty in the mornings).
- Membership agreement form
- Co-op duty parent(s) signed agreement to Playschool policies and procedures

These forms are provided to parents by the school with registration materials and at the Co-op Duty Parent Orientation. It is the responsibility of each family to ensure that they are completed and returned. Children's files are checked at our Licensing inspection to confirm that the Playschool has these documents.

Criminal Reference Check Policy/Vulnerable Sector Screening
(<http://huronplayschool.com/data/uploads/2018-files/police%20reference%20check%20policy.pdf>)

Parent Jobs

Each family must select one of a number of specific jobs for the duration of the school year. Jobs are expected to take about two hours each month. Families with two children may under exceptional circumstances, be required to take on two jobs. There is a wide range of jobs available to suit various interests and abilities. Brief descriptions of jobs are available on the Playschool's website (member section). Jobs are subject to change depending on enrolment and the needs of the school.

By its very nature a co-operative thrives or flounders on the quality of contributing members' work. Failure to fulfil designated responsibilities jeopardizes the quality of our children's experience and the very existence of our school, and it is considered grounds for membership revocation.

Parents are encouraged to change jobs each year that they are members of the cooperative.

MEETING ATTENDANCE

Meetings are scheduled regularly. The Executive Committee meets monthly, and the full membership meets 5 times each year (normally September, November, February, April and June) in order to conduct school business and participate in special events and lectures. The group at these meetings oversees everything from budget to maintenance. Families are expected to attend the mandatory meetings, which occur three to four times per year. All are welcome and encouraged to attend all other meetings.

BIG CLEANS

Five major clean-ups will be carried out at the school each year: November, December, in late March and at the end of the year. Each family is required to participate in one of the clean-ups. This involves a minimum 2.5 hours of work per family. When the family completes one of these cleans and has attended 3 meetings they will receive their \$100.00 participation deposit back.

THE EXECUTIVE

Its Executive Directors administer the Huron Playschool. The Executive of the Playschool normally includes:

- ❖Nursery School Chairperson
- ❖After School Chairperson
- ❖Secretary
- ❖Treasurer
- ❖Parent Job Coordinator
- ❖Registrar
- ❖Board Member
- ❖Teacher/Director (ex officio)

The Executive Directors are accountable to the membership of the co-op in much the same way that the executives of a corporation are accountable to its board of trustees. For further information please refer to specific job descriptions of the Executive positions.

Major decisions involving staff, expenditures and administrative matters will be referred to the members at the monthly meetings for discussion and vote.

The Executive directors are elected in June for the following year. Vacant positions are filled as needed.

If you have any questions or complaints please feel free to approach any member of the Executive or the Teacher/Director.

HEALTH AND SAFETY

General

In the interest of the children's health and safety, parents are asked to:

- Notify the teacher of any illness that keeps your child away from school. It can be helpful for other parents to know of illness and in some cases there is a requirement to inform other families and public health of contagious illness.
- Avoid sending your child to school ill or overtired.

- Alert the school to any allergies your child may have.
- Inform the teacher when your child or a sibling has received a live (oral) polio vaccine.
- Leave a complete set of extra clothing in your child's cubby. Labels are helpful.
- Dress your child in comfortable, loose clothing. The school can be quite hot, even during winter months.
- Soiled diapers are to be disposed of in the diaper pail in the washroom on the shelf.
- Wipe and disinfect the change table after each use.
- Notify the teacher immediately regarding any strangers in the Playschool – exercise caution and discretion.
- Be sure that the front door is closed and locked at all times.
- There is no smoking during Playschool programs whether we are on a trip, inside or outside at the park.
- Co-op duty parents are responsible with the teacher for supervising and supporting children. Please do not use your cell phones in the Playroom.

Fire Evacuation Policy & Procedure (Fire/Evacuation Policy and Procedure:
<http://huronplayschool.com/data/uploads/files/6%20Fire.pdf>)

Accidents

If you see a child get injured, provide immediate comfort, and give the teacher as much information as you can about the accident so that she can provide first aid and give information to parents. The teacher might ask the duty parent to provide first aid if the injury isn't serious. If the teacher needs to provide first aid or call for emergency services, please remember that you will need to supervise other children. It is easy for all the adults (and children) to get caught up in a situation, and then leave children unsupervised.

Coming and Going

When dropping off or picking up your child at school, please be careful to observe the following rules:

- Please make sure no other children are following you out the door or out of the park when you leave with your child. Parents should notify the teacher when they arrive and when they leave with a child, especially in the park.
- Notify the teacher either by note or telephone if someone other than a parent or a regular caregiver will be picking up the child.
- Always say goodbye to your child, even when he or she seems engrossed in an activity.

Insurance

The school holds insurance coverage for fire, theft and accidental bodily injury to staff, parents and children.

