



Volume

1

GRIMSBY CO-OPERATIVE PRESCHOOL INC.

Employee Policies and Procedures Manual

GRIMSBY CO-OPERATIVE PRESCHOOL INC.

Employee Policies and Procedures Manual

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General Pre-School Operational Policies

Program Statement

At Grimsby Co-operative Preschool, our goal is to provide a positive preschool experience that allows the children to develop a sense of self in a safe, caring, stimulating, and inclusive environment. Here children have an opportunity to develop, think creatively, learn about emotions, and interact with other children. We provide opportunities to build positive and responsive relationships, and focus on children's social, emotional, physical, creative and cognitive development. We create an environment in which children learn through exploration, play, and inquiry. We also engage families and value their strengths, and unique perspectives by providing an opportunity for voluntary parent participation in the school program and other activities of the co-operative.

This approach allows us to organize our program based on the question "How Does Learning Happen?" and the Four Foundations of Learning (A Sense of Belonging, Well-Being, Engagement, and Expression) that are important for children to grow and flourish. These foundations are a vision of all children's potential in our program and a view of what they should experience each and every day.



Belonging

An important goal within in our program is to support the children as they develop relationships with each other and the educators. We provide a multi-cultural, homelike, and natural environment for the children, with many opportunities to interact with community members. In order to make a smooth transition between home and Preschool, the educators will help guide them through their day. Our program will adapt based on every child's needs and development and we will utilize and seek out additional resources to provide and support all the children. Our program is inclusive to all the children and families within our community and it allows for participation by all children no matter what their ability.



Well-Being

To support the development of physical and mental health and wellness, we encourage self-care, self-help, and self-regulation skills which in turn builds confidence and a strong sense of self. Grimsby Co-operative Preschool provides a child led environment where the educators intentionally create positive learning experiences that reflect the children's interests. Our program goal is to support each child's learning and development, support each child equally, and to be sensitive to all their needs. We foster the children's exploration, play, and inquiry by asking questions and adding materials to expand play. We encourage the children to interact and communicate in a positive way and support their abilities by modelling appropriate behaviour. The Preschool supports all children/families in a nurturing way and helps those who may be experiencing stressful and challenging circumstances by discovering what is best for the child and directing the families to the help when needed.



Engagement

In order to build on the fact that children are curious, competent, and capable, we encourage full exploration of the natural world surrounding them. The children are provided with a creative and engaging environment by supporting play and inquiry through indoor and outdoor play. There are daily opportunities for children to explore and participate in creative learning and self-expression. The environment is richly textured for tactile exploration to stimulate sensory awareness and are changed regularly within the classroom for new experiences based on the children's interests and needs. The educators expand on the children's play by learning and following their schemas, and the environment is designed of play areas that provide opportunity for a variety of a large group, small group, or individual play. We encourage the families to extend the learning from the Preschool to the home environment by involving them in their child's day to day learning.



Expression

At Grimsby Co-operative Preschool the educators allow for the children to be heard and respected. We recognize children use many “languages” to communicate through their bodies, words, abilities, or the use of materials. The educators provide opportunities for the children to communicate their ideas related to their play and help with resources to enhance the environment. The educators will observe how the children use the materials, interact with each other and the educator, and expansion of their interests. The children will be given the opportunity to make connections with a variety of contexts either individually or in small or large groups. We welcome the expression of all cultures and traditions in the environment and encourage family participation to allow for the children to feel valued.



Our program statement is a living document that is implemented through parent and staff surveys, daily and annual staff reflections, and regular program and team meetings. Our dedication to our values and those of Ontario Pedagogy for the Early Years, “How Does Learning Happen?” fosters a culture of intentional practice that strengthens our commitment to the highest quality of care for our children, families, and educators.

Program Statement Implementation

Policy

Our aim is to ensure that the children attending Grimsby Co-operative Preschool Inc. are supported in a positive manner at a level appropriate to their stage of development. We promote the pedagogy process of understanding and supportive learning.

Implementation

1. Grimsby Co-operative Preschool Inc. will review the Program Statement and policy and implementation at least annually and record that it has been done.
2. All employees, volunteers and support staff must review the program statement upon employment/ prior to interacting with the children and at any time the program statement is modified. After completion, they must sign off with a witness that they have reviewed the program statement.
3. Grimsby Co-operative Preschool Inc. shall monitor and review all staff. This will be done 2-3 times a year during performance reviews. The volunteers and support staff will be reviewed once a year and will be discussed with them. The Executive Director or Supervisor will keep a record and address compliance in relation to the program statement and any instances of contraventions of the program statement.
4. Monitoring will include how the staff is engaged with the children in the different play rooms, group time, outdoor area and snack/lunch time. The review shall be based on the program statement to ensure that all areas are being observed.
5. Evidence of the monitoring of compliance shall be kept for at least 3 years.

Prohibited Practices

Grimsby Co-operative Preschool Inc. shall not permit, with respect to a child receiving care at our centre:

- (1) No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,
 - (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 or home child care premises 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;

(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.

(2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care.

Contravention of the Policy and Prohibited Practices

This policy has been defined to ensure that everyone at the Grimsby Co-operative Preschool Inc. is aware of our expectations with regard to the implementation and prohibited practice of our program statement. Our program statement is in place in order to protect the emotional and physical well-being of the children attending our preschool program. The Executive Director/Supervisor shall monitor all behaviours and evaluate volunteers, support staff and teachers. If any individual involved with the Co-operative fails to comply with the above regulations, it will be necessary for the Executive Director/Supervisor to implement appropriate disciplinary action which will be taken in the circumstances including but not limited to withdrawal from the school.

If a volunteer/staff disregards the authority of the Executive Director/Supervisor, the Executive will review the incident and the appropriate disciplinary action will be taken. The Executive has the right to take the severest of disciplinary actions without previous incident or warning to the individual in question. Irresponsible behaviour and non-compliance by any individual can result in being asked to withdraw from the preschool.

Financial Record-Keeping - Policy and Procedures

Policy

Grimsby Co-operative Preschool Inc. will maintain accurate financial records and ensure that appropriate internal controls are developed and implemented.

Procedures:

1. A current list of families who owe fees showing how many months these fees have been outstanding (accounts receivable) is maintained.
2. The ED/SUPERVISOR, who is responsible for collecting fees, must be aware of and implement the fee collection policy and procedures.
3. A current list of suppliers owed money by the child care centre ordered by date of invoice (accounts payable), is maintained.
4. Complete and up-to-date employee payroll records are maintained.
5. Current records of HST filings, including copies, are maintained.
6. The monthly bank statement is reconciled each month to make sure that it is in agreement with the centre's financial records.
7. Cheques are recorded when they are received and then deposited in the bank with a detailed record of deposit. Parents/guardians are encouraged to pay student fees by cheque.
8. If cash payments are made, parents/guardians make the payments directly to the ED/SUPERVISOR, who issues a receipt noting amount and time period. Parents/guardians are asked to initial the receipt.
9. Cash receipt deposits are made to the bank at least bi-monthly, generally on the 1st and 15th of each month.
10. Each cheque signed for the Preschool requires two authorized signatures. This helps to protect the centre from unauthorized spending. Individuals who are authorized to sign cheques are signing officers of the Board of Directors. The signing officers cannot pre-sign blank cheques.
11. The financial records are stored in accordance with legal requirements. Annual audited statements, the general ledger and annual adjusting journal entries must be kept for the lifespan of the organization plus two years. Other financial records must be kept for at least six years.
12. Expenditures must be approved in the budget before making commitments to spend money. The Treasurer must seek approval from the membership at large for deviations that exceed 10% of the overall budget.

Admissions Policy and Procedures

Policy

Grimsby Co-operative Preschool Inc. will accept new children when there are vacancies, on a first come, first serve basis. Applications need to be accompanied by a registration fee. Under the Human Rights Code, every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, marital status, family status, disability or the receipt of public assistance.

Procedures:

1. The maximum enrollment in each session will be sixteen (16) children with two (2) qualified R.E.C.E. in each group of sixteen.
2. Enrollment of new children during the fall term shall be on a staggered basis.
3. Only children, 27 months and older shall be eligible for registration. A provision on our license allows 3 children 27 months up to and including 30 months of age within capacity. Children must not have reached their 5th birthday as of December 31st of the year in which they are enrolled. Children outside of these ages will be discussed on a case by case basis.
4. The Preschool experience is to work closely with children with special needs who will be given individual attention. The Preschool will work closely with parents and our staff and community partners who support children with special needs to ensure the child's individual needs are met.

If it is determined that the Preschool cannot reasonably accommodate the unique needs of a child, we will arrive at a final decision in consultation with the family and link them with local agencies that may support the needs of the child.

5. Acceptance of each child in the Preschool will be the responsibility of the ED/SUPERVISOR. If, for any reason, a child is not eligible to enter the Preschool, the parents will be reimbursed in full.

Wait List Policy & Procedure

Grimsby Co-operative Preschool Inc. provides full and part time child care for up to 32 children daily. Admission is based on a first come first serve basis in accordance with the Wait List Policy. The purpose of the Wait List Policy is to ensure a fair process is followed and communicated to all involved.

Grimsby Co-operative's Executive Director reserves the right to manage the wait list in the best interest of the Preschool.

Wait List Administration & Priority

When Grimsby Co-operative Preschool Inc. receives an application for admission, the following criteria is followed:

1. Age (children must be 27 months to start)
2. Completed application forms
3. Space required/available

A one-time non-refundable \$50.00 registration fee is required for all families that want to apply for child care at Grimsby Co-operative Preschool Inc. **The application date is effective on the day that we receive the registration fee.**

If the requested space is not available at the time of application, the Grimsby Co-operative Preschool Inc. will not require the \$50.00 registration fee. The registration fee will only be required from those applications where a spot is available.

Waiting Times

When a space becomes available within Grimsby Co-operative Preschool Inc., the ED assigns the space to the first child on the list who has met the above criteria. It is impossible for us to predict how quickly our wait list will progress or if we will even be able to accommodate those on our wait list. We CANNOT provide an approximate entry date when you apply.

It is the responsibility of the applicant to ensure their contact information remains up to date, in order to be notified when a space becomes available.

Grimsby Co-operative Preschool Inc. encourages those wait-listed families contact the ED by email monthly to confirm that they still wish to be on the wait list. Grimsby Co-operative Preschool Inc. knows and understands that situations can change for families. If a family needs to adjust their original request simply send a written notification to the ED.

When a space becomes available

When a space is available, we will notify you through the contact details that you provided at the time of requesting a spot at the preschool. You must respond by either email or phone confirming your acceptance of the space within one week. If we do not hear from you, we will remove you from the list. Those families who decline a space or do not return notification will forfeit the spot.

Returning Families

Returning parents will be given priority registration for the following school year in the month of January. It is recommended that those returning families take advantage of this as the spaces are limited at Grimsby Co-operative Preschool Inc. and we cannot “hold” a spot for them unless the above criteria is met.

The ED or the Board of Directors reserves the right to make changes without notice, to the wait list policy in the best interest of Grimsby Co-operative Preschool Inc.

Orientation Policy and Procedure

Policy

Grimsby Co-operative Preschool Inc. will ensure that all new families are welcomed to the Preschool and provided an overview of the Preschool policies and procedures.

Procedures:

1. The ED/SUPERVISOR will meet with families prior to the child starting school to review the preschool program, enrollment and health, safety and policies and procedures and answer questions that the family may have.
2. The ED/SUPERVISOR will ask parents/guardians to complete enrollment, health and parent consent forms and provide the preschool with 2 copies of the child's immunization records. She will also collect postdated cheques required for fees for the year, fundraising prepaid amount and meeting cheques.
3. The family and ED/SUPERVISOR will review together the above information to ensure that everything is complete and parents signed off on the registration form that they have read the appropriate policies.
4. The ED/SUPERVISOR will outline opportunities for family members to be involved in the Preschool's activities. Parents will be reminded that they do not have direct unsupervised access to the children at the Preschool.
5. The ED/SUPERVISOR will describe the role and responsibilities of the Board of Directors and general members and highlight the date of the next upcoming general meeting.
6. Each new family will receive a copy of a current parent handbook. They will sign off yearly on the registration form that they have read the handbook.

Program Staff and Supply staff Yearly Review of Policy and Procedure

Policy

Grimsby Co-operative Preschool Inc. will ensure that all Program staff and supply staff (from now on all called just staff members) review the policies and procedures of the Preschool. This will be done at the time of employment and yearly thereafter before the school year begins.

Procedure:

1. The ED/SUPERVISOR will review all the necessary documentation with each staff member. They will sign off and date that they have completed the review which the ED/SUPERVISOR will witness.
2. The staff member will be asked to sign that they have reviewed and understood the following policies; anaphylactic, Program Statement and Implementation, fire drill procedures, orientation policy, harassment, accessibility and discrimination, health and safety, sanitary and serious occurrence.
3. All staff members will be given an updated tour of the Preschool. Specific things will be pointed out:
4. Program statement and implementation monitoring will be done by the ED/SUPERVISOR during the school year in conjunction with their performance reviews.
5. Staff members will insure that they have provided the Preschool with updated documents when necessary;
 - Current criminal reference/vulnerable screening checks (every 5 years)
 - Offence Declaration (every year)
 - Current First Aid/CPR-C (every 3 years)
 - Safe food handling certificate (every 5 years)
 - Date of Yearly physical (upon hiring)
 - Record of up-to-date immunizations

Volunteer Orientation Policy and Procedure

Policy

Grimsby Co-operative Preschool Inc. will ensure that all volunteers are welcomed to the Preschool and provided an orientation. Volunteers are not to be counted in the staffing ratio of the Preschool.

Procedure:

1. The ED/SUPERVISOR will interview or meet with the volunteer before they start providing care or guidance, to review the Preschool program, policies and procedures and answer any questions they may have.
2. The volunteer will be asked to sign that they have reviewed and understood the following policies; anaphylactic, Program Statement and Implementation, fire drill procedures, orientation policy, harassment, health and safety, sanitary and serious occurrence. Volunteer parents of the Preschool will have done this on their registration form. They will just need to review any anaphylactic children's information.
3. Volunteers will be required to provide a satisfactory Criminal Reference Check with a Vulnerable Sector Search through the appropriate Police Services and hold a current certification in First Aid and CPR. Volunteers will be required to immediately declare any changes to their Criminal Reference Check as well as any criminal charges that may impact the duty and standard of care that the Preschool owes to the children entrusted to our care.
4. Volunteers will be reminded that they do not have direct unsupervised access to the children at the preschool.
5. The volunteer will be given a tour of the Preschool. Specific things will be pointed out.
6. Program statement and implementation monitoring will be done by the ED/SUPERVISOR once during the school year for volunteers (parents or others). She will review it with them.
7. Volunteers have a duty of confidentiality and are subject to the Preschool Confidentiality Policy and will be reminded that what happens in the classroom stays in the classroom. The teacher will provide parents with any necessary information.

Role of the Volunteer:

- Volunteers will be asked to follow the Teacher's lead in the classroom
- Be the extra set of hands to the teacher
- Fill/replace supplies
- Cleaning where necessary throughout the classroom

- Assist with keeping the children engaged and involved in the activities
- At no time will the volunteer be unsupervised or left alone with any of the children at the centre
- The volunteer will be monitored by the ED/Supervisor

Student Orientation Policy and Procedure

Policy

Grimsby Co-operative Preschool Inc. will ensure that all students are welcomed to the Preschool and provided an orientation. Placement students are not to be counted in the staffing ratio of the Preschool.

Procedure:

1. The ED/SUPERVISOR will interview or meet with the student before they start providing care or guidance, to review the Preschool program, policies and procedures and answer any questions they may have.
2. The student will be asked to sign that they have reviewed and understood the following policies; anaphylactic, program statement and implementation, fire drill procedures, orientation policy, harassment, health and safety, sanitary and serious occurrence.
3. The ED/SUPERVISOR and student will review what is required of them to complete their placement; the dress code of the centre, hours volunteered each day/needed to complete the placement and any other necessary information.
4. The students will be required to fill out a student information sheet provided by the ED/SUPERVISOR.
5. The student will be given a tour of the Preschool. Specific things will be pointed out.
6. The student will be informed that they will be supervised by an employee of the Preschool at all times and they are not permitted to be alone with any child who receives care at the Preschool.
7. The student will be orientated by the ED/SUPERVISOR and introduced to the staff. The student will be assigned to a class. The ED/SUPERVISOR or assistant supervisor will be responsible for monitoring the student and marking progress reports. The other teachers will mentor the student as they provide care and guidance to the children. The ED/SUPERVISOR will ensure all requirements are met in a timely manner.
8. Program statement and Implementation monitoring will be done by the ED/SUPERVISOR once during the placement.

Role of the Student:

- Students will be asked to follow the Teacher's lead in the classroom
- Be the extra set of hands to the teacher
- Fill/replace supplies
- Cleaning where necessary throughout the classroom
- Assist with keeping the children engaged and involved in the activities
- At no time will the student be unsupervised or left alone with any of the children at the centre
- The student will be monitored by the ED/Supervisor

Family Communication Policy and Procedures



Policy

Grimsby Co-operative Preschool Inc. encourages regular opportunities to communicate with families about their children's activities and development, the organization of the centre and current decisions about the operation of the centre. The Preschool believes strongly that child care is a shared responsibility between parents and the Preschool staff. We know it is important to parents to have regular information about your child's experience. Your participation and input is valuable to your child and to the Preschool.

Procedures:

1. Staff members will post program sheets beside the ELECT documentation boards for Parents to review at their convenience. "Bloomz" will be used to send pictures and to parents on a regular basis.
2. Parents/guardians are encouraged to volunteer at the Preschool. They should try to view their volunteer days as opportunities to learn new ideas for handling preschoolers.
3. The ED/SUPERVISOR and the Teachers will prepare a short monthly newsletter report that includes information about programs, reminder of important dates and if possible articles of interest pertaining to children's well-being.

Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns. This Policy was developed on July 1st, 2017.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e., the operator).

Staff: Individual employed by the licensee

Executive Director

Supervisor

Assistant Supervisor

Educators (ECE)

Policy

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

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

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

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

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

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must

be disclosed for legal reasons (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

Concerns about the Suspected Abuse or Neglect of a child

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

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

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

A report must be made immediately if a child is or appears to be suffering from abuse or is at risk of harm. Duty to Report applies to the public and includes special reporting responsibilities for professionals in the childcare field. Registered Early Childhood Educators also have this obligation under the College of ECE. The Preschool supports its staff in their Duty to Report responsibly. The Preschool does not investigate these specific reports; we cooperate fully with any investigation initiated by Family and Children's Services/Children's Aid Society or the Police Service.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g. schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - The Supervisor or the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the Executive Director. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within three business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern;
<p>General, Centre- or Operations-Related</p> <p>E.g. child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the Executive Director. 	<ul style="list-style-type: none"> - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p>Staff-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the Executive Director or licensee. <p>All issues or concerns about the conduct of staff, etc. that puts a child's health, safety and well-being at risk should be reported to the Executive Director 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 3 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>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the Executive Director and/or licensee. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the Executive Director 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 The Board of Directors.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should 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

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Executive Director – Melissa McLauchlan – info@grimsbyco-op.org

Board President – Kim Smith - kbsmithslp@gmail.com

Attendance Policy and Procedures



Policy

The Grimsby Co-operative Preschool Inc. will be flexible in accommodating family needs and requests for arrival, departures and attendance at the preschool.

Procedures:

1. The school year will begin the first week of September and continue to the second last Friday in June
2. The preschool is open from 9:15 am to 11:45 a.m. and 12:30p.m. to 3:00pm. depending on enrollment for which classes are run. The extended day program runs from 9:15 am to 3:00 pm.
3. Parents/guardians must help their child when coming in and out with their outdoor clothing and backpacks, putting snack bag in appropriate basket. Parents/guardians are asked to bring their child to the appropriate room and make contact with a program staff member.
4. If someone other than a parent/guardian is to pick up a child, this must be noted on the child's pick-up consent form or a note given to the teachers in advance. If this is not possible, parents/guardians may telephone the preschool or email the preschool.
5. The preschool will be closed on the following days:

Good Friday

Labour Day

Easter Monday

Thanksgiving Day

Victoria Day

Family Day

Christmas Break and March Break will be closed as per the District School Board of Niagara's closures.

6. Professional Development Days (P.D. days) shall be observed to provide the opportunity for the teachers to further develop their skills. The teachers through consultation with the board set these days.
7. Parents/guardians will be given specific notice of field trips, indicating date, time, cost and location. Each parent/guardian is required to provide or arrange transportation for their child to and from the trip location. On occasion, a bus may be rented and permission slips will be sent out for your signature. Normally, there is no school on trip days.
8. The centre requires two weeks' notice in writing if a child is being withdrawn. If a child is withdrawn without notice, two weeks' full fees will be required in lieu of notice.

Late Pick Up Policy



The preschool programs are finished at 11:45 am for half day program and 3:00 pm for the extended day program. You are free to pick up your child before this time, but will be charged a late fee for arriving after 11:45am/3:00pm respectively. After 11:45am / 3:00pm respectively, you will be charged \$1.00 per minute that you are late. Prior arrangements can be made. Notification beforehand of reason for being late can waive the fee.

If we have not been able to make contact with parents by 12:00 pm or 3:15 p.m., we will contact the emergency contact person listed on your child's application form.

Audit Policy and Procedure



Policy:

An audit will be completed annually as per Article X in the Grimsby Co-operative Preschool Inc. Directors Handbook. The audit will be conducted by three members of the Co-operative, not related to the Board of Directors. The purpose of this audit is to review the Co-operative's financial records.

Procedure:

1. The Board of Director's will ask the members of the Co-operative for three volunteers to conduct the audit during the Spring Annual General Meeting. As previously stated, these volunteers must not be related to the Board of Directors.
2. The volunteer auditors are expected to use their particular level of skill, knowledge and personal experience in carrying out their responsibility to audit the Co-operative's financial records.
3. The Treasurer, Bookkeeper and ED/SUPERVISOR will attend the annual audit and ensure that the complete financial records for the audit year are available to the volunteer auditors for their review.
4. The audit will be conducted at a mutually agreed upon time and location, so that the volunteer auditors, Treasurer, Bookkeeper and ED/SUPERVISOR can attend.
5. The volunteer auditors will determine what financial records they review based on their collective judgement. These financial records will be reviewed during this audit meeting. Members of the audit committee will sign off on a form to document their involvement in this audit. This document will become part of the Preschool's permanent archived records.
6. Any concerns presented during the audit that cannot be resolved will be presented to the Board of Directors at a special Board Meeting that occurs within four weeks of the audit. As per the Board of Director's Legal Obligations Policy, Board members are expected to make decisions that protect against any form of discrimination to staff, children or families. Board members will make financial decisions based on their knowledge and seek professional counsel if appropriate. The Board will provide direction and feedback to the Treasurer and ED/SUPERVISOR regarding the outcomes of this discussion, and the Treasurer will report back to the audit committee. This exchange of information will continue until the concern (s) is/are resolved.

REFERENCE DOCUMENTS

This document has been prepared and amended in accordance with the information contained in the following documents: Ministry of Education, Early Learning Document (DNA), Playground Safety – Requirements for all Licensed Child Care Operators

Fee Collection and Refund Policy and Procedures



Policy

Grimsby Co-operative Preschool Inc. will collect student fees in a consistent, equitable manner to ensure the financial viability of the preschool.

