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# Parent Handbook

THE  
CHESTNUT TREE



PRE-SCHOOL



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## **Welcome to The Chestnut Tree Preschool**

The Chestnut Tree Preschool is pleased to welcome your family to our Child Care program. In choosing The Chestnut Tree Preschool for your child, you have chosen one of the finest and most trusted providers of high quality child care services in the Niagara region that strives to create a home away from home. The Chestnut Tree Pre-school Inc. is a Non-Profit Daycare, which was established in April 1994.

This handbook will provide you with program information and policies regarding The Chestnut Tree Preschool services. If you require further information, please feel free to contact your Program Supervisor.

We encourage and welcome you to find out about additional ways you and your family can be involved in our centre.

Thank you for becoming part of our The Chestnut Tree Preschool family!

## **Our Promise**

We are childcare providers who understand that every child is his or her own unique person. Our centre acknowledges that the parents are the primary caregivers of their children. Keeping this in mind we strive to support all parents in our capacity as Early Childhood Educators. We are committed to supporting a healthy, high quality environment for the children in our community. In respecting this, we provide a safe and positive environment in which each child can discover, in their own way, the magic of learning and the joy of growing up. We intend to make The Chestnut Tree Preschool your child's special home way from home.

## **Mission Statement**

The Chestnut Tree Preschool is licensed by the Ministry of Education under the Child Care and Early Years Act (CCEYA). Our Teachers are all trained



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Registered Early Childhood Educators (R.E.C.E.), members of the *College of Early Childhood Educators*, who continue to engage in Professional Activities to upgrade their training and education. All employees, volunteers and students require a Police Clearance Check with Vulnerable Sector prior to interacting with the children in our care. We are a community not for profit corporation which strives to provide the optimum of childcare, meeting or exceeding all licensing regulations. We provide a safe, healthy, and stimulating environment with quality care for children 18 months to 5 years old.

### **Program Statement**

At The Chestnut Tree Preschool, we view the child as competent, capable, curious and rich in potential. We engage in child initiated, teacher supported play based learning and use the guidelines of the *How Does Learning Happen? Ontario's Pedagogy for the Early Years Document (2014)*. The four foundations of this document, which The Chestnut Tree Preschool agree with and practice in our program, are Belonging, Well-Being, Engagement and Expression.



Our Child Care programs create rich learning environments for children to flourish and reach their potential. This approach to learning is in alignment with the Ministry of Education’s “*How Does Learning Happen?*”, a resource developed by the Ministry of Education to promote a shared understanding of what children need and what can be done to help them grow and flourish.

Our program is consistent with the Minister’s policy statement on programming and pedagogy issued under subsection 55 (3) of the Act and shall be reviewed at least annually for this purpose. Programs annual review will reflect changes within the Day Nurseries Act, subsection 55 (3) of the CCEYA and ideologies on early childhood education. A monthly newsletter is sent home informing you of topics of interest, events and pre-school news.

There are copies of this document available online at:

<http://www.edu.gov.on.ca/childcare/pedagogy.html>

The Chestnut Tree Preschool has an open door policy with Parents. We work to foster a positive relationship with the Parents to build a bridge between home and daycare. Through phone calls, notes, emails, documentation and



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Parent/Teacher meetings. Teachers will keep the Parents abreast of their child's activities and development.

Children at The Chestnut Tree Preschool will have many and varied opportunities to reach their full developmental potential. We promote health, safety, nutrition and well-being in our children. Through exploration of the children's interests, Teachers will provide both active and quiet activities that will create a positive environment that will stimulate all areas of the children's development while meeting the needs of each individual.

The Chestnut Tree Preschool has set our goals for the children to be consistent with the Ministry of Education pedagogy that reflects the view of children as competent, capable, curious and rich in potential.

Our view of the child is as follows:

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and well-being.
- Every child is an active and engaged learner who explores the world with body, mind, and senses.
- Every child is a capable communicator who expresses himself/herself in many ways.

### **Program Statement Implementation Policy**

The following policy has been developed in order to demonstrate how our Program Statement is brought to life in our centres on a daily basis. The children, parents/guardians and educators are all partners in the children's learning. Children are viewed as competent, capable, curious and rich in potential. Every child is an active and engaged learner who explores the world with body, mind and senses. Play evolves from natural curiosity. Our goal is to foster a strong self-image within each child. The children develop skills in choice-making, problem solving and socialization. We are dedicated to the





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concept of learning through play. The techniques of child guidance used and the design of the environment support this objective.

### **Expectations for Implementation**

Our Program Statement has been developed in such a way that reflects not only key elements outlined in section 46 of the Child Care and Early Years Act but also the Four Foundations introduced in the document How Does Learning Happen and the Reggio Emilia Philosophy. It is the expectation that all staff and volunteers are familiar with and utilize this living document.

Please review our Specific Goals & Approaches Section in this handbook.

### **Our Goals and Approaches**

**a) We will promote Health, safety, nutrition and well-being of the children.**

Our permanent Classroom Teachers will be Registered Early Childhood Educators (R.E.C.E.) licensed by the College of Early Childhood Educators. All Staff will be trained in health and safety protocols. Staff supervise the children at all times. The Centre observes and follows the Ministry of Health and Safety guidelines and hold evacuation and fire drills on a monthly basis. We have a safe shelter location at the 14 Ontario St, Grimsby in the event an evacuation is required. Parents may pick their child up there after attendance has been taken and are asked not to go to The Chestnut Tree Preschool once notified that an evacuation has taken place.

All Staff will be trained in standard first aid, including Infant and Child CPR (upon hire and prior to expiry) and the use of Epi-Pens. The Chestnut Tree Preschool will collect information from each Staff member and child, including documentation of immunization. Teachers will review all information regarding a child before said child starts in their class room (especially noting allergies, diet and Parental preferences). The health of each child is documented on a daily and monthly basis including documentation of immunization. Any child who is sick must be 48 hours fever, vomit and diarrhea free before returning to daycare. Our medication policy requires that medication be kept in a locked medicine box, out of reach of children, and there is a box in the kitchen fridge for any that needs to be refrigerated. Only a R.E.C.E. administers medication and medication must be pharmacy labeled and have the child's name on it. A medication log is kept for each child and parents must sign it and specify the medication and the dose (as well as the time to be administered) and it must match the pharmacy label. The R.E.C.E. will sign the log when the dose has been administered. Good hygiene habits are strongly encouraged, such





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that everyone (Staff and children) are required to wash their hands upon entering the room, after toileting and before eating.

Parents may provide and we will apply sunscreen ( SPF 30) during the summer; adhering to Parents' preference and application instructions.

The Centre supplies 2 healthy snacks and a balanced lunch, based on the Canada's Food Guide. All Staff staff that will be handling food preparation, will also be Food Handlers Certified. Allergies will be posted in applicable classrooms, out door play space as well as the kitchen. We are a nut free safe centre in that we do not cook with nuts or nut oils or butters and we discourage people from bringing nuts into the centre. We request that anyone who has eaten peanut butter to brush their teeth and wash hands and face before coming to daycare. Parents are asked not to bring food into the centre except in the case of an allergy to foods that we provide. In this case please bring the food to the program supervisor with the child's name clearly marked on the outside of the container. Please be sure the supervisor is fully aware of it so that it can be stored and prepared properly. Water is always available to drink throughout the day. We encourage each child to bring their own labeled water bottle.

The Chestnut Tree Preschool does have an Anaphylactic Policy and Procedure in place and staff have been trained in the use of Epipen.

Staff will role model to the children healthy eating behaviours by participating in lunch, snacks and through creative play activities, such as the dramatic play in the kitchen area. There will be a form available at the end of each day for every Parent to see how their child did during lunch and rest time as well as a menu posted informing Parents what food was provided for lunch that day.

Staff will provide a clean and safe environment. Washrooms are cleaned and disinfected after each washroom routine and floors are swept after lunch and snack. Toys are cleaned and disinfected weekly as well as before being stored and any time they have been mouthed. Beds and linen are washed and disinfected weekly or more frequently if required, as well as when illness or bedwetting accidents occur. All furniture is kept clean and in good order (broken furniture is fixed or removed immediately upon discovery).

**b) Support positive and responsive interactions among the children, parents, child-care providers and staff.**

We have an open door policy with Parents. Staff will greet the Parents and children each day on arrival and departure and share information pertaining to the child through verbal or written



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communication. Staff will also utilize phone calls and emails as well as newsletter/calendars to maintain communications with Parents. Teachers will make themselves available for Parent/Teacher meetings when the needs of the child or Parent require it. Documentation is displayed for Parents to see what is happening during their child's time at daycare.

Staff will practice and encourage inclusive and positive interactions. Toys or play areas are never gender defined, rather all children are encouraged to experience all areas of the classroom. We will foster an atmosphere of inclusion, cooperation, sharing and friendliness. This behaviour is modeled with Teachers' interactions with coworkers, children and Parents.

Staff will encourage self-help skills. Because we view the child as capable we will allow every child the opportunity to develop their potential. This means that we will encourage children to do as much for themselves as possible without becoming discouraged or frustrated. We will assist them as is needed. Staff will challenge the children's skills so as to facilitate the development of new and stronger skills. Staff will also encourage the children to be helpful to each other as well.

All staff will follow the CCEYA guidelines for Behaviour Guidance. We will use positive language when talking with children and adults. We will guide behaviour through the use of positive language, questions and encouragement. Never use Prohibited Practices, i.e. corporal punishment, verbal degradation, confinement and deprivation of basic needs (including food, clothing or bedding). Each staff member will sign off on a review of all policies & procedures upon being hired.

