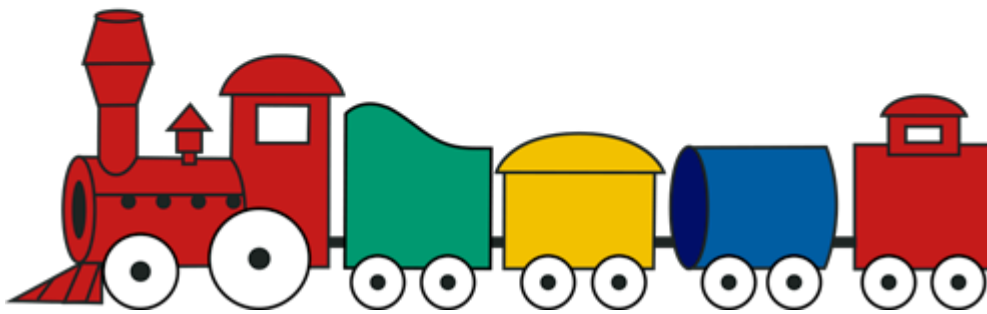


ELMIRA COMMUNITY NURSERY SCHOOL



Parent Handbook

Spring 2026
Revision 2026-1

Table of Contents

Dear Parents	4
Board Member (Officers) & Supervising Educator Contact Information	5
Centre Management and Governance	5
Welcome Meeting	6
Annual General Meeting	6
Educational Opportunities	7
Program Information	7
Program Statement	8
Goals	9
Program Statement Policy and Procedure	11
Monitoring and Contravention of the Program Statement Policy & Procedure:	12
Curriculum	13
Communication	13
General Communication	13
Emergency Communications	14
Contact Information for Parents	15
Expressing Grievances, Concerns or Complaints Policy and Procedure	15
Procedure for expressing grievances, concerns and/or complaints	16
Insurance and Licensing	16
Funding	17
Fundraising and Sponsorship	17
Role of Classroom Volunteers	17
Supervision of Volunteers and Students Policy and Procedure	18
Monitoring and Contravention of the Supervision Policy and Procedure	19
Hours of Operation	20
Classes Offered	20
Welcome to School Schedule	20
Toddler Class	20
Preschool Class	21
Kinder Prep Class	22
Arrival, Departure, and Release of Children from the Program	22
Safe Arrival and Dismissal Policy	23
Illness	25
Parking	26

Smoking	26
Animals	26
School Closings and Statutory Holidays	27
Weather and Unexpected Closures	27
Registration, Withdrawal and Wait List Policy and Procedure	28
Registering in the Program	28
Class Withdrawal	29
Waitlist	30
Fees	30
Tuition	31
Snack Menu and Guidelines	32
Anaphylaxis/Food Sensitivity Information	33
Strategies for Reducing the Risk	34
Individual Plan of Response	35
Development and Parental / Guardian Responsibility	35
Communication Plan	36
Communication Plan	36
Field Trips, Class Guests, and Off-Site Activities	37
Clothing and Possessions	37
What to Bring	38
Personal Items	38
Non-Prescription Products	38
Prohibited Items	38
Orientation Checklist	39
For Parents	39

Dear Parents,

Welcome to The Elmira Community Nursery School. We strive to provide your child with an exciting, stimulating, inclusive, fun and safe learning experience. To achieve this goal, we partner with the Region of Waterloo and are licensed through the Ontario Ministry of Education. The school is governed by the Child Care and Early Years Act, 2014, the College of Early Childhood Educators' code of ethics and standards of practice, a Board of Directors and the school's own Bylaws and Policy & Procedures.

Elmira Community Nursery School is a non-profit organization that relies on the participation and sharing of responsibilities by all families. As a parent, you will be invited to support the school in a variety of ways. This approach builds community among children, families and staff. It is a very rewarding experience to contribute this way to your child's early learning experience. We have all kinds of ways to volunteer both in and out of the classroom. Volunteer opportunities may include joining our board, classroom support, being a special visitor, sewing, preparing creative materials and shopping for supplies.

We have prepared this handbook as a quick reference guide for you. This guide outlines what you can expect from us as well as overall expectations we have of families. The complete Policy and Procedures Manual is on our website and outlines family and school obligations in greater detail. While this is only required reading for staff, board members and volunteers, it is a great resource should you have additional questions that are not answered in this handbook. As always, you can also reach out to members of our Board or staff for further clarification.

Elmira Community Nursery School was incorporated October 21, 1974, as a non-profit nursery school and was founded in the belief that early education is a vital part of children's development. We provide an opportunity for children to learn through play and Educator led activities, develop and practice new skills, and make new friends. Children are encouraged to ask big questions & try new things in a setting that is welcoming, fun and engaging. We enjoy creative art experiences, music & movement and healthy snacks & meals. For extra enrichment, field trips and class visitors are scheduled throughout the year.

If you have any questions or concerns, please contact the Executive Board of Directors or Amy Sonnenberg, Supervising Educator, or Designate via phone 519-669-2609 or by email (see below).

Kind Regards,
Executive Board of Directors
Elmira Community Nursery School

Board Member (Officers) & Supervising Educator Contact Information

Name	Position	Email Address
Rebecca Hazelwood	Chair	chair@elmiracommunitynurseryschool.com
To Be Announced in September	Vice Chair	vice.chair@elmiracommunitynurseryschool.com
Emily Tran	Secretary	secretary@elmiracommunitynurseryschool.com
Kyle Atchison	Treasurer/Bookkeeper	treasurer@elmiracommunitynurseryschool.com
Amy Sonnenberg	Supervising Educator	supervisingeducator@elmiracommunitynurseryschool.com

Centre Management and Governance

Elmira Community Nursery School, known here on out as ECNS, is run by a volunteer board, including the Executive Board of Directors as outlined in our Corporation Bylaws. The Board consists of parents and community members with a vested interest in our school community. They are voted into their positions at a board meeting. Board members guide the school's operations and are required by law under the Ontario's Not-For-Profit Corporations Act, (ONCA) 2021. Volunteers commit to serving a minimum of a one year term as a member of the Board, but may put their name forward to return in consecutive years. At each monthly meeting, the Board is presented with reports from the Supervising Educator or designate, and all board members. This process allows the Executive Board Members to monitor whether the bylaws, policy and procedures and objectives of the program are being upheld and achieved, resolve any matters of concern and make changes to the program, where appropriate.

Regular board meetings are held monthly. All board members are expected to attend each meeting. Parents who are not board members are welcome to attend. Meeting minutes are available upon request.

Welcome Meeting

A welcome meeting is held for families in September to serve as an informational night for new families and if necessary, to vote in any remaining Board Members who will sit for the current school year. This provides new and returning parents an opportunity to meet with the Educators, staff and other parents who have children attending the program. There is a short presentation that will include sharing our program statement, information about our curriculum and highlight some of the expectations from our Parent Handbook & Policies and Procedures. There will also be an opportunity to ask questions in relation to the school.

This is a mandatory meeting for all Board Members and is strongly encouraged for all families as we share important information for the upcoming year. As we are unable to accommodate children during our meetings, we suggest one parent/guardian per family to attend.

Annual General Meeting

An annual general meeting (AGM) is held in June to review the school's financial position from the previous year and set the current year's budget, vote on new business and to answer any questions or concerns families may have about the school. We also vote in confirmed Board Members who will sit the following school year. This is a mandatory meeting for all Board Members and is strongly encouraged for all families as we share important information for the upcoming year. As we are unable to accommodate children during our meetings, we suggest one parent/guardian per family to attend.

Each person who holds a position on the Board is given voting rights. For those moving on, membership on the Board is retired annually at the end of the school year (June). Meetings will take place at ECNS or another appropriate venue or means such as an online meeting. Notice including an agenda will be made available with the location, date, time and business that will be covered no later than 5 days prior to the meeting.

Each board member or family has the right to submit and discuss proposals at this meeting.

