

# Richmond Co-operative Nursery School Parent Handbook 2024-2025



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# **Welcome to the Richmond Cooperative Nursery School**

## **HISTORY OF RICHMOND CO-OPERATIVE NURSERY SCHOOL**

Richmond Co-operative Nursery School (RCNS) is a non-profit pre-school, licensed by the Ministry of Education under the Child Care and Early Years Act and is inspected annually to ensure it is fully meeting all requirements.

RCNS was founded on January 7, 1975 in Richmond at St. Paul's United Church. The school moved to its current premises, in St. Andrew's Presbyterian Church, in 1985.

## **WHAT IS A CO-OPERATIVE NURSERY SCHOOL?**

As a co-operative, the nursery school is owned and run by our parent members as a non-profit organization. An Executive Committee, comprised of parents (past and present) and staff, and is elected or appointed (select positions) each year. The Executive handles the business of running the nursery school and is assisted in the day-to-day operations and with special projects by committees made up of all the members.

In order to keep our co-operative nursery school operating in an efficient and effective manner, parents are required to help with the daily operation of the school facility, in addition to working on a designated committee or as a member of the executive.

## **PROGRAM STATEMENT**

The Richmond Co-operative Nursery School (RCNS) has been a valued member of the Richmond community for more than 40 years. We support local community partners by having visits from the librarian, field trips to the fire station and more.

The Richmond Co-operative Nursery School's goal is to create a positive foundation for your child's first learning. By experimenting in play, music and crafts children develop socially, emotionally, physically, creatively and intellectually. Children in our program are guided to interact and communicate with others in a positive manner, build friendships, celebrate differences, share thoughts and ideas and take pride in their own unique accomplishments.

As a co-operative, the nursery school is wholly owned and run by our parent members as a non-profit organization. We firmly believe that early learning is a shared responsibility between our families and our educators. The RCNS views educators, parents and children as competent, capable and full of potential and works closely with our families to build positive strong relationships. The RCNS educators work closely with parents on a daily basis. Educators strive to have an open dialogue on all aspects of the child's experiences both at RCNS and at home. RCNS provides many opportunities to ensure that communication takes place between parents and educators via open daily communication, monthly newsletters, emails, Facebook, our website and various RCNS events.

The Richmond Co-operative Nursery School strives to promote a healthy safe program. We encourage all families to provide their child a nutritious, balanced snack. We also maintain strict hygiene standards for our classroom which includes hand washing, disinfecting tables (before and after snack) and regular cleaning of the toys.

RCNS educators encourage children to interact and communicate in a positive manor by modelling positive relationships with children, parents, caregivers, and members of the community. Children are encouraged to develop self-regulation skills by working closely with the educators to expand their ability to communicate needs, wants, and thoughts.

Our program is always striving to foster the children's interests in play through exploration and inquiry. Children are encouraged to learn by asking questions and working together to resolve problems. RCNS supports child-initiated learning experiences. RCNS provides the children opportunities to explore both in our classroom and in our play yard (weather permitting) on a daily basis. The program is always evolving based on observations and feedback from our families.

RCNS encourages and supports opportunities for our educators to participate in professional development.

Our program statement is reviewed annually by all educators, parents, and volunteers or when any changes are made.

## **PROGRAMS**

The Richmond Co-operative Nursery School offers program for children between the age of 18 months and 4 years old. The Toddler class runs on Tuesday and Thursday from 9am to 11am. The Preschool class runs Monday, Wednesday and Friday from 9am to 11:30am.

Our school year runs from September to June. We start off the school year with a staggered entry in order to help make the transition to school a little easier. This starts shortly after Labour Day.