Procedures:

1. The first and last month's fees will be paid during registration week or on the first day the child starts school. There are no deductions for absences or statutory holidays.
2. All monthly fees must be paid in advance and dated for the 1st of each month. If payment of fees is not produced by the 15th of the month, the board will ask the parents to withdraw the child. Prompt payment of fees is necessary in order that the basic operating expenses may be met (salaries, rent, supplies).
3. The monthly fee is set by the Board of Directors and renewed annually. Parents/guardians are responsible for paying the full monthly fee unless a childcare fee subsidy is obtained from the Niagara Region Children Service Department.
4. If a fee subsidy is obtained from the Niagara Region, the monthly fee paid by the family is based on the assessed daily fee contribution. Parents/guardians are responsible for fulfilling all the requirements of the Region necessary to maintain the subsidy. If parents/guardians become ineligible for child care subsidy, they are responsible for paying the full monthly fee or withdrawing their child (ren).
5. Attendance at the two General Meetings is mandatory. Along with pre-payment of your child's first and last month of school, we require two post-dated cheques (Sept./April). Upon attendance at each of the aforementioned General Meetings the corresponding cheque will be returned to you. If you are not in attendance, you will forfeit your cheque and the funds will go to the school.
6. Members have obligations to be fulfilled in order to maintain the intent of co-operative pre-schooling. Members are obliged to:
7.
 - i. Attend both General Meetings
 - ii. Carry out responsibilities within their assigned committee
 - iii. Fundraise/ opt-out
8. Failure, without just cause, to fulfill your obligations as a co-op member, will result in your membership being reviewed. Parents must also participate, as fully as possible, in fundraising and school activities.

9. Refunds:

- i. No refunds will be made for absence due to illness, traveling or any other reason, except if written notice of temporary withdrawal of the child has been given within 14 days and the period of absence is more than 30 days. This will be subject to approval of the Board of Directors.
- ii. No refund will be made when the school is temporarily closed due to emergency conditions (snowstorms, loss of heat or water)
- iii. No refund will be given for the last month of school. This will be subject to the approval of the Board of Directors.
- iv. No refund for the registration fee will be given unless the school cannot place your child in the class you request.

Health and Safety Policy and Procedures



Policy

Grimsby Co-operative Preschool Inc. is responsible to support children/employee (Staff) health and well-being, comply with health-related requirements, and reduce illness from spreading from one to another in the program and respond to health problems.

Procedures:

1. **Proof of immunization** – The Child Care and Early Years Act stipulates that prior to admission each child must be immunized according to the local Medical Officer of Health. All employees are required to ensure that are immunized and records are up to date.

A statement of Conscious or Religious beliefs may be filled out to exempt from producing an immunization record. Forms to fill out are in Appendix 1. These forms must be submitted prior to the child attending child care.

2. **Illness:** Children cannot attend the preschool if illness prevents their ability to participate in regular daily routines or if attendance could be harmful to themselves or others. Families will be advised to make alternative care arrangements and seek medical attention for the following conditions:
 - Unexplained or undiagnosed pain
 - Acute cold with fever, runny nose and eyes, coughing and sore throat
 - Difficulty with breathing
 - Fever over 38 degrees centigrade accompanied by general symptoms such as listlessness
 - Sore throat and difficulty swallowing
 - Undiagnosed skin or eye rash
 - Headache and stiff neck
 - Unexplained diarrhea or loose stools
 - Vomiting and abdominal cramps
 - Severe itching of body and scalp
 - Known or suspected communicable diseases

When a child is diagnosed with a communicable disease (e.g., chicken pox) the preschool will be informed and the local public health unit, if it is a reportable disease, and the families of other children in the program.

3. **Medication Policy:** The teachers of the Grimsby Co-operative Preschool Inc. do not administer prescription or non-prescription medications to children except in life threatening situations. Inhalers and epi-pens will be administered after parents have signed and filled out Medical Authorization form (see Appendix 1) and individual Anaphylaxis Emergency plan. Written directions must be given on how inhalers and epi-pens are to be used. All inhalers and epi-pens must be clearly labeled with child's name. Inhalers will then be placed in a locked medical box and Epi-pen hung on hook in each playroom out of children's reach along with the individual plan. Epi-pen procedure will follow the anaphylactic policy on the following page.
4. **Emergency Transportation/Medical Attention Policy:** For children who require immediate medical attention, the staff at Grimsby Co-operative Preschool Inc. will call emergency services for medical care or transportation. The staff will then call the parents or emergency contact on file. At registration, parents will be required to complete a consent form giving Grimsby Co-operative Preschool Inc. permission to contact the child's doctor and to transport the child to emergency. These will be kept in the children's files.
5. **Hygiene:** Daily routines will include regular hand washing and sanitary clean-up and implementation of universal precaution guidelines with respect to bodily fluids. Sanitary procedures and universal precaution guidelines will be posted in bathroom areas and hand washing areas. Regular equipment and toy cleaning will be performed and a written date of implementation will be kept.
6. **Head Lice Policy:** If we at Grimsby Co-op Preschool suspect that a child/staff at the center has head lice we will examine the head carefully; look for tiny, dark coloured or white nits (eggs) that will be attached to the hair shaft. To check, examine behind the ears, forehead area and nape of neck. Examine in a well-lit area. Part the hair in small sections with a toothpick and look at scalp and hair shafts. If we find evidence of head lice, the child will be sent home with a "Letter to Parent/Guardian of Child with Head Lice" (see Appendix 1); the child will have to be treated before returning to the preschool. To prevent further spreading of head lice, we will check the other children in the class to see if they have head lice. We will make sure that children do not share each other hats. The parent(s) in charge of cleaning the area that is affected will be called in to clean toys that may be infected with head lice. If need be a "Head Lice Alert" letter along with information about head lice can be sent home to the families so they are aware of the head lice at the school. (See Niagara Region's Public Health Department Health and Safety Manual for information).
7. **Health Record:** All children will have a complete health record form on file upon enrollment in the preschool
8. **Allergies:** Children/employees/ volunteers with severe allergies will have an individual anaphylaxis emergency plan completed by the parent/guardian on file that outlines the management of the allergies.
9. **Daily Log:** The daily log will include a summary of any incidents affecting the health, safety or well-being of the staff and children enrolled in the preschool.
10. **No Smoking:**

- The preschool is a smoke free facility
- No smoking in the building or within 6 feet of the building

First Aid Policy



Standard First Aid Training

1. Grimsby Co-operative Preschool Inc. shall ensure that every employee/supply staff/ inclusive support staff working at the preschool has valid certification in standard first aid including infant and child CPR, issued by a training agency recognized by the Work Safety Insurance Boards or otherwise approved by the director.
2. Initial training shall be a 2-day First Aid & CPR-C (adult/child/infant CPR)
3. Time required: 16 hours
4. Standard First Aid qualifications are valid for 3 years. Recertification is then required. The Preschool will cover the fee for the regular staff's recertification.

First Aid

1. Grimsby Co-operative Preschool Inc. posts emergency telephone numbers lists near all telephones. It also post as well Emergency telephone procedures.
2. Complete up to date emergency contact information is available in the binders in each classroom bag.
3. Each child's medical information is available in each child's file. Any allergies are listed in the emergency contact information.
4. A portable first Aid kits is available for field trips.
5. Any special procedures individual children require are considered supplies made available by the family (i.e. EPI-pen, puffers, etc.)

First Aid Station

In accordance with the Workplace Safety and Insurance Act, First Aid Regulation 1101, Grimsby Co-operative Preschool Inc. will ensure that:

1. First Aid Stations shall contain:
 - a) A first aid box containing;
 - b) A current edition of a standard Red Cross First Aid Manual & CPR
 - c) 1 card of safety pins
 - d) Disposable, non-porous gloves
 - e) Scissors & tweezers
 - f) Small splints
 - g) Cold packs, (in the freezer are some)
 - h) Thermometer (fever strips)
 - i) Dressings consisting of,
 - Adhesive Band-Aids of assorted sizes

- Sealed packages of alcohol wipes or antiseptic wipes
 - Bandage tape
 - Sterile gauze pads (2"-3"-4")
 - Flexible roller gauze (at least 2" width)
 - Triangular bandages
 - Polysporin
2. The WSIB "In Case of Injury Poster" (Form 82) will be posted, respecting the necessity of reporting all accidents and receiving first aid treatment. Forms to be filled out in the event an incident/accident occurs are found in appendices #6.
 3. An inspection card with the date of the most recent inspection of the first aid box. Inspection shall be done on a regular basis by qualified staff who will sign the card. A qualified person is will hold a current Standard first aid certificate
 4. The Preschool shall keep a record of all circumstances respecting an accident as described by the injured employee, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injury and the date, time and nature of first aid treatment given.

General Principles of First Aid

If an injury occurs:

- Stay calm and call for another adult
- Check for life-threatening situations or conditions
- Unconsciousness
- Not breathing or having trouble breathing
- No pulse
- Severe bleeding
- Call 911 if needed; if possible stay with the child and send another person to call
- Give CPR or first aid if necessary
- Do no further harm: do not move the child unless the child is in danger of more injury
- Comfort the child
- Notify parent or guardian, or other emergency contact
- After the incident is over complete the injury report form if serious occurrence report to Child Care Licensing System (CCLS).
- Review and determine ways to prevent a reoccurrence

Anaphylactic Policy and Procedures



Anaphylaxis- is the word used for serious and rapid allergic reactions usually involving more than one part of the body, which, if severe enough, can kill.

What are the common causes of anaphylaxis?

- Foods: especially nuts, dairy products some kinds of fruit, fish and less commonly spices
- Drugs: especially penicillin, anaesthetic drugs, aspirin and other painkillers
- Latex: mainly in rubber gloves and balloons
- Bee or Wasp stings: when these cause faintness, difficulty breathing or rash or swelling of part of the body that has not been stung
- Exercise: sometimes induced-food dependant
- Medicines called beta blockers:
- Unknown

How can you tell if someone is having anaphylaxis?

- Anaphylaxis usually happens quickly.
- Anaphylaxis can produce:
 - i) An itchy nettle rash (hives)
 - ii) Faintness and unconsciousness due to very low blood pressure. Unlike an ordinary fainting attack, this does not improve so dramatically on lying down.
 - iii) Swelling
 - iv) Swelling in the throat, causing difficulty in swallowing or breathing
 - v) Asthma symptoms
 - vi) Vomiting
 - vii) Cramping in tummy
 - viii) Diarrhoea
 - ix) A tingling feeling in the lips and mouth if the cause was food such as nuts
 - x) Death due to obstruction to breathing or extreme low blood pressure

Fainting and Anaphylaxis: clues which may help you tell the difference

(this guide is not perfect, you need a doctor if in doubt)

	Anaphylaxis	Fainting
Colour	Pink, typically	Pale, typically
Pulse	Fast, usually	Slow, usually
Blood Pressure	Can remain low lying down	Normal when lying down
Other features	Nettle rash	The person has probably fainted before
Which may be present	Swelling Difficult breathing Tummy pain or diarrhea	

What happens in the body during anaphylaxis?

Anaphylaxis happens when the body makes the wrong kind of antibody, a kind called immunoglobulin E (IgE for short) to protein in our food or to something like a drug. IgE sticks to cells in our body, which release substances that have powerful effects on our blood vessels and air passages.

Fortunately, adrenaline (epinephrine), the standard treatment for life-threatening anaphylaxis, works against all the most dangerous aspects of anaphylaxis. Many doctors say that the adrenaline (epinephrine) will wear off in 15-20 minutes. Adrenaline (epinephrine) cannot help you if you do not have it with you!

Policy

Grimsby Co-operative Preschool Inc. requires a parent/employee/volunteer to inform us of any life threatening allergies on their registration form or when they begin work. Before the child begins school, the parent must fill out a medical authorization form communicating to the ED/SUPERVISOR and staff information on the life-threatening allergy. An employee or volunteer must also fill out these forms. An Individual Anaphylaxis Emergency plan will be filled out for the child/adult that includes emergency procedure in respect of the child. The parent/adult is required to provide training to staff on the procedure to be followed if the child has an anaphylactic reaction. All Staff and volunteers at Grimsby Coop Preschool will be aware of the plan, sign off on the anaphylactic form and make every attempt necessary to reduce the risk or exposure to anaphylactic causative agents. (Emergency Plan – Appendices 1)

Causative Agents

Nuts

- Post signs that say nut free school
- Parent handbook and newsletters inform families that we are a nut free school

Latex

- No balloons and no latex in gloves (use plastic gloves)

Insect Stings

- No windows open unless there are screens

Medications

- We do not administer medications and any medications are not to be left at the school

Food (Dairy & other)

- No sharing snacks
- For special occasions there are to be no home baked goods, and labels of store bought items are read before serving

Procedure for Epipens at the Grimsby Co-operative Preschool Inc.

- 1) The parents of the child with the Epipen must fill out a Medical Authorization form.
- 2) The Epipen must be kept in a clearly marked pouch or case so that it is easily kept with us and hung up on the hook provided in each play area.
- 3) The Epipen must be protected from light and high temperatures.
- 4) The Epipen must not be kept in a refrigerator, and no epinephrine injection device must be allowed to freeze.
- 5) When should I inject the adrenaline (Epipen):

'3D' rule

- i) Define reaction: evidence of a reaction should be obvious.
- ii) Deterioration: the aim is to inject BEFORE life is in immediate danger. If the reaction is improving by the time you get the Epipen, just wait and keep it handy for 6 more hours.
- iii) Death seems any sort of possibility if the deterioration continues another 5 to 10 minutes.

Only two things cause death: the '2D' rule

- i) Difficult breathing whether due to swelling of the throat or asthma
- ii) Deteriorating consciousness: once the child or adult patient is unconscious, life is in danger. Make sure you know the 'recovery position' known to every first-aider. But give the Epipen to prevent unconsciousness if that seems increasingly possible.

Finally, the '1D' rule

- i) Do give the Epipen if in doubt! If you think there may be any risk to life because of difficulty breathing or because it seems possible the patient is beginning to feel faint or 'pass out', then the earlier you give the Epipen, the better it will work.
- 6) Before Epipen but do not delay:
- i) Lie the patient down if there is faintness or low blood pressure, or unconsciousness but if there is swelling in the throat with difficulty in breathing and there is no serious problem with faintness, it is better to sit the patient up to avoid making the throat swelling worse. Get help quickly.
 - ii) Ensure the patient does not choke or inhale vomit. Vomiting is especially likely if food allergy was the cause of anaphylaxis. Put the patient in 'recovery position'.
- 7) Epipen injection procedure:
Inject adrenaline with Epipen into the muscle of the side thigh, nowhere else.
Note: injecting the Epipen in the wrong place can be dangerous
- 8) After giving adrenaline (Epipen) or if it is clearly unnecessary but you are nevertheless concerned.
- i) Get prompt medical help by calling 911
 - ii) Inform the Supervisor
 - iii) Call the parents or if unable to contact call the emergency contact person
 - iv) Follow Serious Occurrence Procedures
 - v) Document as required on:
 - (a) Medical Record Form
 - (b) Incident Report Form
 - (c) Daily Log

Sexual Abuse / Discrimination, Harassment Policy and Procedures



Policy:

Grimsby Co-operative Preschool Inc. discourages and will not tolerate discrimination or harassment. We provide a safe environment and do the best of our ability to prevent harm to those in our care.

Procedure:

1. Staff members will respond immediately to incidents of sexual abuse, discrimination or harassment of fellow staff members, children or members of the co-operative.
2. Staff will use the preschool Program Statement, policy and implementation (appropriate to children's level of understanding and development) to guide them in handling children's/adult's behaviour and language.
3. Staff will report all incidents of sexual abuse, discrimination or harassment to the ED/SUPERVISOR involving the individual(s) and an incident report will be completed. The staff member is obligated to fulfill statutory reporting obligations to child protective agencies or police authorities.
4. ED/SUPERVISOR with a member of the Board of Directors (usually the President or Vice President) will consult with the individual regarding the charge in an assuring serious and compassionate response to allegations without admitting legal liability or making public statements without the aid of legal counsel. Immediately the individual will be suspended pending outcome of the investigation.
5. It is important to maintain confidentiality for alleged victim and perpetrator.
6. The incident may require consultation with a lawyer and reporting the incident to the insurer.

Prevention:

1. There is zero tolerance for sexual abuse, harassment, discrimination, molestation, corporal punishment or neglect.
2. The preschool has an "open door" policy that an individual may come in and observe the classroom. There are always two adults in the classroom with the children. Volunteers/visitors are not allowed to be put in the position where they are alone with child/children if they do not have a criminal reference/vulnerable sector check and have read and signed off on our Policies and Procedure Manual.
3. Adults working directly with the children are required to have a current criminal reference/vulnerable sector check (annually). Staff is interviewed before employment and annually must sign off that their criminal reference/vulnerable sector check is accurate. References will be required for any new staff hired.
4. Awareness of the above for all employees/volunteers that attend off site activities.

Serious Occurrence Policy



Serious Occurrence Definition:

1. The death of a child while in attendance at a day nursery.
2. Any serious injury to a child/missing child while in attendance at a day nursery.
3. Fire or other disaster occurring on the premises of a day nursery.
4. A complaint concerning operational, physical, or safety standards on the premises of a day nursery (i.e. negative reports from the fire, health department or Ministry of Environment when corrective action has not been taken)
5. Abuse of a child within the meaning of the CHILD WELFARE ACT by a staff member of a day nursery or by any other person while the child is attending the day nursery.
6. Emergency services (i.e. police, fire and/or ambulance) are used in response to a significant incident involving a client of the Ministry of Education Early Learning Division (Grimsby Co-operative Preschool Inc.
7. The incident is likely to result in significant public or media attention.

Procedure:

The staff or any other witness should report the occurrence to the ED/SUPERVISOR at once.

Note: providing any person with immediate medical attention is first priority.

The ED/SUPERVISOR is responsible for conducting a preliminary inquiry and following the steps outlined below:

1. Contact the parents.
2. Ensure all persons having knowledge of the occurrence remain at the site until excused.
3. Contact the president
4. Report to the Program Advisor of Ministry of Education through the Child Care Licensing System (CCLS) within 24 hours of its happening.
5. Post a high-level Serious Occurrence Notification Form (Appendix 3) on the bulletin board in the coatroom by the licensing information. This will be done within 24 hours of becoming aware of an occurrence or when the operator deems the occurrence to be serious. The notice will be posted for a minimum of 10 business days. If the form is updated with additional information, the form remains posted for 10 days from of the update. The Notification forms will be retained for a least two years form the date of the occurrence.
6. The purpose of the Serious Occurrence Notification Form is to provide a brief overview of a serious occurrence for parents. No identifying information is included in the Serious Occurrence Notification Form.
7. Serious Occurrence Notification Forms pertaining to allegations of abuse will not be posted until:
 - The Children's Aid Society (CAS) has concluded its investigation and the allegation is either verified or not verified; **or**
 - The CAS has determined an investigation will not be conducted; **and**
 - The Ministry has investigated any associated licensing non-compliances.
8. Serious Occurrence Notification Forms pertaining to Complaints will not be posted until:
 - Verified the complaint has taken action to address the issue; the notice will be posted within 24 hours of the occurrence

- When a complaint has been filed and no action taken because the complaint was not verified then not posting is required
- Once the complaint is verified, the Serious Occurrence Notification Form is posted.

Reporting to the Program Advisor on the CCLS within 24 hours following these steps:

- Go onto the web site www.earlyyears.edu.gov.on.ca/ChildCareWeb/public/login and login
- Go to the home page and scroll down to Serious Occurrence and chose our agency (Grimsby Co-operative Preschool Inc.)
- Enter the information about the occurrence & continue as per instructions given on the page
- Remember do not enter birthdays and names on the report
- Upload any important documents if needed

Organization: Ministry of Education Early Learning Division

Program Advisor:

Phone Number:

Email:

Safety Policy and Procedures



Policy

Grimsby Co-operative Preschool Inc. will establish practices that prevent accidental injuries, protect children from harm, and remove children from danger in the event of fire or other emergency situation. Emergency Management Response Plan has been put in place. Staff will follow the steps set out in the Emergency Management Response Plan. The Board of Directors has been made aware of their responsibilities and parents have been given contact information and procedures being follow in case of an emergency.

Procedures:

1. The preschool has a written procedure for fire drills that has been approved by the local fire department. Each staff member is familiar with this procedure and each program room has specific instructions posted for moving children safely out of the building. (see attached policy)
2. In case of an emergency situation that makes the preschool premises unsafe, the children will be evacuated from the building. The preschool has arrangements with St. Andrew's Church to bring the children to the church building or Grimsby Secondary School until the premises are safe for their return or until the children can be picked up by their parents/guardians. The Emergency management response plan will be followed in these situations
3. If a child is injured, the staff will ensure that the child receives appropriate first aid and medical attention. If the situation requires medical attention, staff will contact parents/guardians (or emergency contact if parent/guardian is not available). If the injury is serious 911 will be called immediately. An incident form will be completed and filed in the preschool's records. The Board of Directors will be informed if medical attention is required. A Serious Occurrence report will be processed if required.
4. In compliance with the Child and Family Services Act, any staff member who has reasonable grounds to suspect that a child has suffered from, is suffering from, or is at risk for suffering from child maltreatment (sexual or physical abuse, physical or emotional neglect), must report the suspected maltreatment to Family and Children's Services in St. Catharines.
5. The preschool must report any serious occurrence incident to the provincial childcare advisor responsible for licensing the preschool as per policy.
6. Precautions to prevent injury:
Parking
 - Enter the parking lot from Regional Road #81
 - Exit on to St. Andrew's Ave.

- Park in the designated parking spots
- Turn off your vehicle and do not leave any child unattended in the vehicle

Clothing

- Children are encouraged to do as much as they can by themselves therefore children are to be dressed appropriately (ie: belts, overalls are not recommended)
- No long loose strings and ribbons on clothing that could catch in play equipment are to be worn
- Running shoes or rubber soled shoe are required to prevent slips and falls

Fire Drill Procedure



Fire Drills will be performed once a month by each class.

General Information

- When alarm sounds (blowing of a whistle) **Keep calm**
- ED/SUPERVISOR/Teacher takes the emergency binder and consent forms with her outside which is kept in the classroom bag.
- ED/SUPERVISOR/Teacher and volunteers gather children towards designated exit, line them up and count them
- Assigned teacher check all play areas, storage areas and bathrooms to be sure no children or adults are left behind
- Assigned teacher switch off lights, leave the room last, and close all the doors.

Exits:

The use of exits will be alternated monthly so the children will be familiar with leaving the building alternate ways. By not knowing the children's first response will be to look at the teacher sounding the alarm and following her/him out of the room. In case of an actual fire the teacher uses the exit that is clear of any danger to the children.

Exits to use in each of the rooms in the building that are used by the preschool:

- Upstairs Playroom:
 1. East end of the room, emergency exit doors
 2. West end emergency exit doors, leading down the stairs to glass doors on the south side leading outside.
 3. South entrance door, if necessary in emergency
- Downstairs playroom:
 1. East end of the room, emergency exit doors
 2. West end of the room, emergency exit doors leading up the stairs to the glass door on the south side leading outside.
- Commons Room:
 1. South side of room, go out the door to the glass doors on the south side leading out side
 2. North side of the room, the sliding doors that lead directly outside
 3. West side of the room, door leading to the kitchen and then use the north door emergency exit.
- Centennial Room (gym):
 1. East end of room, the emergencies exit to the glass doors on the south side of the hall leading outside.
 2. West ends of room, emergency exit doors.