- Must provide the Executive Board of Directors notice of any matter the member proposes to raise at the meeting not less than 60 days prior to the meeting.
- The Executive Board of Directors shall include the Name and a “statement in support of the proposal”, which shall be written by the person submitting the proposal, in the agenda.
- Must be present at the meeting that the proposal is raised in person or by proxy.
- If the proposal is refused by the Executive Board of Directors, they will notify the person proposing the matter within 10 days of receiving it and provide a reason why it is being omitted from the meeting.

Proposals may not include:

- Business that enforces a personal claim or redress a personal grievance against the corporation, its directors, officers, other members or debt obligation holders.
- Business that does not relate in a significant way to the activities or affairs of the corporation.
- Substantially the same proposal that has already been submitted to members and defeated in the two years prior.

Educational Opportunities

ECNS strongly believes in lifelong learning. During the year we strive to provide families with educational opportunities varying from online to in-person resources, books, workshops and special guests. Offerings are based on the needs and interests of the parents in our program.

Program Information

ECNS is a non-profit organization that relies and depends on the participation and sharing of responsibilities by all families. We offer half-day programming for children ranging in age from 18 months to 5 years old. We offer three programs: Toddler, Preschool and Kinder Prep.

We believe that building community strengthens families. As such, we encourage parent/guardian and community involvement in a variety of ways.

Please see the chart below for a summary of ways to contribute. We are also open to new ideas should you have a suggestion.

Ways to Contribute to Our School :

All Parents	• Sit on the Board of Directors • Fundraise • Support the Nursery School with areas of expertise • All parents are asked to participate in fundraisers or parties/events throughout the school year
Classroom Volunteers	• Parents are invited to volunteer in the classroom during your child's class time on a monthly or bi-monthly basis. Please speak to staff to sign up
Board of Directors	• Executive Board Members, also known as Officers, collaborate with staff to support day-to-day operations as well setting & implementing long-term goals; these roles include Chair, Secretary & Treasurer

	• General Board Members also support some day-to-day operations as well as long-term planning; unofficial roles include duties such as Vice Chair, fundraising and early literacy/Scholastic • All Board members are required to attend all meetings
--	---

Becoming a Member of the Board of Directors

Members are:

- The age of majority
- Submit an application for their interested role
- Provide a Police Record Check
- Required to attend our Welcome Meeting in September, our Annual General Meeting (AGM) in June, as well as our monthly in person or online meetings
- Able to make or discuss suggestions/proposals for consideration at members' meetings, which may be put into effect if passed.
- Able to vote if they have voting rights (See By-Laws)
- Able to run for a position on the Board of Directors (See By-law) in a voting or non-voting capacity.

Program Statement

ECNS sees children and their families as competent, capable, curious, rich in potential. Our program is guided by the documents “How Does Learning Happen - Ontario’s pedagogy for the Early Years” (2014) and “The Early Learning for Every Child Today (ELECT Principles) Ontario Government” (2007).

How Does Learning Happen outlines four foundational conditions that are considered essential to optimal learning and healthy development for all children:

Belonging – Fostering a sense of connectedness to others and creating strong bonds. Children make contributions that are valued within the school, community, and the natural world.

Well-Being – Addressing the importance of physical and mental health and wellness. Children grow healthy bodies and minds by learning about their sense of self (i.e. who they are, what their likes and dislikes are, and how they feel), self-care and developing self-regulation skills.

Engagement - Creating an environment that encourages exploration and involvement. When learning happens naturally, the child is fully engaged and focused, developing problem-solving skills, creative thinking, and innovation.

Expression – Communicating in ways that children can be heard and can listen. We provide a language-rich environment with materials that “support creativity, problem-solving and mathematical behaviour.”

These foundations are conditions children naturally seek regardless of age, ability, culture, language, geography or setting and are experiences children should experience

every day. The foundations of “How Does Learning Happen” and current research, is applied to the ELECT principles, working together to support our approach to early childhood learning. This provides the basis for ECNS’s program goals, policies and procedures and supports how we implement and reach those goals.

Goals

Promote the health, safety, nutrition, and well-being of the children attending the program.

- Provide a clean and safe environment by reducing or eliminating hazards that could cause harm.
- Maintain up-to-date information regarding medical conditions, medications required, food allergies, restrictions, or sensitivities.
- Provide a positive eating environment with healthy snacks & meals based on the Canada’s Food Guide.
- Create opportunities within the daily routine for children to practice self-help or self-care.
- Offer reasonable active and social opportunities for children to take risks, test their limits and develop a sense of competence and mastery.

Support positive and responsive interactions among the children, parents, and staff.

- Foster a warm and welcoming environment each day.
- Encourage open communication with parents, regarding their child’s development, through in-person conversation, email, or phone.
- Plan school-wide events throughout the year to strengthen relationships and foster a sense of community among children, families and staff.

Encourage the children to interact and communicate in a positive way while supporting problem-solving, emotional awareness and self-regulation.

- Our educators, through experience, training, and qualifications, are attuned to the many ways children communicate
- Educators help children develop listening skills and express themselves effectively
- Visual supports are provided to help identify feelings and guide positive, authentic communication between adults and children
- Educators support children in problem-solving by guiding them on what to say and offering possible strategies.
- Use educator observations to build on children’s interests, questions, and discoveries through child-led, inquiry-based learning.
- Educators and the Board of Directors work together to support families in their role as primary caregivers

Foster exploration, play, and inquiry.

- Curate engaging classroom & playground materials to inspire children to explore,

ask questions, and interact with their peers.

Plan for and create positive learning environments and experiences where each child's learning and development is supported, including children with individualized plans.

- Provide a variety of materials that encourage choice-making, supports freedom of expression, and reflects the social and cultural backgrounds of all children.

Provide child-initiated and adult-supported experiences.

- Follow the children's lead and prepare lessons and activities that enhance their ideas and promote creative and meaningful learning for all children, including those with individualized plans.

Incorporate active play and quiet times into the day, giving consideration to the individual needs of the children.

- Provide different types of physical activities that allow children to explore the world around them with their bodies, minds, and senses.
- Recognize each child as an individual by responding to their unique needs through varied learning strategies and classroom and outdoor environments.

Foster ongoing communication with parents about school activities and their children's experiences.

- Display the observation and planning worksheet to help parents and caregivers understand their child's learning experiences.
- Encourage active participation in the program, including classroom involvement, school events, and care for the school.
- Families receive a monthly newsletter and calendar of events via email.
- Ongoing communication is welcomed. Families are encouraged to reach out to their child's Educator to learn more about their child's experiences at school as well as to discuss their overall development. If families have questions, concerns or wish to provide feedback that is outside of the Supervising Educator's scope, they are encouraged to reach out to the Board of Directors.
- Families will receive 1-2 photos per week of their child's class time through the Google Classroom. The photos are likely to be group photos and may or may not include your child specifically. These photos serve as a conversation starter with your child to hear about their day in their own words. These photos are intended for your personal enjoyment and not to be shared on any social media platform.

Involve local community partners and allow those partners to support the children, families, and staff.

- Obtain external consultation or specialized in-class support, when required, to enhance student learning and development.
- Help families in need connect with local community support.
- Provide unique experiences through community volunteering experiences, field trips and with in-class guests.

Provide continuous professional learning to staff or others who interact with children.

- Provide education opportunities to families regarding relevant issues that parents of toddler & preschool children face.
- Have reading materials available via online and/or hard copy to families, staff and volunteers.
- Educators participate in professional development opportunities offered through the Region of Waterloo and other early learning organizations.

Document and review how the goals impact the children and the families.

- Taking pictures of classroom activities and sharing it with the parent/guardian
 - Sharing positive interaction that happens in the classroom.
 - Showing instances of How Does Learning Happen?

Documenting the daily activities, interests as well as accomplishments and struggles in the attendance binder.

- Aids in daily reflections.
- Helps guide the educators and parents/guardians identifying areas that may need attention, professional development, or outside support.
- Ensures important developmental information is being communicated with families.

Program Statement Policy and Procedure

ECNS strives to meet the goals outlined in the Program Statement which will help create a safe, positive environment where your children can grow and learn.

