

Welcome to
North Dumfries Preschool
Co-operative Inc. (NDPCI)

Family Handbook
2026-2027



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Introduction

Welcome to the North Dumfries Preschool Co-operative Inc. (NDPCI)!

For the 2026–2027 school year, we are pleased to offer an extended preschool program that supports the holistic development of children in Ayr and surrounding areas. Our program is guided by flexible, interest-based curriculum practices and grounded in a strong pedagogical philosophy that values each child as competent, capable, curious, and rich in potential. We provide learning experiences that promote physical, social, emotional, cognitive, and communication/language development for children from 30 months to 4 years old. Our program reflects the principles outlined in *How Does Learning Happen?*, a pedagogical document provided by the Ministry of Education and the Government of Ontario, which emphasizes belonging, engagement, expression, and well-being.

NDPCI operates five days per week, Monday to Friday, from 8:30 am to 1:00 pm, with two program options:

Full-Time Preschool: Monday-Friday 8:30 am to 1:00 pm

Part-Time Preschool: 3 Day: Monday, Wednesday, Friday or 2 Day: Tuesday, Thursday

Please note: Priority placement is given to families requesting full-time enrollment. Part-time spaces are limited and offered based on availability.

A co-operative is an organization owned and maintained by families on a not-for-profit basis, working together for a common purpose. At NDPCI, that purpose is to provide children with meaningful, high-quality early learning experiences. Educators collaborate with families, children, and community members to establish authentic relationships and ensure a positive learning environment.

Being part of a co-operative offers families a unique opportunity to shape their child's learning experiences in a hands-on way. The community created between children, families, and staff is built on care, trust, communication, and shared engagement in learning

Board of Directors and Staff

The North Dumfries Preschool Co-operative Inc. is governed by a Board of Directors composed of parent members who support the operation and strategic direction of the preschool.

Board members may be contacted using the following email addresses:

President – president@ndpci.ca

Treasurer – treasurer@ndpci.ca

Secretary– secretary@ndpci.ca

Director of Fundraising – fundraising@ndpci.ca

Staff Team

Administrator – Melanie Wyse – admin@ndpci.ca

Preschool Supervisor (RECE) – Laurie Charlton – supervisor@ndpci.ca

Support Staff – Caitlin Maltais

Support Staff – Erin Moco

We thank families for choosing NDPCI for the 2026–2027 preschool year. We look forward to building positive relationships with children and families and supporting each child's early learning experience.

— NDPCI Board of Directors and Staff

Program Statement

At North Dumfries Preschool Co-Operative, we believe that all children are curious, competent, capable and full of rich potential. Our program is guided by the principles outlined in "How Does Learning Happen?" (2014) and Early Learning for Every Child Today (ELECT, 2007). The core of our program is centered on play-based learning- we believe that children learn best through play.

Educators frequently engage in the cycle of observation, assessment, planning, implementation, and reflection. They observe and provide materials and experiences that connect directly to children's interests.

Our programming is structured around the four foundational principles outlined in How Does Learning Happen? that support children's growth and development: Belonging, Well-Being, Engagement, and Expression. These foundations reflect a vision for all children's potential and guide what they should experience each day. A focus on these

foundations throughout all aspects of early years programming supports optimal learning and healthy development.

The North Dumfries Preschool Co-operative Inc. reviews its program statement annually to ensure alignment with current Ministry and regional guidelines.

The Four Foundations:

Belonging refers to a sense of connectedness to others, an individual's experience of being valued, the formation of relationships, and opportunities to contribute as part of a group, community, and the natural world. How we incorporate belonging into our program:

- NDPCI sends out regular communications to parents through our Brightwheel App and monthly newsletter. We keep parents up to date on classroom happenings, fundraising, and much more.
- Direct parent/educator interactions at drop off and pick up times. Parents are welcome to stay with their child and are encouraged to share any questions and/or concerns with educators.
- Parent/teacher meetings to discuss child development and other matters of interest, either by family or educator request.
- We encourage children to interact in a positive way and support their self-regulation by offering play provocations that lend themselves to children playing in both groups and independently. Staff aid with conflict resolution by modeling safe and effective strategies for children. This is accomplished through modeling empathy, classroom tools such as books, and group conversations.
- Fall and Spring AGMs are organized to update parents on the progression of the preschool, our goals for the year, fiscal responsibilities and much more. This allows the chance for every family to contribute to the operation of the preschool and to have their voices heard.
- Evaluating classroom and staffing needs where necessary to accommodate students that require additional support. This will help them to integrate into their classroom setting with added support recommended by our community contacts (Within financial limits, staffing availability, and professional support available).
- Keeping a positive and open relationship with community partners (KW Habilitation, Region of Waterloo, Kidsability, etc.).
- Providing information to families for community outreach programs such as food bank, employment and mental health services etc.

Well-Being addresses the importance of both physical and mental health. It includes self-care, the development of a positive sense of self, and the growth of self-regulation skills. How we incorporate well-being into our program:

- Implementation of a snack schedule offers a balanced variety of food groups and compliments Canada's Food Guide. Parents have the opportunity to see what nutritional requirements are fulfilled while their child is at preschool. We consider all food allergies, sensitivities, and cultural preferences to ensure a variety of safe food options are provided for all children.
- We follow all Public Health guidelines to ensure the safety of all children. This includes regular cleaning and maintenance of all equipment and play spaces, as well as maintaining ratio and supervision of children.

- Teaching proper handwashing techniques before and after snack, after washroom use, and messy play
- Promoting children's independence through family style meal times, encouraging healthy routines, dressing for outdoors and much more.
- Opportunities are given to children at all times to self-regulate in the way that is most beneficial to them. This includes exploring a calm corner/reading area, accompanying them for a walk, a fidget/sensory toy, and/or engaging in quiet activities.
- We provide a flexible schedule to allow both the children and parents awareness of offered activities.

Engagement refers to a state of focused involvement. When children explore the world around them through natural curiosity and enthusiasm, they become deeply engaged. Through play and inquiry, children develop important skills such as problem solving, creative thinking, and innovation, which support learning and future success. How we incorporate engagement into our program:

- We foster children's exploration by offering many different areas for play. We regularly use our gymnasium, outdoor area, craft/sensory room, and creative playroom to keep the children engaged and challenged. The staff makes an effort to ensure changes in the play spaces to reflect the interests of the children, as well as new activities and teacher provocations that compliment our play-based learning approach and student interests.
- We provide child initiated and adult initiated experiences by offering a wide range of activities that support several domains of learning: gross motor and fine motor development, sensory exploration, art, literacy, math, science, and social development.
- Educators expand on children's learning by asking open ended questions during play, encouraging prosocial interactions with peers, and supporting inquiry and discovery through different media and materials (books, manipulatives, technology etc.)
- Educators observe children during play. They listen to and respond appropriately to their requests and questions.