Evacuation Procedure

- The designated teacher of the classroom will have the appropriate information on the children with her and will sound the alarm. This includes: clipboard with attendance, binder with emergency file information and emergency management response plan information.
- All adults on the premises will help gather children and head towards the indicated exit of the room the group is in.
- One assigned staff member will check the room and all other areas to make sure no one is left inside
- She/he will turn off all lights, close door and have everyone depart ahead of her and leave the building last.
- The designated teacher will count all the children and staff and exit.
- All adults present must keep calm and stop what you are doing and assist those who need help.

Once Outside:

- If any groups are slow in evacuating, one teacher should return to assist that group. Count the children and adults again
- Groups will gather at the meeting spot which is the steps leading to the leading to the red brick house on the south side of the parking lot
- Children must stay in groups until the **All-Clear** signal is given
- Teachers must always know how many children are present in your group

Our Emergency shelters are:

St. Andrew's Church Building and
Grimsby Secondary School

Documentation:

- Record fire drill information on Fire Drill Procedure Form in the filing cabinet, and keep on record for Ministry of Education, Early Learning Division and the Local Fire Department. Records of drills will be checked when inspections are done.
- Record in Daily Log that a fire drill was done.

Sanitary Policies



1. **Hand washing** - Hand washing is an important measure to reduce the spread of diseases. To prevent the spread of germs and infection, children and adults should wash hands well with soap and water. They will wash hands before snack, after snack, after sneezing or coughing (will teach children to cover their mouth when coughing or sneezing) and after toileting as well as when hands are soiled due to activity.

Procedure

1. Turn on warm water and wet hands.
2. Use liquid soap liberally
3. Create lather, rubbing all areas of hands and forearms, vigorously for 20 seconds.
4. Rinse
5. Dry hands with clean towel*
6. Turn off tap with towel* and place soiled towel in the laundry.

*towels- one towel is used per child, the towels are sent on a regular basis to be washed. (see #4 below)

2. Toilet procedure:

1. Children are supervised during toilet procedures
2. Adults assist in teaching hygienic wiping procedures (front to rear)
3. Adults assist children with flushing of waste
4. The adults must thoroughly hand wash and assist the children with hand washing.
5. Steps stools must be clean, non-absorbent and sanitized daily

3. **Cleaning of play equipment-** We have a scheduled monthly cleanup where the parents come in to clean the play equipment. Any item a child puts in his/her mouth will be sanitized before it is returned to its proper place.

4. Laundry-

- a. Play equipment that needs to be laundered is sent home monthly to be washed by parents
- b. Towels are sent home twice a week to be washed by a parent

5. Daily cleaning

- a. **Bathroom** – The bathrooms are cleaned each morning before class this includes sinks, counter, toilets and stools. They are cleaned again at the end of the session.
- b. **Snack table-** The snack table is cleaned before and after use with bleach and water
- c. **Carpets** – The carpets are vacuumed on a daily basis.

- d. **Water table** –The water table is emptied and sanitized daily and a capful of bleach is added to the water play table twice daily. The toys in the water play are sanitized and allowed to air dry.
 - e. **Floors** – Floors are swept and cleaned on a regular basis
6. **Spills-** Spills are mopped up when they occur, depending on the type of spill or accidents the area will be cleaned accordingly.
 7. **Pets** – The only pets in the Preschool are fish. The tank is cleaned regularly and the fish are fed daily. The children look at the fish only.
 8. **Waste disposal-** Garbage can with plastic garbage bags are in each room for garbage to be put in by adults and children. The food waste is put in the green organic bin with an appropriate bag in it is emptied every week and thoroughly cleaned and sanitized once a month or more frequently as needed.
 9. **Child accidents-** We encourage parents to have an extra change of clothing in case of an accident. A bottle of sanitizer is in the bathroom to sanitize surfaces after a child has been changed.

Washing and Disinfecting Surfaces

- Clean all articles first with soap and water
- Rinse with clear water
- Follow with a sanitizer

*Store all sanitizers and other chemicals out of reach of children and away from food.
At Grimsby Co-operative Preschool Inc. they will be stored in the yellow cupboard in the office.*

A simple effective sanitizer recipe:

1 ml bleach per 1 litre of water

- Make a fresh bleach solution daily
- Allow one minute contact time
- Store ready for use in a labelled bottle

Play Ground Safety Policy

Policy

All preschool staff, including volunteers and students, must ensure that children are provided with a safe outdoor environment that promotes creative and constructive play. The staff ratio must be maintained at all times in the playground area. The safety of the preschool outdoor play area is defined in conformance with CSA Standard CSA Z614-98.

Responsibilities

All staff, including volunteers, placement students and all members of the Board of Directors of the Grimsby Co-operative Preschool Inc. are required to read and understand their duties with regard to this Playground Safety Policy. It is the responsibility of the ED/SUPERVISOR to ensure that all staff and have read the policy and the date to be kept on file in the Playground Safety Log.

Definitions

The Grimsby Co-operative Preschool Inc. outdoor play area is contained within the fenced perimeter along the north side of the St. Andrew's Parish Hall (measuring approximately 120' by 30') and is accessible directly via the door at the east exit of the school. This space is also accessible from outside through a gate at the east end of the outdoor play area which is to be kept latched at all times.

Fixed playground structures (i.e. climbing equipment, slides) are not required by the Child Care and Early Years Act. However if the Preschool installs a fixed play structure it will at all times meet the standards as required by the Canadian Standards Association standard CAN/CSA-Z614-14, "Children's play spaces and equipment" as amended from time to time.

All employees will be required to comply with the standards of obligations established by CAN/CSA-Z614-14. The Preschool will ensure that routine inspections of the structures are conducted as required by law and prepare an appropriate plan is developed on how issues or problems identified in a playground inspection will be addressed and a playground repair log must be maintained.

Procedures

To ensure the on-going safety of the children, the Grimsby Co-operative Preschool Inc. undertakes regular inspections of the outdoor play area. The Preschool also undertakes regular maintenance of equipment. Documentation of the regular inspections is to be maintained within the Playground Safety Log. The Playground Safety Log will include the following elements:

Playground Equipment Change Reports

The Playground Equipment Change Reports will contain a record of repairs, removal and installation of equipment. This is to include the date of the change, a description of the change, and documentation from the Preschool providing the equipment, and certification of conformance to Canadian Standards Association as amended from time to time.

Injury Log

Dates and description of accidents and/or injury specific to the outdoor playground will be kept separate from other accident reports within the Playground Safety Log.

Daily Visual Inspections

On each day that the Preschool children are scheduled to use the outdoor playground, the teachers will conduct a visual inspection of the outdoor playground prior to use by the children per the daily inspection checklist. The completed checklist is dated and filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with as soon as possible.

Monthly Inspections

Once per month, a staff person from Grimsby Co-operative Preschool Inc. shall inspect the playground in accordance with the comprehensive Monthly Inspection Checklist. A copy of the monthly inspection report will be filed in the Playground Safety Log with clear indication of actions taken and actions outstanding. It is the responsibility of the ED/SUPERVISOR to ensure these inspections are carried out promptly and the reports filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with accordingly.

Annual Comprehensive Inspection and Written Report

Each year, a staff person from Grimsby Co-operative Preschool will complete a comprehensive inspection and written report. A copy of the report will be provided to the Grimsby Co-operative Preschool Inc. and included in the Playground Safety Log. Any actions arising from the inspection are to be dealt with accordingly. Implementation of Actions to ensure Playground Safety is the responsibility of the staff performing the daily visual inspection to take actions that can be accomplished immediately to correct safety issues within the playground without interfering with their teaching duties. Such actions may include: removal of hazardous debris, litter, strings or ropes of any kind. If the situation in the playground makes play unsafe, the affected area will be set off limits or outdoor play will be cancelled until the safety concern is resolved.

It is the responsibility of the ED/SUPERVISOR to review the status of all inspection reports and to ensure all defects and problems are documented in the Playground Safety Log. It is the responsibility of the ED/SUPERVISOR to bring defects to the attention of the Board of Grimsby Co-operative Preschool Inc. It is the responsibility of the ED/SUPERVISOR to ensure that all reasonable steps shall be taken to bar access to the defective equipment until it is repaired. Cordoning off the defective area must be done in a safe manner. Ropes and plastic tape cannot be used. If some areas of the playground remain in use by the children of the Preschool, the entire playground must be supervised at all times. It is the responsibility of the ED/SUPERVISOR to document a plan of action in the Playground Safety Log and ensure execution of that plan in a timely manner. The Board of Directors shall review all outstanding action items at its regular Board of Directors meetings to ensure that all issues are being resolved satisfactorily and in a timely manner.

Flushing for Lead Policy



Safe Drinking Water Act 2002 Updates: 0.Reg 243/07

Policy

Requirements relating to the Safe Drinking Water Act, means that child care centres now need to flush their water systems weekly to make sure that there are no lead sediments in the water.

We, at Grimsby Co-operative Preschool Inc., shall ensure that we flush the system as may be required by law. All drinking water fountains and taps used to prepare food or drink or to provide drinking water for consumption by children will need to be flushed for 10 seconds. The taps in the bathrooms, custodian room and outside for gardening do not need to be tested for lead. A record will be kept with the date and time of every flushing: time flushing started and time flushing ended for the first step and the time completed and the location for the second step. The name of the person who performed the flushing will also be recorded. The ED/SUPERVISOR shall ensure that every record made is kept for at least 6 years. A sample of water must be submitted to a licensed laboratory to be tested for lead annually. The testing must be taken between May 1st and October 31st.

Procedure for daily sampling:

1. First, turn on the cold water for at least five minutes at the last tap on each branch or each run of pipe in the plumbing that serves a drinking water fixture.
2. Then, turn on the cold water for at least 10 seconds at every drinking water fixture that requires flushing (see Table 1).
3. Make a written record of the date, time and location of every required flushing and the name of the person who performed the flushing. Adding the location to your flushing records is a new requirement effective July 1, 2017. Flushing records should be maintained in a log book and/or by using templates available from the Ministry of the Environment and Climate Change by calling the Registration Help Desk at 1-866-793-2588.
4. If automatic flushers are used, record the name of the person who verified that the automatic flushing took place. Your records for automatic flushers need to be completed based on the frequency set out in the manufacturer's instructions or at least once a month if no instructions are available.

Procedure for Sampling/Testing (Required every three years)

Sampling set-up:

1. The ED/SUPERVISOR is to ensure that two one-litre samples of cold water are taken during the above noted time, from all taps that are commonly used to provide water for human consumption and hand washing.
2. The samples must not be taken from a tap equipped with a filter or any other water treatment device. These devices must be removed
3. Both samples must be taken from the same tap.

First Sample:

4. The first sample must be taken after the longest period when the plumbing is not used and before the plumbing is flushed (at least 6 hours).
5. Immediately take second sample (see below)

Second Sample:

6. The second sample must be taken immediately after the first sample. Before taking the second sample, the tap must be turned on for at least 5 minutes, then turned off and left for a period of at least 30 minutes but not more than 35 minutes. (If possible water should not be used within the water system during this period.)
7. Note: samples should be taken with water flowing at regular rate
8. The Ontario Tap Water form is to be filled out and sent in with the samples

The daily reporting forms will be placed in the red duo tang in the 'daily lead flushing recording file' to be filled out.

The Sampling/Testing forms will be found in the filling cabinet under Safe Drinking Water Act, 2002/Lead Flushing.

EMPLOYEE POLICIES



FORCE OF POLICIES

Purpose:

To outline the importance and contractual force of our policies.

Policy:

1. You must review and abide by all terms contained in this employee policy handbook. While we have made every effort to make this handbook comprehensive, it cannot address every possible application or exception. We reserve the right to exercise our discretion in the interpretation and enforcement of our policies and to revise or add to our policies from time to time.
2. If you have any questions about any of our policies or how to interpret them, please speak to your Supervisor or the Executive Director.
3. In order to manage the Preschool effectively, we need to maintain flexibility. There will be times when we need to enforce our policies in a different way for different situations. By no means does this diminish the importance of our policies or the need for you to abide by them.
4. Please treat this handbook as confidential. You may not publish or disclose any part of this handbook to any other individual except employees of Grimsby Co-operative Preschool Inc. or if you are required to do so as part of your job.
5. If you fail to abide by any of the policies contained in this handbook, you may be subject to discipline, up to and including termination.

HIRING PROCEDURE

Purpose:

To outline the hiring procedure used by Grimsby Co-operative Preschool Inc.

Policy:

1. To ensure that we select the most qualified candidates, we use a recruitment and selection process which recognizes equal opportunity and is based on merit. The Preschool is an equal opportunity employer and employs personnel without regard to race, colour, ethnic origin, creed, religion, age, sexual orientation, family, marital or same sex partnership status, handicap or perceived handicap, ancestry, citizenship, national origin or place of origin.
2. This hiring recruitment process will generally consist of the following steps:
 - placing a job advertisement and/or using an internal job posting, posting on employment websites and/or with an employment agency
 - internal and external candidates will be evaluated in the same manner
 - requiring candidates to submit a résumé, application form or both
 - interviewing candidates
 - conducting background and reference checks
3. The Executive Director and/or their designate will conduct the process.
4. All employees must sign an offer and employment is conditional upon the candidate signing and returning a copy of the letter to the Preschool prior to any work assignment.

Staff Job Descriptions



JOB TITLE: EXECUTIVEDIRECTOR

Job Summary

- To ensure the development and management of the procedures required for carrying out the policy decisions of the Board of Directors for the fulfillment of the goals and objectives of the Preschool

Qualifications

- At least three years of experience in child care setting
- At least three years of business-related experience
- Experience in Microsoft Word, Excel and PowerPoint. To maintain the centre computer and its programs as appropriate
- Up-to-date Criminal Reference Check, Standard First Aid and CPR – Level C (Child)
- WHIMIS, Health & Safety Awareness, AODA
- Food Handlers Certificate
- Understanding of Non-Profits and Charitable Organizations
- Working knowledge of the Child Care Early Years Act (CCEYA), Occupational Health and Safety Act, Employment Standards Act, Health Act and the Child and Family Services Act and the ability to meet the specifications of these acts and any other regulations which apply to this field

Detailed Description of Duties

Ensures the Preschool complies with all Legal Requirements

- 1) Arranges for sufficient staffing of the Preschool to meet requirements in the CCEYA
- 2) Recognizes and has the working knowledge of personnel and organizational policies and has the ability to operate the program within the provisions of these policies
- 3) Recognizes, documents and takes action in case of suspected abuse, illness or accident, reporting the incident as a serious occurrence
- 4) Reports any Serious Occurrences to Ministry of Education Children's services Division and to the Board of Directors

- 5) Adheres to Public Health and CCEYA regulations and requirements for licensing
- 6) Follows Grimsby Co-operative Preschool's Occupational Health & Safety Policy adhering to Workplace Safety & Insurance Board (WSIB) requirements
- 7) Follows Workplace Violence and Harassment Policies and Procedures
- 8) Follows Child Care Supervision Policy for Volunteers and Students

To comply with Legal Requirements, the Executive Director may share the following duties with the Program Supervisor

- 9) Submits information required at the beginning of September for annual provincial license inspection and renewal
- 10) Informs the Board of Directors of all visits and reports from licensing authorities
- 11) Ensures record of staff hours worked are kept up to date
- 12) Prepares and maintains school environment and records in readiness at all times and for annual Ministry of Education check in
 - a) Administration of respiratory inhalers and Epi-Pens where required in each classroom
 - b) Epi-pens and puffers are current
 - c) College of ECE membership
 - d) Fire Drills done and posted Fire Plan
 - e) First Aid Training
 - f) Playground Incident Log and Daily/Monthly/Annual Inspections
 - g) Staff Medicals and Staff Evaluation Records are up to date
- 13) Updates and ensures staff and volunteers are have read (signed off) and are abiding by the following policies:
 - a) Allergy and Anaphylaxis
 - b) Program Statement and Implementation
 - c) Child Abuse
 - d) Child Care Supervision Policy for Volunteers (parents) and Students
 - e) Fire Safety Procedures
 - f) Health and Safety
 - g) Occupational Health & Safety Policy to WSIB requirements
 - h) Playground Safety

- i) Serious Occurrence
- j) Workplace Violence and Harassment
- k) Child Family Services Act –Duty to report

The Executive Director is responsible for meeting all Regional requirements:

- 14) Maintains the Niagara Region One List to fill the spaces in the program. Follow the queue starting with filling the spaces with the first applicant on the list.
- 15) Maintains Purchase of Service Agreement with Niagara Region
- 16) Ensures that insurance is up to date each year and files a copy with the region, the Landlord/Property Management and at the Preschool
- 17) File for regional grants where possible
- 18) Maintains fee subsidy information and reporting as required
- 19) Ensures all staff is trained in QCCN

To Ensure Operational Policies established by the Board of Directors are implemented, the Program Supervisor may share the following duties with the Executive Director:

- 20) Adheres to the objectives, goals and philosophy of the Grimsby Co-operative Preschool
- 21) Implements, communicates and maintains the philosophy and goals of the Program
- 22) Updates and prepares annual Registration Package changes including Forms and Parent Handbook
- 23) Reviews Parent Handbook with Board of Directors so policies and procedures can be changed as they occur
- 24) Enrolls children on a first come, first serve basis & divide into groups
- 25) Gives orientation to and registers new clients
- 26) Establishes and updates children's records including registration forms, medical records and permission forms
- 27) Prepares Health Updates for parents as needed (i.e., head lice or other communicable disease outbreaks)
- 28) Ensures website is accurate and up to date (with Vice President)
- 29) Establishes and reviews daily communication log, monitoring consistent use by staff
- 30) Maintains list of children without consent for photos
- 31) Maintains list of un-immunized children
- 32) Liaises with landlord regarding maintenance, housekeeping, permitting, etc.

- 33) Keeps school stocked with needed supplies in conjunction with Program Supervisor
- 34) Makes catering arrangements by Thursday 3:00 pm the week before
- 35) Establishes a classroom schedule for each program room, appropriate for the age in conjunction with the Program Supervisor
- 36) Posts allergy and sensitivities in kitchen and classrooms
- 37) Posts menu on parent board, in kitchen, classrooms
- 38) Ensures that if medication forms are used they are signed and documentation is done properly (only for Epi-Pens and puffers)
- 39) Prepares an Executive Directors report for monthly newsletter, and ensures the teacher's prepare a teacher's report.
- 40) Posts newsletter on the bulletin board and the website.
- 41) Ensures all withdrawal notices are on file with the registration forms:
 - a) Send out appropriate letter and monies
- 42) Arranges scheduling of DPS assessments and informs families of date so the interview can follow immediately after the assessment
- 43) Arranges for supply staff to fill in while regular staff is performing DPS
- 44) Maintains a supply list of persons (ECE recommended) able to fill in when regular staff is away
- 45) Reviews program yearly in consultation with program staff
- 46) Acts as a resource to program staff in planning program experiences and environment to support all areas of children's development, coping and competence and emerging literacy skills
- 47) Ensures on-going supervision of Preschool staff and implementation of the Preschool's personnel policies
- 48) Ensures all staff, board members, supply staff, co-op students, and resource consultants review and understand all policies of the Preschool and allergies within the Preschool upon start date of working with the children in the Preschool

Provides the Board of Directors with support to make informed decisions

- 49) Reports in writing or orally at monthly board meetings, staff meetings, General Meeting (Fall & Spring) or other meetings as deemed necessary by the organization's Board of Directors
- 50) Prepares background information on issues as required by the Board of Directors for policy development
- 51) Orientates Board of Directors on operations of the program
- 52) Reports on available spaces to the Board of Directors and ECCDC; report QCCN stats monthly
- 53) Participates in the management meetings and other committees as required

- 54) Adheres to by-laws of Grimsby Co-operative Preschool
- 55) Keeps President informed as needed
- 56) Helps to recruit and assist Board Members in learning their duties, refer people to appropriate board members as needed
- 57) Keeps file of Secretary's minutes of board meetings in office (to be collected and updated by Secretary)
- 58) Prepares annual budget with Treasurer and propose fee structure and salary increases to Board of Directors for February board meeting
- 59) Recommend to the Board of Directors the withdrawal of any child for reasons of health or any other just cause in consultation with the Supervisor

Financial Duties are achieved by the Executive Director sharing tasks with bookkeeper:

- 60) Ensures the care and custody of all the funds and securities of the Co-operative and shall deposit the same in the name of the Co-operative in such bank or banks or with such depository or depositories as the directors may direct
- 61) Collects fees and record payments in Excel spreadsheet (with Bookkeeper)
- 62) Prepares and deposits all bank cash receipts detailing clients names:
 - a) Tracks all payments per client
 - b) Accepts payment from families ensuring receipts issued where appropriate
- 63) Prepares and distribute Tax Receipts for all clients in January (for September to December) and May (for January to June)
- 64) Records and distributes charitable tax receipts
- 65) Writes cheques for payables
- 66) Ensures that all aspects of payroll are complete:
 - a) Submits hours of teachers and Executive Director to Treasurer and Bookkeeper every other Friday morning
 - b) Pays source deductions as provided by Bookkeeper by the 15th of the month
 - c) Delivers WSIB remittance to the Bookkeeper to prepare (these are due at the end of October, January, April and July)

The above description of general responsibilities and working procedures reflects the general details considered necessary to describe the principal functions and duties required for proper evaluation of the job and shall not be construed as a detailed job description of all the work requirements that may be inherited in the job.

JOB TITLE: SUPERVISOR

Job Summary

The Supervisor is responsible for planning and supporting children in their learning in an Early Childhood program. Conducive to the quality are and using the Early Learning Framework (ELECT) and Think, Feel, Act documentation that complements our "How Does Learning Happen?"; curriculum & pedagogy.

