

# PROGRAM STATEMENT



At Great Lakes Christian Preschool we believe each child is a precious gift, created by God. While attending Great Lakes your child will experience a safe and loving environment where they are valued and affirmed. Learning through play is at the heart of the developmental process; therefore, play is an essential component of the preschool program. Through play, children interact with one another developing friendships and cooperation. Children have the opportunity to explore, question, observe, try new things and take risks through a variety of activities. Great Lakes Christian Preschool follows a learning model whereby the curriculum is based on the stages of development, the interests of children are highly valued and a program is customized to provide learning that encompasses their curiosities.

The Program Statement of Great Lakes Christian Preschool supports the policy framework outlined in the Ministry of Education's Early Learning Document, [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#). The conditions of belonging, well-being, engagement and expression are foundational to a child's growth and development. At Great Lakes it is our mandate to facilitate a learning environment that embraces the whole child; physically, emotionally, socially, cognitively and spiritually. Our Program Statement has been developed to reflect the framework which is available to parents online: <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

**Great Lakes Christian Preschool endeavours to provide high quality and enriching experiences that foster exploration and inquiry. These experiences lead to positive outcomes in relation to children's learning, physical development, health and safety, and overall well being.**

Learning experiences are nurtured through our play-based environment designed for indoor and outdoor activity. Great Lakes will implement play-based learning which supports exploration and inquiry, and fosters positive outcomes by:

- Allowing free choice of activities and providing materials which allow children to gain awareness of the world around them.
- Providing natural materials that allow for exploration and encourage thinking about living and non-living things.
- Supplying large and small sensory bins which encourage scooping, pouring, and measuring.

## Learning through Play



Play is at the heart of the developmental process.



Children interact with one another developing friendships and cooperation.



Opportunities to explore, question, observe, try new things and take risks.

- Dramatic play and role modelling activities that give children freedom to express themselves.
- Offering children a variety of building materials such as; cardboard, wooden blocks, boards and pool noodles.
- Using music, sound and rhythm experiences; recordings, live instruments and singing.
- Reading aloud to groups or individuals from a variety of books.
- Rotating toys and materials as interests and stages of development change.
- Inviting children to participate in creative games, exploring natural settings, and making obstacle courses using recycled and natural materials in our large outdoor play space.
- Using the outdoor space as an extension of the indoors, for example; sensory play using water bins, drawing and painting using a chalkboard and fence painting.
- Leading children in games that encourage following directions and enhancement of gross motor skills.



**Great Lakes Christian Preschool provides a balanced day which supports healthy nutrition, physical activity, quiet activity, rest, creativity, respectful listening and communication.**

Timelines are somewhat flexible, however, children who are full day will receive at least two hours of outdoor activity, weather permitting, two snacks and lunch, a rest time which allows for sleep as needed (up to 1 hour or as directed by a parent), group time, and time to participate in activities independently and with others.

Children will receive time in the day to reflect, listen and communicate with the group as a whole. Sharing and respecting the ideas of others will take place through:

- Daily gathering times; impromptu and planned.
- Participating in story time.
- Gathering to share experiences such as birthdays or family news.
- Showing a finished product to the group and selecting a place to display it in the classroom.

**Great Lakes Christian Preschool believes that children are competent individuals with capabilities that demand expression. We value their potential and build on the individual strengths and abilities of each child. We provide opportunities for their ideas and projects to be showcased. By observing children at play and reflecting on the outcomes, teachers design the next steps needed in the learning process. Observations are documented through pictures and anecdotal records that are then organized into a binder for each child.**

The following are some of the activities or methods which allow for children to express individuality as well as strengthen their capabilities and support their knowledge base:

- Flexible timelines to allow for expansion of ideas.
- Providing a variety of craft materials and drawing tools for free expression daily.
- Providing paint, paper, play dough and recycling materials to be used freely in the creative process.
- Integrating teacher designed activities for developing fine motor strength.
- Inviting children to experience new things.
- Teacher instruction for large and small groups that may include:
  - An art lesson or craft activity which has a desired skill or outcome at the core; designed for a particular stage of development.
  - A lesson which builds on language usage or emergent reading development such as letter recognition.
  - An activity that supports numeracy, graphing, shape and colour recognition.



We encourage and provide tools for children to grow in their interaction and communication with peers and adults. These learning goals will be met through some of the following methods and activities:

- Interacting with others through play; in large and small group settings.
- Using timers as a means to support sharing and turn taking.
- Playing singing games and dances which encourage children to communicate, choose a partner, and follow directions.
- Inclusion of all children within the classroom environment; integrating children with special needs or challenges.
- Communicating using words.
- Communication with pictures; for example, if a child is sad or missing a parent, drawing a picture helps to express their feelings.



**Great Lakes Christian Preschool supports the development of self-care and self-regulation skills using various methods.**

Children are encouraged to be self-reliant and build upon their independence by some of the following activities:

- Managing routines such as putting on shoes, coat, and hats.
- When appropriate, teachers engage older children to assist younger children with getting on outdoor clothing.
- Regular routines are developed to assist children throughout the day.
- Hand washing is required after using the bathroom, after some classroom activities, and prior to eating. Teachers model for children and ensure this important routine is established.

