



Parent Handbook  
January 2024

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## **Introduction**

Maple Tree Preschool was founded on January 11, 1999 by Harsh and Nita Nath. They envisioned a program that would prepare children for the future and develop them into life long learners. When the first site was opened in the Synagogue at 158 John Street in Sudbury, they started with 3 children whose parents trusted that Maple Tree Preschool would provide a unique program for their children to learn, develop and grow. Maple Tree Preschool's success stemmed from these three parents who spread the word and took an active role in providing advice and guidance.

We have now grown to have four sites across Sudbury including our locations at Holy Cross Catholic School, St. Benedict Secondary School, Pius XII Catholic School, and at 158 John Street. Each site offers a unique and engaging program for all children to be involved in.

Following the principles of the emergent curriculum, each child develops to his/her true potential by inquiry, exploration, creativity and curiosity. Children are encouraged to take the lead in the four foundations essential to optimal learning and healthy development in accordance with the Child and Early Years Act 2014 and How Does Learning Happen Ontario's Pedagogy for the Early Years. These four foundations are: belonging, well-being, engagement and expression. Our Educators plan activities that fall within the six areas of learning: language, mathematics, science and technology, personal and social development, health and physical activity, and the arts to provide our children with a well rounded educational experience.

In September 2017, we transitioned to a Non-Profit organization and continue to provide our families with exceptional education.

## **Our Vision**

Maple Tree Preschool Non Profit believes in providing quality, responsive care in the essential formative years to invest in our future community – supporting and fostering a love of lifelong learning and holistic growth for all.

## **Our Mission**

Maple Tree Preschool Non Profit is dedicated to fostering the holistic development of children in our care through play and inquiry-based learning, while encouraging the same growth and development in our staff. We strive to create a positive community of support where every child, family, professional, and community partner feels a sense of belonging, well-being, engagement, and expression.

## **Our Values**

**Positive Relationships** – building positive relationships with children, families, colleagues, and the community.

**Growth** – fostering growth and development for children and professionals, supporting them as they reach their full potential.

**Collaboration** – working collaboratively and cooperatively with children, families, colleagues, and community partners.

**Inclusive Community** – creating a positive culture and community where everyone feels a sense of belonging and well-being.

**Leadership** – empowering and valuing the voices of children, families, and early learning professionals.

## **Program Statement**

Maple Tree Preschool Non-Profit strives to provide high quality programming based on the Emergent Curriculum. This play-based approach allows children to explore the world around them in their own unique way, giving them a sense of autonomy and leadership in their learning and development. Our mission is to create a warm, supportive, and welcoming environment for our children to discover at their own pace, while gaining new skills and strengthening existing abilities. We take pride in providing our children with safe, interactive environments to learn and grow. We value our role in child development and take seriously the impact we have on the social, emotional, cognitive, and physical growth of children. Beyond this, we understand that we play an important role in the health and well-being of our children. At Maple Tree Preschool Non Profit we aim to provide all children with nutritious meals and snacks to feed their brains and bodies while we learn. We take pride in delivering high quality programming based on the unique interests of children, allowing each individual to be heard and feel valued. Our programs are enhanced by the care, guidance, and continued professional development of Registered Early Childhood Educators, Assistant Educators, Team Leaders, Early Intervention Coordinators, Lunch Supervisor's, our Early Learning and Leadership Mentor, and Executive Director. As a team, we work diligently to ensure that the four foundations of How Does Learning Happen are at the core of our program and that children, families, and staff alike feel a sense of belonging, well-being, engagement, and expression within our Agency.

We believe that all children are competent, capable, and full of rich potential. We hope to guide each child as they learn to observe and question the world around them, interact with peers, and to take reasonable risks in their day-to-day lives. Our program allows for children to take the lead in their learning while being supported by their Educator. Our Educator's play an important role as co-learners with our children by asking them questions and encouraging them to extend their thinking. Our Educator's also value active play and work diligently to include both indoor and outdoor play within our curriculum. With being active, learning, and exploring, comes the need to rest and regenerate. We value the importance of rest in a child's growth and development and provide them with the opportunity to nap or have quiet time to rest their bodies and their minds before exploring the next challenge. On top of cognitive and physical development, we want the children we work with to develop strong foundations in social, emotional and personal skills – including self-regulation, positive self-esteem, positive interactions, and independence. Our goal is to help develop life-long learners and equip children with the skills they need to be successful in all avenues of their lives.