**c) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate**

Staff will model the use of positive language and behaviours at all times when talking with the children and other adults. We will work to help children to develop communication skills and problems solving skills such that they become competent in using multiple forms of communication (words, sign language, and body language) to solve any issues.

To encourage self-regulation we strive to create an environment where every child feels safe and supported to find a variety of ways in which to express their emotions. We work to teach the children to recognize their emotions and to discover ways in which to deal with them affectively and calmly.

**d) Foster the children's exploration, play and inquiry**

Children make their interests known in a variety of ways. To discover those interests the Teachers observe, listen and talk with the children and document their interactions. Using the 4



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Foundations of How Does Learning Happen (Belonging, Well-Being, Engagement and Expression) we will create an environment that allows the children to explore the topic of interest, and the world around them, with their natural curiosity and exuberance. Through play based learning, children will develop the skills needed to expand their abilities as well as their knowledge and understanding of their world.

**e) Provide Child-initiated and adult supported experiences**

The R.E.C.E. will follow the child's lead in our interactions and in developing an environment that is rich in opportunities for exploration and interaction. Reflecting on our documentation we discover the child's current interests, which guide us in the materials we provide and the opportunities we offer in all areas of the child's development. While considering the needs of the group, individual needs are always considered as well. The environment will then be set up to encourage the children to challenge their abilities, expand their interests and develop relationships.

**f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children including children with individualized plans**

From regular observations of the children's activities and interactions we will plan a program that will stimulate the interests and development of the children. We will provide a variety of activities, both active and quiet, which will meet the needs of the developing child regardless of the level of need and development. We will make changes in our environment and program as the children's interests and developmental needs change.

**g) Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving care.**

We will follow the guidelines of the CCEYA in setting our program. We strive to provide equal opportunities for all children to find the active and quiet time that meets their individual needs. We make use of the playground for two hours every day, weather permitting, providing a variety of active materials. Nap time is offered for two hours per day after lunch.

**h) Foster the engagement of and ongoing communication with Parents about the program and their children**

Parents are welcome to visit and are encouraged to participate in their child's classroom. Teachers will keep communication open via short discussions, notes, phone calls and emails. Each class sends out a monthly newsletter/calendar and Parent/Teacher meetings occur whenever



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necessary. We have a Board of Directors that we encourage Centre activities and fundraising Projects.

**i) Involve local community partners and allow those partners to support the children, their families and staff**

The Chestnut Tree Preschool is fortunate to feature various community visitors throughout the year, bringing stories, equipment, arts, puppets and songs. Staff members are also members of the Affiliated Services for Children and Youth (ASCY), Early Childhood Community Development Centre (ECCDC), Quality Child Care Niagara (QCCN) and the College of E.C.E.s which provide ongoing professional development and resources. We also partner with Niagara Region Children Services, Niagara Childcare Referral Program, Niagara Speech & Language Services, Niagara Public Health, Local Niagara Fire Prevention as well as other Children's health services when working with a child with special needs. Notices will be placed on Parent Boards in respective rooms, or individual approval slips distributed, advising Parents of upcoming prospects or community field trips. Parents have the right to refuse their child's participation and regular classes are always available.

**j) Support Staff, home child care providers or others who interact with the children at a child care centre or home child care premises in relation to continuous professional learning**

The Chestnut Tree Preschool makes our facility available to visitors from within our field as well as E.C.E. college, university students and High School Co-op students. Occasionally, we invite leaders in our field to provide onsite workshops and training sessions for our Staff, while also providing our staff with opportunities to participate in offsite professional development.

**k) Document and review the impact of strategies set out in this statement on the children and their families**

We will use documentation, reflection, as well as formal assessments such as DPS/DISC Screening (Infant and Toddler Environmental Rating Scale) and ECERS-R (Early Childhood Environmental Rating Scale) to continually evaluate our program and its effects on the children and their families. As a standard of practice within our operations, all children (birth to five years of age) are screened using a developmental screening tool (DISC Preschool Screen, or DPS) with parental consent. This screening tool helps child care support workers to identify children who may benefit from additional supports for healthy development. Parents will be asked to sign a consent form indicating whether or not you would like to have your child screened. Surveys will be sent out to our Parents and Staff in an effort to further evaluate our effectiveness. Staff, Students, and Volunteers will read this Program Statement and sign off prior to interacting with the children, when the statement is updated and on an annual basis. The



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Director will review this yearly. Each program within The Chestnut Tree Preschool will use a binder for observations, plans and documentation to support understanding. Documentation will be shared with families.

## **Age & Enrolment of the Children**

The Chestnut Tree Pre-school has facilities to accommodate both full and part-time care in the following children's age group: Either one (or) the other of children grouping per program.

### **Beamsville Center**

Infant (12 weeks to 30 months)	6
Toddler (18 to 30 months)	10
Preschooler (31 months to 5 Years)	16
Toddler (18 to 30 months)	9

### **Grimsby Center**

Preschooler (31 months to 5 Years)	34
Or Alternate Capacity of;	
Toddler (18 to 30 months)	15
Preschooler (31 months to 5 Years)	27

### **Lincoln Manor**

Infant (12 weeks to 30 months)	6
Toddler (18 to 30 months)	10
Preschooler (31 months to 5 Years)	14

Part-time care will be considered once all full time spots have been allocated. Care is on a first come first serve bases. Additional requests will be maintained on a waiting list and reviewed regularly to ensure age appropriate placement.



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## **Registration Process and Waitlist**

All parents must place themselves on the Niagara Region's online waitlist (Onelist) for The Chestnut Tree Preschool.

Visit [www.niagara.onehsn.com](http://www.niagara.onehsn.com)

to access the online waitlist. You will be contacted by the Program Supervisor or Administrative Supervisor when a space becomes available to you.

The Chestnut Tree Preschool offers registration for child care from the Onelist on a first come, first served basis, per the date registered on the list. There shall be no charge or collection of a fee or deposit for the placement of a child on a waiting list for admission. Should the family decline the spot or wish to be removed from the waitlist then the available space will be offered to the next family on the list, meeting age appropriate program availability.

Parents will receive an admission package and information about the program when contacted. All forms must be returned before your child's first day. It is absolutely essential that all information be completed, including payment, immunization record, and an emergency contact person to ensure the safety and security of your child.

Upon request a the waiting list can 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. Parent Information flyers are available at the centre detailing our waitlist policy.

## **Orientation Procedure**

Parents are encouraged to visit the Centre as many times as they would like prior to enrolment. They will receive a handbook at this time. Upon acceptance of an available space, the family will be forwarded admission forms, a copy of our Program Statement and a copy of our Parent Handbook.



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Orientation will be discussed and the date to begin the Orientation Process will be decided between the family and the Centre.

### **Changing to the next Group**

It should be noted that children cannot be moved to the next group until space becomes available. Generally children move to new groups according to their birth date. There are a variety of good reasons for flexibility in this policy. All decisions about group changes are made in consultation with the Administrative Supervisor and Parent(s) involved.

### **Admission & Discharge**

A deposit and registration fee is required and can be paid at the time of registration.

Written notice of permanent withdrawal must be given four weeks in advance. If notice is not received, full program fees will be charged. Fees must be paid up to and including your child's last day, prior to withdrawal. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Therefore, your child will be placed on a waiting list. The Chestnut Tree Preschool may terminate services if policies are not followed, fees are not paid or if the program is unsuitable for the child.

If a child is absent from school for more than 30 days due to illness, the parent is required to give written notice, plus a doctor's note and the child's place will be held. Payment of the fees is still required. In the event the child withdraws due to illness, 30 days written notification is required and the remaining fees will be refunded.

### **Rights of Exclusion Policy**

The Chestnut Tree Preschool reserves the right to exclude any child for whom the programs at the Centre are deemed inappropriate in meeting the developmental, social or behavioural needs of the child. Any decision affecting





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a child's continuance at the Centre will be made by the Board of Directors after consultation with the Program Supervisor and the Parents. If Parents are asked to withdraw their child, two weeks' notice will be given and appropriate financial adjustments will be made. If problems between Centre personnel and Parents arise and these problems affect the efficiency of the Centre, the situation may be discussed with the Parents through a subcommittee of the Board of Directors. The solutions arrived at during this discussion and then approved by the Board will then be final and could in the extreme include asking those Parents to withdraw from the Centre. It is not anticipated that such a decision would be made until all other feasible avenues had been explored and found to be unsatisfactory.

### **Hours of Operation**

Full-Time Care is provided for **51** weeks a year, 8 hours a day (9:00am - 5:00pm), Monday through Friday. Extended hours are included at no extra charge up to and including 10 hours of care daily (7:30-5:30pm). Additional extended care may be considered on a per use bases and arranged at an additional charge. Late fees are charged at \$15 for 15 minutes.

Monday through Friday  
07:30am to 5:30pm

Part-Time or half day care has limited space Monday through Friday with a 2 day minimum participation per week required. The centre will be closed weekends and one week in December between Christmas and New Year's. Each programs annual fee is determined on a prorated annual cost based on fifty-one (51) weeks a year to allow for closure of 1 week in December during the holidays. All additional statutory holidays will also be observed.

### **Inclement Weather & Emergency Closures**

Our centre will not operate if schools are closed or transportation is not running due to inclement weather or another emergency. There may be times during the



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school year where inclement weather or other situations could cause transportation cancellations or school closures. Information about transportation changes and school closures will be available on the local radio and television stations as soon as it is available. **The centre closes when the Niagara District School Board** announces school closures or transportation cancellations due to increment weather and snowstorms. For information on centre closures our staff will do a call out to each family advising of the closure, however parents in both Preschool and Toddler programs are responsible for determining if the child care centre is closed because of inclement weather or unusual circumstances. Regular daily fees are charged for the days your child is sick, for statutory holidays and winter storm closures.