Providing children with a consistent and caring, predictable and reliable environment assists them with self-regulation. Think, Feel, Act by Dr. Stuart Shanker, states; “When children are calmly focused and alert, they are best able to modulate their emotions; pay attention; ignore distractions; inhibit their impulses; assess the consequences of an action; understand what others are thinking and feeling, and the effects of their own behaviours; or feel empathy for others.”

The following are some of the methods used to assist children with their state of calm, focus and attention:

- Quiet, relaxing music is played during rest time.
- Children are offered comfort toys when needed.

- Breathing techniques such as “blow out the candle”.
- Changing the environment before a stressor happens.
- Use of picture schedules.
- Assuring a child of the staff member’s presence and or availability.
- Building reassuring relationships between children and staff.
- Providing a variety of choices in activities.
- Providing choices in environment such as; quiet areas, individual activities.

**Great Lakes Christian Preschool sees families as experts who know their children better than anyone and have important information to share with us as educators.**

We foster ongoing communication with parents regarding their children and any specific needs that may arise. Teachers keep records of the communication that takes place with families and will ensure that all staff are updated. At the same time staff will ensure that confidentiality is respected. We believe “When we recognize and build on the strengths of families and the love they have for their children, everyone benefits.” (*How Does Learning Happen? p18*)

*The Child Care and Early Years Act requires that all child care operators have a policy in place for addressing parental issues and concerns. Please see the Appendix attached to this handbook for Great Lakes Christian Preschool Policies and Procedures regarding Parental Issues and Concerns.*

**Great Lakes Christian Preschool recognizes educators as knowledgeable, reflective, resourceful and rich in experience.**

We value the wisdom of the experienced teachers and the enthusiasm of the new teachers. Together these educators create rich environments which become “THE OTHER TEACHER”. We value being educators who are drawn into a child’s play; assisting with inquiry and thought processes through verbal exchanges. This exchange becomes a child-initiated and adult-supported venture that expands the learning and exploration for the child. Programming and curriculum planning are ongoing for teachers. Our foundational sources for planning are; the Ministry of Education’s Early Learning for Every Child Today and Full Day Early Learning Kindergarten Program for 4 and 5 year olds.

We greatly value our staff and will support their continuous professional development. Programs are re-evaluated regularly to reflect changes within the Child Care and Early Years Act (CCEYA) and ideologies in early childhood education. Staff attend workshops provided by the Early Childhood Community Development Centre.

**Great Lakes Christian Preschool values the community as our third partner and will offer support to families and experiences to children through various agencies and community resources.**

Services may include:

- West Niagara Resource Consultants
- Speech Services Niagara
- Pathstones Mental Health
- Niagara Region Public Health
- Bethesda
- Private Autism Centres
- Various Church Organizations offering support to families

**Great Lakes also provides placement and training for students at the high school and college level.** Domestic and international

students attend Great Lakes Christian High School and we have had the privilege of hosting their co-op placements. The preschool children receive first hand cultural experiences with international students. Notification is sent to parents through our newsletter or by email when new students will be participating at the preschool.



**Great Lakes Christian Preschool includes opportunities for children to participate in activities outside of the regular program through:**

- A planned field trip to a local farm or community event near the end of the school year. Outside field trip information is provided in advance indicating the destination, date, time, cost and agenda. Separate permission forms are required prior to attending the trip. A parent or guardian must accompany their child on the trip for the purpose of transportation; carpooling is at your own discretion. In the event that a child cannot be accompanied by a parent, a teacher will be responsible for the child's transportation and care at all times. Teachers at Great Lakes Christian Preschool are covered under the insurance of Great Lakes Christian High School for the transportation of students. No anaphylactic foods may be taken on field trips and any child with an anaphylactic allergy must have their Epi-pen readily available on the trip. As well, any child with a special medical need must have all medications and devices available on class outings and trips. In the event that a parent volunteer is required to accompany a small group of children during a field trip, the preschool supervisor must



receive a clear Vulnerable Sector Check from that parent prior to the trip date. The supervision of children by a parent volunteer may not be done without a staff member present.

- At times, arrangements will also be made for visitors to come to the preschool. We especially invite visits from parents whose job or hobby may be of interest. Examples: optometrist, dentist, firefighter, dairy farmer, health nurse and owner with a pet (that is vaccinated and safe for children). We also enjoy a visit from Santa at Christmas. Guests are supervised by staff at all times.
- During the school year, we enjoy the entire Great Lakes campus. Excursions around campus may take place spontaneously. Permission for this type of event is granted when you complete your child's annual permission form. Some events such as Nature Walks, Winter Sports Day, Photo Day (outdoors), will be scheduled on the monthly calendar but are subject to change. Children will always be accompanied by a teacher following the legislated 1 to 8 ratio when taking part in campus excursions.

**Great Lakes Christian Preschool values children and prohibits the following actions:**

- Corporal punishment of a child.
- Physical restraint of a child such as confining him/her to a chair or other device for the purpose of discipline or in lieu of supervision. Should physical restraint be required for the purpose of preventing a child from hurting himself/herself or someone else, a staff member must be accountable to another colleague to ensure the safety of both is ascertained. If restraint should ever be necessary it must be as a last resort and only take place until the risk of injury is no longer imminent.
- Locking the exits of the preschool premises for the purpose of confining a child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the preschool emergency management policies and procedures.
- Use of harsh or degrading measures, threats or derogatory language directed at or in the presence of a child to humiliate, shame, frighten or undermine the child, his/her self-respect, dignity or self-worth.
- Depriving a child of basic needs such as food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on children including making them eat or drink against their will.