Expression may take many forms. Through movement, language, and the use of various materials, children develop the ability to communicate in increasingly complex ways. Opportunities to explore different materials support creativity, problem solving, and early mathematical thinking. Language-rich environments support the development of communication skills, which are foundational for literacy. How we incorporate expression into our program:

- By incorporating all types of play in our program, children can feel free to express themselves in different ways, such as through art, dance, sensory opportunities and much more.
- Children are always provided open-ended materials and manipulatives to create with and encourage their individuality.
- Everyday we incorporate a circle time that encourages children to express themselves in various ways during stories, songs, group games and fingerplays.
- Artwork is displayed in the preschool rooms created by children to reflect each child's individuality.
- We encourage children to share ideas and feelings with educators to help them build confidence and language skills.

- We strive to help parents feel comfortable to share their ideas and feelings with educators. Parents are encouraged to share their ideas and feelings in various ways; which can include interactions between staff and parents at pick up and drop off times, through our Brightwheel app, and through parent surveys.

Program Statement Implementation Policy

NDPCI ensures that all staff, students and any volunteers review the Program Statement prior to interacting with the children and whenever the Program Statement is modified.

Training and orientation sessions will be conducted by the Supervisor prior to any active shift. Signatures will be required once reviewed and will be kept on file. Any required and/or proposed revisions will be discussed at board meetings and approved by the board.

NDPCI shall ensure that the approach outlined in the Program Statement is implemented in the operation of its program with regular observation, daily discussions, evaluations, documentation and review of the Statement and its objectives each year.

Any contraventions (to the Program Statement or Prohibited Practices - noted in this package) will be noted, recorded, and kept on file. When contraventions have been noted, the employee will be asked to do a complete review of all policies, procedures and individualized plans to clarify areas of concern. Continued non-compliance with program statement requirements may result in further administrative or employment action in accordance with NDPCI policies and applicable legislation

Program Philosophy Commitment

North Dumfries Preschool Co-operative Inc. (NDPCI) is committed to providing high-quality, inclusive, and developmentally appropriate early learning and care that supports each child's sense of belonging, well-being, engagement, and expression. Our programming is guided by respectful relationships, responsive interactions, and a play-based learning approach that recognizes children as competent, capable, curious, and rich in potential.

NDPCI will continue to reflect on program practices, engage families and community partners, and support ongoing professional learning to ensure children receive positive early learning experiences that promote healthy development and learning.

NDPCI reserves the right to update program practices, procedures, and supporting documents to remain aligned with regulatory requirements, best practices in early childhood education, and the program's pedagogical philosophy.

Prohibited Practices and Positive Guidance

NDPCI is committed to maintaining a safe, respectful, and supportive environment for children, families, staff, and volunteers. All individuals involved in the program are

expected to comply with NDPCI policies and procedures as well as applicable regulatory requirements.

Children are supported through positive guidance strategies that promote learning, safety, and healthy development. Educators will use developmentally appropriate practices that encourage children to explore their environment while considering individual abilities, emotional needs, and safety.

Children will never be subjected to practices that are prohibited under provincial legislation, including physical punishment, harsh or degrading treatment, or any practice that may negatively impact a child's well-being.

When children require support during challenging situations, educators will respond using positive communication, redirection, and guidance strategies appropriate to the child's developmental stage.

NDPCI promotes positive, respectful, and developmentally appropriate guidance strategies that support children's learning, emotional regulation, and well-being. These policies must be understood and agreed to by staff, volunteers, and families prior to participation in the program.

Discipline practices are:

- Related to the nature of the child's behaviour
- Appropriate to the child's developmental stage
- Applied in a positive, consistent, and supportive manner
- Intended to help children learn appropriate behaviour and self-regulation
- Communicated with families when challenging situations arise

NDPCI strictly prohibits practices that are inconsistent with child-centred early learning standards, including:

- Corporal punishment of any child
- Physical restraint of a child for disciplinary purposes, including confinement in high chairs, strollers, or similar devices, except when necessary to prevent imminent risk of harm and only until safety is restored
- Locking exits or confining children in unsupervised spaces except during emergency procedures as outlined in program safety policies
- Use of harsh, degrading, humiliating, threatening, or frightening language or behaviour toward children
- Withholding basic needs such as food, water, shelter, clothing, rest, or toilet access as a disciplinary measure
- Inflicting physical harm or forcing a child to consume food or drink against their will

All guidance practices are implemented in accordance with the requirements of the How Does Learning Happen?.

Hours of Operation

The school year starts on September 14, 2026, and ends on June 25, 2027.

Full-Time Preschool Program	Monday-Friday 8:30am-1:00pm
Part-Time Preschool Program	Monday, Wednesday and Friday Or Tuesday and Thursday 8:30am-1:00pm

All classes will have one Registered Early Childhood Educator (RECE) or otherwise approved staff member along with 1-2 Support staff. All staff members will be First Aid Certified and have a valid Police Check with Vulnerable Sector Check. Classes are subject to change at the discretion of the board of directors, administrator and supervisor if there is a lack of enrollment.

Holidays Observed and Closures

North Dumfries Preschool Co-operative Inc. follows the Waterloo Region District School Board’s calendar for statutory holidays such as Labour Day, Easter, Thanksgiving, etc. and school breaks such as Christmas and March Break. The Preschool start and end dates try to follow the school year but will depend on our licensing from the Ministry of Education based on the number of weeks in operation. The Preschool does **not** close for PD Days as scheduled by the Region of Waterloo Public or Catholic School Boards.

Dates for holidays in 2026-2027 include: Labour Day (Sept 7), Thanksgiving Day (Oct 12), Winter Break December 21st to January 1st (reopen Jan 4th), Family Day (Feb 14), March break March 15th to 19th (reopen March 22nd), Good Friday (March 26th), Easter Monday (March 29th), and Victoria Day (May 24th).

Emergency closures - Emergency closures constitute any closure beyond the Preschool’s control such as a problem with essential utilities (hydro, water, heat, etc.), inclement weather (freezing rain, snow, etc.), emergency health conditions/medical emergency on site, staffing shortage and/or staff illness, strike/job action, outbreak/illness, or closure under the direction of the Ministry of Education, Region of Waterloo, Public Health, or emergency personnel such as fire, police, etc. The Preschool will determine if its program will operate in the event that buses are cancelled in Waterloo Region. **However**, the Preschool will be closed if all schools within the WRDSB (the public school board) are closed in the Region. Parents will be notified of the closure via email, phone, and/or our communication app by the Supervisor, and/or the Administrator as soon as possible.

NDPCI is committed to running our program on all scheduled days. We deeply consider the needs of our staff and Preschool families when making decisions regarding program closures, taking into consideration the health and safety of all. If more than **five** closures occur within the school year (September to June), the Board of Directors, Administrator and the Supervisor will meet to discuss and consider reimbursement for the affected families and notify them via email as soon as a decision is made.

Registration and Orientation

The Preschool will consider registration on the basis of eligibility and order of application. The order of preference will be present members, alumni (families whose children previously attended NDPCI) and then new applicants.

Registering to OneList waitlist

All families interested in enrolling at North Dumfries Preschool must first register through OneList with the Region of Waterloo. A step-by-step guide to registering through OneList is also available in the Policies and Procedures Manual.

To begin, visit <https://regionofwaterloo.onehsn.com/> and click on “Waterloo Region Licensed Child Care.” If you are a new user, select “Create Account” to set up a login and password; otherwise, log in using your existing account.