Qualifications

- Minimum two year Early Childhood Education Diploma (or equivalent as defined in the CCEYA)
- Registered with the College of Early Childhood Educators
- Five years' experience in child care settings
- Up-to-date Criminal Reference Check, Standard First Aid and CPR – Level C (Child)
- WHIMIS, Health & Safety Awareness & AODA
- Food Handlers Certificate
- QCCN is required
- Working knowledge of the Child Care Early Years Act (CCEYA), Occupational Health and Safety Act, Employment Standards Act, Health Act and the Child and Family Services Act and the ability to meet the specifications of these acts and any other regulations which apply to this field
- Required to follow the Code of Ethics and Standards of Practice as outlined by the College of ECE.
- Experience in an E.C.E. inclusive setting which supports every child who may need extra support

Detailed Description of Duties

Professional and Supervisory Duties

- 1) In collaboration with Executive Director, establishes a classroom schedule for each program room, appropriate for the age
- 2) Oversees program plans making sure they will provide children the opportunities to achieve the emergent curriculum of child initiated activities and "active learning" goals and objectives; post program plans in the classroom
- 3) Ensures that the curriculum for the children meets policies established by the of Directors and standards set by the CCEYA

- 4) Reviews program yearly in consultation with program staff and prepare summary report with recommendations for the Board of Directors
- 5) Acts as a resource to program staff in planning program experiences and environment to support all areas of children's development, coping and competence and emerging literacy skills
- 6) Recommend staff members for permanent status or dismissal after probation period, in consultation with the Executive Director
- 7) Provides orientation for new staff members, in consultation with the Executive Director
- 8) Assists the Executive Director with performance reviews for staff members
- 9) Plans monthly staff meetings in conjunction with Executive Director
- 10) Consults with the Executive Director the withdrawal of any child for reasons of health or any other just cause. Together recommend to the Board of Directors with just cause.
- 11) Purchases, supplies, and equipment as needed within the budget guidelines in conjunction with the Executive Director

To comply with Legal Requirements, the Program Supervisor may share the following duties with the Executive Director:

- 12) Informs the Board of Directors of all visits and reports from licensing authorities
- 13) Completes lead flushing at the start of every week
- 14) Holds monthly Fire Drills
- 15) Prepares and maintains school environment and records in readiness at all times and for annual Ministry of Education inspections:
 - a) Administration of Epi-Pens and inhalers when required; fill out medication form
 - b) College of ECE membership
 - c) Epi-pens and puffers are current
 - d) Fire Drills done and posted Fire Plan
 - e) First Aid Training
 - f) Playground Incident Log and Daily/Monthly/Annual Inspections
 - g) Records Daily communication log
- 16) Updates and ensures staff and volunteers are abiding by the following policies:
 - a) Allergy and Anaphylaxis
 - b) Program Statement and Implementation
 - c) Child Abuse
 - d) Child Care Supervision Policy for Volunteers (parents) and Students
 - e) Fire Safety Procedures
 - f) Health Care
 - g) Occupational Health & Safety Policy to WSIB requirements
 - h) Playground Safety
 - i) Serious Occurrence
 - j) Workplace Violence and Harassment

To Ensure Operational Policies established by the Board of Directors are implemented, the Program Supervisor may share the following duties with the Executive Director:

-
- 17) Adheres to the objectives, goals, by-laws and philosophy of Grimsby Co-operative Preschool
 - 18) Implements, communicates and maintains philosophy and goals of the program
 - 19) Posts allergy and sensitivities in kitchen and classrooms
 - 20) Posts menu on parent board, in kitchen, classrooms

Program Supervisor Provides the Board of Directors with support to make informed decisions

-
- 21) Reports in writing or orally at monthly board meetings, staff meetings, Annual General Meeting or other meetings as deemed necessary by the organization's Board of Directors
 - 22) Participates in the management meetings and other committees as required
 - 23) Communicates with the Executive Director regarding day-to-day concerns or controversies regarding staff or families

Family-Focused Duties

-
- 24) Monitors daily health checks of the children and sends children home if not well enough to be at school
 - 25) Administers Epi-Pens and puffers after receiving written consent from parent or guardian on permission form
 - 26) Provides early identification of children with special needs and assists in making referrals to Niagara Children's Services Consultant with the parents

The above description of general responsibilities and working procedures reflects the general details considered necessary to describe the principal functions and duties required for proper evaluation of the job and shall not be construed as a detailed job description of all the work requirements that may be inherited in the job

Supervisors Itemized List

- 1) The Supervisor will need a slot on the agenda at board meetings and staff meetings to keep all informed of the following;
 - Trips and special days
 - Concerns in the classroom and what is happening
 - Supplies, repairs ow whatever is needed in the classroom
- 2) Supervisor will inform Executive Director of the need for a supply staff when advance notice is given. Director of operation will take care of arranging supply staff.

- 3) Inspection by the Health Department and Fire Department are done by them just dropping by so the Supervisor will deal with them and report to the Executive Director and the board of the results
- 4) If staff are requesting support in the classroom that the supervisor is not teaching in then she may have to switch with a staff member to spend time in the classroom to assess the situation.
- 5) Newsletter is done monthly and the Supervisor will be required to provide the classroom/program part including dates to remember and reminders.
- 6) She is responsible to do the weekly lead flushing and record that it has been done.
- 7) She is responsible for making sure Fire Drills are being performed monthly and that the information is recorded.
- 8) She is responsible for playground inspection which are to be done daily, monthly, seasonally and annually.
- 9) She is responsible for making sure the maintenance schedule is being adhered to.

JOB TITLE: PROGRAM STAFF (TEACHER)**Job Summary**

The Program Staff is responsible for planning and supporting children in their learning in an Early Childhood program. Conducive to the quality are and using the Early Learning Framework (ELECT) and Think, Feel, Act documentation that complements our “How Does Learning Happen?”; curriculum & pedagogy.

Qualifications

- Minimum two years Early Childhood Education Diploma (or equivalent as defined in the CCEYA)
- Registered with the College of Early Childhood Educators
- Five years’ experience in child care settings
- Up-to-date Criminal Reference Check, Standard First Aid and CPR – Level C (Child)
- WHIMIS, Health & Safety Awareness & AODA
- Food Handlers Certificate (not required)
- QCCN is required
- Working knowledge of the Child Care Early Years Act (CCEYA), Occupational Health and Safety Act, Employment Standards Act, Health Act and the Child and Family Services Act and the ability to meet the specifications of these acts and any other regulations which apply to this field
- Required to follow the Code of Ethics and Standards of Practice as outlined by the College of ECE.
- Experience in an E.C.E. inclusive setting which supports every child who may need extra support

Job Duties

1. Plan, implement and review children’s experiences in accordance with the centre’s philosophy and program goals
 - Provide a daily balance of active/quiet and individual/group activities
 - Establish and carry out daily schedule that incorporates child-directed activity, care routines and transition times
 - Organize space, equipment and materials prior to activities
 - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
 - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, reinforcing and bridging
 - Set up daily routines to take advantage of embedded learning opportunities

- Plan and carry out activities that promote children’s understanding of their own and other’s culture and value system
 - Plan and carry out activities that promote problem-solving play (pretend play, creative and constructive play and games with rules play)
 - Organize physical and social environment to extend and expand child-directed play experiences
 - Recognize and build on emergent and early literacy and numeracy activities. Encourage children’s representation of their experiences
 - Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes
 - Participate in short and long term planning and the annual program review
 - Perform a QCCN assessments on the children
2. Individualize the Curriculum
- Seek out opportunities to recognize and celebrate new developmental achievements
 - Encourage and assist each child in carrying out daily routines
 - Provide daily opportunities for each child who chooses to be alone
 - Engage each child individually each day
 - Observe how children use the materials and interact with each other and adults
 - Use observations to expand play, and plan activities that recognize individual differences
 - Work with resource staff and other specialists to plan, carry out and review individual program plans
 - Initiate referrals or additional services for children and parents/guardians if there are concerns about the course of development
3. Guide children’s behaviour to promote autonomy and positive self-concept
- Set reasonable behaviour expectations consistent with the centre’s philosophy and policies
 - Provide positive guidelines such as redirecting, positive language and reinforcement
 - Immediately address problem behaviour without labelling the child
 - Follow behaviour management and guidance policies established by the centre
4. Ensure the child’s environment is healthy and safe
- Follow the centre’s procedures for maintaining health records, hygienic routines, universal precautions, and administering medication and first aid
 - Report all incidents, accidents, injuries and illness to the supervisor or designate and record such incidents on the ‘Incident Form’ and in the Daily Communication Log and as a Serious Occurrence as appropriate
 - Monitor the indoor environment for hazards
 - Update the ED/SUPERVISOR regularly on children’s allergies and other special conditions
 - Establish enjoyable snack routine

- Attend to children's physical needs for toileting and eating with respect and as promptly as possible
 - Report all incidents of suspected child maltreatment
 - Release children only to persons authorized by the parents/legal guardian
5. Encourage and support active family involvement
- Seek out opportunities to recognize and respect family childrearing practices and expert knowledge about their children
 - Post Program Plans; encourage parents to read it so they have knowledge of daily program. Prepare and distribute monthly calendar detailing monthly events within the program
 - Guide family to activities that will allow them to participate in their children's early learning and development
 - Accommodate the family instructions for the daily care routines whenever possible
 - Encourage family members to spend time and to participate in the program
6. Contribute to the on-going operation of the centre
- Follow licensing and other regulatory requirements
 - Report to the ED/SUPERVISOR and carry out responsibilities as designated by the ED/SUPERVISOR when requested
 - Attend regular staff meetings & Board Meetings
 - Maintain confidentiality of all information related to the centre's children, families and staff
 - Participate in the annual performance review process
 - Plan and carry out annual plan for staff development
 - Keep up-to-date with early childhood education and advocacy developments
 - Maintain regular attendance and punctuality
 - Update your employee file annually
 - Review all policies annually
 - Initiate referrals or additional services for children and parents/guardians if there are concerns about the course of development

The above description of general responsibilities and working procedures reflects the general details considered necessary to describe the principal functions and duties required for proper evaluation of the job and shall not be construed as a detailed job description of all the work requirements that may be inherited in the job.

ED Performance Review Policy and Procedures

Policy

The Board of Directors and the Staff will review the performance of the ED once a year, with the exception of the period during which probationary performance review applies. Performance standards (goals and objectives) identified in job descriptions for the supervisor provide the framework for performance review.

Procedures:

1. Review the goals and objectives (performance standards) in the job description.
2. Use an ED performance review form to collect the information using the objective statements (or performance standards).
3. The Executive Member who is designated to conduct the ED's performance review (The Board President) will seek input from other Board Member's and Program Staff.
4. The Executive Member, based on input from the Board Members and Program staff will use the ED's review form to record performance observations. Each objective or performance standard should be assessed as a measure of performance.
5. A joint performance review meeting between the ED and the Board President, Past President and Vice President is scheduled to:
 - i. Discuss the assessments
 - ii. Identify specific objectives for further development
 - iii. Develop a professional development plan
 - iv. Review the behaviour guidance policy and guidelines
6. Negotiate recommendations based on this discussion that include:
 - i. identified actions needed to meet the objectives
 - ii. time frame
 - iii. training and resources needed to meet expected level of performance.
7. The Board President will prepare a summary report of the discussion and recommendations. The Board of Directors should review the summary report. Two copies of this report are prepared and both should be signed by the ED and the Board President. One is placed in the ED's personnel file and the other is given to the ED.
8. Matters concerning the ED's performance are considered a confidential personnel matter that shall be dealt with by the Board of Directors in camera.

Supervisor Performance Review Policy and Procedures

Policy

The ED will review the performance of the Supervisor once a year, with the exception of the period during which probationary performance review applies. The Supervisor will also complete a self-assessment and be reviewed by the ED in November. Performance standards (goals and objectives) identified in job descriptions for the supervisor provide the framework for performance review.

Procedures:

1. Review the goals and objectives (performance standards) in the job description.
2. Use a Supervisor performance review form to collect the information using the objective statements (or performance standards).
3. The ED who is designated to conduct the Supervisor's performance review will seek input from other staff members and Parents (where appropriate).
4. The ED, based on input received during the review process will use the Supervisor review form to record performance observations. Each objective or performance standard should be assessed as a measure of performance.
5. A joint performance review meeting between the ED and the Supervisor is scheduled to:
 - i. Discuss the assessments
 - ii. Identify specific objectives for further development
 - iii. Develop a professional development plan
 - iv. Review the behaviour guidance policy and guidelines
6. Negotiate recommendations based on this discussion that include:
 - i. identified actions needed to meet the objectives
 - ii. time frame
 - iii. training and resources needed to meet expected level of performance.
7. The ED will prepare a summary report of the discussion and recommendations. The Board of Directors should review the summary report. Two copies of this report are prepared and both should be signed by the ED and Supervisor. One is placed in the Supervisors personnel file and the other is given to the Supervisor.

Program Staff Performance Review Policy and Procedures

Policy

The Staff will begin with a self-assessment before the school year and will review this with the ED/Supervisor. The ED/Supervisor will then review the performance of each program staff member two times per year (November & April) with the exception of the period during which probationary performance review applies. Performance standards (goals and objectives) identified in job descriptions for child care staff members provide the framework for performance review.

Procedures:

1. Review the goals and objectives (performance standards) in the job description.
2. Use a performance report form to collect the information using the objective statements (or performance standards).
3. The ED/SUPERVISOR use the program staff review form to record performance observations. Each objective or performance standard should be assessed as a measure of performance.
4. A joint performance review meeting between ED/SUPERVISOR and the program staff is scheduled to:
 - Discuss the assessments
 - Identify specific objectives for further development
 - Develop a professional development plan
 - Review the behaviour guidance policy and guidelines
5. Negotiate recommendations based on this discussion that include:
 - Identified actions needed to meet the objectives
 - Time frame
 - Training and resources needed to meet expected level of performance and requirements by the College of ECE
6. Prepare a summary report of the discussion and recommendations. Two copies of this report are prepared and the ED/SUPERVISOR and the staff member should sign both. One is placed in the staff's personnel file and the other is given to the staff member.

Professional Learning Policy and Procedure

The Professional Learning Plan assists early childhood educators to identify professional learning goals and link them with learning activities designed to meet these goals.

Policy

Continuous professional learning for Registered Early Childhood Educators is important. The knowledge, skills and values inherent in the early childhood education profession reflects a dynamic field that is continually evolving and expanding. In order to promote high standards and quality assurance within the profession, staff are encouraged to be engaged in high quality continuous professional learning.

Procedure

1. The CPL program portfolio is comprised of the following three components that RECEs are recommended to review and complete every two years as part of the CPL program portfolio two-year cycle: • Self-Assessment Tool • Professional Learning Plan • Record of Professional Learning
2. Staff members are encouraged to identify professional learning goals and link them with learning activities designed to meet these goals.
3. The Preschool encourages members to engage in learning activities connected to their goals, complete the Professional Learning Plan and Record of Professional Learning, and maintain documentation of participation in planned learning activities. A minimum of 2 workshops per school year is required.
4. We provide opportunities to support staff in relation to continuous professional learning
 - First Aid/CPR training and Safe Food Handling are paid for by the Preschool
 - ECCDC workshops are encouraged and paid for by the Preschool
 - QCCN training is required and paid for by the Preschool
 - Networking opportunities with other centres and the Niagara Region
 - Participate in pilot projects when available
 - College of ECE – learning modules

Wage Enhancement Policy

Wage enhancement funding is to support a wage increase of up to \$2.00 per hour for eligible preschool staff. Funding for Wage enhancement is from the Ministry of Education flowed through children's Services Department of the Niagara Region. If the funding is terminated from the Ministry of Education for any reason the preschool and the Region have no obligation to cover wages enhancement funding.

The preschool shall clearly indicate on staff pay cheques the portion of funding that is being provided through the Wage Enhancement Grant labelled as "Provincial child care wage enhancement".

The preschool must give the Wage Enhancement Grant funding solely to staff to increase wages:

- It shall not be used for any other child care expenses.
- It shall not exceed an hourly wage of \$2.00 an hour plus mandatory benefits.
- It shall not be used for preschool expansion or reduced fees.
- We agree that any Wage Enhancement Grant Funding that is not used for the intended purposes shall be returned to Niagara Region Children's Services.

Ineligible Positions

- Non-program staff are not eligible for wage enhancement
- Special needs, resources funded, resource consultants/teachers and supplemented staff are not eligible for wage enhancement.
- Only exception to this provision is if at least 25% of the non-program staff position is used to support ratio requirements; in which case the staff may be eligible to partial wage enhancement grant funding equal to the proportion of their time used to support ratio requirements.

Accountability

Grimsby Co-operative Preschool Inc. Inc. shall submit a report reconciling the amount of Wage Enhancement Grant Funding provided with actual expenditures. This report is subject to audit by Children's Services at their sole discretion.

Dispute Resolution Policy and Procedures



Policy

All staff members have a process to deal with differences that arise out of the interpretation, application or administration of the personnel policies.

Procedures:

1. A staff member commences the grievance procedure when a perceived violation of the stated personnel policies has occurred.
2. A staff member will first discuss the issue with the ED/SUPERVISOR, within 10 days of the occurrence of the perceived violation. A record of this interview will be recorded and signed by both parties.
3. If the staff member is not satisfied with the ED/SUPERVISOR's response, he or she may write a statement describing the issue to the Board of Directors. A copy will be given to the Supervisor.
4. The Board of Directors must consider the grievance and inform the ED/SUPERVISOR, and staff member of its decision within ten days. The Board of Directors may wish to meet with the staff member and/or ED/SUPERVISOR.
5. In the case of the ED/SUPERVISOR, she or he may make a written statement to the Board of Directors, which will respond within ten days.
6. If the staff member is not satisfied with the Board of Directors response, he/she may contact the Canadian Human Rights Commission for advice/resolution.
7. No disciplinary action will happen as a result of this process.

Hiring of Family Members

Purpose:

To protect the Preschool and its employees from potential conflicts of interest which can occur when family members work together.

Policy:

1. We will consider qualified relatives of employees to be eligible for hire as long as it would not create a conflict of interest.
2. No candidate shall be hired for a position where they may report to or supervise a relative (including but not limited to parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse {including common law and/or same sex partner}, step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner), son-in-law or daughter-in-law.
3. Personal relationships with other employees must be disclosed prior to accepting any offer of employment from the Preschool.
4. To avoid a potential conflict:
 - Relatives may not supervise each other, either directly or indirectly.
 - If you are in a management position that requires you to be involved in a disciplinary action or formal complaint with a family member/relative, you must remove yourself from the process.

Confidentiality Policy – Employee Personal Information



STRICTLY BETWEEN YOU AND US

A Confidential Matter

At Grimsby Co-operative Preschool Inc., we have always made it a priority to protect your personal information.

As part of our ongoing efforts to ensure that your rights are fully respected, we have developed policies and procedures aimed at protecting your personal information. Our commitment to privacy is an integral part of our Code of Professional Conduct, to which all Board Members and Preschool employees/volunteers must strictly adhere.

Please be advised that it is our policy to collect personal information for the Preschool purposes only. We do not sell, lend or copy information to any individual or corporation outside of the preschool. All collected information is kept by the ED/SUPERVISOR or Board of Directors and discarded in an appropriate manner

Definition of Personal Information

For the purposes of this policy, personal information includes information in any form that is reasonably required by us for the purpose of establishing, managing or terminating the employment relationship. This includes:

- Your age, ethnic origin, medical information, income, social status or ID numbers
- Resumes, letters of reference and reference checks,
- Opinions, evaluations or comments about your performance
- Disciplinary measures
- Employee files.

Personal information does not include your name, title, business address or business telephone number.

Grimsby Co-operative Preschool Inc. may collect, use and disclose your employment related personal information without your consent if it is reasonable for the purposes of establishing, managing or terminating the employment relationship

You will be deemed to consent to the collection, use or disclosure of the personal information if, when the information was given the purpose would be obvious to a reasonable person.

The Preschool may disclose personal information without your knowledge or consent only:

- to a lawyer representing the Preschool;
- to collect a debt you owe to the Preschool;
- to comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
- to a government institution that has requested the information, identified its lawful authority and indicated that disclosure is for the purpose of enforcing, carrying out an investigation or gathering intelligence relating to any federal, provincial or foreign law or suspects that the information relates to national security or the conduct of international affairs or is for the purpose of administering any federal or provincial law;
- to an investigative body named in the applicable legislation or regulations or government institution on the initiative when it is believed the information concerns a breach of an agreement, or contravention of a federal, provincial or foreign law or suspect the information relates to national security or the conduct of international affairs;
- if made by an investigative body for the purposes related to the investigation of a breach of an agreement or contravention of the federal or provincial law;
- in an emergency threatening your life, health or security (the Preschool will inform you of the disclosure unless it is impracticable to do so);
- for statistical, scholarly study or research;
- to an archival institution;
- 20 years after death or 100 years after the record was created;
- if it is publicly available as specified in the applicable regulations; and
- if required by law.

Accuracy of Personal Information

When personal information is collected, used or disclosed, the Preschool will make reasonable efforts to ensure that is accurate to the extent necessary to fulfil the purpose for which it was obtained

Confidentiality Policy

During the course of your employment with the Preschool, you may receive confidential or sensitive information about our operations, our employees, Board of Directors, children entrusted to our care and the families we serve. It is critical that you keep this information in the strictest confidence. Accordingly, you may not:

- (a) disclose at any time, during or after your employment with the Preschool, confidential information about the Preschool, its employees, children, Board of Directors and/or families we serve other than in the discharge of your duties and responsibilities.
- (b) make improper use, directly or indirectly, of such confidential information

As an employee, it is vital to retain confidential information in confidence and we ask that you not discuss any such information in public areas or with family or friends. Be vigilant in your document management procedures to prevent inadvertent disclosure.

If you become aware of any disclosure of confidential information, report it immediately to the Executive Director and/or their designate.

Immediately upon termination, resignation or upon request, we will require that you return all of our materials and property. You may not keep, copy or use any confidential information or property that belongs to the Preschool.

Please be mindful that your duty to maintain confidentiality extends to any comments you may make on any social networking site.

What happens in the daily activities at the Preschool concerning staff, volunteers or Board of Directors must be kept confidential.

Discussing information or behaviour of the children outside the preschool is strictly prohibited by all.

I have read and understand the Policy.

Name: (print) _____

Signature: _____

Date: _____

Employee Feedback

Purpose:

To foster the continued growth and success of Grimsby Co-operative Preschool Inc. , through employee feedback.

Policy:

1. We recognize that you are often in the best position to identify inefficiencies and areas for improvement.
2. If you have an idea or concern to share, no matter how small it may seem, we strongly encourage you to do so by mentioning it to your manager/supervisor.
3. Although there may be reasons why we are unable to implement your idea, we assure you we will give it serious consideration.

Equal Opportunity and Non-Discrimination

Purpose:

To outline Grimsby Co-operative Preschool Inc.'s goal of achieving equal opportunity for all employees and candidates for positions and a workplace free from discrimination as required by the provisions of the Ontario *Human Rights Code* R.S.O. 1990 c.H19 as amended.

Policy:

1. We are committed to creating and maintaining an equal opportunity workplace free from discrimination.
2. It is our policy to make decisions on hiring, promotion, rewards and other human resource issues based on merit. Merit includes a person's qualifications, ability and performance.
3. All employees at Grimsby Co-operative Preschool Inc. have the right to be free from discrimination at work on those grounds prescribed by the provisions of the applicable human rights legislation. The protected grounds of discrimination are:
 - race, colour, ethnic origin
 - creed, religion
 - age
 - sexual orientation, gender identity, gender expression
 - family and marital status including same-sex partnership status
 - disability
 - ancestry, citizenship, place or origin
4. To ensure equality of opportunity for all employees, Grimsby Co-operative Preschool Inc. will work with you to accommodate your individual needs. While these needs will vary depending on the circumstances, some of the measures we may offer include:
 - personal days
 - accommodating persons with disabilities in a manner that respects their dignity and helps maximize their contribution to Grimsby Co-operative Preschool Inc. Inc.
5. To achieve equal opportunity and accommodate individual needs, we must take a flexible management approach. This may mean treating employees differently, for example, making scheduling adjustments to accommodate religious needs.
6. Please be respectful of any language difference between you and your co-workers.

7 We expect you to do your part in respecting individual differences and achieving equal opportunity.

Employee Dating

Purpose

To provide guidelines with respect to romantic relationships between employees.