Maple Tree Preschool Non Profit values our families and encourages them to participate in our day-to-day programs. Our team of Educators value daily communication with our families to ensure the success of the children in our care. We enjoy celebrating successes with our families, building strong, positive relationships, and collaborating with families when concerns arise. At Maple Tree Preschool Non Profit we value families as having the primary responsibility to care for their child and ensure their well-being; we are here to aid them in this process. We are committed to providing parents with a monthly calendar, keeping open lines of communication, providing parents with 3 progress reports a year to showcase their child's growth and development, and opening lines of communication with our Community Partners to ensure the children in our care and their families can reach their full potential.

Beyond our fantastic team we work with the City of Greater Sudbury Children's Services Department and Child and Community Resources on a regular basis to ensure that our children have all the resources they need to be successful in our program. We welcome all Community Partners into our program and value the knowledge and expertise that they bring with them. Our Child and Community Resource (CCR) consultant provides special needs resourcing and assists us in the completion of semi-annual Ages and States Questionnaires (ASQ's) to help guide our programming based on the needs of the children in our care.

## **Play Based Learning and Emergent Curriculum**

At Maple Tree Preschool Non Profit we follow the Emergent Curriculum which presents children with the gift of discovering the world around them by encouraging them to explore life through their interests and passions, as well as that of the teachers. We encourage learning through play as this is how children can take charge of their education and build a solid foundation for their future. Our Educator's follow the Ministry Document, How Does Learning Happen, to ensure that the four foundations of learning are met throughout each day. These four foundations focus on belonging, engagement, expression, and well-being. Through play based learning we are also able to foster development in the following six areas of learning: Personal, Emotional, and Social Development, Language, Mathematics, Science and Technology, Health and Physical Well-Being and the Arts. Educators aim to participate as co-learners with families and the children – learning with the children, about the children and from the children.

The curriculum is the teachers' responsibility and requires planning, observation, documentation, creative brainstorming, flexibility and patience. The teacher's objective is to nurture positive social skills, encourage creative thinking and problem solving, support the developmental growth of each child and build a solid foundation to make them into life-long-learners.

Ultimately, our goal is to provide all children with a curriculum that meets their needs, allows them to explore, builds independence, and prepares them for their future endeavors. We take pride in providing our children with opportunities to feel a sense of belonging, well-being, expression, and engagement. We can not wait to see what the future holds!

## **Early Intervention**

At Maple Tree Preschool Non Profit we value the role we play in early intervention. Each site has an Early Intervention Coordinator that focuses on the development of each child. All Educator's complete the ASQ-3 and ASQ-SE on each child a minimum of 2 times per year. If a child's ASQ is flagged as not meeting developmental milestones, the Educator Team along with the Early Intervention Coordinator will plan and implement intervention strategies to support the child. The child will be re-screened every three months after that, until the development milestone is met. The Early Intervention Coordinator will also hold meetings with community partners and parents should additional support be needed.

## Operations

The Preschool is a children's facility licensed by the Ministry of Education. Through regular newsletters, monthly calendars, daily conversations, postings and meetings, parents will be kept informed on all child care matters. We encourage and foster the engagement of ongoing communication with parents about the program and their children.

Our Educators maintain a daily record for parents of Infants and Toddlers, and for the Preschool children verbal messages are passed on every day at pickup. Detailed reports are given out in December and June regarding their children's progress, and well as Ages and Stages Questionnaires (ASQs) are completed semi-annually to help track growth and development.

For any changes in schedule, parent information etc. we require written notice at least two weeks prior to the change you are requesting.

### Programs Offered and Hours of Operation

#### John Street 7:30am-5:30pm

Toddler	Aged 18-30 months	5 children per Educator
Preschool	Aged 2.5-5 years	8 children per Educator

#### Pius XII 7:30am-5:30pm

Toddler	Aged 18-30 months	5 children per Educator
Preschool	Aged 2.5-5 years	8 children per Educator
Kindergarten FDK	Aged 44-68 months	13 children per Educator
Before/After School	Aged 6-13 years	15 children per Educator

#### St. Benedict's 7:30am-5:30pm

Infant	Aged 3-18 months	3 children per Educator
Toddler	Aged 18-30 months	5 children per Educator
Preschool	Aged 2.5-5 years	8 children per Educator

#### Holy Cross 7:30am-6:00pm

Preschool	Aged 2.5-5years	8 Children per Educator
Kindergarten FDK	Aged 44-68 months	13 children per Educator
Before/After School	Aged 6-13 year	15 children per Educator

Children are required to attend a minimum of two sessions in the same program per week. The children are expected to follow the above schedule so that they do not disturb the program. The number of hours a child is present at the Preschool is based on the schedule start time of the program the child is attending, and not on the child's arrival time.