Once logged in, click “Add Child” under the “Licensed Child Care” tab and complete all required fields with your child’s information. You will be asked to indicate whether you require fee subsidy, add any relevant comments, and select your preferred start date. Please avoid changing options after selecting your start date, as this may prevent the preschool from appearing.

When the list of programs appears, select North Dumfries Preschool Co-operative as your preferred child care program. Click on the “Programs” tab, choose the Preschool program option that best suits your needs, and click “Apply.”

NDPCI offers a Preschool program with both full-time (Monday to Friday) and part-time options. Families can select the option that best fits their schedule during the registration process.

Once registration is completed online, the Preschool’s Administrator will contact you to provide additional information and an enrolment package.

Registration to the Preschool

Pre-registration will be available in April /May for current members to register for the following school year. Current members will have a two-week priority registration period before registration is opened to the general public.

Registration packages will be provided to all registered families. Completed registration packages, along with the required non-refundable registration fee, must be submitted to the Administrator.

If program spaces reach capacity, the Administrator will maintain a waiting list based on the date a family expresses interest in registration.

Orientation at the Preschool

The Preschool Supervisor will be available at the end of August and beginning of September for tours/orientation. There will be the opportunity for an open house where the children are also welcome to come look at the space and see what the Preschool is all about! Orientation will provide you and your child an opportunity to meet the Supervisor (as they are also an educator during program hours), discuss expectations and address any concerns you may have. This is also an excellent opportunity for you to prepare for any medical paperwork or emergency plans that may be needed if your child has a puffer, epi-pen, allergy or medical need of any kind. All are welcome!

Wait List Policy

Spaces at the preschool are available on a first come, first served basis with children being placed in classes based on their age eligibility. Registrations are accepted throughout the school year based on availability. For the most up to date registration information, parents can contact the Administrator at admin@ndpci.ca. NDPCI keeps an up-to-date listing on OneList indicating open spaces and the Administrator maintains a list in order of registration forms and fee received. Once full registration has been met, the Administrator will maintain the wait list. There is no fee for being placed on our wait list. Children will be offered a spot if/when one becomes available and will be contacted at the last email or phone number provided. Parents will be given 48 hours to respond, depending on the time of year. If no response is received, that child is removed from the waitlist, the spot becomes available again and is offered to the next person on the waitlist. Parents who for any reason respond after the 48 hour time frame indicating they still have interest in enrolling their child will be placed back on the waitlist at the end of the list.

Enrollment and Termination

In order to have a child enrolled at NDPCI, a child must be registered on OneList and all forms provided in your preschool enrollment package must be filled in and submitted to the preschool Administrator for filing. All required tuition payment must be submitted prior to your child starting preschool. The most up-to-date immunization records for your child must be on file prior to your child starting preschool. A checklist is provided to ensure your child's registration package is complete. A child can be withdrawn voluntarily by a parent or guardian providing 4 weeks notice to the Administrator (admin@ndpci.ca) Once a parent has requested their child be withdrawn, A notice of withdrawal form will be sent via Brightwheel to the parent/caregiver of the child. A paper copy can also be obtained and completed at the preschool if preferred. This form will need to be completed and submitted to the supervisor, via email or in person. A child's participation in the NDPCI program can be terminated by the Board of Directors at any time if there are any confirmed reports of discrimination, workplace violence or harassment, including but not limited to emotional, physical and/or verbal abuse.

Guiding Children's Behaviour

The following tips and strategies are intended to support positive interactions between children, parents, and staff both within and outside of the program. These approaches focus on supporting each child's individual needs while recognizing that children are competent, capable, curious, and rich in potential.

By interacting with children at their developmental level and responding to their individual stage of growth, adults can better understand children's behaviour and provide appropriate guidance and support.

Child-appropriate choices: Offering the child a smaller, child-appropriate choice in a situation that they might not like. For instance, if a child doesn't want to put on their coat to go outside, you could offer them one of two coats to choose from or ask if they would prefer that you help put their coat on or they do it by themselves. The result remains the same, they're still putting their coat on, but the way to get to the result is child-driven and gives them a sense of power and control in the situation.

Redirecting: When a child is displaying challenging or inappropriate behaviours, such as hitting, kicking, throwing objects, or grabbing toys from others, educators and adults may use redirection strategies to support positive behaviour.

Redirection involves guiding the child toward an appropriate activity that allows them to express their energy, interests, or intentions in a safe and constructive way. For example, if a child is engaged in throwing objects, they may be encouraged to participate in a safe throwing game or another developmentally appropriate activity.

Educators may also support children by acknowledging their ideas and helping them modify their plan into a safer or more appropriate activity. When behaviours begin to escalate, children may be supported in transitioning to calming or preferred activities such as reading, drawing, or engaging with materials that align with their current interests.

The goal of redirection is to support children in developing self-regulation, decision-making, and positive social interactions in a developmentally appropriate manner.

Flexible or "Loosely Applied" Guidelines: Some program expectations may allow for flexibility depending on the situation and the child's developmental needs. These flexible guidelines are sometimes referred to as "loose rules."

A loose rule may allow for limited variation from general expectations when it is safe and appropriate to do so. Decisions about applying flexibility are based on adult judgment, the child's behaviour, and the safety and well-being of all children in the program.

When using flexible guidelines, adults should clearly communicate expectations to children and help them understand both the reason for the flexibility and any safety or behavioural boundaries that must still be followed.

For example, flexibility may be applied in structured or supervised situations when behaviour is appropriate for the activity. However, if safety concerns arise, the guideline may become a firm boundary to protect children and others in the environment.

The goal of flexible guidelines is to support positive behaviour, understanding of expectations, and developmentally appropriate learning while maintaining a safe and respectful program environment.

Holding a hard boundary: A *hard boundary* is a limit or rule that cannot be changed under any circumstances, such as staying within sight of your educators or not biting another child's arm. These are consistent and pre-established. They usually apply to *dangerous behaviour* (situations where a child may get hurt or may hurt another, bullying, hitting, teasing, etc.) and *unconstructive behaviour* (situations where the child seems to be asking for direction by wandering aimlessly, interrupting others' play, etc.). For instance, a hard boundary at the Preschool is that the children must stay with their educators when we go on neighbourhood walks. Wandering away from educators is deemed a dangerous behaviour. When establishing a hard boundary, follow these three steps:

1. *State your expectation very clearly* (We're going on a walk to the park today. You have to stay with your educators at all times. You cannot run into the forest where we cannot see you).

2. *Respect the child and their feelings about the boundary*, verbalize what they are feeling and help them recognize the emotion (I understand you would like to run in the forest alone, you're so frustrated that you can't run by yourself. That must be really hard.)

3. *Offer an alternative plan and offer a child-appropriate choice* that still holds the boundary but helps the child feel like they have power and control over the situation (We could stomp through the forest together like a dinosaur or we could fly like a bird, what would you like to do?)

4. *Be specific and consistent* by using simple, easy to understand language (It's okay if you don't want to fly or stomp with me, but you cannot run in the forest, it's not safe).

Equity, Inclusion and Accessibility Policy

North Dumfries Preschool Co-operative Inc. is committed to creating an environment where all members are treated with dignity, respect, and fairness. Our program welcomes children and families from diverse backgrounds, including differences in ethnicity, ancestry, place of origin, citizenship, religious beliefs, sexual orientation, gender identity, gender expression, age, family structure, or ability.