The following practices are prohibited at ECNS:

- The use of corporal punishment. (which includes but is not limited to hitting, spanking, slapping or pinching)
- Physically restraining the child for the purpose of discipline or in lieu of supervision. (which include but are not limited to confining the child to a highchair, car seat, stroller or another device)
 - Restraint may be used to prevent a child from hurting themselves or someone else as a last resort & only until the risk of injury is no longer imminent.
- Locking exits for the purpose of confining the child, or confining the child in an area or room without adult supervision.
 - Confinement may be used in an emergency if used in conjunction with the emergency management policies and procedures.
- Deliberate harsh or degrading measures, 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 their self-respect, dignity or self-worth.
- Depriving of basic needs including shelter, food, drink, sleep, toilet use, clothing, or bedding.
- Inflicting any bodily harm on a child including making them eat or drink against their will.

The ECNS Policy and Procedure Manual and Parent Handbook including the Program Statement and Program Statement Policy and Procedure will be made available to all employees, placement students and volunteers prior to the start of the school year, or whenever they begin participating in programming. This is available online or in hard copy format. These documents will be reviewed during orientation to ensure understanding before employees, placement students and volunteers begin care or supervision in the class and annually thereafter and/or at any time when substantive changes are made to the Program Statement. Employees, placement students and volunteers will sign their orientation form to confirm their understanding. This form will be kept in their file and available for review if required (See [Privacy Policy and Procedure](#)) and kept in conjunction with the Retention of Records Policy and Procedure.

Monitoring and Contravention of the Program Statement Policy & Procedure:

The Program Statement implementation policy including the prohibited practices will be monitored by the Supervising Educator, Designate or a member of the Executive Board of Directors on a daily basis. (See [Employee Review and Evaluation Policy and Procedure](#)) Additionally, at any given time on an annual basis, the Supervising Educator, Designate or a member of the Executive Board of Directors will take note of employees, placement students and volunteers interactions with children, staff and families to ensure this policy is being practiced and complete a Contravention and Compliance observation. At this time staff will also confirm that the prohibited practices that are set out do not occur in the program.

Progressive discipline may be used to address observed non-compliances with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.

Where a staff, student or volunteer is observed to be non-compliant, the licensee, supervisor or designate will take one or more of the following actions:

- Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance
- Re-review the relevant policies, procedures, and/or individualized plans with the individual
- Issue a verbal warning followed by a written warning
- Temporarily suspend the individual from their position at the child care centre
- Terminate the individual from their position
- Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, FCS, police, etc.); and/or

- Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
 - Where appropriate, the supervisor or designate will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

Curriculum

The foundation of ECNS's curriculum is based on, 'How Does Learning Happen?' This is Ontario's pedagogy for the early years and is the same document that will follow your child through junior and senior kindergarten. This pedagogy is built on fostering four foundational conditions: belonging, well-being, engagement and expression.

Lessons and activities are not pre-packaged but change and develop by following the children's lead. It is intuitive and fluid, play-based learning that leads to authentic experiences and fosters self-worth, a sense of belonging and connections with others. Core activities still happen within this learning. Exposing your child to routines they will experience through their educational journey, like sharing toys and taking turns at activities, lining up, morning meeting/circle time as well as other large and small group activities. This can help alleviate anxiety and make the transition to kindergarten feel more familiar.

For more information regarding, 'How Does Learning Happen?' visit:

<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>

Communication

Open and honest communication is very important to us. We welcome and appreciate your thoughts. Questions about your child's progress can be directed to the Educators. Questions about the program or the administration of the school may be directed to the Supervising Educator, Designate or a member of the Executive Board of Directors.

General Communication

For class activities please consider your newsletter as a primary source of information. Mark and record dates for field trips and special events as you receive them. Newsletters are sent out electronically to the email address that was provided to the school at the time of registration. It is also made available in paper copy, if requested. If you do not receive a copy at the beginning of each month, let our Supervising Educator or Designate know in person or via email at

supervisingeducator@elmiracommunitynurseryschool.com

We also use Google Classroom to share highlights. Please note that you can expect to receive on average 1-2 photos per week from us. These photos may be individual or group photos that may or may not include your child specifically. Use these photos to spark conversation with your child about their day. If you have any issues accessing photos or updates, please inform any of our staff members. Please note these photos are for your personal viewing and not to be shared via social media.

Please keep the Educators informed of any event or change in routine at home that might affect your child's behaviour, such as any vaccinations, a new baby, relocation, divorce or diagnosis.

To ensure we maintain accurate information, contact the Supervising Educator supervisingeducator@elmiracommunitynurseryschool.com if your address, phone number, email or vaccination records change.

Call or text the school (519) 669-2609 or email at attendance@elmiracommunitynurseryschool.com if your child is not attending classes due to illness or any other reason. Please provide a brief description for illness when texting as Public Health requires us to track symptoms.

Please see more information about arrival and departure under our Safe Arrival and Dismissal Policy.

Emergency Communications

ECNS follows a set of Emergency Policies and Procedures that align with the WRDSB and EarlyON's to ensure we are prepared and know what to do in the event of an emergency. Please see the full Policies and Procedures Manual for more information.

If an emergency occurs the parents/guardians will be notified depending on the nature of the emergency via email, text, phone call or if appropriate, a letter home. This communication will outline the nature of the emergency as well as if, how and when the school will resume normal activities. We will also provide ways that you are able to support your child or services that will be provided if there was distress during the emergency.

If an emergency situation arises that requires your immediate assistance, ECNS staff will contact parents via a group text once the children are safely situated away from harm. Please respond to this text so that staff know that you have received the message. For those that don't reply in 5 minutes, a phone call will be made to alert you of next steps.

Our emergency shelter location is the Elmira District Community Living (EDCL) 158 Church Street West, Elmira.

Contact Information for Parents

ECNS will ensure it has up to date and readily accessible health and contact information for each employee, placement student, volunteer, and child attending the program. This is kept in our attendance binder and accompanies the class at all times.

The following information is required:

- Home address and phone number(s) (home, cell & work) of the child(ren) and their parents/guardians. In the case of a child where the parents have separated amicably, both parents must provide this information.
- Emergency contact name and phone number(s) (home, cell & work). In the case of a child, this must be someone who can be contacted and available if the parent or guardian cannot be reached. In the case of an employee or volunteer, this must be someone who can advocate for you if an emergency were to arise that placed you in a position where you cannot communicate for yourself.
- Any special medical or additional information provided in advance that could be helpful in an emergency.

If any of this information changes, it is the responsibility of the employee, volunteer, parent or guardian to contact the school to have the records updated.

Expressing Grievances, Concerns or Complaints Policy and Procedure

We understand that at times grievances, concerns or complaints may arise. This may include but is not limited to:

- Teaching style or program content
- Interpersonal relationships within the school
 - Parent/guardian to school employees
 - Parent/guardian to parent/guardian
 - Employees or Parent/guardian to child
 - Employees to Board of Directors
 - Child to child
- Board of Director activities or the running of the school

The Executive Board of Directors and the employees of ECNS take all grievances, concerns, and complaints seriously. We endeavour to resolve all issues that arise quickly and with discretion. We understand that some issues can be sensitive and our Board of Directors and staff are bound by confidentiality (See Confidentiality and Non-Disclosure Policy and Procedure), however some issues may require third party consultation to resolve the issue. Third party may include but is not limited to lawyers, Children's Services, Ministry of Education Program Advisors, KW Habilitation Services and/or Conestoga College and the complainant will be advised if this is required.

Procedure for expressing grievances, concerns and/or complaints

- A conversation with the Supervising Educator, Designate, or any member of the Executive Board of Directors. The Supervising Educator or Designate will make themselves available after class or our Chairperson can be contacted via email (chair@elmiracommunitynurseryschool.com). The Chairperson will respond to you within 24 hours. If the issue is easily resolved this may be the only course of action required.
- If it is deemed necessary or if the issue is of a serious nature a written letter or email will be required. The following information will need to be included:
 - Date and time of incident or if it is ongoing an approximate time of when it started and when it occurs
 - Persons involved
 - Details of the issue

Once a grievance, concern and/or complaint has been brought to the Supervising Educator, Designate or Board Member, the issue, regardless of the seriousness, will be discussed. An action may be taken immediately, or a plan of action may be written up and provided to the complainant no later than 5 business days from initial communication. A record will be made of how the plan was implemented and the outcome. Exception would occur if the grievance, concern or complaint falls under the Workplace Violence and Harassment Policy and Procedure or the Contraventions of Policy and Procedures (See Employee Review & Evaluation Policy & Procedure) in both of those cases the procedure outlined in those Policies and Procedures will take precedence and will be followed.