Policy

1. While we do not wish to interfere in the private lives of our employees, Grimsby Co-operative Preschool Inc. believes that it is in everyone's best interest to establish clear boundaries with respect to romantic relationships between employees.
2. If you are or become involved in a romantic relationship with a fellow employee, it is incumbent upon you to ensure that the other individual is entering into the relationship voluntarily. To this end, you are required to review the terms of our *Harassment Policy* to ensure that your behaviour does not violate the terms of that policy.
3. You may not allow a personal relationship with a co-worker to affect the working environment or productivity of yourself and others. In addition, please refrain from intimate conversations or contact while on the premises, whether you are "on duty" or on a break.
4. Due to the inherent power imbalance in any supervisory relationship, individuals in supervisory positions or other influential roles must abide by more stringent requirements.
5. If you hold a supervisory or influential position, you must take extreme care to ensure that the relationship is voluntary. For that reason, it may be advisable to simply refrain from becoming romantically involved with another employee. If you are or become involved in a romantic relationship with a fellow employee, you must immediately disclose to Grimsby Co-operative Preschool Inc. Inc. the nature of the relationship, even if your partner does not report to you. Grimsby Co-operative Preschool Inc. Inc. will determine whether the relationship creates a conflict of interest. You may be considered to be in a conflict of interest if you are in a position of influence over the other employee, *e.g.*, can influence or make decisions with respect to hiring, firing, promotions and compensation or where the nature of the relationship and the respective positions you hold create a perceived conflict of interest.
6. If Grimsby Co-operative Preschool Inc. determines that a conflict of interest exists and options for resolving the conflict may be provided.
7. At all times you are required to exercise common sense and discretion in upholding the spirit and intent of this policy.

Anti-Gossip and Positive Work Environment

Purpose:

The purpose of this policy is to establish and maintain an atmosphere of respect and kindness towards people with whom you work.

Policy:

Malicious or excessive gossip disrupts production, lowers morale and inhibits trust. Gossip and negative comments are embarrassing and humiliating to the subject of the gossip. In fact, gossip can cross the line into harassment and it can become a health and safety or human rights issue. Therefore, we do not allow gossip at work.

In addition to refraining from gossip, avoid any temptation to listen to it. Listening to gossip only encourages more gossip. If someone gossips or speaks negatively about someone else, ask yourself “What is the intent of the comment? Is this helpful information? How does this advance the overall working environment?”

The best way to eliminate gossip is for all of us to work together. If someone else gossips at work, let them know that you are not interested and that you consider their behaviour to be disrespectful.

Have a positive attitude. Negative attitudes, which are often contagious, create a toxic environment for everyone. When one person is moody or complains, the people around him or her start to feel similarly and the attitude of the whole group is affected.

Sometimes you may feel the need to vent but complaining does not make you feel better; it creates a cycle of negativity that feeds on itself and has a snowball effect. Since complaints focus on the problem, attempt to turn it around and find a solution. If your complaint involves something within your control, do something about it and if it is not within your control, notify management so that Grimsby Co-operative Preschool Inc. Inc. can determine if changes need to be made.

Accept personal responsibility. Take ownership over your actions, accept the consequences that come from those actions and understand that what you do affects everyone around you. If you make a mistake or hurt someone in some way, take ownership and make amends.

There are no innocent bystanders. Even if you do not actively participate in bullying or gossip, you are nonetheless promoting the continuation of the behaviour by listening to the behaviour.

Accessibility Statement

Purpose:

To set out Grimsby Co-operative Preschool Inc.'s commitment to achieving accessibility for employees, customers and other people with disabilities.

Policy:

At Grimsby Co-operative Preschool Inc., we are committed to ensuring that we provide a safe, welcoming, barrier-free and accessible environment for our employees, families, job applicants, visitors and other stakeholders who enter onto our premises.

As an organization, we are responsible for ensuring that our employees, as well as our facilities, policies, business practices and systems, comply with the governing legislation and relevant best practices regarding accessibility for individuals with disabilities in a way that promotes their dignity and independence. To that end, we have implemented policies and training programs for employees which address specific issues. These programs are tailored to particular groups of managers and employees and include information on topics such as:

- an overview of the governing legislation (including the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*, its regulations and accessibility standards
- non-discriminatory job posting, interviewing and hiring practices
- accommodating employees with disabilities
- communicating with customers with various types of disabilities
- communicating clearly and concisely by telephone
- the use of assistive devices and alternatives to telephone communications
- the use of service animals and support persons
- providing of accessible invoices/bills
- providing notices of temporary disruptions
- relevant policies, practices and procedures

We all have a part to play in ensuring that individuals with disabilities are treated fairly and in a manner that respects their dignity and independence.

AODA Employment Standard

Purpose:

Grimsby Co-operative Preschool Inc. is committed to ensuring that employment opportunities are fully accessible to job candidates and employees with disabilities. This policy is intended to ensure that Grimsby Co-operative Preschool Inc. Inc. advances accessibility in employment for people with disabilities, through compliance with the Employment Standard under the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”).

Policy:

Application

1. This policy applies to all employees and prospective employees of Grimsby Co-operative Preschool Inc. Any sections of this policy that relate to job applications and recruitment apply to both internal and external recruitment.
2. This policy does not apply to volunteers or other non-paid individuals.

Accommodation in Recruitment Processes

1. Grimsby Co-operative Preschool Inc. will ensure that accommodations for people with disabilities are available in our recruitment processes for job applicants to use. These could include, but are not limited to:
 - publishing job ads in accessible formats; for example, ensuring that job ads on our website can be read by screen-readers for applicants with vision impairments
 - holding job interviews in locations that are accessible to applicants using wheelchairs
 - adjusting the format of job interviews or job evaluations to be accessible to applicants with different kinds of disabilities
 - allowing a personal support person to attend job interviews with the applicant where this is necessary to allow the applicant to fully participate in the interview
 - providing additional time to complete tests or evaluations that are part of the job selection process or to answer interview questions
2. Grimsby Co-operative Preschool Inc. will notify the public, through its website and in job ads, that accommodations in the recruitment process are available upon request. For internal job postings, Grimsby Co-operative Preschool Inc. Inc. will notify the employees who are eligible to apply for the job that accommodations in the recruitment process are available upon request.

3. Grimsby Co-operative Preschool Inc. will also specifically advise each person who is invited to participate in a job interview or job selection process that accommodations are available upon request regarding the materials and the processes that will be used.
4. Upon request by a job applicant, Grimsby Co-operative Preschool Inc. will consult with the applicant about his or her needs related to a disability and will provide accommodations that are reasonably necessary to allow the person to access the job interview or selection process.
5. Grimsby Co-operative Preschool Inc. will advise each successful candidate of its policies for accommodating employees with disabilities at the time that an offer of employment is made and will give successful candidates an opportunity to review these policies.

Supports and Accommodations

1. We will ensure that all employees are informed about any policies that are used to support employees with disabilities, including this policy and our general accommodation policy. We will do this by circulating relevant policies to employees as soon as possible after they begin work and whenever our policies change, as well as through appropriate training.
2. Upon request, Grimsby Co-operative Preschool Inc. will ensure that information you need to perform your job and other information that is generally available to employees in the workplace (such as employment policies and bulletin board announcements), is provided to you in an accessible format or with communication supports. Grimsby Co-operative Preschool Inc. commits to consulting with you to determine what type of accessible format or communication support you need.
3. Accessible formats or communication supports can include, but are not limited to:
 - large-print or Braille formats for employees with vision impairments
 - providing information verbally to employees with vision impairments or with disabilities that impair the ability to process or understand written information
 - providing instructions in written format to employees with hearing impairments or with memory or other impairments that affect the usefulness of verbal instructions

Emergency Response Information

1. If, as a result of a disability, you would face barriers or special considerations during a workplace emergency, Grimsby Co-operative Preschool Inc. will provide you with individualized information regarding how you will be accommodated and assisted in the event of an emergency. Grimsby Co-operative Preschool Inc. will consult with you in order to determine an appropriate emergency response plan.
2. If you believe that you may require individualized emergency response information or an individualized emergency response plan, please speak with your manager or Executive Director. While Grimsby Co-

operative Preschool Inc. aims to be proactive in developing individualized emergency response plans, we may not know that you require one unless you tell us.

3. With your consent, we may provide your individualized emergency response information to another employee whom we have selected to assist you in the event of an emergency. This will be done only if you require assistance and if you consent.
4. All individualized emergency response information and plans will be reviewed whenever:
 - you move to a different physical location
 - your overall accommodation measures and plans are reviewed
 - Grimsby Co-operative Preschool Inc. Inc. reviews its general emergency response policies

Individual Accommodation Plans

1. Grimsby Co-operative Preschool Inc. will develop an individual accommodation plan for you if you require accommodation as a result of a physical or mental disability. These plans will be documented in writing and developed in accordance with our general policy concerning accommodation of individual needs. We cannot accommodate a need that we do not know about and we encourage you to reach out for support.
2. We will ensure that your accommodation needs are assessed on an individual basis by:
 - meeting with you at the beginning of the process to discuss your individual needs
 - meeting with you at other times during the development of the individual accommodation plan, as appropriate, to obtain your input into the accommodation measures we are proposing and how these will affect your individual needs
 - if necessary, requesting medical information and documentation from your treating physician or another medical expert or specialist regarding your individual needs and medical restrictions and your individual prognosis
3. In order to determine whether accommodation is necessary and how an effective accommodation plan can be achieved, Grimsby Co-operative Preschool Inc. may require an evaluation by a medical or other expert. The following guidelines will be followed in considering this approach:
 - we will ask you to request information from your treating physician and we expect you to cooperate in this regard
 - Grimsby Co-operative Preschool Inc. Inc. will not normally request a medical diagnosis or details of any treatment plan that you are undergoing. The information that will be requested will normally be limited to:
 - your prognosis
 - any medical limitations that require accommodation in the workplace

- whether or not you are on a treatment plan (but not the details of that plan) and whether you are complying with the recommended plan
 - whether you are taking any medications that could affect your ability to carry out your job duties and how (but not the names of any medications)
 - whether the information provided is based on objective assessment or observations rather than patient self-reporting
 - please note: the role of your physician in the accommodation process is to provide information about your individual limitations and needs, as well as your “prognosis” (how long these limitations and needs are expected to last). Your physician’s role is not to direct what accommodation looks like (*e.g.*, to direct a change in position or supervisor) or to assess workplace dynamics.
4. We appreciate the sensitivity of medical information and will take steps to protect the confidentiality of any medical information that you provide us through this process.
 5. Once we have the opportunity to discuss your needs with you and review any necessary medical information, we will prepare a draft individual accommodation plan that will set out details including:
 - the accommodation to be provided
 - the timeline on which accommodation will be implemented
 - information pertaining to accessible formats or communications supports being provided to you, if any
 - individualized workplace emergency response information being provided to you, if any
 6. Grimsby Co-operative Preschool Inc. will meet with you to discuss the draft individual accommodation plan and will consider any input and suggestions you may have before the individual accommodation plan is finalized.
 7. Grimsby Co-operative Preschool Inc. values your input and recognizes the importance of your participation in developing an individual accommodation plan. However, we also reserve the right to select the accommodation measure that is least disruptive to our business and that balances your needs with the essential needs of all employees.
 8. If, as a result of a disability, you require the individual accommodation plan to be provided to you in an accessible format, please make a request to Executive Director.
 9. Once your individual accommodation plan is in place, it will be reviewed annually to ensure that it continues to adequately meet your disability-related needs. The plan may be reviewed more frequently if there is a change (positive or negative) in your medical condition or a change in our business circumstances that could impact the appropriateness of the plan. The nature of the review will depend on the circumstances.

Return-to-Work Process

If you are absent from work due to a disability and require disability-related accommodations in order to return to work, Grimsby Co-operative Preschool Inc. will use the following process to facilitate your return to work:

- Grimsby Co-operative Preschool Inc. will maintain contact with you during your absence to ensure that you remain up to date on any projects, policies and other developments that you will need to know about upon your return to work
- we will develop a written individual accommodation plan for you
- once your individual accommodation plan has been finalized, you will be expected to report to work and perform the duties set out in it
- if necessary and appropriate, additional training may be provided to you to facilitate your return to work and ensure you are capable of performing the duties assigned to you

Performance Management, Career Advancement and Redeployment

Grimsby Co-operative Preschool Inc. will take your disability or accessibility needs and individual accommodation plans into account:

- before and during any performance management activities, such as performance evaluations, coaching, performance warnings or imposing performance improvement plans
- when we make decisions regarding promotions, increased responsibilities, pay increases or other career advancement opportunities
- when we make decisions regarding your redeployment to other departments or jobs within the organization as a result of the elimination of your department or position

Accommodating Individual Needs

Purpose:

We recognize that there may be times when employees will have individual needs that require accommodation as contemplated by the Ontario *Human Rights Code*, as amended. Grimsby Co-operative Preschool Inc. is committed to making services available to employees as contemplated by the *Human Rights Code* and to ensure a barrier-free work environment. Grimsby Co-operative Preschool Inc. will make accommodations for the individual needs of employees to the point of undue hardship as required by the Ontario *Human Rights Code*. This policy provides guidelines on how we will handle accommodation requests.

Policy:

1. Where circumstances require, Grimsby Co-operative Preschool Inc. will work with you to accommodate your individual needs.
2. While these needs will vary depending on the circumstances, some of the measures we may offer, depending on availability, include:
 - assistance through the Employee Assistance Program, if any
 - making changes to existing procedures or adopting new procedures
 - reassigning duties
 - breastfeeding rooms
 - personal days
 - accommodating persons with disabilities in a manner that respects their dignity and helps maximize their contribution to Grimsby Co-operative Preschool Inc. Inc.

Employee's Responsibilities

1. You are expected to take responsibility for your own accommodation needs and to work with us to explore possible solutions.
2. Bring your needs to our attention and request accommodation. The Preschool cannot accommodate a need that we are not aware of.
3. Provide evidence, documentation and information to support your need for accommodation.
4. Answer questions and generally work with us to explore possible solutions.
5. Cooperate in the accommodation process.

6. There may be times when we will need to obtain an expert opinion to assess your accommodation requirements, such as having you attend an independent medical examination. We expect you to cooperate in this process.
7. Once an accommodation plan has been implemented, we expect you to meet any agreed upon performance and job standards.
8. We expect you to continue to work with us on an ongoing basis to evaluate the accommodation plan and determine whether it is still required.

Employer's Responsibilities

1. Grimsby Co-operative Preschool Inc. will comply with its duty of accommodation as required by the provisions of the Ontario *Human Rights Code*.
2. Grimsby Co-operative Preschool Inc. will work with you to put an accommodation plan into place.
3. There may be times when we will require written information from you regarding your needs, including any restrictions or limitations you may have.
4. When creating an accommodation plan, we will select the accommodation method that balances our business needs with the individual's essential needs.

Accommodating Disabilities

1. We are committed to ensuring that employees with physical, mental health or learning disabilities can continue to contribute to our organization productively and to the full extent of their abilities.
2. Returning to work can help you recover from an illness or injury and, in many cases, you may not need to be fully recovered before returning to work on a modified basis. In fact, research demonstrates that the longer someone is off work due to injury or illness, the greater the likelihood that they will never be successful in a return to any work. Therefore, our goal is to work with you to create an accommodation plan that enables you to return as quickly as possible, while also respecting your recovery-related needs.
3. To determine whether and what accommodation is required, we may require appropriate medical documentation. You are expected to cooperate with reasonable requests for such documentation, including information about your prognosis and any restrictions or limitations you may have.
4. The requirement to provide medical documentation is separate from and in addition to, any requirement to provide medical documentation to an insurance carrier. The insurance carrier needs information to determine eligibility for benefits. We need information to plan our staffing needs and to accommodate any disability-related needs you may have.
5. Please note: The role of your physician in the accommodation process is to provide information about your individual limitations and needs, as well as your "prognosis" (how long these limitations and needs

are expected to last). Your physician's role is not to direct what accommodation looks like (e.g., to direct a change in position or supervisor) or to assess workplace dynamics.

6. There may be times when we will need to obtain an expert opinion to assess your accommodation requirements, such as having you attend an independent medical examination. This often provides us with more appropriate information for developing an accommodation plan.
7. We appreciate the sensitivity of medical information and will take steps to protect the confidentiality of any medical information that you provide us through this process.

Accommodating Gender Expression and Identity-Related Needs

1. We are committed to providing policies, practices and benefits in a manner that ensures equal protection for all employees regardless of their gender identity or expression. We recognize that gender identity is different from and is not determined by biological sex or sexual orientation. We will provide accommodation where necessary to ensure a work environment that respects needs related to your gender expression and identity.
2. While needs related to gender expression and identity are very personal and will vary based on individual identity, some of the measures we may offer include:
 - modifying or providing exceptions to dress code requirements; and
 - accommodating the needs of transgender individuals in their use of washrooms and change rooms.

Accommodating Religious Needs

1. We will accommodate religious obligations which are related to your religious beliefs, practices and observances.
2. While religious needs are very personal and will vary based on individual belief, some of the measures we may offer include:
 - prayer breaks
 - modifying or providing exceptions to dress code requirements for religious dress
 - use of personal days for religious holidays
 - alternative work arrangements such as flex time, compressed work weeks and working from home
 - working on any legislated public holidays that are considered Christian holidays (e.g., Christmas Day or Good Friday) in substitution for time off on a different religious holiday, without loss of pay or vacation time

Accommodating Family-Related Needs

1. We are committed to accommodating family care obligations that would otherwise prevent you from fulfilling your duties.
2. We will accommodate family care responsibilities that are essential for enabling you to fulfil your obligations to your children (including step-children and foster children) or parents.
3. Although we may offer other measures for managing work-life balance (e.g., flex time or a compressed work week), accommodation will not be provided under this policy for non-essential activities or preferences.
4. It is your responsibility to make diligent efforts to arrange child care or elder care that will allow you to attend work during regular hours and perform your duties satisfactorily. This includes exploring arrangements such as sharing child care responsibilities with the child's other parent or other family members or utilizing child care centres, babysitters and before- and after-school programs.
5. You may be required to provide information about the efforts you have made to arrange appropriate child care or elder care and to make additional reasonable efforts on your own before an accommodation plan is implemented.
6. If you have made diligent efforts, but you still cannot meet a family care obligation without some modification to your duties, we will accommodate the family care obligation unless doing so would cause undue hardship to the organization.
7. While accommodation measures will vary depending on the circumstances, the types of measures we may offer include:
 - assistance through the Employee and Family Assistance Program
 - facilitating access to temporary child care
 - adjusting your schedule, shifts or hours of work, either temporarily so that you can make other care arrangements or on a longer-term basis
 - alternative work arrangements such as flex time, compressed work weeks and working from home
 - breastfeeding rooms
 - personal days

For certain types of family care obligations, you may also be entitled to an unpaid, job-protected leave of absence under the *Employment Standards Act, 2000*. Please speak to Executive Director to learn whether one of these leaves applies to your situation.

Statutory Holidays

The following statutory holidays are observed by the Pre-School:

New Year's Day	Labour Day
Good Friday	Thanksgiving
Canada/Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	Family Day

In the event that any of these holidays fall on a weekend, the Executive Director will determine the prior Friday or following Monday to observe as the holiday.

Employees eligible to receive public holiday pay will receive public holiday as required by the provisions of the ESA as amended from time to time.

Generally, employees qualify for the public holiday entitlement unless they:

- fail without reasonable cause to work all of their last regularly scheduled day of work **before** the public holiday or all of their first regularly scheduled day of work **after** the public holiday;
or
- fail without reasonable cause to work their entire shift on the public holiday if they agreed to or were required to work that day.

Any statutory holiday which occurs during an employee's vacation time will be added to the vacation time.

In addition to the foregoing public holidays, during the Christmas closure, permanent full time (one year contract) employees will be entitled to be paid up to 3 days. This is in lieu of time given throughout the year for professional development training and first aid/CPR training.

Employee Discipline

Purpose:

To help ensure an efficient, productive and harmonious working environment, Grimsby Co-operative Preschool Inc. has implemented a progressive discipline system. It is designed to let you know what is expected of you so that you can meet those expectations.

Policy:

1. If you violate our policies, you may be subjected to discipline or termination.
2. Grimsby Co-operative Preschool Inc. reserves the right to determine the appropriate level of discipline at all times.

Disciplinary Measures

Our disciplinary measures include:

- (a) *Verbal warnings:* You will be counselled verbally as to the nature of the infraction and the action you must take to correct it. Verbal warnings will be recorded in your file.
- (b) *Written warnings:* You will be given a written warning that will list the nature of the infraction and the action necessary to correct it.
- (c) *Suspensions:* You may be suspended from your employment without pay for one to five days, depending on the severity of the misconduct. You may not use vacation days or lieu time to cover the period of suspension.
- (d) *Termination for cause:* If reasonable efforts to change your conduct fail, or if you commit a Level Three infraction, we may terminate your employment for just cause. If we terminate your employment for just cause, you will not be entitled to notice of termination, pay in lieu of notice or severance pay.

The type of discipline imposed will depend on the nature of the problem and your disciplinary record. If the matter is serious, we may proceed to a higher level of discipline or termination.

Your employment may be terminated for cause if repeated efforts to correct your conduct fail or you have committed a first offence of a serious nature.

All forms of discipline will become a permanent part of your file. You will have an opportunity to make comments regarding the discipline. If you refuse to sign the discipline notice, we will mark it as “refused to sign” but you will still be bound by it.

Where circumstances warrant, we may place an acknowledgement of improvement in your file, but the disciplinary record will remain.

Infraction Levels

For greater clarity, we have established general guidelines as to what types of conduct warrant disciplinary sanctions. These are examples only and should not be considered an exhaustive list of all possible disciplinary matters.

Please note: We may proceed to a higher level of discipline even if the infractions are different. For example, if you were to violate our dress code policy on one occasion and interfere with the work of others at a later date, we might apply a higher level of discipline to the second infraction, even though they were both Level One infractions.

Level One Infractions

Level One infractions are less serious. Disciplinary measures for these types of infractions will generally progress from verbal warnings to written warnings, to suspensions and ultimately to a termination for cause for repeated violations. If the misconduct is serious enough, we may proceed to a higher level of discipline immediately.

Examples of Level One infractions include but are not limited to:

- unauthorized absenteeism and lateness
- failing to abide by our dress code policy or failing to wear or maintain your uniform (if applicable)
- leaving work without authorization, including leaving before the end of a shift or not being ready to work at the beginning of a shift
- interfering with the work of others, including excessive non-work related conversations, e-mails etc.
- poor productivity and work quality, including failing to meet acceptable job standards and inattention to your job duties
- failure to maintain your work area, including tidiness and sanitary conditions
- engaging in personal activities during working hours
- being on Preschool premises or bringing guests to the workplace without a legitimate reason, in a manner that is disruptive to others

Level Two Infractions

Level Two infractions are moderate violations for which we will generally apply more serious discipline, such as a written warning or suspension. If the misconduct is serious enough, we may immediately proceed to a higher level of discipline.