NDPCI strives to provide inclusive programming that supports the participation and belonging of all children and families. The program is designed to promote equitable access to services and learning experiences in alignment with current early childhood education practices.

The preschool facility is wheelchair accessible through the gym/fellowship hall entrance.

NDPCI is committed to providing services in a manner that respects the independence and dignity of individuals with disabilities. Staff receive training related to inclusive

practices and may support the use of assistive devices when appropriate.

NDPCI collaborates with community partners and resource agencies within the Waterloo Region, including developmental and habilitation support organizations, to help support children's learning, development, and participation in the program. Families may be connected with community resources if additional assessment or support services may be beneficial.

The program is committed to maintaining a positive, inclusive, and holistic early learning environment and will continue to reflect current best practices in early childhood education while working collaboratively with families and community partners.

Administration of Medications, Sunscreen and Diaper Cream

At NDPCI, the health and safety of all children is our priority. Staff **will not administer medications** except in specific cases such as **EpiPens, inhalers, or doctor-prescribed medications**.

Medication Administration Guidelines

- A **medical plan** will be developed for any child requiring medication in consultation with parents and the Supervisor.
- All medications must be:
 - Supplied in **original packaging** with instructions
 - Clearly labeled with the child's **name, dosage, and expiry date**
 - Replaced promptly if expired
- Staff will **not accept or administer medication** that has been transferred to another container or is missing required information.
- All medications will be stored securely in a locked container/lock box and kept inaccessible to children at all times. Alternatively, families may choose to bring required medication to and from the preschool each day, provided it is given directly to staff upon arrival and taken home at dismissal.
- Accidental administration (wrong dosage, wrong child, etc.) must be reported immediately to the Supervisor. The Supervisor will:
 - Notify the parent/caregiver
 - Record the incident (child's name, medication, dosage, date, time, and staff involved) on the **medication tracking sheet**
 - Follow label instructions and call **911** if necessary
 - Travel with the child to the hospital if the parent has not arrived

Record Keeping

All medication administration will be documented on a **tracking sheet** including:

- Child's name

- Date and time of administration
- Medication name and dosage
- Route of administration (oral, etc.)
- Staff signature

Allergy & Medical Information

- Allergy and medical information sheets are posted in classrooms, the gym, and the preschool binder for walks and outdoor activities.
- Staff and families must review these sheets and sign to confirm understanding of responsibilities for children with **anaphylactic allergies**.
- EpiPens and inhalers are:
 - Stored according to their label instructions
 - Administered following label directions
 - Kept inaccessible to children at all times

Sunscreen and Diaper Cream

- With parental permission, staff may apply sunscreen or diaper cream.
- Products must be:
 - In **original packaging**
 - Labeled with the child's **first name and initials**
 - Accompanied by written application instructions

Anaphylaxis

Anaphylaxis is a **serious and potentially life-threatening allergic reaction** that requires immediate medical attention. It is important that all staff, parents, and caregivers understand how to recognize symptoms and respond quickly.

About Anaphylaxis

Anaphylaxis can occur at any age and may begin with symptoms such as:

- Itching or hives
- Swelling of the lips or face
- Vomiting or diarrhea

Symptoms can escalate quickly and may affect breathing. Reactions can happen within seconds or may be delayed by several hours.

Allergy Awareness at NDPCI

NDPCI is an **allergy-aware environment**. While we take every precaution to reduce risks, we cannot guarantee a completely allergy-free space due to shared facility use.

- All snacks provided by the preschool are **allergy-aware**
- Parents are asked to **review the monthly snack calendar** to ensure it is safe for their child
- **Food from home is not permitted.** Any food brought into the program will be sealed, placed in the office, and returned at pick-up

Parent/Guardian Responsibilities

For children with anaphylactic allergies, parents/guardians must:

- Complete an **Anaphylaxis Emergency Plan**
- Provide a **current photo** of their child
- Supply a **valid (non-expired) EpiPen** at all times
- Replace the EpiPen **before the first day of the expiry month**
- Review snack ingredients and labels regularly

Storage of Emergency Medication

- EpiPens are kept in an **insulated medical bag** inside the preschool backpack
- The backpack remains with the group at all times and is **kept out of children's reach**
- Allergy information is posted in program areas and included in the preschool binder

Emergency Response

If a child shows signs of an anaphylactic reaction:

1. The nearest staff member will **administer the EpiPen immediately**
2. The Supervisor (or designate) will **call 911**
3. The parent/guardian will be contacted

When emergency services arrive:

- The child, EpiPen, and Emergency Plan will be sent to the hospital
- If a parent/guardian is not present, the Supervisor (or designate) will accompany the child

Follow-Up and Reporting

- The Supervisor will complete a **Serious Occurrence Report** and notify the Ministry of Education
- The parent/guardian will be contacted to follow up on the child's condition
- All documentation will be kept on file with the child's registration information

Illness & Health Policy

At North Dumfries Preschool Co-operative (NDPCI), the health and well-being of all children, families, and staff is a top priority. We follow guidance from the Ontario Ministry of Education and Region of Waterloo Public Health to help reduce the spread of illness within our program.

We ask all families to support us in keeping our preschool community healthy.

When a Child Becomes Ill at Preschool

If a child becomes unwell while attending the program:

- The child will be moved to a comfortable, supervised area away from the group
- A parent/guardian will be contacted right away
- Families are expected to arrange prompt pick-up (ideally within one hour)
- The child will remain supervised until they are picked up

If a child requires urgent medical attention, emergency services will be contacted and families will be notified immediately.

Symptoms Requiring Pick-Up

Families will be contacted if a child shows signs of illness such as:

- Fever
- Vomiting or diarrhea
- Conjunctivitis (pink eye)
- Unexplained rash
- Unusual discharge from the nose, eyes, or ears
- Any symptoms that prevent the child from comfortably participating in the program

When Children Should Stay Home

Children should remain at home if they:

- Are experiencing new or worsening symptoms of illness
- Are not well enough to participate in daily activities
- Require more care than staff can provide in a group setting

If symptoms are related to a known condition (such as allergies), children may still attend if they are otherwise well.

Returning to Preschool After Illness

To help prevent the spread of illness:

- Children must be fever-free for at least 24 hours (without medication)
- Children must be 48 hours symptom-free after vomiting or diarrhea
- Children must be well enough to fully participate in the program

NDPCI follows Region of Waterloo Public Health guidelines when determining return-to-care timelines.

Health Monitoring & Prevention

To support a healthy environment:

- Staff complete a visual health check at drop-off each day
- Children are monitored throughout the day for signs of illness
- The program follows regular cleaning and disinfecting practices
- Hand hygiene is encouraged for children and staff

Communication with Families

If there is an increase in illness or a communicable disease within the program, families will be notified as appropriate in accordance with public health guidance.

Working Together

We appreciate your support in:

- Keeping your child home when they are unwell
- Arranging timely pick-up when contacted
- Helping us maintain a safe and healthy environment for everyone

Immunization Requirements

All children attending NDPCI must have up-to-date immunizations in accordance with Ontario Public Health guidelines.