Some of the plans will include accommodations, changes to the curriculum or policy and procedures, mediation, use of the Workplace Violence and Harassment Policy and Procedure and/or Contraventions of Policy and Procedures (See Employee Review & Evaluation Policy & Procedure). In most cases the complainant will be advised of the plan, action taken and outcome unless it is deemed confidential in nature in which case the complainant will be made aware that their concerns have been addressed but the proceedings are confidential.

If the complainant is unhappy with the plan, action, or outcome an alternate plan will be discussed and the process will repeat until all parties are reasonably satisfied. If satisfaction cannot be reached a mediator will be chosen by the Executive Board of Directors and agreed upon by the complainant. Mediation takes place and the situation is resolved to the satisfaction of both parties.

Insurance and Licensing

ECNS carries a Comprehensive General Liability Policy that covers bodily injury and property damage arising from the operation of the school and use of the premises.

A Non-Owned Automobile Policy that serves as a secondary policy after the driver's own insurance coverage. The policy covers for bodily injury and property damage of vehicles not owned by the school but used for school purposes. This does not cover you for driving to and from the school, field trips or off-site events. You must carry your own vehicle insurance or ensure the driver you have chosen to transport your child has insurance.

Director and Officer (D&O) Liability Insurance covers the Executive Board of Directors from issues and liability that may arise from the running of the school.

ECNS is licensed by the Ontario Ministry of Education.

Funding

We are thankful for the Region of Waterloo who provide funds through an Operating Grant as well as a Wage Enhancement Subsidy to offset the cost of wages. We also participate in the Canada Wide Early Learning Child Care Agreement. This helps offset tuition fees for families. Please see our Policies and Procedures for specific details.

Fundraising and Sponsorship

Through fundraising, we can enrich the experience provided at ECNS and the positive impact we are able to have on the community at large. Our goal as a school each year is to raise \$5,000. We offer a variety of opportunities, some being short campaigns and others are on-going such as [Mabel's Labels](#). Simply click on the link and enter ECNS into the search bar when prompted. Any purchase you make will automatically go towards our fundraising account with Mabel's Labels.

Role of Classroom Volunteers

Volunteering in your child's classroom is a great way to get an inside peek at your child at school. It is also a fantastic way to make connections with our Educators, as well as your child's classmates.

We welcome grandparents, caregivers, and others as long as they agree to meet all Ontario Ministry of Education and Child Care and Early Years Act, 2014 requirements necessary to participate in the Nursery School Program. (See Policy and Procedure Manual for full requirements) They must have attended an orientation session, have a vulnerable sector check (VSC), and also fill out a Pre-Employment Health Form for Employees/Providers/Volunteers in Child Care. Additionally, a short 30 minute online training for anaphylactic allergies is also required.

When volunteering, please arrange to be at the school ten minutes before school opening and to stay ten minutes after school closing. Volunteers may not bring any other children to the school, due to licensing restrictions.

- Scheduling is done in advance, based on your availability. We welcome bi-weekly or monthly volunteers. Volunteering will commence in October.
- Remember that when you are at the school, you are expected to work as an assistant to the Educators in the room. Socialize at the appropriate time if it arises in the session. Please keep cell phones away and do not take photos with your device. You are welcome to ask an Educator to capture a moment and send it to you through Google Classroom.
- If there are no children in your area, move to where you are needed. Keep an eye on the area and return to it if necessary.
- At tidy up time, encourage the children to help you. All children should help either an adult or another child.
- Interact with the children. If you aren't sure what to say, look for helpful prompts hanging on the walls.
- Maintain close supervision of children and the activities they choose. If necessary, assist children, encourage them to talk to each other (i.e. "I'm not done yet" or "When you are done, can I have a turn?"). Guide children through conflict resolution, allowing them to work through their issues and disputes as independently as possible.
- Encourage children to participate in a variety of activities.
- Staff and/or placement students will support children with bathroom needs. You are welcome to help your child.

If you are interested in becoming a classroom volunteer, please reach out to Ms. Amy by phone at 519-669-2609 or by email at supervisingeducator@elmiracommunitynurseryschool.com

Supervision of Volunteers and Students Policy and Procedure

To establish, implement and provide direction for the supervision of placement students and volunteers within the ECNS. This policy will help to support the safety and well-being of the children attending the school and ensure the school meets ratio requirements.

- No child will be supervised by a person under 18 years of age.
- All children in attendance will always be under the supervision of a staff member or adult volunteer.
- Direct unsupervised access (i.e., when an adult is alone with a child) is not permitted for those who are not employees in the school.
- Placement students and volunteers are not counted in the staffing ratios in the school

Volunteers and Students:

- Review all required policies, procedures, and documentation before beginning to provide care or guidance to children at the school. (See Orientation Policy and Procedure)
- Participate in an orientation with the supervisor before they provide care or guidance to children at the centre. (See Orientation Policy and Procedure)
- Completed Pre-Employment Health form including up-to-date Immunization Record (See Immunization Policy and Procedure)
- Provide a vulnerable sector check (See Criminal Reference Check Policy and Procedure)
- Will not remove any children from the direct view of the Registered Early Childhood Educator (RECE) or staff.
- Be actively involved with employees, classroom parents/guardians other volunteers and/or students in the program while at the school
- To report to the RECE or staff any injuries or concerns to themselves or children they are working with as soon as possible.
- Course requirements for placement students will be completed as determined by the Supervisor or Designate and will not interfere with the quality of the children's program.

Monitoring and Contravention of the Supervision Policy and Procedure

Failure to comply with the Supervision Policy and Procedure may result in the following depending on the circumstances:

Volunteers and Students:

- Immediate intervention and appropriate action from the Supervising Educator or Designate.
- Temporary removal from the classroom, without warning or explanation until the Board of Directors are able to convene, to review the situation. This may be in the form of a standard executive meeting or in an emergency executive meeting if one is deemed necessary.
- Written warning with an explanation from either the Supervising Educator, Designate and /or the Executive Board of Directors (See Employee Review and Evaluation Policy and Procedure)
- Followed by:
 - Reviewing relevant Policies and Procedures and/or completing another Orientation Session before returning to the program (See Orientation Policy and Procedure)
 - Permanent suspension from the program
 - Possible legal action

- o Inform relevant parties (e.g. Program from which a student has been placed from, CAS, Police etc.)

Hours of Operation

ECNS doors open at 8:30 a.m. and 12:30 p.m. respectively. Please do not arrive any earlier than your child's scheduled program start time. Please ring the ECNS doorbell on arrival, or meet us out at our playground for arrival and dismissal. You are always welcome to pick up your child earlier than the program end time of 11:30, 1:30 or 4:30 p.m. We ask that you give us advance notice if possible so we can have your child prepared for your arrival.

Classes Offered

Toddler (18 months to 2.5 years old)

Tuesday & Thursdays 8:30 - 11:30 a.m.

The school is licensed to accept 10 toddlers per class under our alternative capacity allowance.

Preschool (2.5 to 4 years old)

Monday, Wednesday & Friday 8:30 a.m.-1:30 p.m.

The school is licensed to accept 16 preschoolers per class

Kinder Prep (child must be 3 years old by end of December & eligible for j.k. the following year)

Tuesday & Thursday 12:30 – 4:30 p.m.

The school is licensed to accept 16 preschoolers per class

Welcome to School Schedule

Toddler Class

Tuesday & Thursday 8:30-11:30 a.m.

Meet & Greet Visits - August 28th to September 3rd - 20 minute one on one visits with your family and our Educators. Sign up info to be shared via email in August.