**Great Lakes Christian Preschool values children and believes each one has great destiny and purpose.**

As described in the Early Learning Document, How Does Learning Happen?, we believe the conditions of belonging, well-being, engagement and expression are foundational to a child's growth and development. The following behaviours and actions are demonstrated by our staff, students and volunteers when working with children:

- Continual consideration for the needs of every child in the facility.

- Providing basic needs for children as it is required such as: water, food, washroom, change of clothing if soiled, times of rest as appropriate or needed, clothing or blankets for warmth, personal toys for comfort, and medical care if injured or sick.
- Respectful interactions with children through conversation and body language; smiling and maintaining eye contact.
- Responding to questions, needs or desires as they arise.
- Gentleness in manner, action, care and voice inflections.
- Listening to children and being “present” in the conversation.
- Getting down to a child’s level to interact; bend down to talk to a child and look them in the eye when speaking, get onto the floor whenever appropriate to experience the child’s inquiry, sit beside children or across from them when interacting (as opposed to standing over them).
- Building positive relationships with children that demonstrate our belief that children are competent and capable of their learning, expression and creativity.
- Greeting children as they arrive at school. Saying good-bye to children and their families as they leave.
- Being prepared for their daily experiences to the best of our ability.
- Keeping surfaces and cots clean, toys disinfected (weekly or as needed), floors clean for play and being mindful of spaces that could develop the potential to be unsafe.
- Genuinely loving and caring for children. Respecting their individuality and helping them reach their full potential while in our care.

## **EMPLOYEES, VOLUNTEERS, STUDENTS, THIRD PARTIES**

### **Ministry of Education Requirements for Staff, Students/ Volunteers and Third Party Instructors or Consultants**

Educators at Great Lakes Christian Preschool are skilled and have an ECE certificate or an Ontario Teacher’s Certificate. Educators must be a member in good standing with the College of Early Childhood Education and maintain their registration with the college.

We also have staff who support ratios but do not have their ECE certificate. These staff members work as Program Assistants or Supply Staff and are highly qualified to work with children.

All students and volunteers are supervised and mentored by teachers. At no time is a student or volunteer allowed to have unsupervised access to children in our program.

As outlined by the Child Care and Early Years Act, everyone working with children in a child care facility are required to have the following:

- Prior to commencing employment, each employee must provide the child care centre with a health assessment and record of immunization as recommended by the local medical officer of health, unless exempted based on the person’s written objection or physician’s medical reason.
- All employees who regularly work with children are required to have a standard first aid certification including infant and child cardiopulmonary resuscitation (Level C - CPR).
- All employees, students/volunteers (over 18 years of age) and third party instructors/consultants are required to provide a Vulnerable Sector Check (VSC) in order to work or volunteer. A

new VSC is required every 5 years and each year up to the expiry date, an offence declaration is signed and kept on file for each staff member and volunteer.

## **QUALITY CHILD CARE NIAGARA**

**Great Lakes Christian Preschool is certified with Quality Child Care Niagara (QCCN).** QCCN was inspired by a group of early childhood educators who wanted to create a program planning model to strengthen the foundation of quality educational experiences and developmental outcomes of all children enrolled in Licenced Child Care Centres in Niagara. Using the tools provided by QCCN we are able to meet the developmental needs of every child and set them up for success. Through QCCN teachers have been trained to administer the DISC Developmental Preschool Screen (DPS). Teachers are also trained to use the QCCN Speech and Language Checklist and Behavioural Checklist to assist with screening children who may have needs in these areas. These tools are only administered with parental consent.

Great Lakes embraces every child and strives to meet their needs regardless of their developmental stage. Sometimes there are areas of concern that are brought to our attention by a parent or that arise when a child enters school. These areas may include; speech delay, developmental delays, behaviour issues or autism. The Niagara Region is rich with resources and community agencies to assist with child development. West Niagara Resource Consultants is one of the agencies available to us. Should a child benefit from resource input, the supervisor and parent work together to submit a referral to the Niagara Region for this assistance.

## **REGISTRATION & ADMISSIONS**

A registration form must be completed for each year a child is admitted to the Preschool (this includes a child who has been in attendance in the prior year). This procedure reserves your child’s space. Registrations will be confirmed, in the order in which they are received. Once registrations reach the maximum for our license a waiting list may be developed. Parents are also advised to use the ONELIST waiting list provided by the Niagara Region if child care is urgent and our waiting list offers little opportunity. (*See Wait list Policy in Appendix*)

A copy of immunization records must be received for admittance to the preschool program. If a child is medically exempt from immunizations or if the parent has a conscientious objection to immunization, the parent may provide the appropriate form which is available on the Niagara Region website: <http://www.niagararegion.ca/health/vaccinations/children/exemption.aspx> Niagara Region Public Health requires a copy of the child’s immunization record or the original exemption form within a month of admittance to the Preschool. Great Lakes ensures that these are provided within the timeline requested. Copies are also kept in the child’s file in the preschool office.

Parents will also be required to complete an admission form, health form, special instruction form and permission form prior to beginning

preschool. Please ensure that forms are provided to the supervisor on or before the Parent Orientation Meeting.