Families are required to provide a current immunization record at enrollment and keep this information up to date.

Any exemptions must meet provincial requirements, and appropriate documentation must be provided.

Enrollment may be impacted if required documentation is not on file.

NDPCI Illness Quick Reference Table

Symptom / Illness	Exclusion from Care	Return to Care
Fever (≥37.5°C / 99.6°F)	Child must be sent home	Must be fever-free for 24 hours without medication and able to participate in program
Vomiting	Child must be sent home	48 hours after last episode of vomiting

Diarrhea	Child must be sent home	48 hours after last episode of diarrhea
Conjunctivitis / Pink Eye	Child must be sent home	After 24 hours of treatment and with doctor's note if required
Unknown Rash	Child must be sent home	After medical assessment confirms it is not contagious
Chickenpox / Measles / Mumps / Rubella	Child must be sent home	According to public health guidelines ; usually after lesions have crusted over or as advised by doctor/public health
Whooping Cough (Pertussis)	Child must be sent home	After 5 days of appropriate antibiotics or as advised by public health
Other reportable illnesses (e.g., hepatitis A, meningitis, giardiasis)	Child must be sent home	As directed by Region of Waterloo Public Health

Notes for Staff and Families:

- A child may also be excluded if they are **unable to participate in program activities** or if symptoms require constant care.
- Known pre-existing conditions (e.g., seasonal allergies) that do not affect participation do **not** require exclusion.
- NDPCI follows the *Region of Waterloo Public Health* "Infectious Disease Exclusion Guidelines" for all illnesses.
- Staff will isolate children who become ill at preschool and contact parents/guardians immediately.

Notification of Illness to Teacher

Parents/guardians are responsible to monitor their child's health and keep them home from care if they fit the criteria within the *Illness in a Child and Degree of Illness which Precludes a Child from Care Policy* above.

Parents/guardians must notify the Supervisor/program staff of any absence due to illness, indicating what their child is ill from (i.e. vomiting, diarrhea, pink eye, etc.) It is also expected that families inform the Supervisor if any of the symptoms for preclusion occur during the days they are not scheduled to be in program (i.e. if they had vomiting the day before on their "off/unscheduled" day, if they had pink eye over the weekend, etc.)

The Supervisor will notify families of any instances of illness, should there be multiple

cases of the same illness (considered an outbreak) within the same group. Information sheets regarding the illness will be sent out to families for their reference, including symptoms, facts, and treatment information. Confidentiality will be kept and respected for the affected children/families.

Please note: Some illnesses may pose increased risks to pregnant individuals, infants, and people with weakened immune systems. Examples of illnesses that require careful attention include, but are not limited to, chickenpox, fifth disease, measles, rubella, whooping cough, influenza, mumps, and other communicable diseases.

As a co-operative preschool, families, children, and staff may be in close contact during drop-off and pick-up times. To help protect the health and well-being of everyone in the program, families are asked to inform the educator or program supervisor if their child is experiencing symptoms of illness.

Please refer to the program's Illness in a Child and Degree of Illness Which Precludes a Child from Care policies for additional guidance and information.

Head Lice (Pediculosis) Policy

North Dumfries Preschool Co-operative (NDPCI) is committed to maintaining a healthy and safe environment for all children, staff, and families. This policy outlines procedures for the identification, management, and communication of head lice (pediculosis).

Head lice are a common occurrence in early learning settings and are **not associated with poor hygiene or cleanliness**.

Policy Statement

NDPCI will take reasonable steps to minimize the spread of head lice while ensuring that children are treated with dignity and without stigma.

Children found to have **live lice** will be excluded from the program until appropriate treatment has been initiated.

Procedures

Identification

- Staff may perform a **visual check** of a child's hair if:
 - A child is scratching excessively, or
 - A case of head lice has been reported in the program
- Staff are not required to perform full head checks but may identify visible signs such as:
 - Live lice (small, moving insects)
 - Nits (eggs) close to the scalp

When Head Lice Are Found

If **live lice** are observed:

1. The child will be **discreetly removed from the group** to maintain privacy and comfort.
2. The parent/guardian will be contacted and required to **pick up the child as soon as possible**.
3. The child may return to the program once:
 - Treatment has been started using an approved lice treatment, and
 - No live lice are observed upon return

Nits (Eggs)

- Children with **nits only (no live lice)** may remain in the program.
- Families will be informed and encouraged to begin treatment and nit removal at home.

Return to Program

- Upon return, staff may complete a **visual check** of the child's hair.
- If live lice are still present, the child will be sent home again.
- Repeated occurrences may require further follow-up with families to ensure effective treatment.

Communication to Families

- When a case of head lice is identified:
 - A **general notice** will be shared with families in the affected group/classroom.
 - The identity of the child will remain **confidential**.
- Families are encouraged to:
 - Check their child's hair regularly
 - Begin treatment promptly if lice or nits are found

Cleaning and Prevention

NDPCI will take the following reasonable steps:

- Encourage children to avoid sharing personal items (e.g., hats, brushes)
- Store personal belongings separately when possible
- Clean commonly used items as needed

Note: Extensive environmental cleaning is not required, as lice do not survive long off the human scalp.

Family Responsibilities

Families are expected to:

- Notify the preschool if their child has been diagnosed with head lice
- Begin treatment promptly
- Remove lice and nits to the best of their ability before returning
- Follow recommended treatment guidelines

Confidentiality and Sensitivity

All cases of head lice will be handled with **confidentiality, discretion, and sensitivity**. NDPCI will ensure that no child or family is stigmatized.

Illness & Outbreaks

To keep everyone safe, NDPCI follows Public Health guidelines to prevent and manage the spread of illness.

If multiple cases of illness occur, the preschool may be placed in an outbreak status. During this time:

- Families will be notified of the illness and symptoms to watch for
- Enhanced cleaning and hygiene practices will be in place
- Children who are ill must stay home and follow return guidelines

We follow direction from Public Health, which may include additional measures or temporary program changes.

We appreciate your cooperation in keeping sick children at home and helping us maintain a healthy environment for all.

Emergency Management Policy and Procedure

North Dumfries Preschool Co-operative Inc. maintains an Emergency Management Policy and Procedure, which is available in the Policies & Procedures Manual.

In the event of an emergency, the Preschool Supervisor or designated staff member will communicate with families by email, communication app, or telephone once the program has safely arrived at the designated emergency location.

If evacuation from the preschool is required, the designated emergency shelter is **Driver Check**, located at 1 Manley Street (corner of Manley Street and Northumberland Street). This location will be used if it is not safe or possible to return to the preschool facility.

For additional information, please refer to the Emergency Management Policy and Procedures section of the Policies and Procedures Manual.

Safe Arrival, Release and Departure of Children from the Program

Purpose

This policy and its procedures support the safe arrival and dismissal of children receiving care at the preschool. The policy provides staff, students, and volunteers with clear expectations regarding their roles and responsibilities in ensuring children arrive and depart safely.

The procedures outline the steps to be followed if a child does not arrive at the preschool as expected, as well as the processes used to ensure children are released only to authorized individuals at the time of dismissal.

This policy is established to meet the requirements outlined under Ontario Regulation 137/15 regarding the safe arrival and dismissal of children in care.