### **Holidays & Sick Leave**

The Chestnut Tree Pre-school observes the following Statutory Holidays in addition to Christmas. We do not waive fees for vacation; full fees are expected all year, in order to hold your child's spot. If you remove your child for the summer months, the centre cannot hold your child's spot. However, the centre will give your child first priority as a returning client in September.

<input type="checkbox"/> New Years Day,	<input type="checkbox"/> Family Day
<input type="checkbox"/> Good Friday,	<input type="checkbox"/> Easter Monday,
<input type="checkbox"/> Victoria Day,	<input type="checkbox"/> Civic Holiday,
<input type="checkbox"/> Labour Day,	<input type="checkbox"/> Thanksgiving Day
<input type="checkbox"/> Christmas Day,	<input type="checkbox"/> Boxing Day

### **Daily Arrival Policy**

Young children depend on regular routines for their own security. On arrival to the Centre, Parents are to take their children to their room and inform staff of their arrival. Parents are to prepare their children for participation in the program when they arrive. For example, a diaper change may be necessary or children may need to be dressed properly for outdoor play. If your child will



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be absent, please call the Centre as soon as possible so that your child's group can go on with their planned activities.

### **Daily Departure Policy**

Parents must notify the Centre in writing if someone else will be picking up their child. Children are not released to persons who have not been specified by the Parents as listed on their administration forms. Such persons, including Parents who are attending the Centre for the first time, will be required to show identification.

Where there are child custody arrangements in place, The Chestnut Tree Preschool shall not deny a parent access to their child unless the centre has a copy of the original legal document outlining the specific custody arrangements including days and timeframes.

The Centre closes promptly at 5:30 p.m. Parents must pick up their children by that time and are encouraged to do so by 5:15p.m. Parents must make alternate arrangements for pick up if they cannot pick their child up by 5:30 pm. (See "Late Fees")



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## Fees & Payment Policy

**This child care program is participating in the Canada Wide Early Learning & Child Care (CWELCC) System.**

**The 2023 CWELCC Fee for eligible children is a 52.75% reduction of the 2022 fee (to a minimum of \$12 per day).**

Child care fees are paid preferably through automatic direct deposit. Annual Administration forms will be provided to you by your program supervisor for all fees owing at the time of registration. Payments are to be deposited bi-weekly on Mondays, prior to your child's attendance according to the fee schedule provided to you. Automatic Direct Deposit information will be provided at the time of registration. Full fee families must sign an agreement binding them to a minimum total days used and minimum fees required.

Alternatively, Parents can submit 26 bi-weekly post-dated cheques, dated according to our fee payment schedule, covering their child's contracted day care for a full term at a time (**May 1 – April 30**) or at a minimum of 6 months at a time. Please ask your program supervisor for a current payment schedule for the accurate dates/rates. This payment is a set fee for the entire term regardless of absence due to illness or holidays and vacations. Program fees are determined on a prorated annual cost based on fifty-one (51) weeks a year to allow for closure of 1 week in December during the holidays. Fees may be changed at the discretion of the Board of Directors.

Cheques are to be made payable to The Chestnut Tree Preschool Inc. There is a \$200.00 deposit, payable to the centre upon receiving your child's application forms. This amount is refundable up to 60 days prior to your enrolment, after which no refund will be issued. \$150 will be applied to your last month's fee payment; \$50 is a registration fee. There is a \$25.00 charge for all NSF Cheques.



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Please give your post-dated cheques at the time of registration. Please remember that payment is expected before service is provided. If payment is not received, your service could be suspended. However, we do realize that financial difficulties do arise, should this happen please discuss payment options with our Program Supervisor. All conversations will be kept confidential.

Parents of subsidized children are required to contact the Niagara Childcare Subsidy Office to negotiate the renewal of their subsidy. Please contact the Region of Niagara at 905 984 3750 or

<https://niagararegion.ca/living/childcare/default.aspx>

Parents are required to give the Administrative Supervisor four weeks' notice of a child's withdrawal, **in writing**, so that a replacement may be found. Failing to comply with this request, Parents will be charged for the four week period.

Receipts will be issued yearly for income tax purposes in February. Please see the *Fee Structure and Holidays* schedule on the last page.



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## Canada Wide Early Learning Child Care System

On March 29, a landmark child care agreement was announced for Ontario that will see lower fees for families and deliver an average of \$10 a day child care by September 2025.

The Chestnut Tree Preschool Inc, has been approved to opt-in to the CWELCC system. An amended Purchase of Service Agreement was executed on September 21, 2022 effective retroactively to April 01, 2022.

What this means for our families, if you have a child under 6 years enrolled at The Chestnut Tree Preschool, you will receive a 25% child care fee reduction as of April 1, 2022.

Effective October 01, 2022, fees have been reduced by 25%, with rebates processed in October 2022 to our families for retroactive payments back to April 01, 2022. Further reduction to achieve 50% of our March 2022 base fees is in effect January 01, 2023. See the attached table below.

### **Reduced rates are for eligible children [CWELCC]**

#### **Eligibility**

Children under the age of six (zero to five years old). There are some exceptions for children with birthdays early in the year who are six years of age, but still in kindergarten. Eligible children for whom fees must be reduced are defined under O. Reg. 137/15. This includes:

- Any child, until the last day of the month in which the child turns six years old
- Up until June 30 in a calendar year, any child who:
  - Turns six years old between Jan. 1 and June 30 in that calendar year; and
  - Is enrolled in a licensed infant, toddler or preschool group



**For current Fees & Dates see attached schedule**

<b>THE CHESTNUT TREE - FREE BASE (2022)</b>			
<b>Hours of care</b>	<b>Base rate before Early Learning Child Care System (March 27, 2022)</b>	<b>Base rate less 25% (effective April 1, 2022)</b>	<b>Base rate less 50% (effective Jan 1, 2023)</b>
<b>0 to 10:00 hours FULL DAY INFANTS</b>	\$55.00	\$41.25	\$27.50
<b>0 to 4:59 hours HALF DAY TODDLERS</b>	\$33.00	\$24.75	\$16.50
<b>0 to 9:59 hours FULL DAY TODDLERS</b>	\$44.00	\$33.00	\$22.00
<b>0 to 4:59 hours HALF DAY PRESCHOOLER</b>	\$33.00	\$24.75	\$16.50
<b>0 to 9:59 hours FULL DAY PRESCHOOLER</b>	\$42.00	\$31.50	\$21.50





<b>THE CHESTNUT TREE - FREE BASE (2022)</b>			
<b>Hours of care</b>	<b>Base rate before Early Learning Child Care System (March 27, 2022)</b>	<b>Base rate less 25% (effective April 1, 2022)</b>	<b>Base rate less 50% (effective Jan 1, 2023)</b>
<b>0 to 1:30 hours BEFORE SCHOOL JK/SK</b>	\$12.00	\$12.00	\$12.00
<b>0 to 3:00 hours AFTER SCHOOL JK/SK</b>	\$17.00	\$12.75	\$12.00
<b>0 to 4:30 hours BEFORE &amp; AFTER JK/SK</b>	\$29.00	\$21.75	\$14.50



**Amended Childcare – Posted Fee Schedule**  
**Canada-Wide Early Learning and Child Care**  
**(CWELCC) Retroactive**  
**25% Reduction in fees April 01-Dec 31, 2022**

Rates & Fee Schedule		
Preschool Program Ages - 2 ½ - 5 yrs		
<i>Full Day</i> (7:30am to 5:30pm)		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$31.50	\$315.00
4 days		\$252.25
3 days		\$189.00
2 days		\$126.00

Rates & Fee Schedule		
Toddler Program Ages - 18 to 30 mths		
<i>Full Day</i> (7:30am to 5:30pm)		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$33.00	\$330.00
4 days		\$264.00
3 days		\$198.00
2 days		\$132.00

Rates & Fee Schedule		
Preschool Program Agnes - 2 ½ - 5 yrs		
<i>Half Day</i> (7:30am to 12:00) or (12:30 to 5:30pm)		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$24.75	\$247.50
4 days		\$198.00
3 days		\$148.50
2 days		\$99.00

Rates & Fee Schedule		
Infant Program Ages-12 wks–18 mths		
<i>Full Day</i> (7:30am to 5:30pm)		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$41.25	\$412.50
4 days		\$330.00
3 days		\$247.50
2 days		\$165.00

**Full & Part-Time Daycare offered Year-Round:**

We are a year-round school open during the summer months and closed each year for one week between Christmas and New Years. **Deposit Required:** A \$200 deposit is required to secure your child's spot (\$150 is applied to your last month's fee, \$50 is the Registration Fee ) **Six (6) Months:** of post dated checks on a bi-weekly schedule is due two weeks prior to your child's start date. **Please see:** the Program Supervisor to obtain a copy of the fee schedule with dates of the post dated check payment cycle.