Children with special medical needs or anaphylaxis must have a completed individual plan prior to starting preschool.

Written notice of permanent withdrawal from the program must be given two weeks in advance and one month in advance if paying by the preauthorized payment plan. If notice is not received as described above, full program fees will be charged.

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. If spaces fill up, your child would be placed on a waiting list.

Waiting lists often develop by late September. Children who will be returning for another year should be registered by April in order to avoid disappointment.

Great Lakes Christian Preschool reserves the right to terminate services if policies are not followed, fees are not paid on time or the program is unsuitable for a child.

**A note about toilet training:** As part of our admission policy we require that children are toilet trained. If a parent is in the process of training we are happy to receive the registration and assist with the potty training at school. We do not wish to delay a child's entry to school if arrangements can be made to support the child. However, our facility is not equipped to do diaper changes. Please talk to one of the teachers if you have questions or concerns.

### Orientation

It is advisable to set up a visit with your child prior to the school start. An Orientation Meeting, for parents only, is on the Tuesday prior to the first day of school. The Orientation Meeting is from 7:00 to 8:00 p.m. Attendance is very important even if you are a returning parent.

## THE SCHOOL YEAR

**Great Lakes Christian Preschool values communication with parents.** Staying connected is vital to our program. To keep you informed, a monthly newsletter and calendar will be emailed to families. Calendars, menus, schedules and items of interest are posted on bulletin boards in the cloakroom and classrooms. Bulletin Boards are one of our favourite ways to communicate with you about your child's projects. These displays will fill the school with colour and expression.

A profile binder will be used to track the activities your child works on throughout the year. Photos and work will be collected to record a



progression of their growth and interests. This will be available to parents throughout the year and will be a keepsake to take home in June.

We appreciate open dialogue and encourage parents to assist us by asking questions and suggestions. Parents will have an opportunity to complete a questionnaire during the school year in order to help us evaluate how we are doing and how you feel about the experience your child is having at the preschool.

### Schedule

The Preschool operates 40 weeks from September to June and the program is designed to correspond with the Elementary School Calendar except for PD days. Great Lakes **does not** have PD days for teachers except for 2 clean up days at the end of the school year.

### The Preschool observes the following holidays:

September - Labour Day  
October - Thanksgiving  
February - Family Day  
April - Good Friday and Easter Monday  
May - Victoria Day

### Not counted in the 40 weeks of school:

Christmas Holidays - 2 week holiday (December/January)  
March Break - 1 week holiday  
Parents will be informed of actual dates in the monthly newsletter & calendar.

### Classes times are as follows:

Morning Half Day Classes - 9 a.m. to 11:30 a.m.  
Afternoon Half Day Classes - 1 p.m. to 3:30 p.m.  
Full Day Classes - 9 a.m. to 3:30 p.m.

### General Information Regarding Dates and Events

School Starts the Tuesday after Labour Day.  
Spring Open House occurs the third Thursday in April at 6:30 p.m.  
The last day of school is usually the Tuesday of the last week of June.  
Graduation is on the Wednesday afternoon following the last day.  
Teachers have 2 paid clean up days at the end of June.

### Licence to Operate and Ratios

We are inspected annually by a Program Advisor from the Ministry of Education. This inspection ensures that the guidelines in the Child Care and Early Learning Act are followed and proper reporting, logs, documentation and changes are adhered to. Ratios for our age group require that one teacher is assigned to every 8 children. The facility is permitted to have 16 children in each classroom. Children that attend the preschool for 6 or more hours per day are required to have 2 hours of outdoor play, receive 2 snacks and a lunch, and have a rest time. Our Ministry of Education Licence to Operate is posted on the cloakroom bulletin board. Full inspection details are available to parents at any time. The facility is also inspected twice annually by the Niagara Region

Public Health and Safety Unit to ensure that proper procedures are taken for food handling, hand washing, cleaning and disinfecting, and general environmental cleanliness. This inspection is available to parents at any time.

### Arrival and Pick Up

Young children depend on regular routines for their security and comfort. It is therefore recommended that you establish a regular routine when dropping off and picking up your child. When your child arrives bring him/her into the play activities and assist with the transition as needed. Ensure that a teacher is aware of any details that may affect your child's day. When picking up ensure that a teacher is aware of your presence and knows you are ready to take your child home. Arrival and departure times are recorded by staff members each day as well as any specified information shared by the parent.

Children will be assigned a hook in the hallway or cloakroom and parents may enter the school at the most convenient door for their child.

Unless otherwise arranged, children will not be released to any person other than those who are specified on the admission form. If we are not familiar with the person picking up, please make sure a teacher has been notified of the person's name and particularly what the child calls the person (eg. Oma, Papa). When arrangements are made for someone to pick up your child and they are not on your list, they may be asked to provide identification. A "Take-Home Authorization Note" can be obtained from the preschool to use for notification in writing when a new person will be assisting with pick up. In the event of an emergency, parents may call or text changes.

*The Preschool Program begins at 9:00 a.m. and ends at 11:30 a.m./ 3:30 p.m. Teachers like to have time to greet children and speak with parents. Also, some children find it difficult to enter the classroom when there are more people around. To accommodate this need, there is a 20 minute window before start time and after end time for drop-off and pick-up. Changes to usual arrival or pick up time should be shared with a teacher in order that a record may be kept in the daily logbook for reference. We appreciate knowing these details so we can assist with your child's transition.*

### Door Security

The preschool has a door security system with intercom and cameras. Parents will be given full procedures at the Parent Orientation meeting. Anyone arriving at the school will be asked to identify themselves to be allowed into the building.