Toddler classes run from Tuesday, September 8th – Thursday June 24th

Family Orientation Session - Tuesday, September 8th - You will accompany your child and attend one of our Toddler Family Orientation Sessions. This is a mandatory requirement and one parent, or alternative such as a grandparent must attend this session. This is a great opportunity to learn more about our school as well as get to know a few other toddler families at the same time.

You can choose your preferred time slot of 8:30-9:45 a.m. or 10:00-11:15 a.m. through the Toddler Family Orientation Sign-Up Sheet which will be available in August.

First Day of Class

We believe in making your child's introduction to our program a positive experience. As such we offer a staggered start. Your child's first official day at school will be with half our group. You can choose between Thursday, September 10th or Tuesday, September 15th.

You will sign up for which day you prefer at our Meet & Greet in August.

Regular full programming begins on Thursday, September 17th.

Preschool Class

Monday, Wednesday & Friday 8:30-1:30

Meet & Greet Visits - August 28th to September 3rd - 20 minute one on one visits with your family and our Educators. Sign up info to be shared in August.

Preschool classes run from Wednesday September 9th – Monday June 28th

Family Orientation Session - Wednesday, September 9th - You will accompany your child and attend one of our Preschool Family Orientation Sessions. This is a mandatory requirement and one parent, or alternative such as a grandparent must attend this session. This is a great opportunity to learn more about our school as well as get to know a few other preschool families at the same time.

You can choose your preferred time slot of 9:15-10:30 a.m. or 10:45-12:00 p.m. through the Preschool Family Orientation Sign-Up Sheet which will be available in August.

First Day of Class

We believe in making your child's introduction to our program a positive experience. As such we offer a staggered start. Your child's first official day at school will be with half our group. You can choose between Friday, September 11th or Monday, September 14th.

You will sign up for which day you prefer at our Meet & Greet in August.

Regular full programming begins on Wednesday, September 16th.

Kinder Prep Class

Tuesday & Thursday 12:30-4:30

Meet & Greet Visits - August 28th to September 3rd - 20 minute one on one visits with your family and our Educators. Sign up sheet to be shared in August.

KinderPrep classes run from Tuesday, September 8th – Thursday, June 24th

Family Orientation Session - Tuesday, September 8th - You will accompany your child and attend one of our KinderPrep Family Orientation Sessions. This is a mandatory requirement and one parent, or alternative such as a grandparent must attend this session. This is a great opportunity to learn more about our school as well as get to know a few other KinderPrep families at the same time.

You can choose your preferred time slot of 12:30-1:45 p.m. or 2:00-3:15 p.m. through the KinderPrep Family Orientation Sign-Up Sheet which will be available in August.

First Day of Class

We believe in making your child's introduction to our program a positive experience. As such we offer a staggered start. Your child's first official day at school will be with half our group. You can choose from either Thursday, September 10th or Tuesday, September 15th.

You will sign up for which day you prefer at our Meet & Greet in August.

Regular full programming begins on Thursday, September 17th.

Prior to orientation parent(s) are asked to read and/or submit:

- Parent Handbook - found on website, in registration email sent in August, or a printed copy can be provided
- Policies and Procedures are considered optional, but do offer greater detail - found on website, or a printed copy can be provided
- **All registration forms must be submitted and orientation must be completed prior to your child's start in the program**

Arrival, Departure, and Release of Children from the Program

Please make every effort to be prompt in bringing your child to school and picking them up after school. ECNS programming begins at 8:30 a.m. and 12:30 p.m. respectively.

Please do not arrive any earlier than your child's scheduled program start time.

Adults must have a government issued photo ID at all times. To access the indoor space, you must ring the doorbell located at the top of the stairs by the entrance to the Family and Children Centre. A staff member will unlock the door for you to enter. To access the outdoor space, please come to the playground and wait for a staff member to

open the gate for you. We ask parents to wait to be invited into the playground area, rather than opening the gate.

Please ensure an Educator has greeted your child prior to leaving the cubby area, or playground area. It is important that we have the opportunity to connect with you before you leave, even if it is just a quick hello.

To ensure a smooth dismissal process for your child, we kindly request that you arrive at school before their dismissal time. This allows for sufficient time for parking, which is respectful to both your child and our staff. We understand that unforeseen circumstances may arise causing you to be late for pick-up. If this happens, please inform us by texting 519-669-2609 so we can reassure your child and make necessary arrangements.

We keep a record of late arrivals and allow for three instances without consequence. After the third occurrence, you will be informed that subsequent late pick-ups will incur a charge of \$2.00 per minute. If this pattern repeats five more times, you will receive a letter from the Chair of our Board requesting a meeting to address the issue. In some cases, repeated lateness may result in the need to withdraw your child from the program.

A child will only be released to the parent/guardian or people listed as an authorized pick up in your child's registration package. If you want someone other than an authorized person listed on the Student Registration Form to pick up your child, please notify the Educator verbally and in writing via a written note or email. Photo identification will be required for any individual not known to the school.

Ensure all information on the Student Registration Form is current for all authorized persons. In an emergency, we must be able to get a hold of you or the people you have listed as an authorized pick up person. We cannot release children from the program to someone unless written permission has been given in advance from the parent/guardian. Please see full details below regarding our Safe Arrival and Dismissal Policy.

Safe Arrival and Dismissal Policy

General

- ECNS will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization, via child's registration file, written note, email or text.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.
- Children are expected to be dropped off and picked up by an adult. Only with express written consent will an older sibling or babysitter 12 years of age or older be permitted to pick up a child from ECNS.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, text message, email or advised staff at previous pick-up), the staff in the classroom must:
 - o Inform the Supervising Educator, Designate, other RECE, or regular Support Staff in the classroom. They must commence contacting the child's parent/guardian no later than 9:00 a.m. for the morning program and 1:00 p.m. for the afternoon program. Staff shall first send a text message to parents/guardians. If neither parent/guardian replies within 15 minutes of the first message being sent, staff will leave a voice message on parents/guardians phone asking for confirmation of absence. If it is not possible to leave a voicemail message, staff shall send an email to parents/guardians. Staff will wait 15 additional minutes to hear back from the family.
 - o If staff are unable to make contact with parents/guardians within 1 hour of commencing this policy, the Supervising Educator or Designate will be informed, if they have not been already. The Supervising Educator or Designate will then reach out to Emergency Contacts if appropriate (i.e. a grandparent or relative) to see if they can confirm the child's whereabouts. If deemed a safety concern, police will be notified via non-emergency phone number - 519-653-7700, Family and Children's Services may also be notified - 519-579-0540.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information (e.g., illness, vacation) about the child's absence in the daily written record.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual), they must:
 - o Confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
 - o Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's

information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before centre closes)

1. Where a parent/guardian has previously communicated with the staff a specific time or time frame that their child is to be picked up from care and the child has not been picked up within 15 minutes, the Supervising Educator or Designate, another RECE or regular Support Staff shall contact the parents/guardians via text or phone call and advise that the child is still in care and has not been picked up.
 - o Where the staff is unable to reach the parent/guardian, staff must call again and leave a message for the parents/guardians. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
 - o Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child, the staff shall wait until program closes and then refer to procedures under "where a child has not been picked up and program is closed."

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

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 1:45 p.m. for Preschool, 11:45 a.m. for Toddler and 4:45 p.m. for Kinder Prep, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact additional authorized individuals listed on the child's file, or under Emergency Contacts located in the attendance binder.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 1:15 p.m. for Preschool, 1:15 p.m. for Toddler and 5:15 p.m. for Kinder Prep, the staff shall proceed with contacting Family & Children's Services 519-579-0540. Staff shall follow the F&CS's direction with respect to next steps.