Parent Issues and Concerns (<http://huronplayschool.com/data/uploads/2018-files/parentconcerns.pdf>)

CHURCH RELATIONS

St. Thomas's Church rents us space for the Playschool. We rely on the Church to function. It is important to maintain good relations with the church. Therefore, parents are asked to respect the following rules:

- Always be quiet when passing through the church building.
- Never use or block the church driveway when picking up or dropping off your child even for a few minutes. These spots are reserved for the ministers who may be called into the Church at any time. There is no parking at the Church for co-op duty parents.
- There is a "drop off" zone just south of the church on Huron St. If you notice that the drop off zone is not being observed, you can call the Toronto Police and ask them to come and ticket cars.
- Keep the stairway clean.
- Channel all communication with the church staff through the teacher. Do not approach church members or staff directly except in case of an emergency.

POLICY BINDER

A binder containing the official statement of Huron Playschool Co-operative policies is kept for reference in the office of the Playschool, and it is not to be removed from the premises.

Our policies are available on the Playschool website, in the member section. The Ministry of Education requires that all staff, board members, volunteers and co-op duty parents are familiar with the policies and procedures. Policies are reviewed at the Parent Orientation sessions, and at parent meetings. Policies and procedures that are revised are emailed to all families. Links to policies not mentioned elsewhere are here. Please see the Procedure for the Review of Policies and Procedures, for Monitoring Compliance and for Addressing Contraventions.

Bylaws

Procedure for the Review of Policies and Procedures and for Monitoring Compliance and for Addressing Contraventions – July 2019

Accident and Reporting Policy and Procedure:

<http://huronplayschool.com/data/uploads/files/1%20Accident%20Reporting%20Policy.pdf>

Accident Report Form

Anaphylactic Policy: <http://huronplayschool.com/data/uploads/files/Anaphylactic.pdf>

Individual Anaphylactic Emergency Plans

Anaphylactic Training Record

Emergency Management Policy and Procedure:

<http://huronplayschool.com/data/uploads/files/20170913/emergency-policy.pdf>

Positive Environment: <http://huronplayschool.com/data/uploads/files/3%20Positive%20environment.pdf>
Anti-Discrimination Policy
Anti-Racism Policy
Anti-Sexual Harassment Policy

Behaviour Management Policies:
<http://huronplayschool.com/data/uploads/files/7%20Behaviour%20MANAGEMENT%20POLICY.pdf>
Ideas to Remember when Working with Children (including Prohibited Practices)
Contravention of Behaviour Management
Behaviour Management Checklist
Behaviour Management Review Policy

E. Privacy
Privacy Policy
Confidentiality and Non-Disclosure Agreement
Social Media Policy

Serious Occurrence Policy: http://huronplayschool.com/data/uploads/2018-files/HPSC_Serious%20Occurrence%20Policy_2016.10.07.pdf

H. Child Abuse Policy: <http://huronplayschool.com/data/uploads/2018-files/Child%20Abuse%20Policy.pdf>

I. Health Policies and Procedures (Sanitary Practices): <http://huronplayschool.com/data/uploads/2018-files/healthpolicies.pdf>

J. Children's Health

Illness Policy - <http://huronplayschool.com/data/uploads/files/4%20Illness%20policy.pdf>
Medication Policy and Medication Dispensing Form – October 2016:
<http://huronplayschool.com/data/uploads/2018-files/medication.pdf>
Safe Drinking Water Policy – July 2017: <http://huronplayschool.com/data/uploads/files/safe-drinking-water-policy-201711.pdf>
First Aid Policy: <http://huronplayschool.com/data/uploads/2018-files/firstaid.pdf>
Best Practices for Water Safety
Sleep Room Supervision – October 2016: <http://huronplayschool.com/data/uploads/2018-files/sleeproomsupervision.pdf>

Outdoors

Playground Safety Policy:
<http://huronplayschool.com/data/uploads/files/Playground%20policy.pdf>
Weather Policy - <http://huronplayschool.com/data/uploads/files/5%20Weather.pdf>

Vulnerable Sector Check Policy and Offence Declaration Form:
<http://huronplayschool.com/data/uploads/2018-files/police%20reference%20check%20policy.pdf>

Childcare Supervision Policy for Volunteers & Students:
<http://huronplayschool.com/data/uploads/files/Volunteer%20Policy.pdf>
Volunteer and Staff Training and Development Policy:
<http://huronplayschool.com/data/uploads/2018-files/training.pdf>
Provincial Wage Enhancement Policy and Procedure

Food and Nutrition Policy: <http://huronplayschool.com/data/uploads/2018-files/food-and-nutrition-policy.pdf>

Smoke-Free Policy (not on website)

Parent Handbook

Available on our website (www.huronplayschool.com). The member section of our website includes most of our policies, meeting minutes & financial statements from previous years. The member section username is parent. The password is happykids.