### Parking

Please use the parking area by Hotchkiss Hall and the playground. There are times in the school year when events at the High School fill up the parking lot and parents may need to park on the lane ways. We ask that parents use the parking lot with caution at all times.

### Full Day Program

The full day program is set up under the guidelines of the Child Care and Early Years Act. Children will be served a lunch that is catered by the Great Lakes High School kitchen. The kitchen is fully inspected and permission for this service has been granted by Niagara Public Health and Safety. The cost for lunches is included in parent fees unless they have made special arrangements to extend the day through lunchtime. In this case lunch will be provided for a cost of \$2.50. Notification of changes must be provided at least by Monday morning.

Children are provided with a resting cot after lunch. Rest time is designed for children to sleep if needed. If a child does not sleep they are given a 30 to 40 minute quiet time. Soft music is played, children may have a quiet activity such as books and they may bring a stuffed toy for quiet time. Cots are disinfected each time they are used and sheets are washed weekly by a designated staff member. Sheets and personal items are stored in sealed plastic bags when not in use.

### Nutrition, Snacks and Birthday Celebrations

A nutritious morning and afternoon snack will be provided. Children's special dietary needs and allergies are posted wherever food is prepared and served. Menus will be posted in the kitchen and on the bulletin boards.

We like to celebrate birthdays by having a special snack. The guidelines are as follows:

The snack must be wrapped, store bought preferably in a local grocery store, and peanut/nut free. Items such as School Safe, Bear Paws, Wagon Wheels or any other treat item that is clearly marked with the Peanut/Nut Free label may be provided for the birthday treat. Teachers will ensure that the item you provide is acceptable. We are not allowed to serve home baked goods or any food that has not been prepared in an inspected facility. We are sorry for the restrictions within this policy but, it is for the safety of every child.

In such circumstances where a child must bring food from home to support a healthy diet, the family must ensure that no foods which could cause an allergic reaction in any child is permitted in the preschool. Children who must have home food will only eat the food provided by their parents and precautions will be made by staff to ensure the food is not ingested by another child. **It is the responsibility of the parent to label all food and containers coming from home clearly with the child's name.**

Water bottles and select dairy substitutes may also be provided for children from home. The containers which are used for these should be clearly labelled with the child's name.



### **Clothing and Possessions**

Your child should be dressed in clothing that is appropriate for physical activity, messy activities and the weather. A second set of clothes should be kept at the preschool in case of accidents. Also provide indoor shoes or slippers. (Please label the bag, clothes and footwear.)

### **Outdoor Playtime**

Outside play generally takes place twice a day. The first outdoor time usually starts at 11:00 a.m. and the second at 3:00 p.m. During very hot weather the outdoor play begins when children are dropped off at school. If the weather permits the children will remain outdoors for 1 1/2 to 2 hours in the morning. Children may end the day outdoors if they are a full day child. Parents will be made aware of schedule changes in the newsletter. Parents should put sunscreen on their children prior to school start on days when it is needed. Teachers will also apply sunscreen when required. If you would like to provide your own sunscreen it should be sent in your child's backpack. Hats and sunglasses are helpful for hot days. Sunglasses are also practical in the winter when the sun is bright.



### **Health and Administration of Drugs & Prescriptions**

As children enter school it is the responsibility of the teachers to do a health check. If a child has had an illness or injury at home, please inform a staff member when the child arrives at school. If a child becomes ill during the day, temporary care will be provided until you can be contacted and pick up your child. Please observe the Niagara Regional Health Unit procedures for keeping children at home during illness, provided at Parent Orientation or on the first day of school.

Great Lakes Christian Preschool will administer both prescription and non-prescription drugs to children, in accordance with provincial legislation. Parents must complete a form for administering medication which includes written instruction of the dosage and times any drug is to be given. The medication must be provided in the original container, clearly labelled with the child's name, date, name of drug, instructions for storage and administration of the drug.

**Medication is not to be left in the cloakroom area.** Give it directly to a staff member. All medications are kept in a locked container; in the classroom or refrigerator. Staff document the amount and time when the drug has been given. The form is retained in the child's file once the administration of the prescription/non-prescription has been completed.

### **Anaphylaxis and EpiPens**

Individual emergency plans must be completed by parents before a child is admitted to preschool. Emergency plans are posted in food preparation areas and classrooms for children who are anaphylactic. Staff, supply teachers, students and volunteers are required to read the information sheets of any child who has an EpiPen. An EpiPen must be kept at the school for each child identified with anaphylaxis syndrome. When the medication has expired it is the responsibility of the parent to provide a new EpiPen. EpiPens are kept within easy access for staff but out of children's reach. EpiPens must contain the Pharmacist label displaying the name of the child, name of drug, dosage, expiration and date of purchase.

### **Safety Training for Children and Staff**

Upon commencing school in September, fire drills will take place throughout the month to ensure all new children have had ample time to adjust to the procedure.

After the training time in September, fire drills and procedures will take place monthly. Great Lakes also has a Emergency Management Policy and Procedures which is reviewed annually by staff.