RCNS is closed for all statutory holidays and follows the Ottawa Public School board calendar ([www.ocdsb.ca/calendar](http://www.ocdsb.ca/calendar)) for Christmas break and March break. **We do not close on PD Days.**

## **FEES**

### **For All Programs**

- Membership Fee: \$135 (non-refundable)

## Tuition

Our tuition fees will be as follows,

	Monthly	Yearly
Toddler-2 mornings/week	\$135	\$1350
Preschool 3 mornings/week	\$185	\$1850
Flex Program – 1 morning/week	\$65	\$650
Flex Program – 2 mornings/week	\$130	\$1300

**NOTE: At this time RCNS is NOT enrolled in the Canada Wide Early Learning and Childcare system.**

## REGISTRATION

### Admission Policy

A child is only considered registered once the Registrar has confirmed availability of space in the program and received the following:

- Completed registration forms found in the Registration Package (<http://www.rcns.ca/registration/>), including immunization forms.
- Tuition fees: Auto-withdrawal on the 1<sup>st</sup> of every month September -June, or one lump sum payment for the yearly fee.
- Membership fee (non-refundable)

Tuition is not pro-rated to a daily rate; however, if a child registers for a program after the 15<sup>th</sup> of the month the family is charged half the tuition fee for that month only.

### Waiting Lists

If an RCNS program is at capacity, families have the option of going on a waiting list. There is no fee for being placed on the waiting list. Spaces that become available will be filled in order that the requests to be wait-listed are received.

## **WAITING LIST POLICY AND PROCEDURES**

### **Purpose**

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

### **General**

RCNS will strive to accommodate all requests for the registration of a child at the child care centre. Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed. No fee will be charged to parents for placing a child on the waiting list.

### **Procedures**

#### **Receiving a Request to Place a Child on the Waiting List**

The licensee or designate will receive parental requests to place children on a waiting list via email.

#### **Placing a child on the Waiting List**

The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

#### **Determining Placement Priority when a Space Becomes Available**

When space becomes available in the program, priority will be given based on program room availability and the chronology in which the child was placed on the waiting list.

#### **Offering an Available Space**

Parents of children on the waiting list will be notified via email that a space has become available in their requested program. Parents will be provided a timeframe in which a response is required before the next child on the waiting list will be offered the space. Where a parent has not responded within the given timeframe, the licensee or

designate will contact the parent of the next child on the waiting list to offer them the space.

### **Responding to Parents who inquire about their Child's Placement on the Waiting List**

The Registrar will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list. The Registrar will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **Maintaining Privacy and Confidentiality**

The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

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

75.1 (2) every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,

(a) explain how the licensee determines the order in which children on the waiting list are offered admission; and

(b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families.

### **Annual Budget**

According to By-law 8.1, the school's operating budget for 2024-2025, based upon recommendation of the Treasurer and/or the Directors, shall be presented for ratification by the general membership at the Parents Orientation meeting on September 4th, 2024.

### **IMMUNIZATION REPORTING**

Ottawa Public Health requires that all children attending a licensed childcare centre have up to date and REPORTED immunization records. This is required by **September 6<sup>th</sup>, 2024**. Reporting of your child's vaccinations can be done by:

Phone: 613-580-6744

Online: [www.parentinginOttawa.ca/Immunization](http://www.parentinginOttawa.ca/Immunization)

CANImmunize App: Available in the Apple App Store, the Google Play Store or accessed online at [canimmunize.ca](http://canimmunize.ca)

The full immunization policy can be found in the Policies and Procedures document.

### **EXECUTIVE CONTACT INFORMATION**

President - Jenny [president-rcns@rogers.com](mailto:president-rcns@rogers.com)

Vice President – Mara [vice-president-rcns@rogers.com](mailto:vice-president-rcns@rogers.com)

Secretary – Kaitlin [secretary-rcns@rogers.com](mailto:secretary-rcns@rogers.com)

Treasurer – Jess [treasurer-rcns@rogers.com](mailto:treasurer-rcns@rogers.com)

Registrar – Jess [registrar-rcns@rogers.com](mailto:registrar-rcns@rogers.com)