If your child is sick, please inform us before 8:30 A.M. or leave a message on the answering service. For School Aged children please inform us if your child will not be on the bus for before & after school. Please know that you pay for the days you have booked.

We have a nut free environment (and pork free at John Street). Please ensure that you have completed the Child Allergy Survey.

### Program Fees

Maple Tree Preschool Non Profit is taking part in the Canada Wide Early Learning and Child Care Agreement. The goal of this program is to provide affordable childcare to all families. We are working along side the Ministry of Education and the City of Greater Sudbury to help make this possible.

Funding under the Canada-Wide Early Learning and Child Care Agreement (CWELCC) will be used to

build and leverage the success of Ontario's existing early learning and child care system by increasing quality, accessibility, affordability and inclusivity in early learning and child care, towards achieving the objectives of the following for children 0-5 years old:

- a) Providing a 25% fee reduction retroactive to April 1, 2022 building to a 50% reduction in average parent costs (based on 2020 levels) for licensed early learning and child care by the end of calendar year 2022 and reaching an average parent fee of \$10 a day by 2025- 26 for licensed child care spaces;
- b) Creating 86,000 new high-quality, affordable licensed child care spaces (relative to 2019 levels), predominantly though not-for-profit licensed child care;
- c) Addressing barriers to provide inclusive child care; and
- d) Valuing the early childhood workforce and providing them with training and development opportunities.

Monthly fees will be charged at the beginning of each month. The fee will be charged on the basis of the number of days booked. The preferred option will be, by pre-authorized payment and there is no administrative cost involved. We also accept payment by e-transfer. There will be no payment accepted by cheque or cash. Payments can be made on the 10<sup>th</sup> or 20<sup>th</sup> day of each month. An NSF charge of \$50 and late pick up fee of \$1 per minute on the centres clock is applicable. An interest at the rate of 2% per month may be charged for late payments. A parent who has a bad debt will not be able to re-register their child at any Maple Tree Preschool site. Official receipts must be retained for tax purposes as annual statements are not issued. The schedule of fees is available on the current brochure.

Subsidised spots are available to eligible families. Further information may be obtained from the Supervisor. Children will not be allowed to start until the Executive Director receives confirmation of Subsidy Approval. If care is required immediately, you may pay the enrolment fee for a two-week period in cash to the Site Supervisor. This will be returned to you once you are approved or put towards your parent contribution. As per your agreement with Children's Services, City of Greater Sudbury you are required to pay your monthly contribution, if you have one, **before the last day of each month**. If this payment is not received within the month, we are required to send your name to the City informing them of the overdue payment and your child will not be able to continue attending the Preschool. If you have been approved for the flex program or to your work/school schedule it is imperative that the **same** copy is submitted to the Preschool **before** the last business day of the month and to the City by the **first** business day of the following month. If you do not submit a hard copy schedule to your Site Supervisor and to the City you will **receive a full fee bill and will not be reimbursed**.

You are also required to attend reviews at the City with your Representative and we request that you keep these important appointments otherwise your file will be closed. Please note that you have allowable absent days and if you exceed them you will be **invoiced full fee** for those days and /or any days not covered by the City.

## Extended Days

Some parents require keeping their children in the Preschool for over 9 hours in a day primarily due to work requirements and traveling time. A charge of \$5 per day per child will apply to Preschool & Toddler children and \$10.00 to Infants. This fee will be added to the fee for each group category on a monthly basis as we do not allow odd extended days.

## Leave Days

The annual leave of 10 days for full time children attending 5 days per week will be apportioned monthly. Children attending part time will accumulate leave flexed to the number of days per week each child attends the Preschool, that is, children attending 2 days a week will be entitled for 4 days leave per year and so forth. The leave will be accrued and can be taken only as it accumulates. Leave forms must be filled 2 weeks in advance and we encourage the leave to be taken in weekly blocks, to help scheduling staffing.

In regards to the FDK Extended day program and to the School Age Before and After School Program operated by Maple Tree Preschool Non Profit, all fees are charged as per booked days in the particular program that your child/children are registered. Leave days will **not** be applicable, as schools close for PD days, Christmas holidays, March break, and summer and there is no charge for these days if you choose not to send your child. Sick leave days are also not applicable throughout the year. Full day programs for the March and Christmas break run as weekly blocks. If you register your child for the March or Christmas

break he/she must attend all the days that the program is in operation for. In summer we run a full day program for the eight to ten weeks that schools are closed. If your child does not attend the summer program you will be required to follow the normal waitlist procedure. Parents are requested to give 2 weeks' notice or more when they plan to withdraw their child.