Policy

North Dumfries Preschool Cooperative Inc. (NDPCI) will ensure that any child receiving childcare at the Preschool is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the childcare centre may release the child to.

North Dumfries Preschool Cooperative Inc. (NDPCI) staff will only dismiss children into the care of their parent/guardian or another authorized individual. The Preschool will not release any children from care without supervision.

Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

North Dumfries Preschool Cooperative Inc. (NDPCI) staff will only dismiss children into the care of an adult aged 18 years old or older.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - greet the parent/guardian and child.
 - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on enrolment form under authorized pickup or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (by email or through Preschool communication app).
 - document the change in pick-up procedure in the daily written record.
 - sign the child in on the classroom attendance record.

***Parents must remain in the program space if indicated by a staff member, to ensure the safety of the children and program ratio until another staff member can arrive.*

Where a child has not arrived in care as expected

1. Where a child does not arrive at the Preschool and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the staff at pick-up), the staff in the classroom must:

- Inform the other staff members present and the program supervisor if a child is absent without prior notice. **Staff must begin contacting the child's parent or guardian no later than 30 minutes after the start of the program (9:00 a.m.).**
 - Staff shall send a message via the Preschool's communication app (Brightwheel)
 - If no response is received via the app within **15 minutes (9:15 am)**, the supervisor or designate will call the parent/caregiver directly.
 - If there is no response via phone, a voicemail will be left for parent one.
 - Parent two will be contacted immediately, and if there is no response via phone, a voicemail will be left as well.
 - If no response to voicemails within **15 minutes (9:30 am)**, an email will be sent to primary contact (parent one).
 - If no response to email within **30 minutes (10:00 am)**, the police will be contacted for a wellness check.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written or verbal authorization that the Preschool may release the child to. The person picking up must also be 18 years old or older. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
 - confirm with another staff member that the individual picking up is the child is known to the staff member
 - where the above is not possible, ask the parent/guardian/authorized individual for photo identification (health card, driver's license, etc.) and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Permanent changes to the list of adults authorized to pick up your child from Preschool can be done by submitting an email with the full name and contact information of the individual. This will be printed and added to the child's registration package and written by hand in their emergency contact sheet (found in the Preschool backpack).

Late Pick-Up Procedures (Before Program Closure)

If a child has not been picked up as expected before the program closes, the following steps will be taken:

1. • If a parent or guardian has previously communicated a change in pick-up time and the child has not been picked up within 15 minutes after the end of the program (1:15 p.m), the supervisor or designate will contact the parent or guardian by telephone to inform them that the child remains in care.

2. • If the first parent or guardian cannot be reached, staff will leave a voicemail message if possible and attempt to contact the second parent or guardian if one is listed.
3. • If parents or guardians cannot be reached, staff will contact the authorized pickup individuals listed on the child's enrolment records or emergency contact information to confirm pick-up arrangements.
4. • If no authorized individual can be reached, staff will follow the procedures outlined in the section titled "Where a Child Has Not Been Picked Up and the Program Is Closed."

****Unless stated in a legal document (such as a custody agreement document), when parent/guardian one or parent/guardian two are reachable by phone or message (within steps 1 and 2), either parent/guardian has the right to give written or verbal authorization for another individual to pick up, regardless if they are listed on the authorized pick up/emergency contact sheet.*

Where a Child Has Not Been Picked Up and the Program Is Closed

1. If a parent, guardian, or authorized pickup person has not arrived to pick up a child within 15 minutes after program closure, staff will ensure the child is provided with a snack or quiet activity while awaiting pick-up.
2. After completing the steps outlined in Late Pick-Up Procedures (Before Program Closure), one staff member will remain with the child while a second staff member contacts Family and Children's Services of Waterloo Region at 519-623-6970 for guidance regarding next steps.
3. Staff will follow the direction provided by Family and Children's Services regarding the safe care and supervision of the child until appropriate arrangements are made.

A late fee of \$5 per minute may be charged at the discretion of staff and the Board of Directors pending the reason for late pick up as agreed upon in our Enrolment Package.

Responding to & Reporting Child Illness, Health Concerns, Accidents & Injuries

The preschool staff must be informed of any and all illnesses, health concerns, accidents and injuries to children, volunteers and staff. The preschool staff will report any serious work related injuries to the supervisor, administrator and to the board of directors. Injuries deemed serious occurrences would be reported according to our policies and procedures regarding serious occurrences. The full policy is within the NDPCI Policies and Procedures manual. The preschool staff will inform parents of any and all injuries that occur to their children during the preschool hours of operation on the day they take place. An accident report will be filled out and once signed by the parent, a copy will be placed in the child's file. An additional copy will be sent via Brightwheel to the parents.

Supervision of Volunteers and Students

The NDPCI supports the safety and wellbeing of the children at the Preschool. In order to ensure their safety, all volunteers and students:

- Must have a valid Vulnerable Sector Check (dated within 6 months of their start date) or Offence Declaration signed (no later than 15 days after the expiry date of the previous VSC)
- Must complete an orientation before assisting with the children at Preschool (the initial orientation will be the preschool supervisor's responsibility)
- Volunteers and students are not counted in the staffing ratio (except in co-operative preschool programs where two participating persons may take the place of an unqualified staff when Ministry Director approval has been given)
- All volunteers and students are supervised by a staff at all times and are not permitted to be alone with any child
- All children in attendance will be under the supervision of an adult at all times
- Only individuals with the correct qualifications may take the place of one unqualified staff
- No person under the age of 18 will supervise the children
- No volunteer or student will have direct unsupervised access to children at any time
- It is the responsibility of the volunteer or student to report to the supervisor (or designate) any injuries or concerns to themselves or children they are working with as soon as possible

A Volunteer is any member of the community who applies to assist at the Preschool, without having a child in the Preschool. In order to participate, volunteers must provide a valid police records check and an acceptable adult health history form. Volunteers are considered extra helpers and are not permitted to be alone with any child.

Roles & Responsibilities of the Licensee, Supervising Staff & Students/Volunteers

- All duties of students and volunteers shall be outlined prior to commencing work at the Preschool. Volunteers will acquaint themselves with necessary information by reading the parent handbook and policies and procedures manual. Once read, they will be required to sign and date their completion.
- Students and volunteers will familiarize themselves with any safety concerns with any preschool student (e.g., allergies, anaphylaxis, etc.) and any necessary training will be given by the Supervisor
- All students/volunteers will be monitored by the Supervisor
- Any evaluations of students/volunteers will be carried out by the Supervisor
- It is the responsibility of the student/volunteer to ensure they have all their paperwork handed into the Supervisor prior to commencing their first day at NDPCI

Parent/Guardian Issues and Concerns (Conflict Resolution) Policy

The following guidelines clarify the process by which problems, concerns or disputes arising within North Dumfries Preschool Co-operative Inc. can be resolved by contacting the Supervisor and/or Administrator with any concerns/questions you may have. We will do our best to address those concerns and answer questions accordingly.