Lincoln Manor 4329 Ontario St, Ont L0R 1B5 Tel: 289-566-9098  
 Grimsby 14 Ontario St, Ont L3M 3G9 Tel: 905-309-1000  
 Beamsville 5407 King St, Ont L0R 1B3 Tel: 905-563-1113  
[info@chestnuttreepreschool.com](mailto:info@chestnuttreepreschool.com) [www.chestnuttreepreschool.com](http://www.chestnuttreepreschool.com)



**Amended Childcare – Posted Fee Schedule  
Canada-Wide Early Learning and Child Care  
(CWELCC)**

**50% Reduction in fees Effective January 01, 2023**

Rates & Fee Schedule		
Preschool Program Ages - 2 ½ - 5 yrs		
<i>Full Day (7:30am to 5:30pm)</i>		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$21.50	\$215
4 days		\$172
3 days		\$129
2 days		\$86

Rates & Fee Schedule		
Toddler Program Ages - 18 to 30 mths		
<i>Full Day (7:30am to 5:30pm)</i>		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$22	\$220
4 days		\$175
3 days		\$132
2 days		\$88

Rates & Fee Schedule		
Preschool Program Agnes - 2 ½ - 5 yrs		
<i>Half Day (7:30am to 12:00)or (12:30 to 5:30pm)</i>		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$16.50	\$165
4 days		\$132
3 days		\$99
2 days		\$66

Rates & Fee Schedule		
Infant Program Ages-12 wks–18 mths		
<i>Full Day (7:30am to 5:30pm)</i>		
<i>Program Days</i>	<i>Daily Rate</i>	<i>Bi-weekly (post dated cheques)</i>
5 days	\$27.50	\$275
4 days		\$220
3 days		\$165
2 days		\$110

**Full & Part-Time Daycare offered Year-Round:**

We are a year-round school open during the summer months and closed each year for one week between Christmas and New Years. **Deposit Required:** A \$200 deposit is required to secure your child's spot (\$150 is applied to your last month's fee, \$50 is the Registration Fee.) **Six (6) Months:** of post dated checks on a bi-weekly schedule is due two weeks prior to your child's start date. **Please see:** the Program Supervisor to obtain a copy of the fee schedule with dates of the post dated check payment cycle.



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## What are Base Fees & Non-Base Fee Items?

- Non-base items are optional services, where there is typically an additional fee
- Base fee items are mandatory costs that families must pay to receive child care
- Refer to Schedule B below for a list of Base Fee and Non- Base Fee items.

## SCHEDULE B

### Examples of Base Fee/Non-Base Fee

COLUMN A: BASE FEE	COLUMN B: NON-BASE FEE
<p style="color: red;">Items/services supported under CWELCC To include as a mandatory fee parents would pay</p>	<p style="color: red;">OPTIONAL items/services not supported under CWELCC</p>
<p><input checked="" type="checkbox"/> Play materials, equipment and furnishings such as cots, cribs, bedding</p>	<p>◆ Late pick up fees for child care provided beyond operational hours outlined in the parent handbook</p>
<p><input checked="" type="checkbox"/> Supervision by adult during operational hours</p>	<p>◆ Optional transportation where a separate fee is charged</p>
<p><input checked="" type="checkbox"/> Lease/occupancy costs</p>	<p>◆ Optional field trips where a separate fee is charged</p>
<p><input checked="" type="checkbox"/> Food / catering costs Note: under the CCEYA if a child receives care for six hours or more, Providers are to ensure the food offered to the child includes 2 snacks in addition to any meals provided</p>	<p>◆ Not Sufficient Funds (NSF) fees in accordance with the terms of the agreement between the parent and licensee</p>



## SCHEDULE B

<input checked="" type="checkbox"/> Development and implementation of individualized plans (medical, special needs, anaphylaxis)	◆ Diapers, sunscreen (if optional)
<input checked="" type="checkbox"/> Any programs or services that are included as part of the core day programming and is included as part of the regular child care fee paid by families. support the operation of the child care program (e.g. administration costs such as deposit fees)	◆ Registration fees (non-refundable)
	◆ Any other optional items/ services where an additional fee is charged in accordance with the terms of the agreement between the parent and provider (e.g., optional classes such French, music, yoga, etc.)

### Late Fees

Early/late fee charges will apply before 7:30am and after 5:30pm and for children who are in the Centre. The late fee charge of \$15.00 for every 15 minutes, or part thereof, will be charged before 7:30 after 5:30 pm. If there is an emergency and you are going to be late, we ask that you call the Centre to notify us.



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Numerous or persistent incidences of late pick up may result in termination of care. It is important for parents to have an alternate person who can pick up your child when you will be late.

### **Nutrition & Allergies**

Parents are requested to inform the Administrative Supervisor of any allergies that their child may have at the time of registration and what reaction(s) to expect. Teaching youngsters about good nutrition and helping them develop healthy eating habits to last a lifetime is a process and one that takes patience.

A menu will be posted on the parent board and the kitchen. All children will receive equal portions of lunch and snacks. No child will be forced to eat food. We provide morning and afternoon snack and a hot, nutritious lunch. All meals follow Canada's Food Guide and are monitored by government standards. We encourage each child to try each type of food. Our goal is to help children develop a taste for a variety of foods.

The younger infants are bottle fed in the comfort of the caregivers' arms; older infants are encouraged to sit in the high chair or at the low table in a small group. Infants are encouraged to eat as well as explore new tastes, smells and textures and encouraged to self-feed with fingers, spoon or a cup.

We follow The Chestnut Tree Preschool's Anaphylaxis Protocol to ensure the safety of all children with allergies in our programs. Upon registration, parents of children with a risk of an anaphylactic response will complete an Anaphylaxis Action Plan.

Our centres are a peanut-free environments, and due to severe allergies and Public Health requirements, any outside food brought into your child's centre must comply with our centre's allergy restrictions, and special treats to be shared must include the manufacturer's list of ingredients.



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**Morning snack:** 7:30am to 8:45am

**Lunch:** 11:20am to 12:00pm

**Afternoon snack:** 3:00pm

Food allergies will be posted in the kitchen and in the child's room. Alternatives may be supplied for foods that cannot be eaten. **Our centre is nut and peanut free.**

## **Guidelines to Allergy & Anaphylaxis**

### **Procedure:**

1. The Chestnut Tree Preschool recommends that parents and children are not to bring outside food to The Chestnut Tree Preschool. Food will be provided and prepared by The Chestnut Tree Preschool including food associated with special occasions (i.e. events). The decision to restrict outside foods is based on the need to reduce risk of accidental exposure to allergens.
2. Children with extreme allergies that the Centre cannot accommodate will be asked to bring their own food from home and all containers must be labelled with the child's name. Our centres are a peanut-free environments, and due to severe allergies and Public Health requirements, any outside food brought into your child's centre must comply with our centre's allergy restrictions, and special treats to be shared must include the manufacturer's list of ingredients. We will supply fruits and vegetables.
3. The General Manger in consultation with the Program Supervisor will, on certain occasions or in the case of individual children on the written request of a parent, permit outside food being brought into the childcare, subject to certain conditions. These special conditions will be at the discretion of the Program Supervisor, but it is recognized that more restrictive conditions will apply in the event that an allergic or anaphylactic child is attending the childcare.





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4. Given that anaphylaxis can be triggered by minute amounts of an allergen when injected, children with food allergies must be encouraged to follow certain guidelines:
  5. Wash hands before and after eating
  6. Do not share food, utensils or containers
  7. If they bring a lunch they must eat only the food they have brought from home, unless it is packaged, clearly labeled and approved by the parents.
  8. Place food on a napkin rather than in direct contact with the table.
  9. All labels will be read by a staff member prior to serving.
  10. Foods with nut warnings will not be served. i.e. “May Contain traces of peanut/nut” or “Manufactured in a facility that processes peanuts/nuts”
  11. Any persons supplying food to the child care will be notified of all life threatening allergies in the Centre. List of allergies will be revised as necessary.
  12. All surfaces will be cleaned with a cleaning solution (approved by Public Health) prior to and after pre-paring and serving foods.
  13. If a staff member is having a baking/cooking activity, s/he must ensure that children with a food allergy to any ingredient in the recipe are not permitted to come near that table. No food items with nuts are allowed.
  14. All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored away.
  15. Playground areas will be checked and monitored for insects such as wasps. The Coordinator of the Centre will be notified immediately and children will be forbidden to play in this area.



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16. Staff will take the The Chestnut Tree Preschool cellphone on all excursions.

## Immunization

The Child Care and Early Years Act, 2014 stipulates that prior to admission, each child must be immunized according to the local medical officer of health.

<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Polio	<input type="checkbox"/> Rubella	<input type="checkbox"/> Pertussis
<input type="checkbox"/> Measles	<input type="checkbox"/> Mumps	<input type="checkbox"/> Tetanus	<input type="checkbox"/> Haemophilias HIB

Parents must keep their children's immunization records up to date with their child's school. The Chestnut Tree Pre-school requires that a signed medical certificate confirming a complete medical assessment including immunization be submitted. The child medical forms are included in the registration package. A copy of the child's immunization record must be submitted at the time of admission and should be updated annually or as new immunizations are received.

All employees must be fully immunized, a primary series plus a booster every ten years is required. Volunteers who give more than 25% of a work week are also required to follow the above recommendation.

### Exemptions to Immunization

A child may be exempted from immunization for medical reasons. Parents will need to have a legally qualified health care professional complete a Medical Exemption form. Or if a child is not immunized due to conscience or religious belief, parents are required to complete a Statement of Conscience or Religious Belief form, signed by a Commissioner for Taking Affidavits. These forms must be submitted prior to the child attending child care.

