

MRS. PARK'S SCHOOL PARENT HANDBOOK

Welcome, in this handbook are descriptions of some of our policies and information for you. If you have any questions, please do not hesitate to speak to your child's teacher or directly to me.

Mary Dwan King

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MRS. PARK'S SCHOOL PROGRAM STATEMENT

Located in Leaside United Church

822 Millwood Road, 416-424-2135

Mailing address: 143 Hanna Road, Toronto M4G 3N6

mrs-parksschool@sympatico.ca

www.mrs-parksschool.com

Owner/Operator – Mary Dwan King

Licensed under the Day Nurseries Act

PHILOSOPHY

The Philosophy of Mrs. Park's Nursery School is to provide a safe, happy environment for children of preschool and kindergarten years in a play based program.

Through the varied school activities provided for the children, many skills are learned. The children share and play with their peers and also begin to relate to and trust their teachers. By listening, observing and expressing themselves, children are encouraged to gain skills in many areas...physical, intellectual, academic and social.

Our teachers help and guide the children with kindness, love and interest so that each child responds to and feels secure in his/her surroundings.

We feel these first impressions of group and school life is very important and it is our goal to provide children with a positive attitude toward their future school years.

PROGRAM OUTLINE AND DEVELOPMENT

We are licensed under the Ministry of Community and Social Services and monitored by the City of Toronto, Children's Services division.

Our program is a play based environment for children of nursery and kindergarten years.

Programs are designed and meet or exceed all of the requirements of the Day Nurseries Act. Our program is re-evaluated and inspected annually. Our program is revised regularly to suit changes within the Day Nurseries Act.

The program may be adapted as needed to reflect current early childhood theory.

Our program operates on a theme basis. The weekly themes to be explored and experienced will be posted outside the classroom. A list of weekly themes will also be available on the Parent Resource Board in the front hall.

A newsletter will be provided two or three times throughout the school year to keep families informed about the program and upcoming events.

ADMISSION INFORMATION

AGES

Mrs. Park's School provides a program for preschoolers and kindergarten children aged 2 ½ years to 5 years.

DAYS AND HOURS OF OPERATION

Classes at Mrs. Park's Schools begin in mid-September and end in mid June with a one week break mid March (to coincide with the TDSB spring break).

Morning Hours: 9:00 to 11:30 am Nursery and Enrichment Classes

Afternoon Hours: 1:00 to 3:15 Nursery and Enrichment Classes

NURSERY SCHOOL CLASSES AVAILABLE

Our school offers a variety of schedules including:

* Two mornings per week – Monday/Wednesday, Wednesday/Friday

* Three mornings per week – Monday/Wednesday/Friday,
Monday/Tuesday/Thursday
Monday/Wednesday/Thursday
Tuesday/Thursday/Friday

* Five mornings per week

KINDERGARTEN ENRICHMENT PROGRAMS

| | |
|--------------------------------|---|
| Junior Kindergarten enrichment | Tuesday and Thursday afternoon |
| Junior/Senior Enrichment class | St. Cuthbert's location Tue/Thurs morning |
| Senior Kindergarten enrichment | Monday and Wednesday – Tuesday and Thursday |

ADMISSION PROCESS

Many families register their children well in advance. It is helpful therefore, if you inquire about enrollment early.

Parents can contact our school at any time to arrange a tour and visit with the director to discuss the program and their child's admission.

Mrs. Park's School hosts an annual OPEN HOUSE for one day in April. This is for registered NEW students only. This open house provides a hands on opportunity to:

- * become familiar with our facility
- * play together in our classrooms
- * learn about the program they will be attending
- * meet your child's teacher and other staff members
- * ask any questions that come to mind
- * meet other families
- * book your individual teacher visit to take place in early September, prior to admission

A non-refundable registration fee of \$50.00 is payable at the time of registration for Nursery School programs.

A non-refundable registration fee of \$200.00 is payable at the time of registration for all Enrichment programs.

Once you have registered your child, you will be sent a letter in February outlining the forms that need to be completed and requesting a non-refundable deposit which is applied to the yearly fee to indicate your intent. These forms are available on line www.mrs-parksschool.com

Early in September you and your child will have an interview with the teacher and Mary Dwan King. This gives you an opportunity to talk about your child's admission and make plans regarding separation issues with the teacher. The interview is intended to help prepare your child for their new experience and to welcome them more personally into our school.

WITHDRAWAL POLICY

If sufficient notice is given, a child may be withdrawn with no penalty incurred (with the exception of the non-refundable deposits and full-time Kindergarten program guidelines)

ARRIVAL AND PICK UP

Young children depend on regular routines for their own sense of security. We recommend that you establish a routine for dropping off and particularly for picking up your child to support his/her growing sense of trust. Please be sure that staff knows when your child arrives and when you are leaving with your child.