Illness

If employees, placement student, volunteer or children have had any of the following symptoms within the past 24-hour period, they should not attend work or school that day and should not return to work or school until they have been free from symptoms for 24-48 hours:

- Fever 38°C or higher
- Diarrhea and/or vomiting – 48 hours
- Undiagnosed rash
- [Communicable diseases](#)
- Persistent pain
- Persistent cough – with or without infected discharge
- Head lice
- A general sense of being unwell and unable to participate fully in programming

(Also see Health and Safety Policy and Procedure located in Policies & Procedures)

- Call, text or email the school if your child will be absent from class due to illness or appointment.
- Do not bring an ill child to school, you will be asked to return to pick your child up. Please do not give child fever/pain reducing medication in order to attend school.
- Call the school immediately if your child contracts a communicable disease

Parking

Parking is located at the back of the school. Our main parking spaces are located along the black chain fence by the childcare playground. If these spots are full, please use any parking spot available except for spaces reserved for Administrative Staff. **Do not idle or leave children unattended in your vehicle at any time, as onlookers have called authorities in the past.**

Please note this parking lot is not to be used on the days your child is not attending ECNS unless you are visiting the EarlyON Centre and may not be used as a drop off location for students attending Riverside Public School.

Smoking

Smoking of tobacco, medical cannabis and the use of electronic cigarettes are NOT permitted anywhere on the Waterloo Regional District School Board Property this

includes the shared Family Centre space, parking lots, outdoor spaces and walkways around the school.

Animals

Animals including dogs are NOT permitted anywhere on the Waterloo Regional District School Board Property this includes the shared Family Centre space, parking lots, outdoor spaces and walkways around the school. We recommend leaving your pet at home and understand that if you walk to school with your pet you will be asked to leave your pet off school property which may not be safe for your pet or for others who attend the school.

Exceptions:

- Guide dogs/animals if they are in their recognized uniform or in-training uniform
- Animals who are brought in through an educational program with a trained professional.

School Closings and Statutory Holidays

Thanksgiving	October 12, 2026
P.L. day	October 19, 2026
Winter Holiday	December 21, 2026 to January 1, 2027 (inclusive)
Family Day	February 15, 2027
March Break	March 15 - 19, 2027 (inclusive)
Good Friday	March 26, 2027
Easter Monday	March 29, 2027
Victoria Day	May 24, 2027

Last day of classes for the Preschool class is June 28, 2027 and last day of classes for the Toddler and Kinder Prep class is June 24, 2027

We follow the WRDSB calendar from September to June; however, we are open on all scheduled elementary PD Days with the exception of the last PD day in June.

The Region of Waterloo provides one professional learning day for childcare staff across the region. Licenced childcare will be closed Monday, October 19, 2027 to allow staff to participate.

No classes are offered in July or August.

Weather and Unexpected Closures

The school may be closed due to weather or unforeseeable circumstances such as loss of hydro, water main issues or unexpected staffing issues.

We follow the Waterloo Region District School Board's Severe Weather Procedure. If all WRDSB schools are closed due to weather, we are as well. In the event that buses are cancelled, but the schools in the region are still open, we will aim to be open as well. The Chair will consult with the Supervising Educator or Designate to determine if the roads are safe enough for employee travel before making this decision.

In the event that we are unable to adequately staff our program due to unexpected employee absence, we may also have to close the program for the day. Every effort will be made to keep the school open with a substitute educator if necessary. However, the final decision will be made by the Chair.

If there are unexpected closures of any nature, you will receive an email from the school by 7:30 a.m. Please make it a habit to check your email in the morning before proceeding to school. You will be reimbursed your child's daily rate for any unexpected closures that exceed 5 occurrences throughout the year.

If the school is evacuated and the class cannot return to the school or the school is closed unexpectedly during class, you or your emergency contact will be required to pick up your child. Parents/Guardians and/or emergency contacts will be first contacted through a parent group text to inform parents of the situation by the Supervising Educator or designate, and instructed on where to pick up their children. For those who are unable to be reached via text or who do not confirm receipt of text, a phone call will be made by the Supervising Educator or designate to follow up.

Registration, Withdrawal and Wait List Policy and Procedure

Registration and enrollment is based on a first come first serve basis taking your child's age and desired program availability into account. You **must** start the registration process by creating an account on [Region of Waterloo's OneList](#). Once this is complete, please reach out to our Administrator for next steps (admin@elmiracommunitynurseryschool.com). If we have a program space available for your child, and you confirm your acceptance, we will begin the registration process. Once the classes are filled, a wait list is created. ECNS does not charge parents for the opportunity to place their child on a waitlist for an unsecured spot in accordance with the Child Care and Early Years Act (2014).

Registration is completed when all registration paperwork is completed and the registration fee has been submitted and confirmed. Without the required paperwork your child may not be admitted into the classroom.

If a family registers a child after the first day of school: All registration paperwork, and tuition must be collected a minimum of 1 week prior to the child's agreed upon start date with the Administrator/Supervising Educator or Designate. This ensures that an orientation session can be conducted with the child's family before their start date.

Registering in the Program

Registration for the next school year begins in March/April (exact date to be determined on an annual basis) and is ongoing throughout the year. Dates and information about the registration process will be emailed to those on OneList and published on our website.

- **First Steps:**
 - If your child is new to the school (even if you already have a child attending) submit an online application to OneList (www.onelistwaterlooregion.ca). You will be able to login to your application at any time to view your current applications, update any information, or withdraw the application.
 - If your child has already attended classes at the school and you are enrolling them again for the following year, you do not need to register again on OneList. Your completed Intent to Register form will be accepted in advance of new families that fill out an application on OneList.
 - If your child is new to OneList, a notification will be sent to the school's Administrator advising them of your interest.
- You will receive a welcome email (within 1 week) to let you know that your application was received and information regarding space in your desired class.
 - You may be given a timeframe in which to indicate your interest, typically 48 to 72 hours although this time could be longer depending on circumstances.
 - If offered a program space, the Intent to Register form will be emailed to you. The Intent to Register form must be submitted in the timeframe given.
 - If you do not respond or complete the paperwork within the timeframe your application will be moved from active to inactive and the next applicant will be contacted.
- Prior to your child's participation in class you will have to fill out a complete registration package which is provided by the Administrator/Supervising Educator. If you don't have access to a computer or internet, our Supervising Educator or Designate will be pleased to assist you with this at the school.
 - Registration is finished once all paperwork is completed and you have attended an orientation session.
 - You are required to submit payment for first and last months tuition. (Please see below for more information)
 - Without the required paperwork your child may not be admitted into the classroom .
 - If you do not respond or are unable to fill out the paperwork within a given time frame, your space in class may be offered to the next applicant. Please respond to the Registrar in a timely fashion if you want to retain your child's space in the program.

Class Withdrawal

We understand circumstances change, if you are planning to withdraw your child from the program, 1-month written notice is required. A [withdrawal form](#) must be filled out and submitted to the educator on staff and/or the Registrar.

For example, if the withdrawal date is October 31st, and the withdrawal form is received by the school on or before October 1st, post-dated cheques or monies paid in advance will be returned, including November. If withdrawal date is October 31st and notice is given after October 1st, tuition for November will be required and the remaining cheques or monies paid in advance from December on will be returned. **Partial months will not be refunded.** Your child is welcome to attend up to the date service is paid up to.

Spring Registration & Withdrawing Your Child Before September:

Once you are confirmed into the program of choice, you must pay first and last month's tuition by June 1st.

As we are closed over the summer, if you withdraw your child after June 1st, the first and last month's tuition will be kept.

Please note that if you are registered after June 25th, you will be given a personalized due date for payment and forms.

Waitlist

ECNS enrolls the majority of children in the spring for the following September - June school year. On occasion, space opens up during the school year and enrollment is ongoing. We begin enrollment by offering spots to our current in-house families first. If that spot remains, we open the spot to the public using the Region of Waterloo's OneList database.

The only way to get on our wait list is by applying via: www.OneListWaterlooRegion.ca. We will contact you once you have added your name to our wait list as acknowledgement of your application. Everyone on the waitlist will be contacted early spring for the upcoming school year to indicate their interest in a program space for the following school year. If spots become available throughout the school year, an email will be sent out to families on our wait list in priority order, advising them of the spaces available.

Fees

Canada-Wide Early Learning Child Care Plan

ECNS is a part of the Canada Wide Early Learning Child Care System (CWELCC). This means our eligible childcare fees for children under 5 have been reduced in compliance with the CWELCC guidelines. Funding for the Canada Wide System is provided by the Federal government and is being delivered through a partnership between the Ministry of Education and the Region of Waterloo.