### **RCNS Important Dates**

Parent orientation	Wednesday September 4th
Staggered Entry begins	Toddler: Tuesday September 10 <sup>th</sup> Preschool: Friday September 6 <sup>th</sup>
Regular classes begin	Toddler: Tuesday September 17 <sup>th</sup> Preschool: Friday September 13 <sup>th</sup>
Richmond Parade	Saturday September 21 <sup>st</sup>
Thanksgiving	Monday October 14 <sup>th</sup>
Christmas Break	December 23rd – January 3rd
Family Day	February 17th
March Break	March 10 <sup>th</sup> – March 14 <sup>th</sup>
Good Friday/ Easter Monday	April 18th / April 20th
Victoria Day	May 19th

## **INTEGRATION**

Richmond Co-operative Nursery School is an inclusive school. We welcome children with a variety of special needs and make every effort possible to integrate them into our program. We work together with Children's Integration Support Services (CISS), a division of the Andrew Fleck Child Care Agency to ensure that all children receive a developmentally appropriate program. The Program Director will assist families requiring assistance from CISS. Children with identified special needs will be assessed by the Program Director, in advance of registration, to determine what program would be best suited for the child and to arrange for if required, from CISS.

The number of children with special needs admitted to our programs is dependent upon the ability of the staff to provide all children in the program with adequate attention and supervision. The number of children with special needs admitted to our programs is also dependent upon the identified child being provided adequate support from CISS. For these reasons, the number of children with identified special needs in each group/program will be limited.

It is ultimately the Program Director, in consultation with staff, Executive and/or Integration Advisor, who will make the decision on the number of children with special needs that each program is able to accommodate.

In the event that a child identified with special needs demonstrate great difficulty integrating and/or adjusting to the set Nursery School program or the Program Director feels that the program is no longer meeting the needs of all children, the Program Director will meet with the parents of the identified child to discuss all concerns. The Program Director will also notify the Board of all concerns and the action that has been taken. If the concerns continue, the Program Director may recommend to the Board that the family be given written notice of the termination of their membership.

If the Director deems termination is necessary, written notification of termination will be given from the President to the member. A verbal message of expulsion is not considered official notification. Upon termination, any remaining monthly tuition fees will be returned and all membership rights and responsibilities will cease. The membership fee will NOT be refunded.

## **STAFF**

At least one staff of RCNS is required to be a registered Early Childhood Educator or approved equivalent, as approved by the Ministry. In keeping our small class sizes, our staff consists of one director/teacher and one assistant teacher. The director/teacher is required to be a registered member (in good standing) with the College of Early Childhood Educators.



All staff is required to have standard first aid, including infant and child CPR as well as a valid Criminal Reference Check for the vulnerable sector on file with the school.

## **ARRIVAL AND DEPARTURE PROCEDURE**

Arrival and departure are a busy time in our program.

### **Drop Off**

Please wait near the door to the school (line up against the church wall) until it's your child's turn to enter. The door to the school will open at 9:00am. When it is your child's turn, please bring your child down to the bottom of the stairs where you will be greeted by staff and staff will then bring your child into the classroom and get them ready for the morning. The stairs are narrow so please wait at the top of the stairs until the family dropping off ahead of you gets to the top.

### **Pick Up**

When picking up your child. If we are playing outdoors, please pick up your child's backpack (from outside the school door) and then come to the gate of the playground. Staff will bring your child to you at the gate for you. Parents are not permitted in the playground area at pick up time.

If the children are indoors for the day, please wait in the parking lot (same as morning drop off). The children will be dismissed one by one from the school entrance door.

## **SAFE ARRIVAL AND DISMISSAL POLICY (full policy can be found in Policies and Procedures manual)**

### **Arrival**

When a child is accepted into care they will be greeted by staff. The staff will ask the parent/guardian how the child's evening/morning has been. Where the parent/guardian has indicated that someone other than the child's parent/ guardians will be picking up, the staff must confirm that the person is listed on the child's authorized pick-up list or where the individual is not listed, ask the parent/ guardian to provide authorization for pick-up in writing (e.g., note or email)

### **Where a child has not arrived in care as expected**

1. Where a child does not arrive at RCNS and the parent/guardian has not communicated a change in drop-off (e.g., sent an email indicating absence, left a voice message or advised the staff previously), the staff must:

Commence contacting the child's parent/guardian no later than 10:00am. Staff shall email the parents/guardians, followed by a phone call, if no email reply is received by 10:15am.

#### Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

-confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.

-where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

#### Where a child has not been picked up and the centre is closed

1. One staff shall stay with the child, while a second staff proceeds with calling the parent/ guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall contact the parent/guardian and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.

2. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact other authorized individuals on the child's pick-up list and emergency contact list.

3. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) within 1 hour of the program ending, the staff shall proceed with contacting the local Children's Aid Society (CAS). Staff shall follow the CAS's direction with respect to next steps.

### **LATE PICK-UP POLICY**

Children are to be picked up on time, 11:00am (Toddler) and 11:30am (Preschool).

If a parent or a person picking up the child is late, the first offence will be met with a verbal warning to the parent from a staff member.

A second offence will result in a written warning from the Executive Board, along with a fine of \$5.00 for any part of the first 5 minutes and \$1.00 per minute for every minute thereafter.

A third offence will result in the same fine and may be considered grounds for expulsion under the nursery school's by-law.

## **HAND HYGIENE AND RESPIRATORY ETIQUETTE**

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. Our staff will assist children with appropriate hand hygiene and respiratory etiquette, including the use of alcohol-based hand rub (ABHR), and reinforcing its use.

Hand hygiene must be conducted by anyone entering the child care setting and will be incorporated into our daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).

- Soap and water are preferred as the most effective method.
- ABHR can be used by children. It is most effective when hands are not visibly soiled.
- For any dirt, blood, body fluids (urine/feces), it is preferred that hands be washed with soap and water.
- Support or modifications will be provided to allow children with special needs to regularly perform hand hygiene as independently as possible.
- ABHR with a minimum 60% alcohol concentration must be available (60-90% recommended, including ideally at the entry point to each child care room) and/or plain liquid soap in dispensers, sinks and paper towels in dispensers.

## **CLEANING OUR SCHOOL**

The risk associated with transmission with shared objects is low. We will continue with daily disinfecting of toys. We will focus on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment. This is especially the case for young children where shared equipment is important for learning (for example, toys for imaginative play).

Frequently touched surfaces will be cleaned and disinfected at least daily as they are most likely to become contaminated (for example, doorknobs, toilet and faucet handles, and tabletops). The bathrooms will be cleaned and disinfected at the end of each morning.

We will follow OPH advice regarding best practices for cleaning and disinfecting. We will keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

## **PROHIBITED PRACTICES**

### **RCNS will not permit, with respect to a child receiving care at our school:**

- corporal punishment.
- physical restraint of the child for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing the child from hurting himself, herself or someone else and is used as a last resort and only until the risk of injury is no longer imminent.
- locking the exits of the school 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 RCNS's emergency management policies and procedures.
- deliberate 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.
- deprivation of a child's basic needs of food, drink, shelter, toilet use, or clothing.
- inflicting any bodily harm on children including making a child eat or drink against their will.
- isolation of a child in a locked room or structure to confine a child should they need to be separated from other children.

### **Contravention of Prohibited Practices:**

Staff, parents and volunteers are expected to comply with our program's stated policies and procedures. Failure to comply with our program's stated policies and procedures could result in a verbal warning, a written warning and, if necessary, dismissal from the school.

## **PARENTS' ISSUES AND CONCERNS**

Step 1:

Within 2 business days of the issue or conflict being conveyed to the director, the parent or guardian will meet with the staff member involved in an attempt to resolve the issue or conflict. If for some reason, those involved are not satisfied with the results of Step 1, they will proceed to Step 2.

Step 2:

The parent or guardian and the staff member involved will meet with the Director in a further attempt to resolve the issue. Full documentation of these meetings will be recorded and placed in the child's file. If for some reason, those involved are not satisfied with the results of Step 2, they will proceed to Step 3.