Leave days are not applicable to subsidized families as each family is allocated a different number of sick/absent days as per their approval and circumstances.

### **Part Time Admissions and Related Fees**

Each site offers limited part time spots. Depending on availability, part time admissions may be offered. Children already on part admission may be given preference, for a full time spot. Occasional extra days cannot be added for part time children.

If parents desire part time spots for their child they may take the spot at an increased fee, depending on availability. There will be an additional fee of \$5 per child per day for toddlers and preschoolers, and \$2 per child per day for school age children. All infant spots are full time.

### **Early Learning Closures - Statutory Holidays and Professional Learning**

The school will be closed for ten statutory holidays: New Years Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving; Christmas Day and Boxing Day. Fees will be charged at the normal rate on the statutory holidays. Children attending part time will be charged for statutory holidays flexed to the number of days per week the child is attending the preschool. The Preschool will be closed for one week between Christmas and New Year (no fees) and on Easter Monday (no fees). At John Street, we may close for two Jewish holidays. (Advance notice will be given) The childcare center will be closed for a maximum of 2 days per school year for Professional Learning. Two (2) weeks notice will be given to families of the closure.

### **Safe Arrival and Pick-Up**

#### **Purpose**

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

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

#### **General**

- Maple Tree Preschool Non Profit will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.
- Maple Tree Preschool Non Profit will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

## **Procedures**

### **Accepting a child into care**

1. When accepting a child into care at the time of drop-off, program staff in the room must:
  - greet the parent/guardian and child.
  - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). 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 Emergency Contact Form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
  - document the change in pick-up procedure in the daily written record.
  - sign the child in on the classroom attendance record.

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

#### **Full Day Program**

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
  - Inform the Team Lead (Site Designate if the Team Lead is not available), and they must commence contacting the child's parent/guardian no later than 10am. Staff shall call all parents/guardians listed on the Emergency Contact Form. The Team Lead will leave a message for the parent to call back. Should a parent not call back, the Team Lead will call again an hour later.
  - If after two phone calls, no parent/guardian responds, the Team Lead will contact the Executive Director. At this point, the Team Lead will be directed to contact the Emergency contact person listed on the registration form.
  - If after 1 hour from calling the emergency contact person, there is still no response from the family, the Executive Director will contact the police.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

#### **Before School Program**

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
  - Inform the Team Lead (Site Designate if the Team Lead is not available), and they must commence contacting the child's parent/guardian no later than 8am. Staff shall call all parents/guardians listed on the Emergency Contact Form. The Team Lead will leave a message for the parent to call back. Should a parent not call back, the Team Lead will call again 10 mins later.
  - If after two phone calls, no parent/guardian responds, the Team Lead will contact the Executive Director. At this point, the Team Lead will be directed to contact the Emergency contact person listed on the registration form. The Team Lead will also contact the school to ask if the parent called the school to report an absence.
  - If after 1 hour from calling the emergency contact person, there is still no response from the family, the Executive Director will contact the police.



2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **After School Program**

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
  - Inform the Team Lead (Site Designate if the Team Lead is not available), and they must commence contacting the child's parent/guardian as soon as attendance is taken. Staff shall call all parents/guardians listed on the Emergency Contact Form. The Team Lead will leave a message for the parent to call back. Should a parent not call back, the Team Lead will call again 10 mins later. The Team Lead will also contact the office to see if the child was absent for the day or picked up early.
  - If after two phone calls, no parent/guardian responds, and the school indicates that the child was at school that day, the Team Lead will contact the Executive Director. At this point, the Team Lead will be directed to contact the Emergency contact person listed on the registration form.
  - If after 10mins from calling the emergency contact person, there is still no response from the family, the Executive Director will contact the police.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **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.
  - Once it is confirmed that the parent/guardian/authorized person has been confirmed, the child will be signed out and the attendance records will be updated.

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

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by closing time, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. 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, staff will contact the parents to inform them that the authorized pick up person did not arrive.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall call all additional emergency contacts/authorized pick up for the child.  
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) by 30 minutes after closing time, the staff shall

proceed with contacting the local Children's Aid Society (CAS) at 705-566-3113. Staff shall follow the CAS's direction with respect to next steps

### **Dismissing a child from care without supervision procedures**

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

### **Glossary**

*Individual authorized to pick-up/authorized individual:* a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

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

*Parent/guardian:* 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.