### **Serious Occurrence**

Serious Occurrences will be reported to the Ministry of Education. The Serious Occurrence will be reported within 24 hours of becoming aware of the incident. Serious Occurrence Notification Forms will be posted in a conspicuous place near the Child Care License and Licensing Summary chart closest to the entrance used by parents. Updates will be made by the Supervisor as action or investigations are completed. Notifications will remain posted for 10 business days and remain on file for three years.

A serious occurrence is defined under the CCEYA as:

- a) the death of a child who receives child care at a licensed home premises or child care centre;
- b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home premises or child care centre;
- c) a life-threatening injury to or a life-threatening illness of a child who receives child care at a home premises or child care centre;
- d) an incident where a child who is receiving child care at a home premise or child care centre goes missing or is temporarily unsupervised, or
- e) an unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre

### **Inclement Weather and Sick Days**

It is our practice to close the Preschool whenever the District School Board of Niagara closes schools due to inclement weather. Should inclement weather occur parents can check the DSBN Website: <http://dsbn.edu.on.ca/> to see if the schools are closed. Each parent whose child is scheduled to attend that day will be notified;



## Come Learn With Us!



1. By email which they will be asked to reply to when they have received the message.
2. By text message if they have not responded to the email within a reasonable amount of time.
3. By phone if they still have not replied that the message was received.

### Student Absence

Please notify the school if your child will be absent and state the reason for the absence. The children develop friendships and ask about their friends when they are not at school. The staff also track sickness in order that parents can be kept well informed should a contagious illness occur.

### FEES

\$95/wk - 5 half-days

\$57/wk - 3 half-days

\$40/wk - 2 half-days

\$120/wk - 3 full days

\$180/wk - 5 full days

*Additional days may be requested and obtained if space is available. Each additional day is \$20 per half day or \$40 per full day.*

*Extended hours starting at 8 a.m. and ending at 4 p.m. may be available upon request. Additional fees may apply.*

### Payment Methods

1. Fees may be paid once monthly or twice monthly by pre-authorized payment plan. Pre-authorized debit (PAD) must be set up a month in advance. When setting up fees to be paid by PAD, please submit a VOID cheque or a print out from your bank providing banking information. The PAD form is available from the supervisor or at the Parent Orientation meeting. September payments cannot be made by PAD and must be made by cheque or cash.
2. Fees may also be paid monthly or bi-weekly by cheque. We request that post-dated cheques for the school year be provided at the Parent Orientation or the first day of school in September.

Please speak with the supervisor if you need to make other arrangements for fees.

Make cheques payable to Great Lakes Christian College. (GLCC) There is a \$10.00 charge for each N.S.F. cheque.

**In February you will receive an official receipt for your yearly fee amount.**

The Preschool operates on a 40 week budget. We observe two weeks holiday at Christmas and one week holiday in March. These are not included in the 40 week schedule and are not included in fees.

We also observe regular statutory holidays as outlined previously in the handbook. There is no reduction in fees for a short week due to a statutory holiday.

We are unable to provide refunds for any days missed due to inclement weather, family holidays or illness. If a special circumstance arises and a child misses 15 or more consecutive days, a written request for refund may be considered by the Business Manager of Great Lakes Christian High School.

### ADDRESS & CONTACT INFORMATION

#### Great Lakes Christian Preschool

4875 King Street,  
Beamsville, ON L0R 1B6

Preschool Phone: 905-563-5374 extension 218

High School Fax: 905-563-0818

Heather Moyer - Supervisor

Cell phone number will be provided to parents for day & evening calls or text messages.

Preschoolemail: [preschool@glchs.on.ca](mailto:preschool@glchs.on.ca)

Teaching Staff - Teachers may provide their personal cell numbers for easy contact as required. However, please allow the staff member to initiate any sharing of cell phone numbers - thank you.

Lacey May - Finance Department  
905-563-5374 extension 228

Website: [glchs.on.ca](http://glchs.on.ca)

**Please Note:**

Messages left on the office phone can sometimes be missed due to the nature of our activities in the classrooms and outside. It is suggested that parents text Heather's cell phone as this is more readily available throughout the day and we will have a written record of your information for reference.

# **Appendix**

## **Policies & Procedures**



# GREAT LAKES CHRISTIAN PRESCHOOL

## Emergency Management Policy and Procedures

Date Policy and Procedures Established: August 2017

Date Policy and Procedures Updated:

**Purpose:** To protect the health and safety of children and staff in the event of an emergency. To provide clear direction regarding the procedures and responsibilities for management of an emergency situation.

### Definitions

*All-Clear:* A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

*Authority:* A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, high school administrator).

*Emergency:* An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

*Emergency Services Personnel:* persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

*Evacuation Site:* the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

*Licensee:* The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator/officer of GLCP is Don Rose).

*Meeting Place:* the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

*Staff:* Individual employed by the licensee (e.g. program staff, supervisor).

*Unsafe to Return:* A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

### Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: **Perry Hall (Girl's Dorm)**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: **Perry Hall (Girl's Dorm)**

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Supervisor in the daily written record.

### **Additional Policy Statements**

E.g. regular drills with staff for training/practice, emergency bag preparation, etc.