## Health & Illness



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***A child exhibiting signs of illness WILL NOT be admitted to the program. This includes fever, vomiting, unexplained rashes, diarrhea, etc.***

### **DO NOT SEND YOUR CHILD IF HE/SHE IS ILL**

- Some communicable diseases require a doctor's certificate before your child can be re-admitted to the school.
- If a child develops any symptoms of illness while in attendance, the parent/guardian will be notified to come and pick the child up. A note will be made in the child's file and the daily log.
- The Chestnut Tree Preschool will administer prescribed medication only. A medication authorization sheet must be filled out indicating the dosage, how administered and frequency.
- All medication must be in the original container clearly labeled with the child's name and dosage, etc.
- Outdoor play is an essential part of your child's program. If your child is not well enough to participate in outdoor play, he/she is not well enough to attend. Exceptions to this policy can be considered with a written request from the child's doctor, pending the availability of staff in the program.
- Make sure that we are made aware of any allergies the child may have.
- All equipment and toys are disinfected weekly or as needed.
- All children participate in washroom routines several times per day, followed by a Hand Washing routine.
- All staff are trained and certified in First Aid, Infant CPR and Anaphylaxis.



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## Medication

We do not administer any medication to the children with the exception of chronic illness, anaphylactic and asthma medication needs.

Our Child Care staff will administer only medication prescribed by a physician or nurse practitioner to children to the children with the exception of chronic illness, anaphylactic and asthma medication needs. Parents are required to sign a medication authorization form outlining dosages and times to be given. For safety reasons, medication must be in the original container as supplied by the pharmacist, must be clearly labeled with the child's name, date, and the name of drug, instructions for storage, and administration of the drug and must be a current prescription. These requirements also apply to holistic medications.

If children are prescribed medication by a doctor while they are too sick to attend child care, or when they have been sent home from child care because they are sick, they must have been receiving the medication for at least 24 hours before returning to child care.

All creams and lotions to be applied externally (ie: diaper creams, sunscreens, etc.), including natural or holistic products, must also be in an original container, clearly labelled with the name of the product, ingredients, and instructions for application.

An individual plan for all children with medical needs will be developed in consultation with the parents. This includes but is not limited to Asthma, Seizures, Diabetes, etc. Parents are required to complete a form to give permission to administer the product.



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Parents are encouraged whenever possible to give any drugs or medications to their children at home, if this can be done without affecting the treatment schedule.

### **Sleep/Rest Period**

It is a requirement that all children attending a licensed Childcare Centre have a rest period each day. We provide a rest period between 12:00-2:00pm daily. Children will be encouraged to nap. It is not necessary for your child to sleep, but he/she will be encouraged to rest quietly on his/her cot during this time. A child-sized blanket from home, labeled with your child's name, is required. Children may also bring a soft comfort item from home for rest time only.

### **Infant Sleep Time**

- This time occurs either on demand when the infants are tired or at a scheduled time in our day.
- Infants younger than 12 months must be placed for sleep in a manner consistent with the recommendations set out in the document "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada" published by Public Health Agency of Canada unless the child's physician recommends in writing otherwise. It is recommended that Infants be placed on their backs to sleep. The Chestnut Tree Preschool is obligated to ensure all children are placed for sleep in a manner consistent with these guidelines. Should a child's family doctor recommend that they be placed to sleep on their stomach or their side, a doctors note will are required and an Individual Support Plan will be completed.
- Each child has their own individual crib in a separate sleep room, which protects the sleeping child and consistently provides each child with a personal, familiar sleeping place.



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- Parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled at The Chestnut Tree Preschool, upon transition to another classroom or upon a parent's request. Parents are requested to complete a Sleep Monitoring Policy form outlining your Child's Sleep Preferences at the time of enrolment.

### **Sanitary Procedures**

Our objective is:

- To provide a safe and clean environment for all our children, staff, volunteers & students
- To instil good hygienic practices.
- To ensure that spread of disease and bacteria is minimal.

Single service paper towels, liquid soap, and disposable drinking cups will be available. Children's clothing will be changed if they become wet or soiled during the day. Carpets and floors are cleaned daily. Tables used for eating will be disinfected before and after each use. Each child will be provided with their own sheet and blanket for rest time. Bedding will be laundered weekly or more often if required. In cases where two or more part time children share a cot or crib, the sheets will be changed between children and the cot or crib disinfected. Sheets and blankets should be laundered and cots or cribs disinfected when a child develops an infectious illness or communicable disease. All adults wash their hands before handling food, after going to the washroom, sneezing and wiping a child's nose. Children wash their hands after each toilet use and before handling food. Toys and play shelves are disinfected on a regular basis. Washrooms, including sinks and toilets are sprayed and disinfected on a regular basis after each washroom routine.

### **Diapering Procedures**

A change table is provided, with a safety ledge and washable pad. Individual cubbies / baskets are provided for each child's diapering creams, diapers etc.



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Soft disposable cloths are used for washing child. Diapering protocols is posted at each diapering station

## **Head Lice**

Learning that your child is being dismissed due to a head lice infestation can be distressing. We would like to reassure parents that head lice do not necessarily reflect unsanitary households, schools or neglected children.

If you suspect that your child has head lice, examine the head carefully; look for tiny, dark coloured or white nits (eggs) that will be attached to the hair shaft. To check, examine the hair behind the ears, forehead area and nape of neck. Use a well lit area close to a window so you have natural light. Part the hair in small sections with a comb and look at the scalp and hair shafts. A magnifying glass can be helpful. You may see the lice but most often you just see the eggs/nits. If you find evidence of head lice in your child, please notify the school immediately. Children may not return to the school without proper treatment. A signed copy of the lower section of the “Niagara Public Health, Letter to Parent” must be returned to the centre when your child returns to classes. The child must be free from all lice/nits (dead or alive) before returning to school. Children absent for more than 3 classes and having head lice treatment for 7 to 10 days or more require a doctor's note to return to classes indicating they are lice, eggs and nit free. We need to have the cooperation of all parents in the school. All parents of the group will be notified with a “Head Lice Alert” notice when there is a case of active Head Lice.

### **Preventing New Outbreaks.**

As a preventative measure, we like to remind parents of the importance of screening often, detecting head lice and nits as early as possible, removing them safely and effectively and continuing to screen as part of your routine hygiene, will help to prevent New Outbreaks and a NO Nit Standard in our classrooms.





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## Tick Prevention

Populations of ticks are exploding across Southern Ontario and Public Health officials say Lyme disease is expanding with it. Ticks found in Southwestern Ontario and other nearby regions carry germs that can transmit disease and make people sick. The most common illness caused by ticks that bite and are attach for more than 24 hours is Lyme disease.

As a precautionary measure, we here at The Chestnut Tree Preschool have implemented several strategies to help keep our preschool friends safe from ticks.

- our playground is professional treated & sprayed twice sometimes three times a years in both the Spring and the Fall.
- we keep our grass in the playground short and trimmed to discourage their desire to inhabit
- if necessary, a barren trench can be dug surrounding the fenced area to prevent ticks from crossing any tall grass or fields into our space
- ticks do not like citrus, so we spray a natural lemon and water solution as a normal routine during our daily safety checks of the playground in and around the perimeter of the playground
- our staff do regular visual checks of the children after each visit to the playground.

In the event that we encounter a tick on your child, the tick will be removed, first aid will be administered and a notification will be set home to you with your child.

## Smoke-Free Legislation

A reminder to all parents, that smoking is prohibited in the school and playground area whether children are present or not. No smoking signs will be posted at all entrances and exits of the school, including the washrooms. No smoking applies to any one on the premises, parents, staff, volunteers, students, other visitors.



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## **Your Child's Toys**

Our centres have a variety of age-appropriate toys and activities for your child to enjoy, and children are encouraged to share as part of their learning experience. We ask that children keep their own toys at home. Designated Show and Share or Star Student days allow your child to bring in a special toy from home on that day to talk about at group time.

## **Outdoor Play**

The importance of outdoor play for children cannot be overstated. An inviting natural setting inspires children to play outside, and will improve their social and psychological health. As a natural classroom, being outdoors with birds, butterflies, bees and bugs and allowing children the hands on experience of their natural environment will benefit children by developing a lifelong appreciation for the beauty and wonder of nature. Outdoor play is also key to children's physical health and development of gross motor skills. Playing outdoors provides the children an opportunity to climb, jump, balance, explore and learn in the moment, based on their interests. Our Program provides for 2 hours daily of outside play (weather permitting)

Children who have fun outdoors will get dirty.



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## Infant Outdoor Play

- This area includes equipment that encourages movement, objects that flutter in the wind, a variety of crawling surfaces, water play materials and items that are visually stimulating.
- The educators provide loose materials for children's comfort and play. They ensure a variety of experiences for non-mobile infants.
- Nature is observed with the children.
- Occasionally stroller walks in the neighbourhood or the grounds are provided.

## Field Trips

Throughout the year, occasionally trips are made to special places of interest for our preschool children's group (only). A notice will be posted and sent home in advance of the excursion informing you of the destination, time, date and any cost involved. It will also include a permission slip to be signed and returned to the school. You are welcome and encouraged to accompany us. Siblings may attend if space is available and providing that they are 5 years of age or younger and any additional cost must be covered by the parents. Adequate supervision for the additional children is the responsibility of the parents. If parents do not wish their child to participate in a particular field trip, please notify the Administrative Supervisor for alternate arrangements to be considered.

## Clothing, Possessions

Please label ***all*** clothing, bottles and possessions that come from home. Your child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothes should be kept in the child's school bag in case of accidents. Also all clothing and toys should be labeled with your child's name. Please remember that children should wear comfortable and safe footwear. Shoes or sandals should fit snug to the feet to prevent accidents and injury in the classroom.



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## **Staff Overview**

We value our staff and consider them to be our greatest asset. Our excellent RECE's have substantial experience and many of our staff have been with the Centre for over 15 years.