### **Admission and Withdrawal Policy**

An interview will be arranged to familiarize you and your child with our environment, answer questions and complete admission forms prior to enrolment. We require one week to complete the registration process.

Written notice of withdrawal must be given at least two weeks in advance.

It is the policy of Maple Tree Preschool Non Profit to charge 2 weeks notice to any family that has enrolled/accepted a spot at any of our locations but does not start on the accepted date and wants to withdraw the child. You will appreciate the fact that once you accept a spot the same is declined to other potential parents on the wait list. The Site Supervisor has to now restart the enrollment process due to your withdrawal at such short notice. The process to enroll a new child takes a minimum of 2 weeks.

### **Wait List Policy**

- All parents must register with the City by placing their name on the Centralized Registry at <https://onehsn.com/sudbury> or call 3-1-1 for more information.
- Registration will be given priority to children of staff, or siblings of a child that is already enrolled in care at Maple Tree Preschool Non Profit.
- The registration for full time children will be given preference. Every effort will be made to match parents with part time requirements so that all the spots are kept full.
- The child on top of the list will be offered a spot as it becomes available. The parents will have the option to take the spot or decline and wait for the next available spot. At all times we will work with parents in a collaborative effort so that no vacancies occur.
- Children already on part time admission will be given preference in attaining a full time spot.
- If a child needs to take a long leave, parents are expected to pay for the leave or withdraw the child and re-register
- There are no fees associated with being on the waitlist.

### **Children with Special Needs**

We offer an inclusive program and will work with families to accommodate needs to the best of our ability. We work in partnership with Child & Community Resources and have access to support offered through them. An individualized support plan is put into place for each child with special needs. This plan is developed in consultation with the parent, health professionals or any professional working with the child and the systems consultant from Child and Community Resources.

## **Probation Policy for New Children**

All new children are on probation for a period of two weeks. It is our endeavour to provide comfort and support to families and children during this probationary period respecting some children will be faced with separation anxiety. In the event that a new child to the program is unable to follow routines and adapt to the environment, we will work with families and CCR to implement different strategies and methods to make their transition to our program more comfortable.

During this time all observations and analysis of these strategies will be put in writing, by the Maple Tree Preschool Non Profit Team Leader and the teacher in-charge. If the child is not benefiting from the program, the parents will be given ample notice that we may not be able to support their family. This is a last resort for our team and will be discussed thoroughly with the Executive Director, Site Supervisor CCR Consultant and parents.

Maple Tree Preschool welcomes children and their families regardless of race, religion, sex, social backgrounds or special needs. We follow a policy of inclusiveness, diversity and multiculturalism. Our learning program ensures that each child develops to his / her full potential through the emergent curriculum.

## **Field Trips**

Fieldtrips may take place throughout the year. A calendar will be sent home each month in advance informing parents of destinations and dates. A permission form will be signed to travel on a bus. Parents are always welcome and can contact the Team Leader ahead of time. A criminal reference check is required before parents/grandparents accompany their child/grandchild for a field trip. A school bus is chartered as required. Children will wear the bright colour school T-shirts on the field trips. When the weather is nice, we will go on many trips within walking distance of the centre. We will let parents know the day before of any such excursions. Please ensure that on these days your child arrives at the centre at or before 9:00am.

## **Staff**

Maple Tree Preschool Non Profit staff are competent, enthusiastic, professional, and highly experienced individuals. Our team is made up of Registered Early Childhood Educators, Assistant Educators, Early Intervention Coordinator, Lunch Supervisors, Team Leaders, Pedagogical Leaders, Early Learning and Leadership Mentor, and Executive Director. Before commencing work a new vulnerable sector check, health assessment, and immunization record is obtained for each staff person. Our Educator's participate in ongoing training and development in the field by attending workshops, webinars and training courses provided by our Early Learning and Leadership Mentor, City of Sudbury, or recognized Educational Institutions. Our team reviews all policies annually and are up to date with current trends in the child care field. All staff is trained in infant and child CPR and First Aid. All staff follow the ECE Code of Ethics and Standards of Practice as listed below.

## **Code of Ethics**

The Code of Ethics and Standards of Practice reflects the profession's core set of beliefs and values of care, respect, trust, and integrity. These beliefs and values are fundamental to our team and guide their practice and conduct. The Code of Ethics and Standards of Practice is broken down into six (6) standards that can be seen below. For further information about these standards, please speak to your Site Supervisor as a copy is kept at each site. You can also visit the College of Early Childhood Educators website for more information.