All of our **base fees** are eligible for reduction (which includes our monthly tuition). Currently our **non-base fees** include late or NSF fees.

Tuition

Current Monthly Tuition Fees as of September 1st:

Toddler - \$146.48

Preschool - \$144.00

KinderPrep - \$96.00

The ECNS Programs fees are set according to the ongoing cost of operation. Fees are reviewed annually or on an “as-needed” basis and are due on a regular schedule.

Fees are charged for all days that a child is enrolled in any program operated by The ECNS, **regardless of the child’s attendance**. Fees are not adjusted, refunded or credited for holidays, absence due to illness, withdrawal without proper notice (See Withdrawal Policy and Procedure) or school closures due to inclement weather, emergency closures and acts of God. Fees are tallied for the year and divided evenly across 10 months.

In order to secure your child's spot in our school, we require tuition for the first and last month of school at time of registration.

Moving forward, fees are paid monthly via cash, cheque or e-transfer:

- Monthly
 - Post dated cheques – Eight (8) cheques dated the 25th day of the previous month, September to April, inclusive
 - E-transfer – Eight (8) prescheduled e-transfers dated the 25th of the previous month, September to April, inclusive

Cheques and cash can be given to any staff member during ECNS’s business hours:

- Mondays, Wednesdays, Fridays from 8:30 am - 1:30 pm
- Tuesdays, Thursday from 8:30 am - 4:30 pm.

Cheques are to be made payable to Elmira Community Nursery School. E-transfers can be made to treasurer@elmiracommunitynurseryschool.com Please indicate your child's first and last name in the notes.

Receipts for tax purposes are completed and distributed by the end of February of each year. Replacement cost may apply for lost or misplaced documents.

Late Payment and NSF Cheque Return Policy

If ECNS receives a late e-transfer payment or NSF cheque, parents will be required to replace the amount immediately by cash, e-transfer or cheque. **This is a non-base fee and a \$20.00 non-base fee service charge is added to the amount owing.**

It is understood that, upon advice by the Nursery School's financial institution, should a member's cheque not be honoured, the member will be advised in writing, email or by phone.

The first notification will advise the member that if any further cheques are not honoured by the financial institution, all current and future fees payable must be made in cash, certified cheque or e-transfer. The second notification to the member will advise in writing that this requirement is in place.

Protocol for tuition that becomes past-due is as follows:

Within 1-7 days of the due date, our Administrator will send you a reminder email. If fees remain unpaid, between days 8-14, our Supervising Educator or Designate will call you to discuss the matter. If fees are still outstanding after 15 days, the Chair of the Board will send a letter regarding outstanding payment, and your family may be withdrawn from the program without notice. Once the account is 30 days past-due a collections agency may become involved to recover the outstanding fees.

Snack Menu and Guidelines

ECNS believes that adequate and appropriate nutrition is vital to children's health, growth, development, and well-being. ECNS provides a between-meal snack in each program as well as a lunch option for the preschool program in accordance with section 42(2) of the Child Care and Early Years Act, Ministry of Education and Public Health guidelines.

- Drinking water will be available at all times.

- Snacks and lunches will meet the recommendations set out in the Canada's Food Guide (See Figure 1.1 for a sample of our monthly menu - this is subject to change) Please take note of our currently monthly menu located on top of cubbies and posted on the bulletin board by the kitchenette area.
- All food is stored in accordance with guidelines set out by Public Health. (See Sanitary Practices Policy and Procedure, Food Handling & Preparation Procedure.)
- All food preparation must take place at the school, or by Never Enough Thyme, our catering service for lunches. (See Sanitary Practices Policy and Procedure, Food Handling & Preparation Procedure.)
- All food that is provided for snack or lunches will match the posted menus. If a substitution is made, allergies and/or restrictions will be taken into account and the menu item not available will be stroked out and the new menu item will be added. This menu will be posted for no less than 30 days. We have a four-week rotating menu.
- A list of food allergies and/or restrictions with the names of the affected children will be posted next to the menu.

NOTE: Lunch items are provided by Never Enough Thyme; snacks provided by ECNS

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack	melon Cheerios	melon Cheerios	oatmeal maple syrup banana	oatmeal maple syrup banana	Triscuit crackers grapes, halved
Allergy/ Sensitivity Alternatives					
Lunch	Long-Life Quinoa & Chickpea Salad with Steamed Broccoli & Seasonal Fruit	n/a	Indian Butter Vegetarian Stew, Brown Rice & Seasonal Fruit	n/a	Chicken Quesadillas, Sliced Cucumbers and Peppers & Seasonal Fruit
Allergy/ Sensitivity Alternatives	egg-free (anaphylactic allergy) vegetarian option		egg-free (anaphylactic allergy) vegetarian option		egg-free (anaphylact ic allergy) vegetarian option
Alternative Provided					Vegetarian Wrap

PM Snack	n/a	melon Cheerios	n/a	oatmeal maple syrup banana	n/a
Allergy/ Sensitivity Alternatives					

Each snack includes at least 1 choice of vegetable or fruit and 1 whole grain or protein food. Each lunch includes 2 choices of vegetable or fruit, 1 iron rich protein food and 1 whole grain food. If a substitution is being used, stroke out the item being substituted and write the substitution clearly below in the same column. This menu to be kept on file for 30 days after posting is complete. *Figure 1.1 - sample week of snack/lunch menu; actual menu to be posted in classroom and cubby area*

[Anaphylaxis/Food Sensitivity Information](#)

Anaphylaxis is a severe, life-threatening allergic reaction which can lead to death if untreated. The foods most frequently implicated in anaphylaxis are peanuts, tree nuts (hazelnuts, walnuts, almonds, cashews) milk and eggs. Non-food triggers of anaphylaxis include insect venom and medication.

ECNS recognizes that parents/guardians and the medical professionals have primary responsibility for the management of the medical condition of the child enrolled in this program. However, the safety of anaphylactic child in the school setting depends on the cooperation, understanding, and training of the employees, placement students and volunteers.

ECNS's Anaphylaxis Policy is designed to ensure that children at risk are identified; have an *Individual Plan of Response*, and training is provided to both minimize risk of exposure and to ensure rapid response to an emergency.

The *Child Care and Early Years Act, 2014* requires that;

39.(1) every operator shall ensure that each childcare centre it operates and each premises where it oversees the provision of home childcare has an anaphylactic policy that includes the following:

1. A strategy to reduce the risk of exposure
2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies
3. Development of an *Individual Plan of Response*, ([Appendix 5a](#)) with input from the child's parent or guardian and the child's physician, for each child with an anaphylactic allergy that includes emergency procedures in respect of the child. Please speak to your child's educator or the supervising educator to collaborate on this plan for your child.
4. Training which will occur during First Aid Certification and Orientation which is required by all employees and volunteers on procedures to be followed in the event of a child having an anaphylactic reaction.

Strategies for Reducing the Risk

ECNS takes food allergies and sensitivities seriously and we work in conjunction with the parent/guardians to accommodate each child's dietary needs. We do not allow food brought from home to enter the classroom, with the exception of food required to support another child with an allergy or medical condition. Every effort will be made to minimize exposure to allergens while the person with allergies is onsite. WRDSB buildings are nut-free facilities.

It is the responsibility of the parent to notify the school, **in writing** of any allergies and/or sensitivities prior to the child attending the program using the Individual Plan of Response form. ([Appendix 5a](#)) It is the school's responsibility to ensure those items are not being served to the child. We take the following precautions to minimize the risk:

- ECNS is a Nut Free facility.
- Employees, placement students and volunteers, and children **MUST** wash their hands prior to eating and/or serving food (see hand washing procedure in [Sanitary Practices Policy and Procedure](#)).
- Table surfaces where children will be eating snacks **SHALL** be properly disinfected before and after snack (see [Sanitary Practices Policy and Procedure](#)).
- **NO** outside food containers allowed in the classroom, with the exception of children's water bottles, those from Never Enough Thyme as well as any containers required to support another's dietary accommodations. Water bottles are disinfected upon entering the classroom.
- Food coming into the classroom for snacks and cooking experiences **MUST** be sealed and/or unopened. Bulk shopping is not permitted when those with anaphylactic allergies are present.
- All utensils, dishes, and napkins will come from the school, with the exception of items delivered from Never Enough Thyme.
- All dishes and utensils are sanitized after each use (see [Sanitary Practices Policy and Procedures](#)).
- Craft/sensory materials and toys that have known allergens, from nature or on the labels, will not be used (e.g., shells from shellfish if a child with a shellfish allergy is attending the program)
- Every child's epinephrine auto-injector must be carried everywhere the child goes, including in the playground, field trips and emergency drills.