In the event that your issue cannot be resolved:

- The parent/guardian must write a letter that clearly records the facts of the situation and send this letter to the Administrator and/or Preschool President (or an alternative Board Member if the President is not available or is involved in the concern) who will act as a 3rd party in the conflict resolution process.
- The Administrator and/or Preschool President will initiate the problem-solving process with the parties involved and will formally respond with a course of action to the parent/guardian in writing as soon as an investigation has been conducted
- If this does not resolve the issue, the letter will be presented to the Preschool Board of Directors. The Board will discuss the issue/concern/complaint and come to a collective decision. Response will be provided to the parent/guardian in writing as soon as possible.
- If the issue is still unresolved, a joint meeting will be set between the Administrator and/or Preschool Board and the Member. The Parties involved will be asked to present their concern/grievance. The involved Parties may be asked to leave in order for the Board to discuss the matter. A final resolution will be sought and presented to the involved parties.
- If a final resolution cannot be agreed to by all, then the decision of the Board of Directors is final.

24 Hour Step Back Policy

To avoid situations that can lead to a violation of North Dumfries Preschool Policies and Procedures, families are required to observe a 24-hour step back policy when dealing with incidents that may create conflict and/or cause the parent/guardian/caregiver to exhibit high emotions (ex. disagreement with staff member, preschool members in general, etc.).

Families are asked to take a step back from the situation for a period of 24 hours to examine the situation from all positions. If after this time the person still feels the issue needs addressing, it should be done in a respectful and neutral manner by speaking with the supervisor and/or Administrator and/or President either verbally or in writing. The Parent Issue/Concern Policy protocol will then be followed.

We remind families that we **do not** tolerate bullying behaviour, threats, foul language and/or aggressive behaviour by any preschool member (including but not limited to parents, guardians and caregivers). Any such conduct may result in immediate termination of a child's participation at the Board's discretion.

Role of Parents/Guardians in the Program

Board of Directors

The Preschool is run by a board of directors who are volunteers. The Preschool cannot run without an elected board of directors, composed of five or more members. The Board of Directors meet monthly to discuss finances, registration, fundraising and other concerns or plans related to Preschool. A list of board member positions and responsibilities can be found at the Preschool. If you are interested in volunteering, please contact the Administrator or any current board members and let them know of your interest.

Fundraising requirements

As our preschool is a co-operative, all families are required to assist with fundraising activities, determined by the Director of Fundraising and the Board of Directors. Fundraising events will be decided on a yearly basis by the Board of Directors. It typically includes one or two fundraisers in the Fall and one to two fundraisers in the Spring. Fundraisers may be passive or active fundraising efforts.

Field Trips and Off-site Activities

Attendance at all field trips is optional and therefore the Preschool will not provide alternate care for children whose parents do not wish for them to participate on the field trip. A permission slip will be given to parents/guardians to be signed and returned to the Supervisor if they allow their child to participate. Parent volunteers are welcome to join in any off-site activities, as will be outlined in the permission slip, as long as they have a Police Record Check with a Vulnerable Sector Check. Families will be informed of these trips in our monthly newsletter and by the Supervisor. Each family is responsible for the transportation and supervision of their own child on these trips. Families may choose to make arrangements with another NDPCI family to transport and supervise their child for them.

Walking Field Trips

Walking field trips typically involve a walk to a nearby park, the community library, etc. Walking field trips will never exceed the designated hours of the program. Families will be informed of walking field trips by the Supervisor or Designate prior to the walk. A message will be sent out via our communication app. Supervision for these field trips will consist of the Supervisor and the Support Staff when there is full enrollment of sixteen (16) children in a Preschool class. This will ensure the best adult-to-child ratio and support better supervision when off-site. A first aid kit/medical supplies, attendance/emergency contact information, hand sanitizer, kleenex, the children's water

bottles and a walking rope will be available during the walk. Staff will have a cell phone available in case of emergency.

Children's Clothing and Belongings

Each child requires the following to participate fully in the program:

1. Comfortable clothing for the day (stains are possible as we encourage messy play!)
2. A full set of spare clothes in their backpack (shirt, pants, underwear/diaper, and socks)
3. A reusable water bottle with their name on it
4. Indoor shoes that are Closed toed, Non-laced and/or Slip on with heel (velcro is encouraged, as it increases children's independence) No Crocs or slip on sandals etc. for safety of children and staff
5. Extra diapers, wipes and diaper cream in a large ziploc bag labeled with their name (if needed)
6. Seasonally appropriate clothing for outdoor play (i.e. snow pants, boots, rain coat, hat, etc.)

Please ensure ALL clothing and belongings are labeled with your child's name. NDPCI is not responsible for the loss or damage of any items. If an item is not labeled and we are unsure who it belongs to, it will be placed in a lost-and-found bin, located in the coat room.

Outdoor Play at NDPCI

Our Approach

We believe outdoor play is important for children's health and development. We make every effort to go outside each day, but safety always comes first.

Cold Weather

- -10°C to -15°C → Shortened outdoor time (max 30 minutes)
- -15°C or colder → Stay indoors

Hot Weather

- 30°C+ or high humidity → Stay indoors
- UV Index above 10 → Limit or cancel outdoor play
- Water always available
- Shade or indoor breaks provided
- Sunscreen applied as needed

We Stay Indoors When There Is:

- Thunderstorms or lightning
- Heavy rain
- Strong winds
- Poor air quality/smog

Windchill and overall conditions are always considered.

For Families

Please send your child dressed for the weather:

- Warm clothing (hat, mittens, boots) in cold weather
- Sun protection (hat, sunscreen) in warm weather

Our Priority

Keeping children safe while supporting active, healthy play.

Transportation and Parking Lot Safety

Parents/guardians are responsible for arranging transportation to and from the Preschool.

Children must be accompanied by an adult **18 years of age or older** at both drop-off and pick-up.

Only individuals listed on the child's **authorized pick-up list** will be permitted to pick up a child. Identification may be required. Any changes to authorized pick-up must be communicated to the Preschool in advance.

NDPCI may assist in facilitating carpool connections between families if there is interest; however, all arrangements remain the responsibility of the families involved.

Parking Lot Safety

Parking is available in the **Knox United Church parking lot**. To ensure the safety of all children and families, the following expectations must be followed:

- Drive **slowly and cautiously** at all times while in the parking lot
- Be aware of children and families walking to and from the building
- Hold your child's hand when walking through the parking lot
- Do not leave children unattended in vehicles
- Park only in designated parking areas
- Do not park directly in front of the Preschool entrance or along the building, unless in the case of an emergency

NDPCI appreciates everyone's cooperation in helping to maintain a safe environment for all families.

Social Media Policy

NDPCI recognizes that social media can be a valuable tool for communication and community building. However, to protect the privacy of children, families, and staff, the following guidelines

must be followed:

Staff Guidelines

- Staff are not permitted to accept new “friend” or follow requests on personal social media accounts from current Preschool families (including parents/guardians/caregivers) while their child is enrolled in the program
- Staff must not engage in private messaging or social meetups with current Preschool families outside of professional communication channels
- All communication with families must remain **professional and program-related**

Family Guidelines

- Photos or videos taken at the Preschool or during Preschool-related activities (including field trips) must **not be shared on social media** if they include other children, unless **prior consent has been obtained from all families involved**
- Families are encouraged to be mindful of the privacy and confidentiality of others when posting online

Communication Expectations

- NDPCI asks that any questions, concerns, or feedback be directed to the **Supervisor, Administrator and/or Board of Directors**
- Concerns should not be addressed through social media platforms in a way that could negatively impact the Preschool community

Conflict of Interest & Professional Boundaries

At North Dumfries Preschool Cooperative (NDPCI), we are committed to creating a fair, respectful, and professional environment for all children and families.