- ◆ Standard 1: Caring and Responsive Relationships
- ◆ Standard 2: Curriculum and Pedagogy
- ◆ Standard 3: Safety, Health and well-being in the learning environment

- ◆ Standard 4: Professionalism and Leadership
- ◆ Standard 5: Professional boundaries, dual relationships, and conflicts of interest
- ◆ Standard 6: Confidentiality, release of information, and duty to report

## **Policies and Procedures**

### **Rest Policy**

As per the Child Care and Early Years Act we are required to ensure that all children rest/sleep or engage in quiet activities in the afternoon. Cots and sheets are provided. Soft toys are not encouraged due to hygiene reasons.

### **Closure Due to Bad Weather**

When weather dictates closure of community services the Preschool will remain closed. The parents are responsible for listening to the local radio stations for announcements. If the closure occurs during the day, the parents will be contacted immediately to pick up their children. The children will remain inside if temperature falls below -28°C.

### **Safety and Emergency**

Safety is of prime concern to us at Maple Tree Preschool. Please do not send hard toys, coins or small objects with your child.

The children and staff participate in regular monthly fire and lock down drills and each staff person is instructed on her/his responsibilities in the event of an emergency. Parents are notified through calendars and notices when drills are held. Evacuation plans have been approved by the Fire Department. Regular inspections are conducted by the Sudbury and District Health Unit.

In the event of an accident or injury while the child is at Maple Tree Preschool, an incident report is made describing the circumstances of the injury and any first aid administered. The parent of the child is required to sign the form and a copy of the report is provided to the parent.

It is vital that the Preschool has up-to-date phone numbers for you and the emergency contact person. Please update your information by filling in a form and providing us with current contact numbers.

### **Health & Administration of Drugs**

Every morning when a child arrives at school a quick, general assessment of his / her health will be made. In the event of a serious illness the parent will be contacted immediately. If the parent is not available we will notify the emergency contact person. Parents must fill out the Child Medical Report and Emergency Medical Care Permission Form which will allow us to seek emergency aid for their child.

Prior to admission to the preschool each child must be immunized as recommended by the local medical health officer and parents are to provide a copy of the immunization card. Regulations require daily outdoor play, therefore if a child is too ill to play outdoors he / she should remain at home. If the child becomes ill during the day, parents will be notified for pickup.

## Administration of Drugs

Prescription and non prescription drugs will be administered in accordance with provincial legislation. This requires:

- Written authorisation, including dosage, date of purchase and times the drug is to be given.
- Medication in original container, clearly labelled with child's name, name of drug, dosage, date of purchase and instructions for storage and administration.
- Medication must be given directly to a staff member.
- Any child who receives minor cuts or bruises will be tended to, by First Aid certified personnel.
- Under strict guidelines with regard to disease control there may be times when a child will have to be sent home or not accepted if any of the following symptoms are visible:
  - Fever of 38° C or higher
  - Persistent diarrhoea, twice or more in the previous 24 hours or an increased number of stools compared to a normal pattern.
  - Severe coughing
  - Difficult or rapid breathing
  - Conjunctivitis - child may return after taking an antibiotic for 24 hours.
  - Unusual spots or rashes
  - Vomiting twice or more in the previous 24 hours
  - Yellowish colour or tint to the eyes or skin (Jaundice)
  - Difficulty in swallowing
  - Other symptoms which may indicate the possible presence of a contagious disease.

If your child is diagnosed with a communicable disease please notify us and provide us with a doctor's note.

Parents will continue to pay regular fees when their child is absent due to illness.

## SunSmart Policy

Maple Tree Preschool Non Profit Sun Smart Policy has been developed to ensure that all children attending the Preschool are protected from skin damage caused by the harmful UV rays. It is implemented year round, with particular emphasis for the period April to October.

1. Parents will be informed of the SunSmart policy at enrolment
2. Parents are requested to provide a suitable sunscreen for their child; asked to provide SPF 30+, broad-spectrum, water resistant sunscreen; encouraged to apply sunscreen once, before the child arrives at Preschool; give authority and directive for the staff to administer sunscreen; and encouraged to practice SunSmart behaviors themselves.
3. Children are required to wear hats which protect the face, neck and ears whenever they are outside.
4. Children will be encouraged to use available areas of shade for outdoor play activity.
5. The playground will be provided with sufficient number of shelters and trees providing shade in the play ground, as far as possible.
6. Excursions and all other outdoor activities will be scheduled before 11 am and after 3pm daylight saving time whenever possible. The availability of shade will be considered when planning excursions and outdoor activities.
7. Staff and parents will act as role models by:
  - a. wearing appropriate hats and clothing outdoors
  - b. using SPF 30+ sunscreen for skin protection
  - c. seeking shade whenever possible
9. Learning about skin & ways to protect skin from the sun will be incorporated into programmed activities.