Unless otherwise arranged, children will not be released to any person other than those specified on the Emergency form. No casual arrangements between Nannies will be observed. We ask as well, that in the event there is to be a change in who will be picking up your child that you prepare your child for this change in routine and give us a note naming the alternate pick up person.

MRS. PARK'S SCHOOL MEDICATION ADMINISTRATION POLICY

1. Mrs. Park's School will only administer allergy medication as prescribed by a doctor.
2. Medication will only be administered in accordance with instructions and authorization from child's parent.
3. Medication is kept in a locked designated spot.

Procedure:

Medication must be labeled and only from the original container or package with:

- child's name
 - name of drug or medication
 - dosage of drug or medication
 - date of purchase
 - instruction for storage
 - instruction for administration: when, what symptoms do I need to see before administering drug.
1. Medication must be inaccessible to children, unless consent to carry by M.D. is on file (epi-pen).
 2. Staff: One person (Supervisor – Mary Dwan King) is in charge of medication. Drugs or medication are dealt with by Mary Dwan King or her designate.

Mrs. Park's School's **Anaphylactic Policy**

Definition of Anaphylaxis

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, etc.

Purpose of the Policy and Procedures

Mrs. Park's School's are committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre.

Strategy to Reduce Risk of Exposure

- Foods with "May Contain" nut warnings will not be served
- All labels will be read by a staff member prior to serving
- Staff purchasing foods on behalf of the centre must read food ingredient labels every time they purchase a product
- Any persons supplying food to the child care will be notified of all life threatening allergies in the centre. List of allergies will be revised as necessary
- All children and staff will wash hands before and after handling food
- Children/staff/volunteers will be instructed to not share food
- All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by Public Health) prior to and after preparing and serving foods
- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored away
- Extra special supervision of anaphylactic children during eating (i.e. sitting opposite /next to staff)

Communication Plan for the Dissemination of Information

- Parents will be informed by newsletter/handout of all allergies in the centre
- List of allergies will be posted in each room operated by the school
- Parents with children with anaphylaxis will provide an individual plan for their child prior to enrolment on our Anaphylaxis Emergency Plan form

***SEE ATTACHED MRS. PARK'S SCHOOLS ANAPHYLAXIS EMERGENCY PLAN FORM**

Individual Plan and Emergency Procedures

Prior to enrolment, the parent/guardian will meet with the Executive Director and/or Program Supervisor to provide input for the child's individual plan and emergency procedures. This plan will include but is not limited to:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic reaction
- Child care staff roles and responsibilities
- Parent/guardian consent for administering allergy medication, sharing information and posting Emergency Plan

- Emergency contact information
- Location of EpiPen
- Physicians note to carry own Epi-Pen

Parents are requested to advise the Executive Director and/or Program Supervisor if their child develops an allergy, requires medication and/or of any change to the child's individual plan or treatment. Individual Plans will be revised yearly and as directed by the parent or physician.

Copies of Individual Plans are in each child's file, emergency bags, each classroom, and are also posted in every room operated by the child care, including child care office.

Emergency Protocol

- One person stays with the child at all times
- One person goes for help or calls for help
- Follow emergency procedures as outlined in child's individual plan (i.e. Administer epinephrine at first sign of reaction)
- Call 911. Have the child transported to hospital even if symptoms have subsided. Symptoms may occur hours after exposure to allergen.
- Administered Epi-pen is to accompany child to hospital.
- Administered Epi-pen is to be given to hospital employee or child's parent for disposal.
- One calm staff must stay with the child until parent or guardian arrives. The child's back-up epi-pen auto injector should be taken

Training

- ***Prior to employment and each September all staff will be trained by a physician, and or parent/guardian of each child. Parent/guardian with an anaphylaxis child enrolled in the centre will train their child's teacher and assistant before the child attends class.***
- Volunteers and students will be given a handout and the Executive Director, Program Supervisor or parent will give training.
- Volunteers and Students are not permitted to administer medication unless under extreme circumstances (i.e. staff member is unconscious).
- Training will include procedures to be followed in the event of a child having an anaphylactic reaction, recognizing the signs and symptoms and administering medication during our yearly first aid program
- Staff will conduct a check to confirm child (ren) have their required medication with them before each transition (i.e. moving from the class to the gym, leaving the school, etc.)
- The staff will be required to sign and date that they have received training
- Mrs. Park's School Director will keep a log on file of all training dates, trainers and staff signatures

MRS. PARK'S SCHOOLS

Anaphylaxis Emergency

Plan: _____

(Name)

This child has a potentially life-threatening allergy (anaphylaxis) to:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Latex |
| <input type="checkbox"/> Tree Nuts | <input type="checkbox"/> Medication _____ |
| <input type="checkbox"/> Egg | <input type="checkbox"/> Insect Stings _____ |
| <input type="checkbox"/> Milk | <input type="checkbox"/> Other _____ |

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked / bulk foods or products with a "may contain" warning.