Individual Plan of Response Anaphylactic & Medical

Development and Parental / Guardian Responsibility

- All parents/guardians **MUST** identify their child(s) allergies or chronic medical condition on the registration form or to the Supervising Educator or Designate as an allergy becomes known.
- When a written diagnosis and epi-pen has been prescribed for the child from a physician identifying a child at risk of anaphylaxis, an **Individual Plan of**

- Response - Anaphylaxis** ([Appendix 5a](#)) **SHALL** be developed for that child by the parent/guardian and the Supervising Educator or Designate.
- When a written diagnosis, accommodations and/or medication has been prescribed for the child from a physician, an **Individual Plan of Response - Medical Condition** ([Appendix 5b](#)) **SHALL** be developed for that child by the parent/guardian and the Supervising Educator or Designate.
 - The **Individual Plan of Response** must be developed with or provided to ECNS prior to orientation in August, or before the child starts attending the program, or if new or changes in allergies occur.
 - The **Individual Plan of Response** must include the following information:
 - o The person's photo
 - o Signs, symptoms, and allergy information
 - o A brief action plan including detailed step by step procedures to be followed in the event of an anaphylactic reaction
 - o Contact information
 - Consent to administer any medications (See [Health and Safety Policy and Procedure, Administration of Drugs or Medication Procedure](#))
 - The signature of the parent/guardian

In addition to the Individual Plan, parents/guardians with children who require emergency medication such as epinephrine or puffers for breathing **MUST** provide a dedicated prescription for their child which remains at the school at all times.

Medication must be in a clearly labelled zippered style of bag with the child's name on the outside and the date of the medications' expiration. These medications are kept above the children's handwashing sinks in the playroom & out of children's reach when the child is onsite. Otherwise, it is kept in a secure locker in our storage room.

See Policies and Procedures for full policy.

(See [Health and Safety Policy and Procedure, Pre-Existing Health Concerns](#) for further reference.)

(See [Health and Safety Policy and Procedure, Administration of Drugs or Medication Procedure](#) for further reference.)

Communication Plan

- A copy of ECNS Policy and Procedure Manual as well as the Parent Handbook including the Anaphylaxis Policy and Procedure will be provided to families prior to the start of the school year and will be reviewed during the orientation.
- If a child is identified as requiring life saving medication, their **Individual Plan of Response**, and medication will be posted on the wall above the children's handwashing sinks in the playroom.
- A list of children in the program with food allergies will be displayed next to the posted menu. (See Parent Handbook, Snack Menu, and Guidelines)

- Employees, parents, and volunteers will be advised when a child with anaphylaxis is enrolled in their child's class and information will be provided regarding the food or causative agents to be avoided.
- Employee, placement students and volunteers will be required to review the Anaphylaxis Policy and Procedure and all ***Individual Plan of Responses*** before they begin care or supervision in the class and annually thereafter and/or at any time when substantive changes are made to the policy, procedure or ***Individual Plan of Response***.
- Primary training for anaphylaxis takes place during First Aid Certification which is required by all employees.
- Annual orientation for staff, placement students and volunteers requires completion of an online training course from [Allergy Aware](#). Choose the, 'Anaphylaxis in Childcare,' option.
- If a child has an anaphylactic reaction while attending the program the Serious Occurrence Policy and Procedure will be followed.

Field Trips, Class Guests, and Off-Site Activities

ECNS plans several special events during the year, some of which are at our school and some are off-site. We believe these events to be an important part of your child's learning and enhances the curriculum.

Events:

Previous events include a fall park playdate, a winter pool party in January/February, and year end celebrations. We are always open to new opportunities as well. Please feel free to share ideas with us. Generally, our year end celebrations are held during the last two weeks of school in June. Our celebrations are open to extended family as well. It is a wonderful time to celebrate your child's time at the school and is a fun way to close the school year.

Trips & Special Guests:

We aim to have 2 - 3 out of class field trips during the year and 2 - 3 in class guests that come in to share their job or special skill.

Information regarding field trips and class guests will be included in the monthly newsletter. You will be asked to sign up in advance of events for planning purposes.

If you have an idea or a special guest suggestion, please let us know!

Regular classes do not run on days that field trips and off-site activities are planned. It is the parent or guardians' responsibility to arrange transportation to and from the event. A parent or guardian is expected to stay with your child for the duration of the trip.

Clothing and Possessions

It is recommended that your child comes to school in "old" or "play" clothes. Paints, glue, markers, playdough, dirt, and sand may stain.

What to Bring

Please remember to label all of your children's belongings. If you need a quick and easy way to label your child's things, please consider visiting [Mabel's Labels](#) and making a purchase online. We have an ongoing fundraising link that helps support our school. Please [click here](#) and type Elmira Community Nursery School when prompted.

- 2 full sets of clothing in a zippered plastic bags to be left at school
- Comfortable, clean shoes. A separate pair of indoor shoes are requested when the weather is wet or snowy. We wear shoes at all times in case of an unexpected trip outside (i.e. fire drill) and to protect toes from blocks, etc.
- Water bottle
- A supply of diapers & wipes to be left at school if needed. You may send a few diapers or a whole bag at a time.
- A small backpack or bag to carry artwork and water bottles home.

Personal Items

Discourage your child from bringing special toys or personal items to school as we cannot be responsible for them becoming lost or damaged. In most cases these items will be left in the child's backpack in their cubby. We are happy to support your child if they wish to bring a soother, or other item that brings them comfort while away from you into the classroom.

Non-Prescription Products

Upon registration you signed authorization for us to apply any non-prescription products including diaper cream, moisturizing skin lotion, lip balm, insect repellent, sunscreen, and hand sanitizer while in our care. Hand sanitizer is available when hand washing is not available.(i.e. while outside) No hand sanitizer will be used for children under 2 years of age. Non-prescription products must be in their original container, clearly labelled with your child's name and application instructions provided. All non- prescription products will be provided by parents, and can be brought as needed, ECNS does not provide those items except for hand sanitizer. Please speak with your child's educator if you bring any non-prescription products that need to be applied.

Prohibited Items

Do not send real or toy guns, knives, swords, or any other weapons. Do not send items that could be considered racist, sexist, or offensive.



Orientation Checklist

For Parents

Please check off each section as they are reviewed and/or completed during orientation.

- ☐ Tour of cubby area, classroom & washroom facilities
- ☐ Review Emergency Evacuation Procedures
- ☐ Review Program Statement
- ☐ Review Illness Policy
- ☐ Review Anaphylaxis Policy & Procedure & any pertinent allergies/sensitivities to school.
- ☐ Review Emergency Preparedness Policy & Procedure including fire drill procedures
- ☐ Review Sanitary Practices Policy and Procedures - handwashing, diapering & washroom
- ☐ Review Parent Issues and Concerns Policy and Procedure
- ☐ Answered questionnaire in relation to Parent Handbook

By signing the below, I acknowledge that I have attended an orientation session, read the Parent Handbook and have had any questions in relation to it answered for me. I also acknowledge that I am encouraged to refer to the full Policies and Procedures available to me via www.ElmiraCommunityNurserySchool.com or as a paper copy through the school if I require additional clarification. If I do not agree with a Policy or Procedure, I know I must notify ECNS in writing. The Policy and Procedures are reviewed annually or as needed. I understand that even if I disagree, it is my duty to abide by the Policies and Procedures Manuals and the Parent Handbook.

Print Name _____ Date _____

Signature _____

Witness _____ Date _____