Staff must ensure their outside/excursion bag is prepared at all times
Ensure attendance records are kept in the same location at all times for easy access
Ensure allergy and medical conditions chart is on the attendance record clipboard
Supervisor and staff keep the emergency contact binders updated
Keep emergency contact binder in same location at all times for easy access
Staff receive training/review for emergency preparedness annually

## Procedures

### Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<p><b>Lockdown</b> When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building/on campus who is posing a threat.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>3) Staff inside the child care centre must:               <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children and move them away from doors and windows;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• take shelter in play equipment room and/or under furniture with the children, if appropriate;</li> <li>• keep children calm;</li> <li>• ensure children remain in the sheltered space;</li> <li>• turn off/mute all cellular phones; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) If possible, staff inside the program room(s) should also:               <ul style="list-style-type: none"> <li>• close all windows and doors;</li> <li>• barricade the room door;</li> <li>• gather emergency medication; and</li> <li>• join the rest of the group for shelter.</li> </ul> </li> <li>5) The Supervisor will immediately:               <ul style="list-style-type: none"> <li>• close and lock all child care centre entrance/exit doors, if possible; and</li> <li>• take shelter.</li> </ul> </li> </ol> <p><b>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</b></p>

<p><b>Hold &amp; Secure</b> When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li> <li>3) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all window coverings (if available) and windows in the program room;</li> <li>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) The Supervisor must immediately: <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> </li> </ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
<p><b>Bomb Threat</b> A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• call 911 if emergency services is not yet aware of the situation;</li> <li>• follow the directions of emergency services personnel; and</li> <li>• take children’s attendance to confirm all children are accounted for.</li> </ul> </li> <li>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</li> <li>B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</li> </ol>

## Immediate Emergency Response Procedures for Other Emergencies

<p>Emergency from utilities such as gas leak, electrical fire, smoke in the building.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the unsafe utilities emergency must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Inform staff members who are outdoors that an evacuation is necessary.</li> <li>3) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• close all windows in the program room;</li> <li>• proceed safely with children to evacuation site;</li> <li>• stay with children at all times,</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) The Supervisor must immediately: <ul style="list-style-type: none"> <li>• call 911</li> <li>• place a note on the external doors with instructions that no one may enter the child care centre.</li> <li>• evacuate immediately to evacuation site</li> <li>• call utilities company</li> <li>• contact the property manager</li> </ul> </li> </ol>
<p>Natural disaster such as a weather emergency; tornado, flooding</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the danger must inform all other staff as quickly and safely as possible.</li> <li>2) Supervisor to notify staff members who are outdoors to return to the preschool building.</li> <li>3) Supervisor to ensure everyone remains in a safe area within the stone structure of the building and/or in the play equipment room/or determine if an evacuation is necessary.</li> <li>3) Staff must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• close all windows;</li> <li>• provide things for children to do if appropriate; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) The Supervisor must immediately: <ul style="list-style-type: none"> <li>• keep informed about the weather threats</li> <li>• provide information to staff regarding when it is safe to return to normal</li> </ul> </li> </ol>



## **Additional Procedures for Immediate Emergency Response**

E.g. assisting other program rooms during an emergency, etc.

1. Any extra personnel on site will assist with children
2. Supervisor will call high school for additional help if safe to do so

## **Phase 2: Next Steps During the Emergency**

- 1) Where emergency services personnel are not already aware of the situation, the supervisor or designate must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

**List of Emergency Contact Persons:** [insert information (e.g. supervisor, licensee, on-site designate, board of directors, local authority)]

Preschool and High School Number: 905-563-5374 (administration office extension 200)

Local Police Department: 905-945-2211

Ambulance: 911 OR Local 905-984-5050

Local Fire Services: 911 OR Town Office 905-563-8205

Site Supervisor: Heather Moyer - cell: 905-641-5933

Licensee Contact(s): Don Rose - 905-563-5374 Extension 211

Child Care Centre Site Designate: Pauline Lacroix cell: 905-328-6568

Wayne Whitfield: Property Manager - cell 289-668-0353

- 4) Where any staff, students and/or volunteers are not on site, the supervisor or designate must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.

- 5) The supervisor or designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
  
- 6) Throughout the emergency, staff will:
  - help keep children calm;
  - take attendance to ensure that all children are accounted for;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children; and
  - engage children in activities, where possible.
  
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

<b>8a) Procedures to Follow When “All-Clear” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.</li>   <li>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.</li>   <li>3) Staff must:           <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> </li>   <li>4) The supervisor or designate will determine if operations will resume and communicate this decision to staff.</li> </ol>

<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) As soon as possible, the supervisor must notify parents/guardians of the emergency situation and that the all-clear has been given.</li> <li>2) Where disasters have occurred that did not require evacuation of the child care centre, the supervisor must provide a notice of the incident to parents/guardians by the end of the day of the disaster.</li> <li>3) If normal operations do not resume the same day that an emergency situation has taken place, the supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</li> </ol>
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**Additional Procedures for Next Steps During an Emergency**

E.g. documenting children’s accidents/injuries, providing water and/or snacks, etc.