A conflict of interest occurs when a staff member, board member, student, or volunteer’s personal interests could influence—or appear to influence—their decisions or actions within the preschool.

We expect all individuals involved in our program to always act in the best interest of the children, families, and the preschool community.

Our Commitment

To maintain a safe and equitable environment, all staff, board members, students, and volunteers will:

- Act professionally and in the best interest of the program

- Maintain appropriate boundaries with families
- Not use their role for personal benefit
- Treat all families fairly and without favouritism

Private Childcare & Outside Services

To ensure fairness and maintain professional boundaries:

- Staff are not permitted to provide private childcare or other services to children who are currently enrolled in the program
- Staff may not arrange or accept private childcare requests from enrolled families
- Any private arrangements may only occur after a child is no longer enrolled at NDPCI
- NDPCI is not responsible or liable for any private arrangements made outside of the program

Gifts & Personal Business

To maintain professionalism:

- Staff and volunteers may not accept gifts, payments, or incentives that could influence their decisions
- Individuals may not promote or engage in personal business with enrolled families

Confidentiality

All information related to children, families, and the program is kept confidential.

This information will only be shared when necessary and appropriate within the operation of the preschool.

If a Concern Arises

If a situation arises that could be seen as a conflict of interest, it will be reviewed by the preschool administration and/or Board of Directors to ensure it is handled appropriately and fairly.

Photo and Media Consent

NDPCI may take photographs or videos of children during program activities for the purpose of **documentation, communication with families, and program-related materials** (e.g., newsletters, classroom displays, or communication platforms).

Parental consent for the use of photos and videos is obtained through the Enrollment Package.

NDPCI will:

- Use images only for Preschool-related purposes
- Not identify children by full name in shared materials
- Store and share images in a way that respects privacy and confidentiality

NDPCI will make every reasonable effort to follow each family's consent preferences as outlined in the Enrollment Package.

Parents/guardians may update or withdraw their consent at any time by notifying the Preschool in writing.

No Smoking Policy

NDPCI is a smoke-free environment. Smoking, vaping, and the use of tobacco or cannabis are not permitted anywhere on preschool property, including indoor and outdoor spaces, at any time.

NDPCI operates within a shared facility, and Knox Church premises are also designated as smoke-free. All individuals are expected to follow both NDPCI and facility requirements.

This policy applies to all staff, students, volunteers, families, and visitors.

In accordance with the **Smoke-Free Ontario Act, 2017**, smoking and vaping are also not permitted in areas where children are present, including during off-site activities or field trips.

We ask all families and visitors to respect this policy to help maintain a safe and healthy environment for everyone.

Failure to comply may result in being asked to leave the premises.

Confidentiality & Privacy

We respect the privacy of all members of our preschool community.

NDPCI will:

- Keep all personal information about children and families confidential
- Only collect, use, and share information when necessary for a child's care or as required by law
- Store records securely and limit access to authorized individuals
- Ensure confidential information is kept in secure areas and not accessible to unauthorized individuals, including other groups who may share the facility

To support a respectful environment, we ask families to:

- Respect the privacy of other children, families, and staff
- Not share personal or sensitive information about others
- Avoid discussing other children's behaviour or situations outside of the program

Mandatory Meetings

Bi-Annual General Meetings (AGM) for families will take place twice a year (normally September and April/May). These meetings are **mandatory** as they are required by the Ministry of Education for our operating license. One member of each family, or a substitute decision maker, **must** be present at both meetings. Please advise the Supervisor if you are unable to attend.

Canada-Wide Early Learning and Child Care (CWELCC)

North Dumfries Preschool Co-operative Inc. (NDPCI) participates in the Canada-Wide Early Learning and Child Care (CWELCC) system. This program helps make child care more affordable by reducing parent fees for eligible children.

How CWELCC Impacts Your Fees

- Fees at NDPCI are reduced in accordance with CWELCC guidelines
- The fees you are charged already reflect the CWELCC reduction
- Fee amounts may change if there are updates to CWELCC funding or government direction
- Families will be notified of any changes to fees

Eligibility

CWELCC applies to eligible children and programs as determined by the Ministry of Education and the Region of Waterloo. NDPCI follows all eligibility requirements set by these governing bodies.

Communication

NDPCI will keep families informed of any updates related to CWELCC, including fee changes or program impacts. Communication will be shared through email or our parent communication app.

If you have any questions about CWELCC or your child's fees, please contact the Administrator.

Fees

Non-Base Fees:

Mandatory Accountability Deposit - Refundable when AGM Presence and Fundraising requirements are met

Single Child Enrolled **\$200 - Due on or before September 14th, 2026**

Two Children Enrolled **\$300 - Due on or before September 14th, 2026**

Absence at Mandatory Fall Annual General Meeting (AGM) Valued at **\$50 Fee per Family**

Absence at Spring Mandatory Annual General Meeting (AGM) Valued at **\$50 Fee per Family**

Not meeting Fall fundraising requirements as outlined during the Fall AGM Valued at **\$50 Fee per child**

Not meeting Spring fundraising requirements as outlined during the Fall AGM Valued at **\$50 Fee per child**

Should each family fulfill all obligations in regards to attending both AGM's as well as fulfilling Fundraising Requirements in Fall and Spring the Mandatory Accountability Deposit will be taken off your last month's tuition in May and June.

Base Fees (Tuition Payments):

Registration Fee: \$25 (Per Child) - Annual Administration Fee

Due Upon Enrolment to secure spot in Program (Non Refundable)

September Tuition Payment:

Due Upon Enrolment to secure September Enrollment

Refundable should you choose to withdraw your child prior to August 17, 2026

Full-Time Preschool Program

Month	Days	Monthly Fee
September	13	\$164.71
October	22	\$278.74
November	21	\$266.07
December	14	\$177.38
January	21	\$266.07

February	20	\$253.40
March	18	\$228.06
April	22	\$278.74
May	21	\$266.07
June	19	\$240.73

Part-Time Preschool Program

Month	3 Day Program (M-W-F) Number of Days	Monthly Fee	2 Day Program (Tu-Th) Number of Days	Monthly Fee
September	8	\$101.36	5	\$63.35
October	13	\$164.71	9	\$114.93
November	13	\$164.71	8	\$101.36
December	8	\$101.36	6	\$76.02
January	13	\$164.71	8	\$101.36
February	12	\$152.04	8	\$101.36
March	11	\$139.37	7	\$88.69
April	13	\$164.71	9	\$114.03
May	13	\$164.71	8	\$101.36
June	11	\$139.37	8	\$101.36

Reminder payments are due on the 1st of each month.

Payments can be made by cheque or etransfer/EMT to: treasurer@ndpci.ca.

No Password required - Autodeposit Enabled

Please note that a **\$25 late fee will be applied to tuition payments received more than 7 days after the due date.**