Epinephrine Auto-Injector ("EpiPen"): Expiry Date _____

Location of Auto-Injector(s): _____

- Dosage:
- | | |
|---|--|
| <input type="checkbox"/> EpiPen Jr 0.15mg | <input type="checkbox"/> EpiPen 0.30mg |
| <input type="checkbox"/> Twinject 0.15mg | <input type="checkbox"/> Twinject 0.30mg |

Asthmatic: Child is at greater risk. If child is having a reaction and has difficulty breathing, give epinephrine auto-injector **before** asthma medication.

A person having an anaphylactic reaction might have ANY of these signs & symptoms:

- Skin: hives, swelling, itching, warmth, redness, rash
- Respiratory (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay-fever-like symptoms (runny itchy nose & watery eyes, sneezing), trouble swallowing
- Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy / light-headed, shock
- Other: anxiety, headache, feeling of "impending doom"

Early recognition of symptoms & immediate treatment could save a child's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can rapidly worsen:

- 1) Give epinephrine auto-injector at the first sign of a reaction occurring in conjunction with a known or suspected contact with allergen. Give a second dose in 10 – 15 minutes or sooner IF the reaction continues or worsens.
- 2) Call 911: Tell them a child is having a life-threatening allergic reaction – use the word "anaphylactic". Request an ambulance immediately.
- 3) Call contact person
- 4) Escort child in ambulance and remain with child until parent arrives.

Emergency Contact Information

| Name | Relationship | Home Phone | Work Phone | Cell Phone |
|------|--------------|------------|------------|------------|
| | | | | |
| | | | | |
| | | | | |

The undersigned parent or guardian authorizes any adult to administer epinephrine to the above named child in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the child's physician. I also consent to the posting of this plan in every room operated by _____ and to the sharing of this information with all staff, students and volunteers.

Parent/Guardian Signature

Date

Physician's Signature

Date

Anaphylaxis Emergency Plan

Child's Address: _____

Date of Birth: _____
Home Telephone: _____

Emergency Action Plan: (To be filled in by parent)

Child Care Staff Roles and Responsibilities:

- ◆ Adhere to _____ Anaphylactic Policy
- ◆ Staff will conduct a check to confirm child (ren) have their required medication with them before each transition, (ie. moving from the classroom to the gym, leaving for school, etc.)
- ◆ Administer medications and/or instructions as set out in child's Individual Plan and Emergency Procedures
- ◆ Staff is to remain calm
- ◆ Staff will be debriefed
- ◆ Written report to be filled out by staff dealing with emergency
- ◆ Serious Occurrence to be filed

Parent Agreement TO BE REVIEWED ANNUALLY

I _____ acknowledge my participation in the development of the preceding Emergency Action Plan and agree to execute reliability the parent commitments listed within them.

I give my consent for the staff of _____ Child Care Centre to execute the child care commitment as outlined within the plan.

In the event of an emergency, I authorize the child care staff to administer the designated medication and obtain medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve _____ and its employees/volunteers of responsibility for any adverse reaction resulting from administration of the medication.

Parent Signature: _____

Date: _____

FIRE SAFETY

To ensure that all children are familiar with our fire procedures, we conduct a monthly “fire drill”. This consists of the teacher blowing a whistle and having the children exit their classroom in a calm manner.

We conduct two all school drills each year. At this time the central fire alarm is set off and children follow the procedures they have learned during our monthly drills.

In the event of a fire or need to evacuate the building, all persons exit the church, gather at a safe distance (in the south east corner of the lawn) near the sign and then we would proceed to our designated evacuation building, TRACE MANES PARK BUILDING.

Our staff will, once children are safe, begin to contact family and have them pick up their child. If we are unable to reach parent(s), we will contact the emergency contact person listed in each child’s file.

GENERAL SAFETY

To make sure children are safe, we walk in hallways and shoes must be worn at all times.

Mrs. Park’s School is a peanut free school due to the number of children with various anaphylaxis reactions; we post all allergies and do not allow food to be brought into the classroom.

We ask that children’s hands be washed before entering the classroom.

WELLNESS

Children should NOT attend school if they have a fever, contagious illness i.e. “Pink eye” or other childhood disease. If your child has runny nose, coloured mucus indicates that the child should not attend school a child should remain home if they have had a fever, stomach upset or diarrhea for at least twenty four hours after the symptoms disappear.

If your child becomes ill at school we will contact you immediately to pick them up. Your child will stay with a staff member isolated from the group until you arrive to prevent the risk of infection.

Toronto Public Health requires us to report communicable illness like chicken pox. We have a list we refer to from the Toronto Public Health. We also have an exclusion check list regarding information re: length of exclusion.