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|--|
| 1. A full report must be written in the daily log by the supervisor. Injuries should be recorded in the log and appropriate injury reports submitted to parents and child files. |
| 2. Provide safe snacks and water to children   |
| 3. Contact Program Advisor and inform the MEDU of the emergency situation.   |

**Phase 3: Recovery (After an Emergency Situation has Ended)**

<p><b>Procedures for Resuming Normal Operations</b></p> <p>E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</p>	<p>The Supervisor shall:</p> <ol style="list-style-type: none"> <li>1. Work in conjunction with Great Lakes Christian College to contact the appropriate services to provide recovery; social agencies, restoration, utilities etc.</li> <li>2. Work in conjunction with Program Advisor to establish a temporary plan and/or return to regular program.</li> <li>3. Work in conjunction with High School Administration and MEDU to create a temporary location on campus for the program to continue till centre is safe to return.</li> <li>4. Work in conjunction with the above personnel to develop a timeline for the return to program.</li> <li>5. Supervisor prepare consistent information to provide to all media. Assign a spokesperson if deemed necessary.</li> <li>6. Assign consistent voicemail message outlining; return to school, contact information.</li> <li>7. Insurance - business office to make contacts.</li> <li>8. High school kitchen - supervisor notify kitchen of any changes</li> </ol>
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<p><b>Procedures for Providing Support to Children and Staff who Experience Distress</b></p>	<p>Supervisor to arrange for community services and agencies to provide support. Resources may include: Pathstones, FACS, Local church resources. Based upon the recommendations of these agencies, support will be provided.</p>
<p><b>Procedures for Debriefing Staff, Children and Parents/ Guardians</b>  <small>Include, where, applicable, details about when and how the debrief(s) will take place, etc.</small></p>	<p>Supervisor must debrief staff, children and parents/guardians after the emergency by:</p> <ol style="list-style-type: none"> <li>1. providing debriefing on campus as soon as possible after the emergency,</li> <li>2. arranging for an administrator from high school to assist with debriefing,</li> <li>3. arranging for outside agencies to provide support during the debriefing where needed.</li> </ol>

## **Regulatory Requirements: Ontario Regulation 137/15**

### **Emergency management**

**68.1** (1) In this section,

“emergency” at a child care centre means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre. O. Reg. 126/16, s. 42.

(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that,

- (a) set out the roles and responsibilities of staff in case of an emergency;
- (b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency;
- (c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation;
- (d) set out the procedures that will be followed to ensure children’s safety and maintain appropriate levels of supervision;
- (e) set out requirements regarding communications with parents;
- (f) set out requirements regarding contacting appropriate local emergency response agencies; and
- (g) address recovery from an emergency, including,
  - (i) requiring that staff, children and parents be debriefed after the emergency,
  - (ii) setting out how to resume normal operations of the child care centre, and
  - (iii) setting out how to support children and staff who may have experienced distress during the emergency. O. Reg. 126/16, s. 42.

(3) Despite subsection (2), a licensee is not required to have emergency management policies and procedures described in that subsection if,

- (a) the child care centre is located in a school, the licensee uses or adopts the school’s emergency management policies and procedures and those policies and procedures address the same matters as described in subsection (2); or
- (b) the licensee is otherwise required to have a plan that addresses the same matters as described in subsection (2). O. Reg. 126/16, s. 42.

### **Intent**

The intent of this provision is to require licensees to have policies and procedures that protect the health and safety of children and staff in the event of an emergency.

The provision requires that staff roles and responsibilities be clearly outlined in the event of an emergency.

**Disclaimer:** This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.



# GREAT LAKES CHRISTIAN PRESCHOOL

## **Policy Statement: Waitlist**

**Purpose:** To provide a practice that is transparent, fair and consistent in regard to the use and development of a waitlist for Great Lakes Christian Preschool. To ensure that families gain access to the spaces as they become available or as deemed appropriate for the child/family.

## **Waitlist Management:**

1. A prospective child list is kept by the supervisor as parents make contact regarding a placement for the current and/or following year or future years.
2. Parents on the list are invited to attend a Spring Open House in April or come to the preschool for a visit with their child.
3. Returning families are given first priority to register for the next year. This registration is open in March and parents are required to complete and return a form provided in the March newsletter.
4. Parents whose child is on the prospective list may register their child in April for the upcoming school year.
5. Parents waiting for a space in the current year will be contacted based on where they are on the list and their need. In other words, families at the top of the list will be given first opportunity to take a space that becomes available. However, if that space is not within their specifications and they reject the offer the next family in line will be contacted.
6. Children attending in the current year will be given priority to extend their program with us if there parents have made a request to do so. Upon registration parents must indicate their desire for a full time space that will start at a different time in the school year. For example: parents who want their child to attend full time in January must hold that space in order to do so. We agree to hold that placement for them until the date specified. If the family chooses not to use the placement it will be offered to another family.
7. A "held" spot for the upcoming year is identified once a registration form and a copy of immunization or conscientious objection form is received.
8. A spot on the waiting list is "held" once a registration form and a copy of the immunization or conscientious objection form is received.
9. If a family decides not to take a space they have registered for but they would like the registration to hold for the following year, it is highly likely this will be accommodated and the supervisor will remain in touch with the family.
10. Registrations are numbered upon receiving the appropriate paperwork described above.

11. Generally it is our opinion that the preschool runs most efficiently with a maximum of 24 students in the morning and 16 in the afternoon; however, should the current year include a waitlist of 5 or more children and this number would be in keeping with the license capacity, it is at the discretion of the supervisor whether or not another staff member would be hired to accommodate those children.