Step 3:

If the issue is still unresolved, it will be referred to the Executive who will develop an action plan. The Director will notify the Program Advisor with the Ministry of Education of this situation. All persons involved in this matter will follow the action plan and will report the progress accordingly to the Executive.

### **EMERGENCY MANAGEMENT**

RCNS has emergency management policies and procedures in place, which can be accessed in our Policy and Procedures Manual. It is reviewed yearly. In case of an emergency situation and once students have been moved to safety, parents of students will be contacted (by phone and/or email) to come and pick up their child at the designated place of shelter, Richmond Public School.

### **FIELD TRIP POLICY**

Throughout the year, field trips may be made to special places of interest. The "Activities and Field Trips Consent Form" is completed as part of the registration package. Details for field trips requiring transportation will be sent home prior to the trip itself. If transportation is required for a field trip, it is the parent's responsibility to provide transportation to and from the destination of the trip. Parents must remain with their child on all field trips. Depending upon the field trip, siblings may or may not be able to join us.

Field trips also include local walks. Walks are at the Director's discretion and do not require advance notice. A portable first aid kit will be taken on all field trips, regardless of distance.

### **INCLEMENT WEATHER POLICY**

The Richmond Co-operative Nursery School is closed and classes are cancelled when school buses are not running according to the Ottawa Student Transportation Authority (OSTA), or at the Director's discretion. Parents/caregivers can listen to the radio stations or check out the OSTA website for school bus cancellations and/or expect an email from the Director by 8:15 a.m. of that day.

This decision was made based on the safety of the children of the school, as well as siblings and parents, while en route to the school. Please note classes cancelled due to inclement weather will not be made up or added onto the school year.

## **SUPERVISION OF VOLUNTEERS AND PLACEMENT STUDENTS POLICY**

To meet the requirements as outlined under regulation O. Reg. 262 of the Day Nurseries Act (DNA) and by the Ministry of Education for the development and implementation of the supervision of volunteers and placement students at Richmond Cooperative Nursery School (RCNS):

- No child is supervised by a person under 18 years of age
- Only employees of RCNS have direct unsupervised access to children.
- Volunteers, program assistants and placement students may not be counted in the staffing ratio.
- RCNS is responsible for orientation procedures to help participating parents, placement students and volunteers understand the operation of the program and the expectations for their placement/volunteer experience, including, but not limited to, reading the Parent Handbook (including program statement), Policy and Procedures Handbook and signing that they have read it prior to participating/volunteering/placement in the program.
- RCNS is responsible for the implementation, review and evaluation process of this policy.

## **RESPONSIBILITIES**

The Director is the designated person to supervise participating parents, volunteers and placement students.

The Director/teacher and teacher are responsible for the provision of effective orientation and mentoring of participating parents, volunteers and placement students under their supervision.

Staff, participating parents, volunteers and placement students are required to read the Parent Handbook and the Policy and Procedure Manual (which includes this policy) on an annual basis. They must acknowledge they have read the manual by signing and dating a letter stating this fact. (The letter is found on the last page of this manual.)

This policy aligns with the College of Early Childhood Educators Code of Ethics and Standards of Practice and O. Reg. 223/08 under the Early Childhood Educator's Act, 2007, Professional Misconduct.

## **WITHDRAWAL AND DISCHARGE POLICY**

### **Withdrawal Procedure:**

One month's (30 days) written notice must be given to the Registrar prior to withdrawal or one month's fee will be forfeited. **No refunds will be made after April 1<sup>st</sup> or for holidays or absenteeism. (E.g. if you wish to withdraw your child on December 1st, written notice must be given no later than November 1st, or the December fee will be forfeited).**

The membership fee is non-refundable in the case of a withdrawal from the Richmond Co-operative Nursery School Program.

### **Discharge Procedure:**

It should be noted that not all children are suited for group care. We will endeavour to do everything possible to help each child adapt and integrate into our program, using community resources which may be available to us. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, the director may recommend to the executive that the child and the family be discharged.