### **Our Program Staff**

We have a staff of 17, including an Executive Director who oversees the operations of the Centres along with our Board of Directors, a Director of Finance, Administrative Supervisor that oversees all administrative registration matters in both centres, 3 Program Supervisors and our classroom teachers. Our Supervisors and classroom teachers are Registered Early Childhood Educators (RECEs) and members of the College of Early Childhood Educators, offering the highest quality of care to our children and families. Additional Non-Registered Teaching staff hold various diplomas and certifications in the childhood sector including Educational Assistant (EA), Special Needs and Primary Teaching Degrees. Our staff are given the opportunity for ongoing professional development and are all certified in Basic First Aid and CPR/AED including Infant CPR. Vulnerable Sector Police Screening and up to date Immunization.

Our kitchen staff is also a valuable part of the program. Meals and snacks are planned by the Program Supervisor in consultation with the Executive Director and according to provincial legislation.

### **Supervision of Volunteers and Students**

No child is supervised by a person under 18 years of age; Only employees will have direct unsupervised access to children. Volunteers and students will not be counted in the staffing ratios. Prior to beginning their placement, all volunteers and students will receive an orientation from the Supervising RECE Teacher, regarding all policies and procedures, program philosophy and the needs of individual children. Volunteers and students are supervised by an employee at all times and are not permitted to be alone with any child.



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## **Roles and Responsibilities**

### **Supervisor:**

- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.
- Provide an orientation (see above) to all volunteers and students who will be providing care or guidance to children at the centre as well as ongoing mentoring, support and monitoring.
- Designate a lead RECE for each group of children in the centre who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.
- Ensure Volunteers & Students are supervised by an employee at all times
- Ensure Volunteers & Students are not permitted to be left alone with any child

### **Volunteers and Students:**

- Attend initial orientation session to receive training on the Program Statement and policies of the organization.
- Review all required policies, procedures and documentation before they begin to provide care or guidance to children at the centre and where applicable, at least annually afterwards.
- Participate in an orientation with the supervisor before they provide care or guidance to children at the centre.
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
- Assist in the set up daily routines to take advantage of embedded learning opportunities.



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- Recognize and build on emergent and early literacy and numerical activities. Encourage children’s representation of their experiences.
  - Use observations to expand play and plan activities that recognize individual differences.
  - Follow the agency’s procedures for maintaining health records, hygienic routines, washroom routine, child staff ratio, daycare precautions and administering medication and first aid
  - Monitor the indoor and outdoor environment for hazards and report your findings to the Supervisor.
  - Assist with the set up and putting away sleep cots.
  - Assist with housekeeping duties, maintaining a clean and orderly environment including health & safety cleanliness (ie, tidying kitchen, bathroom, playroom and outdoor play space)
  - Other duties as assigned.

### **Operator:**

- Ensure that the operator’s insurance covers volunteers and students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.

### **Employment Opportunities**

The Chestnut Tree Preschool is always looking for upbeat, professional Registered Early Childhood Educators for Part time/Casual Supply work.

When hiring Registered Early Childhood Educators, we require the following:

- RECE positions require an ECE Diploma or Degree from a recognized college or university, in good standing with the College of Early Childhood Educators
- Experience working with young children and families;



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- An eagerness and ability to work with all age groups from Toddler to Preschool;
  - Must be professional, with strong written and verbal communication skills;
  - Effective interpersonal and team work skills;
  - A clear Police Records Check which includes Vulnerable Sector Screening;
  - Must have flexible hours to accommodate supply work;
  - Must have valid Standard First Aid with CPR C (infant/child CPR)
  - Current medical (record of necessary immunizations)

\*If you are interested in supply teaching at our Child Care Centre, please email your resume to [hireme@chestnuttreepreschool.com](mailto:hireme@chestnuttreepreschool.com) or call 905-309-1000

### **Community Partnership**

We view our community as a valuable resource and our educators plan learning opportunities to engage the community and parents in our programs. We seek out opportunity to share our knowledge and to learn from others in the community. The Chestnut tree Preschool works closely with local community agencies and partners in order to support the children's development and families in our programs.

### **Parent Participation & Communication**

At the The Chestnut Tree Preschool, we believe strongly that Child Care is a shared responsibility between parents and Child Care staff. We know it is important to your peace of mind to have regular information about your child's experiences. As well, your participation and input are valuable to your child and the centre. This is not always possible in the rush of the morning drop offs and evening pickups. Your centre provides the following opportunities to ensure communication and information between parents and staff.





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## **Open Communication**

The Chestnut Tree Preschool Child Care staff have a commitment to provide an environment that fosters your child's growth and learning and staff are pleased to share information with you daily. If you feel that your child's needs are not being met, we encourage you to express your concerns to your Child Care Supervisor.

## **Family Events**

You are encouraged to visit and participate in our programs and special events, such as Family Socials, Open Houses, and The Chestnut Tree Preschool events whenever possible. Please read the newsletters, bulletins, and The Chestnut Tree Preschool website for information.

## **Newsletter**

Monthly newsletters will be distributed outlining news and special events at your centre. Your suggestions and comments are welcome!

## **Evaluation**

Parents are encouraged to complete our annual Parent Satisfaction Survey, which is confidential. Feedback and suggestions are welcome any time, as well as requests for a parent-teacher meeting.

## **Focus Groups**

The The Chestnut Tree Preschool seeks parent input to plan, develop new ideas, and improve services through a variety of ways including Parent Focus Groups. The focus group provides a venue for parents to be involved, provide advice, and act as a sounding board as the The Chestnut Tree Preschool strives to improve and expand its service to our community.

## **Parent Issues and Concerns Resolution Policy**

At The Chestnut Tree Preschool we recognize that our engagement and communication with parents and guardians helps a child to feel a greater sense





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of belonging and is key as we strive to build relationships with our The Chestnut Tree Preschool families.

The Chestnut Tree Preschool is committed to finding resolutions to issues and concerns that may arise for families while participating in The Chestnut Tree Preschool Child Care. We are committed to engaging with families and addressing their concerns in a timely manner, and all efforts will be made to resolve concerns within The Chestnut Tree Preschool policies. During this process confidentiality will be maintained at all times. Maintaining necessary documentation and reports is an important aspect of the process, and will also remain confidential.

#### **Resolution Process**

- Parents/Guardians are encouraged to share their concern with the Centre Supervisor or directly with staff at the child care centre. Staff will bring the concern to the Supervisor.
- If the Supervisor receives the information through a third party, he/she will contact the parent/guardian within one business day.
- Centre Supervisor gathers information and determines if he/she can provide a solution to the concern or issue within two business days of initial contact.
- Centre Supervisor contacts the parent to resolve the concern. If the process for resolution is extended, the parent/guardian will be informed.
- If the Centre Supervisor cannot provide resolution to the conflict, the information will be shared with the General Manager for advice on how to proceed.



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- The General Manager will determine if the conflict needs to be brought to the attention of another manager who will review the information and provide direction and/or advice regarding resolution.
  - Follow up with the parent/guardian will take place within two business days of the information being shared with a General Manager.
  - If the parent/guardian is not satisfied with the resolution or information as presented to them, they may request that the concern be escalated to the next level of leadership. (Centre Supervisor - General Manager - Executive Director - Board Chair - Board of Directors) The Chestnut Tree Preschool staff will provide the parent/guardian with the requested contact information.

### **Detailed Approach Policy**

#### **Purpose**

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

#### **General**

Parents/guardians are encouraged to take an active role in our child care agency and regularly discuss what their child(ren) are experiencing with our staff and child care providers. 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.

All issues and concerns raised by parents/guardians are taken seriously by our Board of Directors and Management Team 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.



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An initial response to an issue or concern will be provided to parents/guardians within (5 business day(s) or as soon as reasonable possible. 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, child care providers, other persons in the child care premises, 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 agency embrace our professional code of conduct and maintains high standards for positive interaction, communication and role-modelling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the head office.

### **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*.

For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaaid/reportingabuse/index.aspx>



## Detailed Approach Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/ Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/ concern:
<p><b>Program-Related</b> E.g: schedule, toilet training, indoor/outdoor program activities, menus planning etc Classroom activities, class curriculum, Friendship issues,</p> <p><b>Chid Behaviour Incident of Bullying, Biting or Harassment</b></p>	<p>If you have concerns about your child's care, your <b>first step</b> is to talk to the staff directly or our Program Supervisor.</p> <p>You should:</p> <ul style="list-style-type: none"> <li>• schedule a time with our program staff to talk about your concerns</li> <li>• be clear about what's being said (if you need clarification or have concerns about our staff's response, ask her to explain it further</li> <li>• be clear about the topic or issue you want to discuss</li> <li>• focus on the things that are genuinely affecting your child</li> <li>• always remain calm and remember you may not have all the facts relating to the circumstances of the topic or issue you wish to discuss</li> <li>• think about what would be an acceptable outcome for you and your child</li> <li>• arrange a follow-up meeting (if necessary)</li> <li>• be informed; check the relevant legislation, guidelines and options available provided by the Ministry of Education</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised; or</li> <li>- arrange for a meeting with the parent/guardian within 5 business days or sooner depending on the nature of the concern.</li> </ul> <p>Document the issues/concerns in detail.</p> <p>Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/ concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p><b>General, Agency- or Operations-Related</b></p> <p>General Enquiries Administrative Matters, School Fees / Payment, waitlist and placement</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> <li>- Administrative Supervisor or Enrolment Co-ordinator</li> </ul>	



Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/ Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/ concern:
<p><b>Provider-, Staff-and/or Licensee-Related</b> E.g: conduct of provider, agency head office staff, etc.</p> <p>Complex child issues,</p> <p>Staff Members, School Policy, School Management.</p> <p>Child Discipline Suspensions &amp;/or Expulsions</p> <p>Critical Incidents</p> <p>Staff conduct or performance</p> <p>Other criminal matters</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Program Supervisor</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Relative Executive Board Member</li> </ul> <p>All issues or concerns about the conduct of the provider or staff that puts a child's health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/ concern is initiated by the appropriate party within 5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p><b>Related to Other Persons at the Home Premises</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- Program Supervisor/Director</li> </ul> <p>All issues or concerns about the conduct of other persons in a child care premises that puts a child's health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	



Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/ Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/ concern:
<b>Student- / Volunteer- Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the person responsible for supervising the volunteer or student</li> </ul> or <ul style="list-style-type: none"> <li>- Program Supervisor/Director</li> </ul> <p><b>Note:</b> All issues or concerns about the conduct of students/volunteers that puts a child's health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to [info@chestnuttreepreschool.com](mailto:info@chestnuttreepreschool.com)

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 must be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Contacts:**

**The Chestnut Tree Preschool Inc,** 14 Ontario Street Grimsby On L3M 3G9  
 Head Office:905-309-1000, Fax: 905-643-0869 Email: [info@chestnuttreepreschool.com](mailto:info@chestnuttreepreschool.com).  
 Attn: Executive Director, Board Chair

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

Niagara Public Health, Childcare Branch 1 800-263-7248, Local Police: 905-945-2211,

Ministry of Environment 1-800-263-1035 , Ministry of Labour 1-800-263-7260 ,

Fire & Rescue Department (905) 945-2113 Grimsby, (905) 563-8205 Lincoln

College of Early Childhood Educators,(416) 961-8558



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## **Parking**

A parking area is provided at the front/Rear of the building of the pre-school entrance. Whether you are dropping your child off or staying to help with the days activities, please be certain to respect disability parking spaces, even if you are only going to be there a few minutes. Please ensure you do not leave unattended children in the car or do not leave your car running unattended.

## **Fundraising**

Our centre participates in approximately three fundraisers a year. This is entirely voluntary. All proceeds are used to buy new equipment for the children in the centre; the money does not offset wages or other expenses. We also request through our monthly newsletter an annual wish list to all parents, for those families that would like to make a donation of toys, materials, equipment, books, etc.

## **Video Recording/Pictures**

Staff frequently use a camera to capture the wonderful moments that your child has. In addition, video recording may occur for staff training or promotional purposes. Written consent for your child to be photographed or recorded must be received and on file prior to any photographic event. Consent forms are included in the registration package.

## **How Does Learning Happen At Our Centre?**

The Registered Early Childhood Educators at the Chestnut Tree Preschool strive to create a safe and positive environment that enhances all developmental areas of the toddler and preschool child: Cognitive, Physical (large and fine motor) Language (expressive and receptive) Emotional and Social. The teachers plan each activity and learning centre with every child's needs, developmental levels and the fundamentals of early learning in mind.



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## Early Learning Environments

### Children's Daily Schedule

We acknowledge that each child grows, develops and learns differently. This is why we believe that providing an active, playful approach to learning is the key to meeting each individual child's needs. We aspire to create a warm, nurturing and safe environment where your child can grow and trust. We are ready to give all of the children in our care the best head start for future accomplishments! Our session includes

- fine motor skills
- gross motor skills development
- active indoor and outdoor play
- sensory and dramatic play
- story time, puppets, music sessions
- language (Literacy & Numeracy)

Each daily outside time can include a neighbourhood walk and outside natural experiences in our playground.

#### **(a) Infant Session:**

Our Infant room has a 3:1 ratio with a maximum capacity of 6 infants and a consistent Early Childhood Educator, as their primary caregiver.

Our Infant program provides learning activities that are developmentally appropriate by stimulating the Infants through an enriched learning environment. The children are able to learn freely at their own pace through play and activities. Discovery is based on children's own experience and understandings. Infants are given opportunities to explore and discover with hands-on experiences through creative, fine motor and gross motor activities.

We also provide the following in our Infant classroom





- 
- Separate sleep room
  - Clean and safe environment
  - Outdoor play area
  - Stroller walks
  - Seasonal menus
  - Music program
  - A stimulating setting that encourages exploration and learning
  - Age appropriate interactive toys that develop gross motor skills
  - Nurturing Educators support and encourage your child to explore their surroundings.

❖ **Things to bring:**

- A blanket and cuddly toy for nap time
- Diapers (4-6 a day)
- Pictures of your family for our family board
- Two changes of clothes, including pants, t-shirt, socks
- Shoes or slippers, with rubber non slip soles to wear inside
- Clothes for outside....boots and rain coats for rainy days....warm boots, snow pants, scarf and extra mittens for snowy days
- Sunscreen (provided by you the parent) and hat for sunny days (May 1st to October 1st)

❖ **Typical day for a Infant**

- Children may be dropped off between 7:30-9:00am
- Morning drop off Free Play
- Hand washing for am snack / bottle or formula
- Diaper Changes
- Music Circle / Book Circle First Nap



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- 9:00 Walk / Outdoor Time
  - 10:00 Creative/ Sensory Activities Fine Motor & Gross Motor Activities Small Group Play
  - Nap/ Rest Time Diaper Changes
  - 11:00 Lunch,
  - Diaper change, Clean up, Free Play
  - Naps
  - Indoor activities and story time for children who are not sleeping
  - PM Snack / bottle or formula
  - 3:30 Diaper Changes Small and Large Group Play
  - Walk / Outdoor Time
  - Free indoor Play & Activities
  - 3:30 - 5:30 Afternoon Pick Up

Please check your child's daily logbook posted outside the infant classroom. This will give you information about what they ate at lunch, their nap-time and their bathroom routine for the day. Also check the message board on a daily basis; this is located on the parent board in the foyer. We ask that you refrain from bring backpacks or diaper bags as there is limited space in the cubby area. A change of clothes and personal items will be stored in a basket in their cubby.

### **Toddler Session:**

Our toddler room has a 5:1 ratio with a consistent Early Childhood Educator, as their primary caregiver.

Research has clearly shown that rapid development is happening in the first two years of life. From this, we knew that in developing our new toddler program, it was essential that we provide stimulating activities to encourage optimal development at this age. Each session will focus on fine motor, gross motor activities both inside and outside. Sensory and science, language and numbers, creative arts and dramatic play time will be included daily. Our



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language & numbers program features wonderful material developed with early years learning in mind.

❖ **Things to bring:**

- A blanket and cuddly toy for nap time
- Diapers (4-6 a day)
- Pictures of your family for our family board
- Two changes of clothes, including pants, t-shirt, socks
- Shoes or slippers, with rubber non slip soles to wear inside
- Clothes for outside....boots and rain coats for rainy days....warm boots, snow pants, scarf and extra mittens for snowy days
- Sunscreen (provided by you the parent) and hat for sunny days (May 1st to October 1st)

❖ **Typical day for a toddler:**

- Children may be dropped off between 7:30-9:00 am
- 7:30 am: toddler room opens and the children meet up with their friends to explore the activities in the room
- 8:45: Snack time, and talk about the day
- 9:00 to 11:00am: Outdoor time, stories, songs, water play, sensory play, creative's
- 11:10: Prepare for lunch time
- 11.20am: Lunch time and time for great conversations!
- 12:00pm: Children put their dishes away, wash their hands and face and get ready for naptime.
- 12:00 to 2:00pm: Nap time



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- ❑ 2:00pm: As the children wake up they begin activities set up in the room. Once everyone is awake, some children will experience creative's, sensory play, play dough etc.
  - ❑ 3:00pm: Snack time and get ready for outdoor play.
  - ❑ 4:00pm: We come back inside and play in all the different areas.
  - ❑ 5:30pm: We are closed until tomorrow.
  - ❑ Children may be picked up between 4:00–5:30pm

Please check your child's daily logbook posted outside the toddler classroom. This will give you information about what they ate at lunch, their naptime and their bathroom routine for the day. Also check the message board on a daily basis; this is located on the parent board in the foyer. We ask that you refrain from bring backpacks or diaper bags as there is limited space in the cubby area. A change of clothes and personal items will be stored in a basket in their cubby.

### **Pre-School Session:**

Our preschool room has an 8:1 ratio with a consistent Early Childhood Educator, as their primary caregiver.

Each session shall begin with a small group time. The pre-school environment is safe and child enriched with natural materials. Children are provided with plenty of opportunities to express themselves through creative art media and dramatic play. Cognitive games and toys are available for children to increase their intellectual skills. Physical needs are satisfied through a variety of climbing and gross motor equipment both inside and outside. Children have the opportunity to socialize and interact with peers and learn positive ways of dealing with conflict situations. If possible the children take field trips that correspond with the season, and while doing so learn more about their community and natural environment.

Attending pre-school helps children to become more independent, learn more about their peers and other families while increases all aspects of experience



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that children who attend pre-school are well prepared for kindergarten. They learn many life skills such as putting on their own boots, an item that will help them through their day. Each session will close with a goodbye song to leave the children humming.

❖ **A Typical Day for a Preschooler:**

- ❑ 7:30am to 8:45am: morning snack is served, children meet up with their teacher and friends and can explore the classroom.
- ❑ 9am to 11:00am: Children will explore outdoor play, creative time, circle time, water play, play dough, dramatic play, stories, block play, music, puzzles, puppetry, project work and science.
- ❑ 11:30am: Lunchtime and great conversations
- ❑ 12:00pm to 2:00pm: Nap time for some, rest time for others. Activities are set up for children as they wake up followed by snack and outdoor play until 4pm.
- ❑ 4:00 to 5:30pm: Free play and activities, child led and teacher facilitated
- ❑ 5:30pm: Centre is closed

Please check your child's daily log posted in their classroom. This will give you information about what they ate at lunch and their naptime.