Examples of Level Two infractions include but are not limited to:

- dishonesty
- insubordination, including failure to abide by a reasonable workplace directive
- disorderly conduct on Preschool property
- abuse of Preschool e-mail and Internet access
- malicious gossip and spreading rumours about other employees

- serious failure to attend to job duties, which causes or may cause a disruption to productivity, loss or damage to equipment or any other disruption

Level Three Infractions

Level Three infractions are the most serious violations. In most instances, we will either suspend or fire an employee who commits a Level Three infraction.

Examples of Level Three infractions include but are not limited to:

- possession of weapons, including firearms and knives, on Preschool property
- wilful destruction of Preschool property
- failing to comply with Preschool security procedures
- violent behaviour, including fighting and making threatening statements
- harassment or bullying
- health and safety violations
- job abandonment, including failing to return to work after a scheduled absence (such as a vacation or sick leave) and failing to report to work as scheduled, without a reasonable excuse or without notifying Grimsby Co-operative Preschool Inc.
- failing to comply with Preschool requests for documents in support of an absence from work, such as medical notes
- falsifying work records, including having someone else complete your time sheet
- theft or misappropriation of Preschool property, documents and trade secrets
- violation of our conflict of interest and confidentiality policies
- possessing or consuming alcohol or illicit drugs in the workplace

Providing References

Purpose:

To outline the conditions by which references may be given on behalf of past employees of Grimsby Co-operative Preschool Inc. Inc.

Policy:

1. Only the Executive Director may give references for past or present employees. If you receive a request for a reference, please refer the person to the Executive Director.
2. We will provide accurate references for past and present employees on request. We will only provide a reference once we have received the signed consent of the past or present employee.
3. A recommendation through any social networking site (such as LinkedIn) is considered to be the same as an employment reference. You may not provide a recommendation for past or present employees of Grimsby Co-operative Preschool Inc. Inc. unless you obtain specific authorization in writing from Executive Director first.

Resignation from Employment

Purpose

To establish a formal procedure for employee resignations.

Policy

If you wish to resign from your employment, we require at least two weeks' written notice. If you are in a management position, we require at least four weeks' written notice. Grimsby Co-operative Preschool Inc. reserves the right to waive any notice provided by you in whole or in part in its sole discretion. Where Grimsby Co-operative Preschool Inc. elects to waive any notice, it will provide you with the balance of compensation and benefit participation to the end of the notice period from the date it elects to exercise its rights of waiver.

If you fail to provide adequate notice, you will only receive any outstanding wages or vacation pay that accrued to the date that you resign. Failure to provide adequate notice of termination will be recorded in your personnel file and may result in the denial of future employment with Grimsby Co-operative Preschool Inc. It may also be reflected in any reference we are asked to provide on your behalf.

You are required to return any property belonging to Grimsby Co-operative Preschool Inc. (*e.g.*, security cards, keys, *etc.*) before your final day of work.

Staff Attendance Policy

Maintaining a productive work environment requires everyone to do his or her utmost to attend work regularly and to be punctual at all times. This policy will help us achieve maximum productivity.

All staff are required to be at work prior to the start of their shift. Employees who are absent for any reason must contact the Executive Director when reasonably possible to ensure that arrangements can be made to ensure minimal disruption to the centre.

If an employee is sick, they must let the Executive Director know by 4:00pm the day before their next shift if they will be returning unless it is otherwise impracticable to do so in which case an employee is required to contact the Executive Director as soon as reasonably possible. This will ensure enough time for the Executive Director to arrange a supply staff.

An employee who is absent from work for more than two consecutive days may be required to have a note from a physician to return so that the Preschool may determine whether there are any accommodation needs that may need to be taken into consideration in the development of an accommodation plan, if any.

The Executive Director is obligated to contact and advise the President of the Board of Directors of any employee absence. Employees who habitually absent themselves will be assessed in their future availability.

If you are persistently late or absent or demonstrate a pattern of absences (such as being regularly absent on Fridays or Mondays) without sufficient justification, you may be subject to discipline, up to and including termination. The Preschool will make you aware if your attendance reaches a level of concern.

If you fail to report to work and fail to notify your supervisor of the reason for your absence from work for three consecutive work days, you will be considered to have abandoned your job and to have quit. Your employment will end immediately. If there are extenuating circumstances relating to your failure to report for work, please advise the Executive Director promptly.

Appointments should be arranged to ensure the least amount of impact on the operation of the centre. Ideally, appointments can be made outside of normal working hours, but if it is necessary for an appointment to occur during a shift, the end or beginning of a shift is the easiest to accommodate. In addition, as much lead time as possible be provided to ensure that scheduling changes can be made without significant disruption to the centre.

Sick / Personal and Other Leaves of Absence Pay Out Policy

The Preschool recognizes that there may be times when employees need to be absent from work in order to attend to essential personal commitments. It is our intention to create the flexibility to meet these needs in a manner that is consistent with the provisions of the *Employment Standards Act, 2000*, S.O. 2000 as amended.

Policy:

Personal Days

1. You may take personal days in a manner consistent with the provisions of the *Employment Standards Act, 2000*.
2. If you plan to use a personal day, provide your Supervisor with as much advance notice as possible, unless there are extenuating circumstances. While we will do our best to honour your requests, taking a personal day is at your manager's discretion.
3. You may not take less than half of a personal day at one time. You may not take a personal day at the beginning or end of your vacation or in conjunction with a statutory holiday.
4. Personal days are not extra vacation days. Please reserve them for legitimate absences.
5. You may not carry forward unused personal days.
6. If you abuse your personal days, you may be subject to discipline, up to and including termination.
7. Personal days as noted above are included in the number of job-protected leaves for personal emergency leave and sick days as contemplated by the provisions of the *Employment Standards Act, 2000*, as amended. Currently employees are entitled to up to 10 days each calendar year (2 paid and 8 unpaid) unless otherwise specified in an employee's individual contract.
8. You may take personal emergency leave in cases of illness, injury and certain other emergency and urgent matters such as:
 - personal illness, injury or medical emergency
 - death, illness, injury, medical emergency of or urgent matters relating to:
 - a. a spouse, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild
 - b. the spouse of your child
 - c. a brother or sister

- d. a relative who is dependent on you for care or assistance or as otherwise amended by the provisions of the ESA.

Sick pay or personal leave pay may be governed by an employee's individual contract. Where an employee may be entitled to a sick or personal paid leave, the following policy applies to the pay out of the employee's remaining sick/personal leave at the end of the school year.

In the event that an employee has remaining sick/personal leave at the end of the school year, they will be entitled to a payout of the remaining sick/personal leave at the discretion of the Board of Directors Directions. The payout will be based on staff's overall performance and attendance. The reasoning for this policy is to encourage staff to not take sick/personal leave unless necessary. The payout is possible, as the preschool was not required to bring in substitute staff to cover the unused sick/personal leave.

Pregnancy, Parental and Adoption Leave

Purpose:

To outline our provisions for pregnancy, parental and adoption leave.

Policy:

We will grant you pregnancy, parental and adoption leave in accordance with the provisions of the *Employment Standards Act*, 2000, as amended.

1. Pregnancy/Maternity Leave

- (1) If you have been employed by Grimsby Co-operative Preschool Inc. for a minimum of 13 weeks before the date your baby is due, you are entitled to a maximum of 17 weeks of pregnancy leave.
- (2) You must provide Grimsby Co-operative Preschool Inc. with at least two weeks' written notice before beginning your pregnancy leave. Also you must provide a certificate from a medical practitioner stating the baby's due date.
- (3) Usually the earliest your pregnancy leave can begin is 17 weeks before your due date.
- (4) Ordinarily, the latest your pregnancy leave can begin is on the baby's due date. However if the baby is born earlier than the due date, the latest the leave can begin is the day the baby is born.
- (5) Within these restrictions, you may start your pregnancy leave any time within the 17 weeks up to and including your due date. Grimsby Co-operative Preschool Inc. cannot decide when you will begin your leave even if you are off sick or if your pregnancy limits the type of work you can do.

2. Parental Leave

- (1) If you have been employed by Grimsby Co-operative Preschool Inc. for a minimum of 13 weeks before the date your leave is expected to commence, you are entitled to 61 or 63 weeks of parental leave as defined by the *Employment Standards Act*, 2000, as amended.
- (2) As a birth mother who takes pregnancy leave you must ordinarily begin your parental leave as soon as your pregnancy leave ends. However, your baby may not yet have come into your care for the first time when the pregnancy leave ends. In this case, you can either commence your leave when the pregnancy leave ends or choose to return to work and start your parental leave later. If you choose to return to work, you will be able to start your parental leave anytime within 78 weeks of the birth or the date the baby first comes home from the hospital.

All other parents must begin their parental leave no later than 78 weeks after:

- the date their baby is born; or
- the date their child first came into their care, custody or control.

3. Adoption Leave

- (1) If you have been employed by Grimsby Co-operative Preschool Inc. for a minimum of 13 weeks before the date the baby comes into your custody, you are entitled to 63 weeks of adoption leave.
- (2) Parents must begin their adoption/parental leave no later than 78 weeks after:
 - the date their adopted baby is born; or
 - the date their adopted child first came into their care, custody and control.

Bereavement Leave

Purpose:

To outline the circumstances under which employees will be granted bereavement leave.

Policy:

1. You will not be paid for bereavement leave if it falls on a vacation day, statutory holiday or other scheduled day off work unless otherwise required by the provisions of the *Employment Standards Act, 2000*.
2. Please notify your supervisor as far in advance as possible that you plan to take a bereavement day. When it is not possible to notify your supervisor in advance, you must (either directly or through a relative or friend) notify your supervisor on the first day of your absence and advise as to how many days you expect to be away from work.
3. Grimsby Co-operative Preschool Inc. is committed to supporting our employees through a crisis, and we recognize that you may not be ready to return to full duties following a bereavement leave. In such cases, you may discuss with your manager the possibility of taking a further period of absence as either vacation leave, personal leave or unpaid leave.

Immediate Family

1. In event of a death in your immediate family, you are eligible for 2 days of paid bereavement leave to attend the funeral of an immediate family member.
2. Immediate family includes :
 - your spouse, which includes a same-sex or common law partner
 - your mother or father, stepmother or stepfather, foster parent or that of your spouse
 - your children or stepchildren, foster child or that of your spouse
 - your brother or sister, stepbrother or stepsister
 - your mother-in-law or father-in-law
 - your grandparent, step grandparent, grandchild or step grandchild or that of your spouse, or as otherwise required by the ESA as amended

Organ Donation leave

Organ Donation Leave shall be governed by the *Employment Standards Act*, 2000 and any amendments thereto. A staff member who has been employed by the Preschool for at least thirteen (13) weeks is entitled to a protected leave of absence without pay for the purpose of organ donation. If requested, the employee must provide the Executive Director with a certificate from a legally qualified medical practitioner confirming that the employee has undergone or will undergo surgery for organ donation.

The employee may take the leave for a period of time as prescribed by a legally qualified medical professional for up to a maximum of thirteen (13) weeks. When the leave ends, if the employee is not yet able to perform the duties of his or her position because of the organ donation, the employee is entitled to extend the leave if they provide the Executive Director with a certificate from a legally qualified medical professional stating they are unable to work for a specified period of time. The leave may be extended more than once but the total of the extension periods may not be more than thirteen (13) weeks.

The employee may begin the leave on the day that he or she undergoes the surgery for organ donation or on an earlier day if it is specified in the certificate from the legally qualified medical professional.

The employee must notify the Executive Director in writing at least two (2) weeks in advance of their intention to take an organ donor leave. If the employee wishes to extend the leave or end the leave early they must provide the employer two (2) weeks' notice. If the leave must begin before the originally specified period, the employee must notify the employer as soon as possible.

Critical Illness Leave

Grimsby Co-operative Preschool Inc. will provide you with Critical Illness Leave in accordance with the *Employment Standards Act, 2000*, as amended.

Critical Illness leave is unpaid job protected leave. The specific family member for whom a Critical Illness Leave may be taken are:

- The employee's spouse.
- A parent, step-parent or foster parent of the employee or the employee's spouse.
- A child, step-child or foster child of the employee or the employee's spouse.
- A child who is under legal guardianship of the employee or the employee's spouse.
- A brother, step-brother, sister or step-sister of the employee.
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse.
- A brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee.
- A son-in-law or daughter-in-law of the employee or the employee's spouse.
- An uncle or aunt of the employee or the employee's spouse.
- A nephew or niece of the employee or the employee's spouse.
- The spouse of the employee's grandchild, uncle, aunt, nephew or niece.
- A person who considers the employee to be like a family member, provided the prescribed conditions, if any, are met.
- Any individual prescribed as a family member for the purpose of this definition

A staff member who has been employed by the Preschool for at least six (6) consecutive months is entitled to a leave of absence of up to thirty-seven (37) weeks without pay to provide care or support to a critically ill minor child (under 18 years old) of the employee if a qualified health practitioner issues a certificate that states that the child is a critically ill minor child who requires the care or support of one or more parents and sets out the period during which the child requires the care or support. If the certificate states that a period less than thirty-seven (37) weeks is needed, then the employee is only entitled to the amount of time set out in the certificate. If the certificate states a period more than fifty-two (52) weeks, then the leave must end no later than fifty-two (52) weeks from the when the certificate was issued or the child became ill.

A staff member who has been employed by the Preschool for at least six (6) consecutive months is entitled to a leave of absence of up to seventeen (17) weeks without pay to provide care or support to a critical ill adult family of the employee if a qualified health practitioner issues a certificate that states that the family member requires the care of support of one or parents and sets out the period during which the family member requires the care or support of one or more parents and sets out the period during which the family member requires the card or support. If the certificate states that a period less than seventeen (17) weeks is needed, then the employee is only entitled to the amount of time set out in the certificate. If the certificate states a period more than fifty two (52) weeks, then the leave must end no later than fifty-two (52) weeks from when the certificate was issued or when the family member became ill.

The employee must notify the Executive Director in writing of their intention to take this leave and indicate which weeks they will be taking this leave. The leave may not extend the period stated on the certificate issues by the qualified health practitioner. The employee may be required to present this certificate to the Executive Director. If the employee wishes to change the time they will be taking the leave, this request must be made in writing to the Executive Director. If the child or family member dies while the employee is on leave, the leave ends at the end of the week the child or family member dies.

Crime Related Disappearance Leave

Grimsby Co-operative Preschool Inc. shall grant Crime Related Disappearance Leave in accordance with the provisions of the *Employment Standards Act*, 2000 as amended.

A staff member who has been employed by the Preschool for at least six (6) consecutive months is entitled to a leave of absence without pay of up to one-hundred-four (104) weeks if one or more of their children disappears and it is probable, considering the circumstances, that the child or children disappeared as a result of a crime as defined by the Criminal Code.

At any point before starting the leave or during the leave if the employee is charged with the crime or if it is probable, considering the circumstances, that the child was a party to the crime, the employee is not entitled to a leave of absence. If at any point during the leave it no longer seems probable that the employee's child disappeared as a result of a crime, the employee's entitlement to leave ends on the day which is no longer seems probable that the circumstance was crime related.

If the employee's child has disappeared as a result of a crime and is found alive within the one-hundred-four (104) week period, the employee is entitled to remain on leave for fourteen (14) days after the day the child is found. If the child is found dead the employee is entitled to take a Child Death Leave. The leave must start as soon as the child is found.

If more than one employee at the Preschool is affected by the same crime related child disappearance, the total period of time taken for the leave for both employees cannot exceed the amount of time for each type of circumstance as outlined in this policy.

The employee must notify the Executive Director in writing as soon as possible the intention to take the crime related child death or disappearance leave and provide the Executive Director with a written plan that indicated the weeks in which they intend to take the leave. If the employee wishes to change the time of their leave they must provide the request in writing to the Executive Director at least 4 weeks' notice before the change. If requested, the employee may be asked to provide evidence of the employee's entitlement to take this type of leave.

Child Death Leave

Child Death Leave shall be governed by the *Employment Standards Act*, 2000 and any amendments thereto. A staff member who has been employed by the Preschool for at least six (6) consecutive months is entitled to a leave of absence without pay of up to one-hundred-four (104) weeks if one or more of their children dies. At any point before starting the leave or during the leave if the employee is charged with the crime, the employee is not entitled to a leave of absence. The employee must notify the Executive Director in writing as soon as possible the intention to take the child death leave and provide the Executive Director with a written plan that indicated the weeks in which they intent to take the leave. If the employee wishes to change the time of their leave they must provide the request in writing to the Executive Director at least 4 weeks' notice before the change. If requested, the employee may be asked to provide evidence of the employee's entitlement to take this type of leave.

Court Leave/Jury Duty

Purpose:

Grimsby Co-operative Preschool Inc. recognizes that there may be times when employees will be required to attend legal proceedings. This policy provides guidelines on how we will handle absences for such proceedings.

Policy:

1. If you are required to serve as a juror or attend as a witness in a legal proceeding, we will grant you the necessary leave of absence and payment of salary/wage will be at the discretion of the employer.
2. This policy only applies if you are required to participate as a witness or juror in a case involving the public interest, as opposed to a personal or private matter.
3. We expect you to notify us as soon as you receive a subpoena or summons so appropriate arrangements can be made.
4. You will be required to provide proof of your absence, including a copy of the subpoena or summons.
5. We expect you to repay us any amounts paid to you for court duty (except any mileage, travel or meal allowance paid to you).
6. We expect you to return to or come into work on any day in which your attendance in a legal proceeding is required for fewer than half of your regular working hours.

Family Medical Leave

Purpose:

To provide Grimsby Co-operative Preschool Inc.'s policy on Family Medical Leave for the care of seriously ill family members who have a significant risk of death occurring within a period of 26 weeks.

Policy:

1. We will grant you Family Medical Leave in accordance with the *Employment Standards Act*, 2000, S.O. 2000 c. 41 as amended.
2. Family Medical Leave is *unpaid*, job-protected leave of up to eight (8) weeks in a 26-week period. Although the leave is unpaid, you may be eligible for compassionate care benefits under the *Employment Insurance* program.
3. You must inform Grimsby Co-operative Preschool Inc. as soon as possible that you will be taking a Family Medical Leave.
4. You may take the leave to provide care and support to a family member who has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. This medical condition and risk of death must be confirmed in a certificate issued by a medical doctor.
5. The specified family members for whom a Family Medical Leave may be taken are:
 - spouse
 - parent, step-parent or foster parent
 - child, step-child or foster child of the employee or employee's spouse
 - brother, stepbrother, sister or stepsister of the employee
 - grandparent or stepgrandparent of the employee or of the employee's spouse
 - brother-in-law, stepbrother-in-law, sister-in-law or stepsister-in-law or the employee
 - son-in-law, or daughter-in-law, of the employee or the employee's spouse
 - uncle or aunt of employee or the employee's spouse
 - nephew or niece of the employee or the employee's spouse
 - spouse of the employee's grandchild, uncle, aunt, nephew or niece
 - a person who considers the employee to be like a family member
6. Family Medical Leave can last up to 8 weeks within a specified 26-week period. The 8 weeks do not have to be taken consecutively but you may only take a leave in periods of entire weeks.

7. If a medical doctor issues a certificate stating that one of your family members has a serious medical condition and there is significant risk of death occurring within a period of 26 weeks, you may take the leave within that 26 week period.
8. The earliest you may start the leave is the first day of the week in which the 26 week period identified on the medical certificate begins.
9. The latest day you may remain on leave is the *earlier* of:
 - the latest day of the week in which the family member dies OR
 - the latest day of the week in which the 26 week period expires OR
 - the latest day of the 8 weeks of Family Medical Leave

Family Caregiver Leave

Purpose:

To provide Grimsby Co-operative Preschool Inc.'s policy on Family Caregiver Leave for the care of family members for whom a qualified medical practitioner has issued a certificate stating they have a serious medical condition.

Policy:

1. We will grant you Family Caregiver Leave in accordance with the *Employment Standards Act, 2000, S.O. 2000 c. 41* as amended.
2. Family Caregiver Leave is *unpaid*, job-protected leave of up to eight (8) weeks. Although the leave is unpaid, you may be eligible for benefits under the *Employment Insurance* program.
3. You must inform Grimsby Co-operative Preschool Inc. Inc. as soon as possible that you will be taking a Family Caregiver Leave.
4. You may take the leave to provide care and support to a family member where a qualified health practitioner has issued a certificate stating that the individual has a serious medical condition.
5. The specified family members for whom a Family Medical Leave may be taken are:
 - spouse
 - parent, step-parent or foster parent
 - child, step-child or foster child of the employee or employee's spouse
 - brother, stepbrother, sister or stepsister of the employee
 - grandparent or stepgrandparent of the employee or of the employee's spouse
 - brother-in-law, stepbrother-in-law, sister-in-law or stepsister-in-law or the employee
 - son-in-law, or daughter-in-law, of the employee or the employee's spouse
 - uncle or aunt of employee or the employee's spouse
 - nephew or niece of the employee or the employee's spouse
 - spouse of the employee's grandchild, uncle, aunt, nephew or niece
 - a relative of the employee who is dependent on the employee for care or assistance
6. Family Medical Leave can last up to eight weeks. A week is defined as running from Sunday to Saturday and weeks can be taken consecutively or separately. You may take the leave for periods of less than a full week (i.e. single days during the week), however, if you do you are considered to have used up one week of the eight week entitlement.

7. You are entitled to be on leave only when you are providing care or support to a family member.
8. You are required to provide notice to the Preschool in writing that you intend to take the Family Caregiver leave. If you must start the leave prior to providing notice, you must inform the Preschool in writing as soon as possible after taking the leave.

Domestic or Sexual Violence Leave

Purpose:

To provide Grimsby Co-operative Preschool Inc.'s policy on Domestic or Sexual Violence Leave when an employee or an employee's child has experienced or been threatened with domestic or sexual violence.

Policy:

1. We will grant you Domestic or Sexual Violence Leave in accordance with the *Employment Standards Act*, 2000, S.O. 2000 c. 41 as amended.
2. Employees who have been employed for at least 13 consecutive weeks are entitled to Domestic or Sexual Violence Leave if the employee or their child has experienced or been threatened with domestic or sexual violence.
3. The leave is job-protected and provides up to 10 days and 15 weeks in a calendar year of time off to be taken for a specified purpose. The first 5 days of the leave are paid and the rest of the leave is unpaid.
4. The leave may be taken for any of the following purposes:
 - to seek medical attention for the employee or the child of the employee because of a physical or psychological injury or disability caused by the domestic or sexual violence
 - to access services from a victim services organization for the employee or the child of the employee
 - to have psychological or other professional counselling for the employee or the child of the employee
 - to move temporarily or permanently
 - to seek legal or law enforcement assistance, including making a police report or getting ready for or participating in a family court, civil or criminal trial related to or resulting from the domestic or sexual violence

You are not entitled to this leave if you committed domestic or sexual violence.