Richmond Cooperative Nursery School will give parents a minimum of two (2) weeks notice that the child will be discharged. Some (but not limited to) possible reasons for ineligibility to remain in the program could be:

- The child is beyond the licensed age limits.
- The parent or guardian does not abide by the Policies and Procedures of the Richmond Cooperative Nursery School.
- The parent or guardian has demonstrated abusive, harassing and/or inappropriate behaviours towards any staff members or other parents.
- The parent or guardian has not paid the fees.
- In the opinion of the Director, the program does not or cannot meet the needs of the child. Steps listed below should be followed before any decision is reached.

In the case of a discharge of a child, the final decision will be made by the Executive. The decision will be presented to the parent or guardian in writing and may be delivered by regular mail or in person as is suitable to the situation. The letter will contain the reason(s) for the decision. The decision of the Executive is not subject to appeal. Richmond Cooperative Nursery School will not knowingly contravene any Human rights

Legislation and/or Case Law. See Policy and Procedures Manual for the steps that will be followed as part of the process to determine if a child should be discharged from the program.

## **SNACK POLICY**

The Richmond Cooperative Nursery School is a nut free school. No snacks that contain nuts or may contain traces of nuts may be brought into school.

As per the Anaphylaxis Policy (see Anaphylaxis Policy Section) it may be necessary to ban other items from the nursery school if any student or staff is severely allergic (i.e. eggs, dairy, etc.)

All children are to bring their own snacks and drink to school in clearly labelled containers. Please send your child's drink in a reusable container (no juice boxes, please). Please make sure that the snack is manageable for your child. Please also ensure that all containers, snack bags, and drink containers are well labeled with your child's name.

Please see the staff for suggestions of safe and healthy snack suggestions.

RCNS will keep a supply of non-perishable nut free snacks to provide to children who have forgotten their snack.

Family of an anaphylactic child will ensure to provide a safe non-perishable snack that can be stored at the school in case they forget their snack.

## **HEALTH POLICY**

Children should not be in attendance at RCNS when they are ill or have a contagious disease. Children who are ill do not benefit from or enjoy the program to its fullest and are putting other children, parents, and staff at risk of becoming ill. If you are unsure if your child should attend school, please call or email the Director.

If your child has any of these symptoms they should remain at home until they are symptom free for at least 24 hours:

- An elevated temperature
- A cold with coloured nasal discharge (green) or cough
- Vomiting or diarrhea (must be symptom free for 48 hours before returning to school)
- Red or discharging eyes or ears

Children should remain at home until they have been symptom free for at least 24 hours (or 48 hours in the case of stomach ailments). These guidelines will help to protect other children and staff from becoming ill. If your child is ill, please call the school and inform



them of the nature of the child's illness. This allows the Director to track illnesses and if necessary, report to the Ottawa Public Health Unit and follow any of the Health Unit's directives.

Please refer to "Guidelines for Communicable Diseases and other Childhood Health Issues for Schools and Child Care Facilities (City of Ottawa Public Health Unit) for any specific illnesses and exclusion periods. A copy of this document is available in the Director's office or at:

<http://ottawa.ca/en/residents/public-health/resources-teachers-and-employers/guidelines-communicable-disease-and-other>

### **ADMINISTRATION OF MEDICATION POLICY**

In cases of potential emergency, such as asthma, anaphylaxis, or allergy, where medication may be required, parents must complete the Emergency Medication Authorization Form. Parents must indicate the condition under which the medication is to be used. Parents must indicate in writing that they permit the Director/staff to use their best judgement in deciding to administer the medication. Such medications will be kept at the school in a secure box or in the possession of one of the teachers (ie. Carried in a fanny pack by the teacher). Please note: medication must be labeled with the child's name, be in the original container, and have a valid expiry date.

No other types of medications (ie Tylenol, Advil, or antibiotics) will be administered by staff.

### **Parking**

Parking is available at the side and back of the building. Additional parking is also available on McBean St. Please exercise extreme caution when driving in the parking lot.

### **GLOSSARY**

*Licensee:* The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

*Parent:* A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).