Toronto Public Health 416-338-7600

Monday to Friday, 8:30 to 4:30 pm

publichealth@toronto.ca

www.toronto.ca/health/

HEALTH AND SAFETY

The Day Nurseries Act stipulates that a record of immunization must be obtained prior to a child's admission. If a child has not been immunized, a letter from the parents stating their decision not to immunize their child must be in the file along with the appropriate form provided by Public Health. Should your child require the use of an Epi pen or any prescribed medication in an emergency situation, a letter must be in the child's file from the prescribing physician outlining the medication, use and parental permission to administer along with our Anaphylaxis emergency form. A demonstration of the use of the Epi pen must be given by the parent to all staff prior to admission. All Epi pens and prescribed medication is kept in a locked cabinet away from children. Epi pens are kept on the teacher's person while the child is in attendance.

Please be sure that your child's immunization record clearly indicates dates in full, in order that we may keep complete and accurate records.

Revised February 2010

SMOKE FREE ONTARIO ACT Policy and Procedures

Mrs. Park's Nursery School

Smoke-Free Ontario Act 9(1), (2), (3)

This document is to advise staff, volunteers, visitors and parents that smoking, or handling a cigarette, in the day nursery and playground is prohibited, whether or not children are present.

A no smoking sign is posted for all to see in the parent resource area of the school and all parents are advised via our welcome letter at the start of each school year of this policy in the text of that letter.

All staff, volunteers have copies of this policy in their files which are reviewed, signed and dated each year.

A copy of this policy is also posted on our parent resource board for all visitors to see.

SAFE DRINKING ACT POLICY AND PROCEDURE

This policy is to comply with the *Safe Drinking Water Act, *(Revision re: O.Reg 243/07)* (*Flushing for lead*)

On each day of the week, the *cold water tap in the kitchen (at Leaside Location) washroom (at St. Cuthbert's Location)* shall be turned on for five minutes/10 seconds and until the temperature of the water stabilizes for the purposes of flushing.

Each time this occurs (each day), it will be recorded with the date and time and name & signature of the person who performed the flushing on the form (see attached) that is posted over the kitchen sink. This record is to be kept for at least six years.

A copy of the Safe Drinking Water Act Policy and Procedure is to be read and signed by all staff at the start of the year and kept in their individual file.

REVISED February 2010

BEHAVIOUR MANAGEMENT MONITORING POLICY

Mrs. Parks Nursery School

The supervisor of the school will monitor all staff, students and volunteers regarding behaviour management policies.

(See attached sample of policy document and staff review form).

This is done on an ongoing daily basis. A documented monitoring of Behaviour Management practices will be completed once a year for each staff.

The Behaviour management policy and procedures will be reviewed with all staff on an annual basis. Person conducting review (supervisor) and staff shall sign to confirm review has taken place.

These records shall remain in staff files for a minimum of two years.

Any staff member may monitor the supervisor and may report any irregularities to the Ministry.

Mrs. Parks Nursery School

Supervision of Children and Behaviour Management Monitor

Behaviour Management Practices
To be followed

Satisfactory/Comments *Needs To Improve*

Provides constant supervision of all
Children, never leaving them unattended

Establishes and defines expectations
For groups and individuals

Uses appropriate language and voice level

Provides positive reinforcement

Guides behaviour in a positive manner

Is firm and consistent when guiding behaviour

Models attitudes and behaviour patterns
As expected of children

Establishes and maintains room control

Encourages problem solving and
Decision making

Shows respect for children by acknowledging
Their feelings and responding appropriately

Body Language in positive and reflects spoken words

Respects individual differences and needs:
Avoids comparisons or degrading comments

Avoids power struggles with children

Emphasizes strengths not

Weaknesses

Have you at any time observed any
Contention of Behaviour Management?

Yes _____ No _____

Is the staff in compliance with the
Centre's Behaviour Management?

Yes _____ No _____

Staff Signature _____

Date _____

Director's Signature _____

Date _____

NON DISCRIMINATION POLICY

Our company/school/employees uphold equal opportunity and Non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability is prohibited by or within the organization.

SNACKS

Our daily snack will be posted in our entrance way. Your child will be given a daily snack of a cookie produced in a peanut safe facility, juice and a fruit. This is a time for children to enjoy the experience of conversation together.

Very careful note is taken of children with food allergies. These allergies are boldly posted in each room and the kitchen.

Because there are so many children with food allergies, we ask that you do NOT send food into the school.

PARKING

PARKING IS AVAILAVBLE IN FRONT OF THE CHURCH ON McRAE DR.

PLEASE DO NOT PARK IN THE CIRCLE AREA OFF MILLWOOD ROAD

- parking is not permitted in the reserved spaces for church staff
- please turn off your vehicle
- be mindful of parents and children who are in the immediate are
- lock your doors if valuables are left in your car
- never leave children unattended in your car