5. Child is defined as a child, step-child, child under legal guardianship or foster child who is under 18 years of age.
6. You must inform Grimsby Co-operative Preschool Inc. as soon as possible that you will be taking a Domestic or Sexual Violence Leave.
7. There are two lengths of Domestic and Sexual violence leave that can be taken within a calendar year:

10 Full Days

- 10 full days of domestic or sexual violence leave every **calendar** year, whether you are employed on a full- or part-time basis
- employees cannot carry over unused domestic or sexual violence leave days to the next calendar year
- the 10 days of domestic or sexual violence leave do not have to be taken consecutively
- employees can take domestic or sexual violence leave in part days, full days or in periods of more than one day

15 Weeks

- employees are also entitled to take up to 15 weeks of domestic or sexual violence leave within a **calendar year** for the purposes set out above
 - a “week” is defined as running from Sunday to Saturday
 - the 15 weeks can be taken consecutively or separately
 - the employee may take leave for periods less than a full week (for example, single days, at the beginning, middle or end of a week), but if they do, they are considered to have used up one week of their 15-week entitlement. If the employee is on leave for two or more periods within the same week (for example, on leave on Monday and Thursday of the same week), only one week of the 15-week entitlement is used up
8. You are required to provide notice to the Preschool in writing that you intend to take the Domestic or Sexual Violence Leave. If you must start the leave prior to providing notice, you must inform the Preschool in writing as soon as possible after taking the leave.

Religious Leave

Purpose:

To enable employees to exercise their rights to observe religious holy days and to enhance and ensure Grimsby Co-operative Preschool Inc. compliance with human rights legislation regarding time off for religious leave.

Policy:

1. Grimsby Co-operative Preschool Inc. will make every attempt to accommodate requests for religious leave.
2. You must inform your manager of your request for religious leave as early as possible to enable your manager to ensure that there is adequate staff in place to cover your absence.
3. Requests for religious leave must be made in writing to your manager, and must include a reason for your request.
4. You may use up to two days of unpaid leave for the purpose of religious leave. If you need more than two days, you may use vacation leave.
5. It is the manager's responsibility to ensure that the Executive Director Representative has been informed of your absence and to advise the Executive Director Representative as to the nature of the leave (*i.e.*, vacation day, unpaid leave).

Inclement Weather

Purpose:

Grimsby Co-operative Preschool Inc. acknowledges that there may be times when inclement weather will prevent an employee from making it to work. This policy establishes the procedure to follow in such circumstances.

Policy:

2. Grimsby Co-operative Preschool Inc. is committed to promoting and maintaining high levels of attendance in order to realize our organizational objectives however the safety of our employees will be the primary concern when making decisions around business closure.
3. We expect you to:
 - Make every reasonable attempt to get to work while maintaining regard for personal safety.
 - Given the reasonable predictability of severe weather, we expect you to take steps to be prepared in advance. This may mean allowing extra time in the morning to clear snow and in anticipation of traffic delays.
 - Please notify Executive Director and/or your supervisor of your absence or anticipated lateness as soon as possible.
4. The Preschool will follow the District School Board direction regarding school closures for inclement weather. When the buses are cancelled the Preschool will be closed.

Elections

Purpose:

To clarify when employees will receive time off for voting purposes and to enable employees to exercise their rights to vote in municipal, provincial and federal elections.

Policy:

1. If you qualify as a voter in an election, you are entitled to time off for voting purposes with no deduction in wages pursuant to the *Canada Elections Act*. For the jurisdiction, employees must be provided with no less than three (3) consecutive hours during the polling hours in order to cast their votes.
2. Your Supervisor or Executive Director Representative will ensure that you are advised of your hours of work on the date of the election, before the actual election day. We will also post a notice outlining the hours of work on election day in advance of the election.

Alcohol and Drug Use

Drug, Alcohol, and Medications - Fit for Duty Policy

Purpose

1. Grimsby Co-operative Preschool Inc. (the “Preschool”) is committed to providing a safe and healthy work environment for all employees and a safe child care facility for those entrusted to our care.
2. The Preschool recognizes the safety risk caused by alcohol and drug impairment at work and in particular to the safety of our children/students.
3. The Preschool has implemented this policy to support our commitment to health and safety and to meet our responsibilities to create a work environment that facilitates the health and safety of employees, co-workers and the families we serve. This policy combines alcohol, drug and impairment testing with education, training and access to assistance programs, where required.
4. The use of illicit drugs, alcohol and medications can cause impairment that adversely affect an individual’s health, safety and job performance as well as the health and safety of co-workers, our children and the families we serve.
5. All employees are required by the Preschool to report to work alert, fit for duty and in proper condition to perform their duties and responsibilities at the scheduled start time and are to remain in that condition throughout the workday. Employees who are impaired will not be permitted to work, regardless of the reason for impairment.
6. The objectives of this policy are:
 - a) to minimize any safety risks within the workplace resulting from the inappropriate use of alcohol, drugs or medications
 - b) to prevent accidents and injuries by setting clear standards around alcohol and other drug or medication use and taking steps to reinforce those standards
 - c) to ensure that we discharge the standard of care regarding the children and families that attend our Preschool
 - d) to create an environment which encourages those who may have a problem with alcohol or other drugs to access the appropriate assistance services at an early stage for assessment, treatment and support for ongoing recovery
 - e) to comply with regulatory laws and regulations

Scope

1. The provisions in this policy apply to all employees (which for the purpose of this policy shall include volunteers) at all times while they are engaged in Preschool business, when they are on Preschool premises and/or field trips.

2. All contractors will be advised of the applicable provisions of this policy and will be expected to enforce these requirements for their employees, subcontractors and agents. Any contravention will be considered a breach of contract.

Definitions

1. **Accommodation** – involves a process of communication and delivery of information that will allow the Preschool to cooperate with you to determine reasonable solutions to assist with the facilitation of your return to work due to disability including but not limited to alcohol and/or substance abuse and/or as may be required by the provisions of the Ontario *Human Rights Code* R.S.O. c.H19 as amended.
2. **Alcohol** – includes but is not limited to beer, wine, spirits or any other intoxicating compound that may be found in medicines or other products.
3. **Preschool Workplace** - includes, but is not limited to, all land, facilities and property owned, leased, or directly controlled by the Preschool as well as all land, facilities and property owned, leased or controlled by a person or entity with which the Preschool has entered into a contract for services or work. Without limiting the foregoing, this includes all mobile equipment and vehicles owned, leased or under the control of the Preschool.
4. **Contractor/Contract Worker** - refers to any Preschool or individual which the Preschool has contracted to perform a service on Preschool premises or worksites or as a representative of the Preschool. This would include contractors, their employees, contractors or consultants and subcontractors and their employees who are not on the Preschool payroll.
5. **Drugs** - includes, but is not limited to, any substance, prescription medication, illicit drug (not lawfully obtained which is not prescribed for that employee's use or is not being used for its prescribed purpose), illegal drug, medication, solvents or inhalants, the use of which has the potential to inhibit an employee's ability to perform his or her assigned duties in a safe and productive manner. Examples of drugs of concern include but are not limited to Alcohol, Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine.
6. **Drug Paraphernalia** - any personal property which is associated with the use of any drug, chemical, agent or substance, including mood altering substances, with the exception of devices used for the administration of a legally prescribed medication. This would also include any product or device that may be used to attempt to tamper with the testing sample.
7. **Employee** - refers to all employees of the Preschool at all levels in the organization and includes temporary and part-time employees and/or all individuals that are on the Preschool payroll.
8. **Illegal Drugs** - an illegal drug is one of a group of substances which includes depressants, stimulants, hallucinogens and narcotics that the use, possession, distribution, transportation, sale, purchase or transfer of which is unlawful. Examples include: cocaine, crack, amphetamines,

L.S.D., opiates and phencyclidine (P.C.P.). For the purposes of this policy and definition, the definition also includes a prescription drug used by anyone other than the person for whom it was prescribed or used in a contrary manner to the physician's instructions.

9. **Medicinal/Medical Marijuana** – includes dried marijuana that is smoked, cannabinoids in pill and vaporized formats.
10. **Mood Altering** – refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impact performance on the job (i.e., any product containing cannabis including inhaled products or consumables, synthetic marijuana, “bath salts”, doda, aerosols and other similar products.
11. **Oral Fluid** – saliva sample for the purpose of drug and/or alcohol testing, to be shipped to a certified laboratory for analysis.
12. **Over-the-Counter Medications** – are medicines sold directly to a consumer without prescription from a healthcare professional.
13. **Prescription** – means a direction usually written by a health care provider to a pharmacist for the preparation and use of a medicine; includes a signed medical document or authorization/license for medicinal/medical marijuana.
14. **Prescription Medication** – is a licensed medicine that is regulated by legislation to require a medical prescription before it can be obtained. It may be sold only to consumers possessing a valid prescription and includes an authorization for medicinal marijuana.
15. **Undesirable side effects** - include such things as drowsiness, disorientation, short term memory loss, insomnia, lack of concentration and other cognitive impairments and carelessness and lack of coordination that can impact on workplace safety.

Policy

All employees and individuals engaged by the Preschool must report to work on schedule, alert and in proper condition to perform their duties and must remain in that condition throughout the workday. Employees are required to report to work free from the influence of drugs or alcohol.

1. You are responsible to report for work free from the influence of drugs or alcohol.
2. You will be considered to be under the influence of drugs or alcohol if:
 - your ability to perform your duties is impaired, which includes having a blood/alcohol concentration of 0.02 BAC
 - you are in a mental condition that creates a risk to the health and safety of you or other individuals or puts the Preschool's property or members of the public at risk

- you demonstrate signs of impairment, such as the smell of alcohol on your breath, slurred speech, difficulty with motor skills, etc.
3. If you report to work under the influence of alcohol or drugs or you use alcohol or illegal/illicit drugs during working hours, you will not be allowed to work the rest of your shift. We may also require you to submit to appropriate testing to determine the extent to which your ability to perform the requirements of your job is impaired.
 4. You may also be required to undergo drug or alcohol testing after a significant incident (e.g., a work-related accident) or where you engage in dangerous or reckless behaviour, if there is reason to suspect that the incident or behaviour was related to drug or alcohol use.
 5. If you are required to submit to testing for cause or after an incident as described herein, you will also be required to submit to a larger assessment of your ability to perform the functions of the job. This may include a medical examination by a physician, performance tests, referral to an appropriate agency or organization that can assist with a substance abuse problem and supervisory or peer monitoring.
 6. If you are taking prescription or over-the-counter medication that could impair your job performance, you must report this treatment to your supervisor. The proper use of such medication is not grounds for disciplinary action but may necessitate modified duties or reassignment during the course of treatment.
 7. The Preschool will take appropriate steps to accommodate employees with substance abuse problems. If you require accommodation and assistance from the Preschool, you are responsible to communicate this need in sufficient detail and to co-operate with the Preschool to facilitate an appropriate course of action. If you refuse treatment or accommodation, you may be subject to progressive discipline, up to and including termination.

Social Functions

1. During certain social events, the use of alcohol may be allowed. Under no circumstances may alcohol be consumed while on duty.
2. If you consume alcohol during a Preschool social event, you are responsible to ensure that your use of alcohol is reasonable. You are also expected to observe all laws regarding the consumption of alcohol and, in particular, must not drink and drive.
3. When consuming alcohol, please consider that you may be seen as a representative of the Preschool at all times.
4. Use or possession of illicit drugs or cannabis during a social or business event is not permitted.
5. Supervisors and managers are responsible for ensuring that employees do not drive or engage in safety sensitive activities while under the influence of drugs or alcohol. This includes limiting the

number of drinks employees can consume to not more than one per hour, offering rides home or arranging for a taxi and reminding employees of the dangers of drinking and driving.

Responsibilities

Preschool

- it is the Preschool's responsibility to clearly communicate the expectations surrounding alcohol and drug use, misuse and abuse, any testing procedure and protocol
- provide a safe work environment
- accommodate disabilities in the workplace up to undue hardship including offering programs of intervention, rehabilitation and support to those identified as having concerns with substance abuse

Management

- identify any situation that may cause concern regarding an employee's ability to safely perform their job functions
- monitor ongoing performance to ensure safe operations and effectiveness of this policy
- ensure that any employee who asks for help due to drug or alcohol dependency is provided with the appropriate support and is not disciplined for doing so and maintain confidentiality under the circumstances
- notify the Preschool to ensure that all appropriate steps may be taken to investigate any possible violation of the standards under this policy
- maintain confidentiality and employee privacy

Employees

- each employee is personally responsible for ensuring his or her compliance with all work rules, procedures and other requirements of the Preschool
- perform their job in a safe manner and in all ways consistent with the established Preschool policies, procedures and practices
- read and understand the policy and meet their obligations under it
- arrive to work fit for duty and remain as such for the duration of shift
- avoid the consumption, possession, sale or distribution of drugs or alcohol on Preschool property and during working hours
- before a policy violation occurs, seek advice and follow appropriate treatment if they have a current or emerging alcohol or drug issue and follow recommended monitoring programs during and after treatment
- report limitations and required modifications and cooperate with any recommended limitations and requirement modifications

- in the interest of safety, advise supervisors/management if they believe another employee, contractor or visitor on the work or job site is unfit and/or under the influence
- cooperate with the investigation of any policy violation including any request to participate in the testing program
- cooperate in the accommodation process

Standard

To minimize the risk of unsafe and/or unsatisfactory performance due to the use or after-effects of alcohol or other drugs and extreme fatigue, employees are expected to comply with the following standards at all times. Everyone is expected to report fit for work and remain fit at work.

Illicit Drugs and Mood Altering Substances – The following is prohibited:

- the use, possession, distribution, manufacture, offering or sale of illicit drugs or mood altering substance and related drug paraphernalia
- reporting to work or remaining at work under the influence of illicit drugs or other mood altering substances
- a positive drug test as determined through the testing program

Alcohol -The following is prohibited:

- reporting to work or remaining at work under the influence of alcohol from any source
- a blood alcohol content of .02% or greater
- consumption of any product containing alcohol (including beverage alcohol) during the workday including during meals and breaks
- the use of alcohol within the first eight hours after an accident or until tested or being advised by the Preschool that a test is not required
- possession of alcohol while on premises

Exemptions: Individuals covered by this policy may use alcohol after the workday, for example, when on travel status, when at a training event or seminar or in any similar business-related situation, provided the formal business has been completed, alcohol is used responsibly, and the individual is not returning to work.

Medications

- As a general statement, prescription medications are safe when taken as directed by a health care provider. That said, some prescription medications and some over-the-counter medications have undesirable side effects that could impair an employee's ability to safely perform their job duties. These medications include but are not limited to sleep aids, pain relievers, stimulants, sedatives, codeine products, muscle relaxants, some antihistamines and medicinal marijuana.

- An employee who suffers from undesirable side effects from medication may be more prone to accidents, a situation that could not only endanger the employee but also poses risks to other workers, members of the public and property, particularly if the employee is in a safety sensitive position.
- An employee who is given a prescription medication by a health care provider should always ask the provider about potential undesirable side effects.
- An employee who uses an over-the-counter medication should always carefully read the directions and/or ask the pharmacist about potential undesirable side effects.
- The following are prohibited:
 - reporting to work and remaining at work unfit for duty due to the use of medications
 - the intentional misuse of medications (e.g., using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol against direction)
 - the unauthorized possession of prescribed medications without a legally obtained prescription and unauthorized distribution; offering or sale of prescription medications (trafficking)
 - the distribution, offering or sale of prescription medications

Medicinal Marijuana

- An employee with a valid authorization for medical marijuana will not share with another employee.
- The Preschool may ask to see an employee's authorization to use medicinal marijuana and/or may ask for verification of the authorization from the employee's health care provider.
- Subject to receiving information from an employee's health care provider that indicates otherwise, an employee will refrain from using medicinal marijuana at or immediately prior to entering the workplace.

Unexpected Call

If unexpected circumstances arise where an employee is off shift and required to perform unscheduled services while under the influence of alcohol or other drugs or in a condition that could impact safety operations, it is the responsibility of that individual to decline the call.

Reporting Requirement – Prevention, Assistance, Rehabilitation, Aftercare

1. This policy stresses the importance of prevention and early identification of potential problem situations. Employees are encouraged to access assistance through the appropriate employee assistance program or through their physician or appropriate community services for help with problems that may be affecting safe work performance including problems related to alcohol and drug dependency and/or addiction.
2. The Preschool recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of lasting recovery. Employees are required to disclose any alcohol and/or drug dependency concerns or emerging to Executive Director who shall ensure that those concerns are maintained in confidence as set out herein.
3. An employee will report the use of any prescription or over-the-counter medication when the employee is advised or learns that its use could produce undesirable side effects in the workplace. The employee and supervisor will discuss possible accommodations.
4. An employee who is prescribed and uses medicinal marijuana will always report same to the supervisor. The employee and supervisor will discuss possible accommodations.
5. Employees who voluntarily disclose concerns will be supported by the Preschool through treatment and aftercare program consistent with an assessor's recommendations and applicable benefit coverage. The Preschool may assist with arrangements for an assessment of the employee. In this situation, the employee must attend the assessment and comply with the recommendations that result.
6. Employees should understand that seeking assistance or declaring a problem does not eliminate the requirement for maintenance of safe and acceptable performance levels in compliance with this policy, should discipline or testing be warranted it cannot be avoided by a request for assistance with the problem or by disclosure that the employee is already involved in a treatment program.
7. Employees who complete primary treatment (i.e., residential or outpatient treatment) for alcohol and/or drug concerns, will be required to participate in an aftercare program when returning to work in order to help maintain recovery. Employees may be required to enter into a written agreement which will outline the conditions governing their return to the job and the consequences for failing to meet those conditions.
8. Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns, to obtain professional advice, facilitate assessment for reasonable treatment and/or to engage in a reasonable accommodation process.

Procedure

1. The Preschool reserves the right to conduct searches where there are reasonable grounds to believe a prohibited substance is present on Preschool property in violation of this policy. For purposes of this policy, prohibited substances include illicit drugs and prescribed medications possessed without a legally obtained prescription or unauthorized possession of alcohol.
2. An employee who is demonstrating undesirable side effects or there are reasonable grounds to believe the employee is unfit to be in the workplace, may be refused entry to the workplace and/or removed from the workplace.
3. An employee who suffers the onset of undesirable side effects in the workplace will immediately stop work and report to the Executive Director and/or where the employee fails to recognize the side effects, be required to immediately stop work and be escorted to meet with an Executive Director.
4. An employee will be escorted to a safe/private place and given an opportunity to explain why they appear to be in a condition unfit for work.
5. If the undesirable side effects persist, an employee may:
 - be placed on leave for medical reasons pending further information
 - be referred for medical attention if there are immediate medical concerns
 - be provided with a measure of accommodation and/or referred to the Preschool-paid employee assistance program
 - any other action appropriate in the situation
6. The Preschool may ask the employee's health care provider or a third party medical practitioner whether:
 - conventional treatment has been considered or tried and failed
 - the dosage is correct and/or appropriate during working hours
 - there is a reasonable alternative to the subject medication
 - other workplace accommodations are recommended
7. The employee will assist in providing the Preschool with information that is reasonably required to facilitate the accommodation process.
8. Employees who contravene this policy and who are not dependent on alcohol, illicit drugs or medications, will be subject to discipline, including summary termination of employment.
9. Employees who have reported unfit for duty while impaired as a consequence of the use of prescribed medication may be required:
 - to provide information from their prescribing physician regarding the anticipated effects of the medication and whether there are other effective medications which have no or lesser impairing effects

- to be subject to such modifications, if possible, to their work so as to eliminate the risk to health and safety
 - to be placed on a leave of absence without pay, pending the receipt of required information and the determination of possible modifications
10. If a contract worker is identified as unfit to be at work, an investigation will be undertaken either by their Preschool or by a Preschool representative. If a visitor or a customer is identified as unfit, they will be safely removed from the Preschool premise.

Consequences of Policy Violation

1. Any violation of the provisions of this policy may result in progressive discipline up to and including termination of employment. In all situations, an investigation will be conducted and documented to verify whether a violation has occurred. The appropriate discipline in any particular case depends on the nature of the policy violation in the circumstances surrounding the situation.
2. A positive drug test or an alcohol test result of .02 BAC or higher or refusal to test are all considered a violation of this policy. Anyone who has a breath alcohol test result of .02 to .039 BAC in a reasonable cause or post incident testing situation will be removed from work until considered safe to return (at a minimum not before their next workday or shift) and will be subject to discipline in appropriate circumstances. In any other testing situation, the cut-off level for alcohol test is .02 BAC.
3. All employees must be accountable for their actions, even those who may have an alcohol or drug problem or dependency. After any confirmed violation, the employee may be referred for assessment by a substance abuse professional to determine whether there is a need for structure treatment or program.

Referral Assistance Program

Employees who have a substance abuse problem are encouraged to request assistance through this confidential program.

Employees who self-identify as having a substance abuse problem or who are determined to be dependent on alcohol, illicit drugs or medications, are required to participate in an accommodation process as required by the provisions of the *Human Rights Act*. Accommodation may include facilitation to treatment facility or program with a corresponding leave of absence and return to work program.

APPENDIX I: GUIDELINE ON MEDICATIONS

The following drug categories have been associated with performance impairment and are provided as a guideline to individuals in assessing their own situation. The list is not exhaustive; there are numerous other over-the-counter and prescription drugs which when taken may impact negatively on an overall safe job performance.

Therefore, everyone is required to consult with their doctor or a pharmacist to determine if use of the medication will have any potential negative impact on job performance by explaining their job functions. If the medication they are using will affect their ability to operate safely, they are required to advise their supervisor or manager of any need for modified duties and comply with any recommended course of action to minimize safety risk.

The Preschool reserves the right to confirm the nature and duration of any required work modification. Employees are required to cooperate with the delivery of necessary medical information from a qualified health practitioner involved in their care which information shall be held in confidence by the Preschool consistent with applicable privacy laws.

- i. Antihistamines – are widely prescribed for hay fever and other allergies (e.g., Allegra, Dimetane). They are also found in many cold medications. These medications may cause drowsiness.
- ii. Motion Sickness Drugs – are used to prevent motion sickness and nausea (e.g., Gravol, Antivert). Side effects may include drowsiness.
- iii. Barbiturates, Sedatives, Hypnotics, Tranquilizers, Antidepressants – are used to treat sleep disorders and depression (e.g., Ativan, Imovane, Paxil). Potential side effects may include mild sedation, hypnotic state, dizziness or drowsiness.
- iv. Narcotics – (e.g., Demerol, Codeine, Oxycodone). Codeine is often found in combination drugs such as 222s or 292s or Tylenol 1,2,3s. Drowsiness, dizziness, and light-headedness may be side effects.
- v. Opioid Agonist Treatment (e.g. methadone, suboxone, buprenorphine). – are prescribed to treat opioid use disorder and chronic pain. The use of these may result in drowsiness, dizziness, and light-headedness and may impact reaction time and cognitive functioning.
- vi. Stimulants – Medication used for central nervous system stimulation and for appetite suppression can produce sensations of well-being which may have an adverse effect on judgment, mood and behaviour (e.g., amphetamines or medications sold as "diet pills").
- vii. Anticonvulsants – are used to control epileptic seizures and can cause drowsiness in some patients (e.g., Dilantin).
- viii. Muscle Relaxants – are used to treat musculoskeletal pain (e.g., Flexeril, Robaxial). Most common side effects are sedation and drowsiness.
- ix. Cold Tablets/Cough mixtures – in particular nighttime remedies can cause drowsiness (e.g., Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).
- x. Medical Cannabis - Access to Cannabis for Medical Purposes Regulations allow physicians to authorize use of cannabis for treatment purposes. The College of Family Physicians of Canada has recommended members restrict its use to a small sub-set of medical conditions and only after other therapies have been tried. Its use, whether legal or illegal and consumed in any form and at any concentration, can cause dizziness, slow reaction time, sleeplessness, a distorted sense of time and forgetfulness. Any use presents a risk to operating vehicles and equipment and to workplace safety.