The SunSmart Policy will be reinforced in a positive way through parent newsletters, notice board displays and monthly calendar.

## **Summer Weather Policy**

**During severe weather in the summer the children will be protected in the following ways:**

- The air quality index and humidex values will be monitored by checking the weather network or by calling the Weather Information lines @ (705) 677 7928 or 1 800 387 7768.
- If the humidex values are 32 C or over, consideration to keep the children indoors will be determined by the Team Leader and the children may not go outside for the usual outdoor activity time.
- If a smog alert or U.V. index is in effect, we will tailor our outdoor activities accordingly by avoiding exertion and reducing strenuous physical outdoor activities. The Health Unit safe sun information will be followed.
- The children will be kept well hydrated throughout the day by providing water and juice and we will continue to take water outside for outdoor time.
- If outdoors, the children will be encouraged to use the shaded areas of the playground including the play panels.
- We will insist that children always wear a hat and wear light-colored clothes.
- Quiet group activities will be carried out such as stories, songs, quiet games, etc.
- Outdoor times will be between 8:30 A.M. and 11:00 A.M and between 3:30 P.M. and 6:00 P.M. to avoid the hottest times of the day.
- Sunscreen will be applied for each child as per our Sun Safety Policy.
- The Site Supervisors will use their judgment on a day to day basis, knowing the specifications of their buildings and outdoor space to determine when and which children/groups do/do not go outdoors. Log books will be used to record daily indoor and outdoor temperatures.
- For programs operating without air conditioning in the playrooms, site supervisors and staff will use a common sense approach to cooling the play space by relocating to a cooler area, such as the gym, offering drinking water frequently, closing windows and curtains/blinds later in the day, reducing outdoor play time, avoiding strenuous activity and providing portable fans that are out of the reach of children.
- If the above strategies are not effective and room /Center closures are necessary, a Serious Occurrence Report will be submitted to MCYS, detailing what measures had been taken prior to the closure.

## **Winter Weather Policy**

**During severe weather in the winter the children will be protected in the following ways:**

- The wind chill will be monitored by checking the weather network or by calling the Weather Information lines @ (705) 677 7928 or 1 800 387 7768.
- If the temperature is -25° C or lowers with the wind chill factor, consideration to keep the children indoors will be determined by the Team Leader and the children may not go outside for the usual outdoor activity time, however our Rainbow Fun Program will be implemented indoors.
- If children appear to be cold they will return indoors after a short period of time.
- Schedules are shown as such that each group is allotted one hour of outdoor time. This will include dressing and undressing of the group.
- The children will be kept active during outdoor time by playing games, participating in the Rainbow Fun Program and taking short walks.
- We will insist that children are appropriately dressed for cold weather. They will always wear a warm hat, mittens, snow suits and scarves
- Outdoor times will be between 9:30 A.M. and 12:00 noon and between 3:00 P.M. and 4:00 P.M. to avoid the coldest times of the day.
- Sunscreen will be applied for each child as per our Sun Safety Policy.
- The site Supervisor will use her judgment to determine when and which children/group do/do not go outdoors.

## Emergency Management Policy

### Purpose

The purpose of this policy is to provide clear direction for staff to follow and deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved. Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

### 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:

Holy Cross: **behind the fenced in playground along the back fence**

St. Benedict: **Along the back fence in the Preschool Playground**

John Street: **151 John Street (across from synagogue). We will line up in the driveway.**

Pius XII: **Basketball Courts**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at:

For Holy Cross: **St. Benedict's Secondary School – 2993 Algonquin Rd – Sudbury – P3E 6K2**

For St. Benedict's: **Holy Cross Elementary School – 2997 Algonquin Rd – Sudbury – P3E 4X5**

For Jon Street: **Alexander Public School – 39 St Brendan St – Sudbury – P3E 1K3**

For Pius XII: **Ecole St. Pierre – 70 Wilford Ave – Sudbury – P3B 3P5**

**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 Team Leader 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 Site Supervisor in the daily written record.

### Procedures

#### Phase 1: Immediate Emergency Response

Staff will follow all steps laid out in the Emergency Management Policy and Procedures found at each sight. This policy will be reviewed annually.

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

- 1) Where emergency services personnel are not already aware of the situation, the Site Supervisor 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 Executive Director is not already on site, the Site Supervisor must contact the Executive Director to inform them of the emergency situation and the current status, once it is possible and safe to do so.
- 4) Where any staff, students and/or volunteers are not on site, the Site Supervisor 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 to return to the child care centre.
- 5) The Site Supervisor 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.