**Reminders:**

- Our program starts at 9:00am which includes special curricular activities and creative arts. Arriving early will ensure that your child takes part in all classroom activities and avoid disruption to the programs taking place.
- Make sure that you provide extra clothing in your child's cubby at all times. Please label all of your children's belongings. This reduces the



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chance of items being lost. Please send inside shoes for your child during the winter months as they will need to change their boots for outdoor play. Don't forget to supply us with diapers, wipes and a sleep blanket in a storage bag. Sleep blanket will be sent home weekly to be washed.

- Please have your child come in with a labeled bottle and labelled Sippy cup each day that goes home each night to be washed ☺ .
- During the warmer seasons please bring sunscreen and a hat. In the winter time please bring in spare mittens, socks and snow pants and hat.
- Blanket for sleep time.

### **Prohibited Practises**

**Under section 48 of the Child Care and Early Years Act the following are prohibited practices and are grounds for dismissal:**

- a) corporal punishment of the child;
- b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- c) locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;



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- e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
  - f) inflicting any bodily harm on children including making children eat or drink against their will.

### **Guiding Children's Behaviour**

We believe that children respond best to positive direction, encouraging language and tone of voice from adults. Educators build positive relationships with children by:

- Praising and encouraging positive behaviour
- Teaching children new skills
- Setting rules that are consistent and fair, adjusting expectations to the child's developmental level
- Responding to inappropriate behaviour immediately by using positive guidance strategies (e.g. modeling appropriate behaviour, redirection, ignoring, offering choices, and learning from natural consequences)

### **Developmental Screening**

As a standard of practice within our operations, all children (birth to five years of age) are screened using a developmental screening tool (DISC Preschool Screen, or DPS) with parental consent, which determines if children are developing appropriate to their age. It helps staff identify children who may be in need of extra support for healthy development. This screening tool also helps Niagara child care support workers to identify children who may benefit from additional supports for healthy development. You will be asked to sign a consent form indicating whether or not you would like to have your child screened.

### **Playground Safety**

The Chestnut Tree Pre-School and Day Care Centre strives to provide a safe outdoor play space for all our children & staff. Proper shoes must be worn on the climber- running shoes or shoes with a rubber sole. No sandals or dress



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shoes will be worn. Once outside, staff will ensure that the children are using the equipment and toys properly. Rules of play will be reviewed with children seasonally and as needed. The gate to the playground will be closed at all times.

A separate outdoor play space is provided for infants. This area includes equipment that encourages movement, objects that flutter in the wind, a variety of crawling surfaces, water play materials and items that are visually stimulating.

- The educators provide loose materials for children's comfort and play. They ensure a variety of experiences for non-mobile infants.
- Nature is observed with the children.
- Occasionally stroller walks in the neighbourhood or the grounds are provided.

### **In Case of Emergency / Serious Occurrence**

When a serious occurrence is deemed to have taken place and following the submission of an Initial Report to the Ministry of Education a Serious Occurrence Notification Form will be posted on the parent board **within 24 hours of becoming aware of an occurrence** and updated with additional information such as additional actions taken or resolutions results.

Any injury to a child which occurs while participating in school services, this could include, but not be limited to the following:

- unconsciousness
- fracture of a bone
- stitches
- loss of a tooth
- concussion





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the staff will immediately assess situation and use appropriate first aid treatment, or seek emergency medical attention if needed. Our qualified staff will contact the parent or emergency contact if required.

Where immediate emergency medical attention is needed a staff member will call an ambulance. If parent or guardian has not arrived, a staff member will accompany the child to hospital and remain until parent/guardian arrives.

All staff of The Chestnut Tree Pre-School are currently trained in First Aid & CPR

### **Emergency Management and Crisis Policy**

The Chestnut Tree Preschool programs have an Emergency and Crisis Management Procedures & Policy in place. In case of an emergency, parents and guardians will be contacted by phone, using numbers as supplied by parents/guardians through centre registration and emergency contact information.

### **Fire & Safety Procedures**

**The Chestnut Tree Pre-School Inc** is committed to:

- provide a safe environment for all our staff and students
- ensure all staff members responsibilities are clearly outlined.
- ensure that children are familiar with our evacuation procedures.

#### **Fire Policy and Procedure:**

- A written procedure approved by the fire department is in place outlining the duties of each member or the staff in the event of a fire.
- All staff, students and volunteers must read and understand their duties and responsibilities in the event of a fire before commencing work.



- A written Fire Safety Plan indicating the fire procedure and evacuation routes will be posted in each room in a conspicuous place indicating the emergency exits.
- A fire drill will be conducted at least once a month.
  - Fire drills will be conducted in the same manner as if there were a fire.
  - All staff and children shall participate in the drills.
- A written record will be kept in the office of all fire drills and all tests of fire protection equipment and each of these records will be retained for at least two years from the date of the drill and test.
- In the event of an evacuation/ emergency, our designated place of:
  - **All classes will meet in the rear parking lot of the school**

### Shelter

Emergency Evacuation Shelters		
Grimsby Center	Beamsville Center	Lincoln Manor
11 Ontario St, Grimsby	14 Ontario St, Grimsby	4317 Central Ave Beamsville
Chestnut Tree Preschool	Chestnut tree Preschool	Beamsville District Secondary School



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### **During an Emergency:**

Other staff members should:

- At the sound of the alarm, the teacher will direct the children to stop what they are doing and go to the door nearest to the designated emergency exit.
- The teacher will take the daily sign-in and/or attendance books and emergency contact cards and any medications and evacuate the children in your charge through the designated emergency exit, to a safe distance away from the building. (for example: to the property perimeter or the opposite side of the parking lot)
- Count and check the number of children to the attendance records and verbally report the number of evacuated children and staff to the Director or designated supervisor.
- All staff members are responsible for supervising any other children who may be delegated to their care during an emergency. The teacher will continue to supervise the children outside until notified by the supervisor or designate that it is safe to go back into the building.
- If required the designated supervisor will lead the children to the designated shelter or call the bus company to send the closest bus to the school.
- Contact the Director, if not on the premise.

### **Designated Supervisor should:**

- If possible, search the premise, including washrooms, closets, and other hiding places for children
- Ensure that all the duties of the other staff have been fulfilled
- Close all classroom doors ensuring that everyone has vacated the building.



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- If required, ordering and supervising the evacuation to the designated shelter, until parents can be notified.

### **Fire Drills**

- Fire drills are conducted at least once a month and as often as necessary to ensure that all staff and children are familiar with the procedures.
- Fire drills will be conducted in the same manner as if there were a fire.
- All staff and children shall participate in the drills.
- The Fire Department will be notified prior to conducting the drill and when the drill is complete.
- The Supervisor shall ensure that the fire alarm system is reset to a normal condition prior to notifying the Fire Department that the drill is conducted.

### **Privacy Statement**

As a charitable, non-profit community-based corporation, The Chestnut Tree Preschool Inc., of Niagara is committed to protecting your right to privacy. The personal information you share with the The Chestnut Tree Preschool will be kept confidential and used to support the work of the The Chestnut Tree Preschool, your family and your children. For further privacy information, please visit our website at [info@chestnuttreepreschool.com](mailto:info@chestnuttreepreschool.com)



## Nursery Treasure List

### NURSERY TREASURE LIST

You may not know it, but things you throw out would be a real treasure to the preschool.

<b>CREATIVE WORK</b>	<b>GLULNG &amp; CARPENTRY</b>	<b>SAND &amp; WATER</b>	<b>UTENSILS</b>	<b>NATURE</b>
furs fancy paper cloth confetti string sequins netting eggshells tissue velvet felt gift wrap wool ribbons plastic lace satin raffia flowers	wood scraps cardboard floor tiles wood shavings chair rungs pine cones boxes calendar rolls toilet rolls scrap jewelry spools golf tees corks meat skewers dowels pill boxes spoons toothpicks	plastic bottles ice cream containers plastic cups honey squeeze bottles detergent bottles toy cars no wheels	pots spoons jelly molds sieves egg beaters funnels cookie cutters	pine cones chestnuts seed pods bird photos acorns seeds cocoons nests leaves magnets berries postcards animal pictures



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## Contact us

Have a comment? Need an answer? We want you as parents to know that if you ever have any questions, concerns or would like to share a compliment with us we invite you to reach out to us. If your child is going to be away we kindly ask that you let us know...voice mail is available 24/7. Please call free to call and leave a message. If you would like to put your comments in writing you can e-mail us at [info@chestnuttreepreschool.com](mailto:info@chestnuttreepreschool.com) or use the lock box at the front of the school or our postal service address:

Our contact information is:

Grimsby	Beamsville	Lincoln Manor
14 Ontario Street	5407 King Street	4329 Ontario St
Grimsby, Ontario	Beamsville, Ontario	Beamsville, Ontario
L3M 3G9	L0R 1B3	L0R 1B0
905-309-1000	905-563-5311	289-566-9098

We welcome your invaluable feedback.

This parent handbook is readily available for all families interested in care.(hardcopy and or online via website)

In closing, we hope you find this parent guide informative and helpful. It is important to the staff of our Centre that you are clear on the information printed so that you and your child get the most out of this experience. Please return this manual at the end of the school term to help reduce the cost of producing enough for the following year.

Again, welcome to The Chestnut Tree Preschool and thank you for your interest, involvement and support of our community preschool.

**Sincerely,**  
**The Chestnut Tree Preschool**