Dress, Grooming and Personal Hygiene

Purpose:

To uphold Grimsby Co-operative Preschool Inc.'s image as a professional organization.

Policy:

1. Please observe good habits of grooming and personal hygiene and avoid strong perfume or cologne (which may affect employees or customers with allergies). Do not chew gum when meeting with families or visitors to the Preschool.
2. We recognize that personal appearance is an important part of self-expression and that jewelry and tattoos are an important part of that expression. Therefore, we do not wish to restrict the use of jewelry or tattoos, unless they have a negative impact on your job and your ability to care for those entrusted to the Preschool. That may occur where safety, health, or productivity are affected or if the jewelry or tattoos are offensive to others based on race, sex, religion *etc.* If we identify a concern with respect to jewelry or tattoos, we will meet with you to explore solutions, such as the removal of certain jewelry or the covering of tattoos.
3. The interpretation of this policy is subject to your supervisor's discretion. If your supervisor determines that you are inappropriately dressed, you may be sent home and required to return to work in acceptable attire. Any time you are away from work in order to change your clothing will be considered unpaid time off.

Conflict of Interest

Purpose:

To prevent employees from engaging in activities that conflict with Grimsby Co-operative Preschool Inc.'s best interests.

Policy:

1. General

- (1) In some situations, your personal or business activities and interests may be in conflict with those of Grimsby Co-operative Preschool Inc. In order to prevent such disruptions to Grimsby Co-operative Preschool Inc.'s best interests, you must abide by our conflict of interest guidelines.
- (2) It is your responsibility to identify and report any possible or actual conflict of interest, regardless of whether or not you benefit from it.
- (3) Any exceptions to this policy are at the discretion of Grimsby Co-operative Preschool Inc. and must be in writing and approved in advance.

2. Outside Employment, Business and Volunteer Activities

- (1) You may not engage in outside employment, directorships, business or volunteer activities that:
 - cause an actual or apparent conflict of interest
 - are performed in such a way as to appear to be an official act of or to represent Grimsby Co-operative Preschool Inc.
 - unduly interfere with your ability to exercise independent judgment or perform the duties of your job
- (2) You may not conduct activities that are not work-related during working hours including looking for a new job.
- (3) You may not use Grimsby Co-operative Preschool Inc. equipment or facilities for activities that are not work-related unless you get approval in advance.
- (4) We encourage you to engage in community or civic activities that do not create a conflict of interest.

E-mail, Internet, iPad and Computer Use

Purpose:

To establish guidelines for the appropriate use of Grimsby Co-operative Preschool Inc.'s e-mail system, Internet access and computer use.

Policy:

Use of Computers and iPads

1. Computers (which term shall include iPads or such other tablets introduced to the Preschool) are provided for Preschool business use only. Although you may need to use your computer for personal reasons, such use should be brief, infrequent and outside working hours.
2. You may not store personal documents on Preschool computers or hard drive.
3. You may not play or install computer games on Preschool computers or hard drive.
4. You may not download or install any software unless you obtain approval from Grimsby Co-operative Preschool Inc. in advance.
5. Computers and related software and equipment are Preschool property. To prevent problems and protect us from liability, Grimsby Co-operative Preschool Inc. reserves the right to examine all files, e-mail directories and other information stored on our computers, tapes and disks.
6. Software is subject to licensing agreements. To prevent liability, you may not remove, copy or install Preschool software on a personal computer. If you believe you need access to particular software at home, please speak the Executive Director who will determine if such access is necessary and will obtain a valid copy.
7. Please use the backup software we have provided you with on a daily basis.
8. Always scan for viruses before opening files that are contained on a disk, external drive, thumb drive etc. or downloaded from the Internet.
9. To prevent viruses, only open Preschool related e-mail attachments when you know what they are and that they are coming from a reputable source. Avoid opening e-mail attachments that contain wave files, video files or executable files as they may contain viruses.

Internet and E-mail Use

1. This policy applies whether we have given you Internet and e-mail access at work, on your laptop or at home.
2. We have set up Internet and e-mail access to enable you to perform your job effectively. We expect you to restrict your Internet and e-mail use to work-related activities. Although occasional personal use is acceptable, you may only do so outside your working hours and if it does not interfere with anyone else's work.
3. As Internet and e-mail access is for the purpose of conducting Grimsby Co-operative Preschool Inc. Inc. affairs no information should be given through e-mail or over the Internet which you would not provide on Grimsby Co-operative Preschool Inc. Inc. letterhead or under Grimsby Co-operative Preschool Inc. Inc.'s logo.
4. If you need to make extensive use of the Internet, you must obtain prior approval from your manager and must pay any related costs.
5. Internet and e-mail are effective tools but they can also be misused or abused. To prevent problems and protect us from liability, Grimsby Co-operative Preschool Inc. reserves the right to monitor your Internet use, including any web sites you visit, and read your e-mail messages, including any attachments. We may do so at our discretion and without notifying you.
6. You may not use your e-mail or Internet access to:
 - engage in any illegal or unethical activities
 - distribute a virus or other harmful component
 - violate copyright laws by unlawfully downloading or using information or software that is protected by copyright
 - indiscriminately copy e-mail messages to individuals or send irrelevant messages (*e.g.*, jokes, pictures, junk mail, "chain letters")
 - disclose confidential information about Grimsby Co-operative Preschool Inc. or its customers
 - express opinions that appear to be on behalf of or representing Grimsby Co-operative Preschool Inc.
 - make negative or harassing comments about individuals or Grimsby Co-operative Preschool Inc. in chat rooms or on blogs
7. E-mail is a form of business communication and you should treat it as such. Be professional in all e-mail communications.
8. Remember that e-mail messages, chat rooms and blogs are not confidential.

Computer Security

Protecting the confidentiality and security of Grimsby Co-operative Preschool Inc.'s data must be a top priority. This applies to both our paper files and our electronic documents. You can play a crucial role in the protection of our information by committing to the following guidelines:

Passwords

1. You must keep your passwords strictly confidential. Never write down your passwords or leave them somewhere where someone else can see them. Do not save a Word document containing passwords, as this file can be easily accessed by others.
2. Do not select the option to “Remember this password” when asked. This provides access to your documents to anyone who may be using your computer.

Driving Safety

Purpose:

Grimsby Co-operative Preschool Inc. is committed to safe, accident-free driving. This policy provides guidelines on the use of automobiles for Grimsby Co-operative Preschool Inc. business.

Policy:

1. If you have to use your vehicle for work-related activities, please observe safe driving practices. This includes using seat belts and obeying speed limits, traffic signs and signals.
2. Do not talk on a cellphone while driving, even if you have a “hands-free” telephone. While you are driving, let the call go to voice mail or pull over *before* answering it.
3. Do not engage in reading or writing text messages or e-mails or any form of communication via any wireless device while driving. Only do so when the vehicle is safely stopped and parked.
4. If you must make a 911 call in the event of an emergency, please park your vehicle in a safe location before making the call.
5. Grimsby Co-operative Preschool Inc. will not discipline any employee who fails to answer their cellphone or participate in a conference call while driving. Please make every effort to ensure that pre-arranged calls can be made and received from a safe, parked location.
6. When you are operating vehicles for business purposes, you are representing Grimsby Co-operative Preschool Inc. and are, therefore, responsible for driving in a safe and legal manner. You must be properly licensed and insured and you must follow all local, provincial and federal regulations. Proper use of seat belts and headlights is mandatory.
7. Do not pick up hitchhikers at any time.

Insurance

1. If you are required to drive regularly on Grimsby Co-operative Preschool Inc. business, you will be required to provide proof of insurance coverage on your vehicle annually.
2. You are also required to accurately represent to your insurance carrier the amount of business travel you do.

Personnel Records

Purpose:

To maintain current employee data for business-related purposes or where required or authorized by law.
To outline the conditions under which employee files may be viewed.

Policy:

1. We maintain a personnel file on each employee.
2. Your personnel file contains information about you and your job. This includes your entire job history, including promotions, transfers, special projects, performance evaluations and any lateness, absenteeism or disciplinary problems. It also contains the documents and information you provided to us when we hired you. The contents of this file are confidential.
3. You may view the file by requesting an appointment with the Executive Director.
4. Please advise the Executive Director of any changes to your address, phone number or personal situation.

Cellphone Use

Purpose:

To provide guidelines on proper cellphone use and etiquette.

Policy:

Personal Cellphone Use

1. If you have a personal cellphone, please turn it off during Preschool hours. Having personal cellphones ring throughout the Preschool creates a disturbance for others, and taking personal cellphone calls or engaging in text messaging interferes with your ability to perform your job and care for the children who attend our Preschool.
2. You may only talk or text on your cellphone during lunch or break times or in the case of an emergency.

Media Relations

Purpose

To protect and enhance Grimsby Co-operative Preschool Inc. Inc.'s reputation and image in the media and the public.

Policy

Only the Executive Director and/or Board Chair may authorize Preschool communications, including media releases and communication and advertising. If you are contacted by a media representative, please direct him or her to the Executive Director.

Social Media

Purpose:

To provide rules on the acceptable participation in social networks and blogging sites. This policy is to be read in conjunction with Grimsby Co-operative Preschool Inc.'s policies on E-mail, Internet and Computer Use, Respect in the Workplace, and Confidentiality. While Grimsby Co-operative Preschool Inc. recognizes the popularity of social networking and blogging, certain behaviours must be observed to protect both employees and Grimsby Co-operative Preschool Inc.'s reputation.

Policy:

Social Networking

1. You are not permitted to access any social networking sites on Grimsby Co-operative Preschool Inc.'s computers unless otherwise required to perform the duties and responsibilities of your position or pre-authorized by the Preschool.
2. Your participation in any social networking site must not conflict with your role at Grimsby Co-operative Preschool Inc. and must in no way harm Grimsby Co-operative Preschool Inc.'s reputation or the reputation of Grimsby Co-operative Preschool Inc.'s clients. Remember that you must take responsibility for what you write on any social networking site. Please ensure that you exercise good judgment and common sense.
3. When participating in any social networking site, you may not comment on Grimsby Co-operative Preschool Inc., your work at Grimsby Co-operative Preschool Inc. or your colleagues at Grimsby Co-operative Preschool Inc.
4. Always be mindful of your obligations to protect Grimsby Co-operative Preschool Inc.'s confidential or proprietary information. Please refer to Grimsby Co-operative Preschool Inc.'s policy on Confidentiality.
5. Please do not use Preschool e-mail addresses to register for any social media sites.

Recommendations

You may receive requests from former employees or co-workers for a recommendation. Please remember that any recommendation given through a social networking site (such as LinkedIn) is the same as an employment reference. Any recommendations must be made in accordance with Grimsby Co-operative Preschool Inc.'s policy on Providing References

Instant Messaging

Instant messaging (IM) has become a very popular method of communication but can easily be misused. Therefore, we need to consider methods to control its use.

1. Any messages you send through IM have little or no security. Your statements are on the Internet and can easily expose both yourself and Grimsby Co-operative Preschool Inc. In addition, IM often results in extensive non-work-related conversations. For this reason, instant messaging is not permitted on Grimsby Co-operative Preschool Inc.'s computers.
2. Grimsby Co-operative Preschool Inc. will monitor usage of all Internet sites. If you fail to follow the policy, you will be subject to discipline.

General

Grimsby Co-operative Preschool Inc.'s policies with regard to Conflict of Interest, Confidentiality and Respect in the Workplace apply to all use of social networking sites, blogging and instant messaging, regardless of whether you use them at home or at work (*e.g.*, derogatory or offensive comments about your co-workers on social networking may be considered a form of workplace harassment).

Criminal Reference Check Policy



Background

The Ministry of Education Early Learning Division requires that institutions and service organizations conduct a criminal reference vulnerable sector screening check end of all volunteers and candidates for employment, who in the course of their duties have direct contact with children or vulnerable adults.

Although a criminal reference check/vulnerable sector screening cannot, in itself, prevent the abuse of a child, it can help identify people who have been convicted of (or charged with) such offences in the past. The criminal reference check policy should be viewed as part of a sound human resource management practice and is one important component of the overall selection criteria for staff and volunteers of the Grimsby Co-operative Preschool Inc. (‘the Preschool’).

The use of information obtained through the Canadian Police Information Centre (‘CPIC’) computer system regarding outstanding Criminal Code charges and Criminal Code convictions for which a pardon has not been granted does not contravene the Ontario Human Rights Code.

Application

A criminal reference check /vulnerable sector screening will be conducted upon:

1. Any successful candidates for employment.
2. Any supply staff.
3. Any volunteer may have a criminal reference/vulnerable sector check but will not have unsupervised access to the children
4. Board Members

A criminal reference check /vulnerable sector screening of existing staff will be done every five years unless otherwise requested by the members of the Preschool Executive (‘the executive’). An offence declaration shall be signed every year after that until renewal within 6 weeks of the initial CRC/VSC

All employee/volunteer will have 6-8 weeks to provide the ED/SUPERVISOR with a copy of their completed check. A receipt can be presented and copied for the files to ensure that the CRC/VS has been done and will allow the staff to start work. If the CRC/VSC is not received within that time frame, the employee/volunteer will not be left alone with the children at any time. She/he will review all checks of any personnel. If the check is not received by the allotted time frame the ED/SUPERVISOR has permission to check with the Police Department about the status. Discussion with the executive will take place at this time to consider the employee/volunteer position.

The Preschool will pay the fee for conducting updated checks for staff and Board Members every subsequent year.

Process to Follow in Obtaining the Criminal Reference Check

Upon registration of the child for the upcoming school year, a volunteer may complete a criminal reference form.

The form is:

1. Criminal Reference Check and Vulnerable Sector Check

A check must be completed by police in the police jurisdiction of the subject's residence, if the subject does not reside within the jurisdiction of the Niagara Regional Police Department.

The Preschool has forms for the Niagara Region and the Hamilton Wentworth Region.

These checks will search for:

1. Any recorded contact with Police regarding reported incidents;
2. CPIC computer check information.
3. National Crime Information Computer ('NCIC') information.
4. Sexual Offences

All information obtained is private and confidential and will be seen only by the responsible ED/SUPERVISOR and the Preschool's Executive Board.

The Police require approximately 6-8 weeks processing the complete check. The subject must pick up the check within 3 months of the completion date or the Police will destroy it. If this happens, the process must be repeated again. If the check is again abandoned, the candidate may be refused employment, the employee may be terminated, or the volunteer asked to leave the Preschool, as the case may be.

Upon receiving the criminal reference/vulnerable screening check from the police, please make a copy to have it on file at the Preschool and is signed by the ED/SUPERVISOR that she/he has seen the original.

The criminal reference/vulnerable sector check must be received by the Preschool within 10 weeks of the application date. Failure to submit this completed check means the applicant is not cleared to be in direct contact with the children when volunteering.

The Preschool must obtain an offence declaration from an individual any time throughout the year as long as it is no later than 15 days after the anniversary date of the previous offence declaration or vulnerable sector check.

Child Family Service Act – Duty to Report



Background

Section 72 of the Act states that the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a children's aid society (CAS). The Act defines the phrase "child in need of protection" and explains what must be reported to a CAS. It includes physical, sexual and emotional abuse, neglect, and risk of harm.

Policy

Grimsby Co-operative Preschool Inc. staff, resource consultant, volunteers have a duty to report if a child may be in need of protection. The Child family Act states that if someone has reasonable grounds to suspect that a child is or may be in need of protection, they must make a report directly to a CAS.

Definition of a Child in Need of Protection

1. The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
3. The child has been sexually molested or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
4. There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
5. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.

6. The child has suffered emotional harm, demonstrated by serious:

- i. anxiety
- ii. depression
- iii. withdrawal
- iv. self-destructive or aggressive behaviour, or
- v. delayed development

and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.

7. The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.
8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the emotional harm.
10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
11. The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
12. The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment.
13. The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

Procedure

A professional must report that a child is or may be in need of protection, even when the information is otherwise confidential or privileged. This duty overrides any other provincial statutes, and specifically overrides any provisions that would otherwise prohibit someone from making a disclosure.

If staff suspect that a child is or may be in need of protection they must promptly report the suspicion and the information upon which it is based to the Supervisor. If there are reasonable grounds, the staff member shall report directly to CAS, as they must not rely on anyone else to report on their behalf.

The CAS will investigate the information. The CAS has the responsibility and authority to investigate allegations and to protect children. The CAS may involve the police and other community agencies. All CASs provide emergency service 24 hours a day, seven days a week.

If you think the matter is urgent and you cannot reach the CAS, call your local police (911).

Contact for Family and Children's Services Niagara (FACS St. Catharines)

Phone Number: 905-937-7731

Toll Free Number: 1-888-937-7731

After Hours Number: 905-937-7731

Email: info@facsniagara.on.ca

Web Site: <http://www.facsniagara.on.ca/>

Address: 82 Hannover Dr.
St Catharines, ON L2W 1A4

Grievance Policy and Procedures

Policy

All staff members have a process to deal with differences that arise out of the interpretation, application or administration of the personnel policies.

Procedures:

1. A staff member commences the grievance procedure when a perceived violation of the stated personnel policies has occurred.
2. A staff member will first discuss the issue with the ED/SUPERVISOR, within 5 business days of the occurrence of the perceived violation. A record of this interview will be recorded and signed by both parties.
3. If the staff member is not satisfied with the ED/SUPERVISOR'S response, he or she may write a statement describing the issue to the Board of Directors. A copy will be given to the ED/SUPERVISOR.
4. The Board of Directors must consider the grievance and inform the ED/SUPERVISOR and staff members of its decision within ten business days. The Board of Directors may wish to meet with the staff members and/or ED/SUPERVISOR.
5. In the case of the ED/SUPERVISOR, she or he may make a written statement to the Board of Directors, which will respond within ten business days.

APPENDIX 1

STUDENTS

Medical Authorization Form

Statement Of Conscience Or Religious Belief for Students

Niagara Region – Statement Of Conscience or Religious Belief

Head Lice Reporting Letter

Anaphylaxis Emergency Plan

STAFF

Statement Of Conscience Or Religious Belief for Staff

Grimsby Co-operative Preschool Inc. Statement of Conscience or Religious Belief for Students

I, _____, parent of the following child:

Child's Names: _____

Birth date: _____

Refuse to have my child immunized on the grounds that immunization conflicts with my sincerely held beliefs based on my religion or conscience. I understand that all children not adequately immunized will be excluded from day nursery if and when an outbreak of vaccine preventable disease occurs.

Signature of Parent: _____

Date: _____

Grimsby Co-operative Preschool Inc. Statement of Conscience or Religious Belief for Staff Members

I, _____, refuse to be immunized on the grounds that the immunization conflicts with my sincerely held beliefs based on my religion or conscience. I understand that all employees not adequately immunized will be excluded from working in the preschool if and when an outbreak of vaccine preventable disease occurs.

Signature: _____

Date: _____

LETTER TO PARENT/GUARDIAN OF CHILD WITH HEAD LICE

Dear Parent/Guardian

In checking _____ today, lice/nits were found in the following areas:
_____. Head lice are easily spread from person to person. Head lice are not caused by lack of cleanliness and they do not carry disease, but they can be difficult to eliminate.

To prevent head lice from spreading to others, we ask you to act immediately. Treat your child with a head lice product and remove all lice and eggs before your child returns to school. If you have treated recently, check the product to see if and when you can re-treat or talk to your pharmacist about another product. A second treatment is needed 7-10 days following the first treatment.

Please refer to the attached pages for detailed information. For further help call Niagara Regional Public Health Department at (905) 688-3762 or 1-800-263-7248 ext 7371.

Please complete the section below and return it to the office when your child returns to school.

-- ✂ -----

_____ was treated thoroughly with

Accurately following the directions.


- We have checked and treated all family members who had head lice.
- We have removed all head lice and eggs.
- We are continuing to check daily for lice and eggs for 10 days.
- We have done the necessary house cleaning and washing.

Signature

Date

APPENDIX 2

Serious Occurrence Notification Form

	
Serious Occurrence Notification Form	
Program Name:	
Date:	
Date of Occurrence:	
Type:	
Description:	
Action Taken by Operator / Outcome: (add update if applicable)	
Signature:	

Appendix 1

1. Pre-placement Medical Assessment
2. Physical demands analysis
3. Statement of conscience or religious belief

GrimsbY Co-Operative Preschool
7 St. Andrew's Ave., Grimsby ON, L3M 3R9

PRE-PLACEMENT MEDICAL ASSESSMENT

Name: _____

Address: _____

Date of Birth: _____

GrimsbY Co-operative Preschool provides supervision and care to children. The position of an Early Childhood Educator is physically, mentally and emotionally demanding. Employees are required to assist children with educational activities; self-care skills, and physical activities. Duties will involve a broad range of tasks such as lifting, transferring individuals, supporting children who are acting out as well as providing supervision and support for day-to-day activities.

PHYSICIAN ONLY:

Does the patient have any physical or medical limitations/restrictions that impede their ability to do their regular work duties? (e.g. lifting, twisting, repetitive movement, standing, sitting, walking) See PDA.

Yes	No
-----	----

Immunization History:

MMR	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date Given _____
HEPATITIS B	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date Given _____
VARICELLA/ZOSTER	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date Given _____
PERTUSSIS	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date Given _____

I CERTIFY THAT I HAVE EXAMINED THE ABOVE NAMED PERSON AND HE/SHE IS FREE OF INFECTIOUS DISEASES AND IS CAPABLE OF PERFORMING THE REQUIREMENTS LISTED ON THE ATTACHED PHYSICAL DEMAND ANALYSIS.

DATE: _____

SIGNATURE OF PHYSICIAN: _____

PHYSICAL DEMANDS ANALYSIS

JOB DEMANDS

After an assessment of the workplace, the following job demands have been identified as essential to the completion of all jobs within the organization.

PHYSICAL DEMAND	THRESHOLD LEVEL (per work day)	ABLE TO PERFORM TASK	UNABLE TO PERFORM TASK
Lifting/lowering floor to waist (up to 50lbs.)	Occasional to Frequent 11-66%		
Carrying distance up to 100 m	Occasional to Frequent 11 – 66%		
Pushing/ pulling (up to 50 lbs)	Occasional 11-33%		
Vertical Reaching	Occasional to Frequent 11 – 66%		
Horizontal Reaching	Occasional to Frequent 11 – 66%		
Handling one/two hands	Constant 67 – 100%		
Gripping one/two hands	Frequent 34 – 66%		
Fine finger use	Occasional 11 – 33%		
Sitting	Occasional 11 – 33 %		
Standing	Frequent 34 – 66%		
Walking	Frequent to Constant 34 – 100%		
Climbing	Occasional 11 – 33%		
Squatting	Occasional 11 – 33%		
Bending/stooping	Occasional to Frequent 11 – 66%		
Kneeling	Occasional 11 – 33%		

Date: _____ Signature of Employee:

Statement of Conscience or Religious Belief for Staff Member

I, _____ refuse to be immunized on the grounds that the immunization conflicts with my sincerely held beliefs based on my religion or conscience. I understand that all employees not adequately immunized will be excluded from working in the preschool if and when an outbreak of vaccine preventable disease occurs.

NAME: _____

SIGNATURE: _____

DATE: _____