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

1. Once the all clear has been given, the Team Leader will inform all staff and re-open the center.
2. All staff will resume regular program activities
3. The Team Leader will contact the Executive Director to update them on the situation
4. The Team Leader will complete an SO following the serious occurrence policy

The Team Leader must debrief staff, children and parents/guardians after the emergency.

1. All staff will be given instructions on how to talk to parents when they come to pick up their children before pick-up begins.
2. A posting will be put up for all parents and the Team Leader will be made available to talk to any parents that have questions or concerns.

A meeting will be held with all staff to discuss the incident at the end of the day. A debrief will be done to discuss the what went well, and what the next steps are to better prepare for next time (in necessary

### **Volunteers and Placement Student Supervision Policy**

The intent of this policy is to help support the safety and well-being of children at Maple Tree Preschool Non Profit and to outlines the roles and responsibilities of staff when students and volunteers are present.

- Direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of Maple Tree Preschool Non Profit.
- A MTPNP staff member must be present while with the children, with the volunteer/student at all times.
- Placement students or volunteers cannot be counted in the staffing ratios, at any time.
- Volunteers and students will be paired with a MTPNP Educator and the Educator will make decisions as per the program or in the best interest a group. Please follow their lead.
- The Team Leader will communicate with the Educator that is responsible for the student/volunteer to ensure they are aware of the placement.
- Smoking and cell phone use is not permitted while supervising the children.
- Team Leaders will ensure that volunteers/students read, understand and sign off the Maple Tree Preschool Non Profit Positive Interaction Policy, Child Abuse Policy and Confidentiality policy.
- Volunteers/Students will be required to provide a copy of their Criminal Reference Check and 2 step TB test.
- MTPNP staff are legally responsible for the children at all times. When a student/volunteer is present, the MTPNP staff person is still responsible for all duties as outlined in their job



description. However, we would rely on volunteers/students co-operation by helping to supervise the children and inform the staff or Site Supervisor of any unsafe conditions or situations immediately.

- Volunteers must have a good knowledge of the organization, its philosophy, vision, policies and their responsibilities. Orientation will be done prior to starting and they will be given a tour of the Center, introduced to all staff and will be asked to read the Program Statement/Parent Handbook and Employee Handbook. The role of the volunteer will be to enhance the program with a range of skills and knowledge, take an active ongoing interest in the Center and help where and as required. They will be required to follow the College of Early Childhood Educators Code of Ethics and Standards of Practice. Students/volunteers will be responsible to help Educators with all daily routines and assist with the implementation of the program.
- Volunteers/Students will not be permitted to administer medication at any time. They will be asked to direct parents to Site Supervisors or staff for any discussion on children.
- Volunteers and Students will respect people's privacy (staff, parents and children)
- **Confidentiality is essential**

## **Nutrition**

The children are well nourished to enable them to be ready to learn. In accordance with Canada's Food Guide, two snacks are provided during the day, a morning snack at 10:00 am and an afternoon snack at 3:00 pm. and a nutritious hot lunch at mid day. Children are encouraged to drink water throughout the day. Lunches are supplied by "Meals on Wheels." Please inform us of any allergies. Menu's for the week and the following week are posted for parents to view. We have a four week menu rotation. Any substitutions or changes are noted on the posted menus. During meal times staff interact with the children, discuss healthy eating options, and manners.

Infant parents will provide the child's prepared formula in labelled bottles. We provide regular meals and pureed food.

## **Clothing and Possessions**

Your child should be dressed in clothing that is appropriate for physical activity, the weather and the season. To encourage independence we recommend elasticized pull down pants, indoor shoes with Velcro that the child can put on himself / herself. Maple Tree Preschool Non Profit is not responsible for lost, stolen or damaged items.

Labelled items to be left in the Preschool:

- Indoor and outdoor shoes.
- Indoor clothes (shirt, pants, undergarments, socks).
- Outdoor clothes (snow/slush pants, mittens, hat, and coat).
- Sun block SPF 30+.
- If applicable, a child attending 5 full days should bring an average of 20 diapers every Monday mornings as well as wipes.

## **Parent Communication Protocol**

### **Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

### **Policy**

#### **General**

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Maple Tree Preschool Non-Profit and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

#### **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

#### **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

#### **Concerns about the Suspected Abuse or Neglect of a Child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

### **Please retain the handbook for future reference**

Revised January 2024