

PARENT HANDBOOK

2021-2022



Good Morning Creative Arts and Preschool

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Contents

Welcome to Good Morning Creative Arts and Preschool	3
Program Statement	3
Well-Being of Children at Good Morning	4
Belonging: Community at Good Morning.....	5
Engagement of Children at Good Morning.....	7
Expression and Communication by Children at Good Morning	8
Supporting Special Needs Programming and Individualized Support Plans.....	9
Program Statement Implementation Policy	9
Registration.....	9
Fee Subsidies	10
Registration Priority and Wait Lists	10
Registration Fees	11
Program Schedules, Fees, and Ages	11
Toddler Program.....	11
Preschool and Beyond	12
Storyscapes.....	12
Creative Arts Afterschool.....	12
Payment of Fees	13
Withdrawal	13
Notice of Withdrawal/Refunds.....	13
Parent Responsibilities	14
Fundraising	14
Volunteer Tasks	14
Arrival and Pickup	15
Clothing and Possessions.....	15
Snack, Allergies, and Birthdays	15
Behaviour Management	15
Health and Safety	16
Anaphylaxis Policy	16

Last Revised May 2021

Student and Volunteer Supervision.....	17
Emergency Phone Contact and Shelter	17
Addressing Parent Concerns.....	17
Prohibited Practices.....	18
Communication/Newsletter	19

Welcome to Good Morning Creative Arts and Preschool

Good Morning Creative Arts and Preschool (GMCAPS) is licensed by the Ministry of Education as an incorporated non-profit group. Tuition fees, fundraising activities, and a grant from the Ministry meet the program's costs.

Neighbourhood parents started the Preschool in 1981. They wanted a parent-run playgroup that did not require parents to be in the classroom every day. Good Morning is still governed by parents, offering morning programs for both toddler and preschool aged children, and afternoon programs for 3-6-year-olds along with Creative Arts After School for JK-Grade 6. There is a maximum enrollment of 36 children in the morning programs (21 preschoolers and 15 toddlers) and a maximum of 12 for Storyscapes. Also offered are afterschool Creative Arts programs for JK to Grade 6 (maximum enrollment 15 students per day).

This handbook contains most of the practical information concerning Good Morning's policies and regulations. Our complete *Policies and Procedures* and by-laws are available to you at www.gmcaps.com.

Please refer to this handbook to answer your questions and to remind yourselves of the things you can do to help your Preschool succeed.

Program Statement

GMCAPS views children as being competent, capable, curious, and rich in potential. GMCAPS endeavours to provide a positive learning environment for children to enhance their level of development. Through play and with the guidance of early childhood educators, children will develop their:

1. Curiosity, initiative and independence;
2. Self-esteem and decision-making capabilities;
3. Positive social interaction within their peer group; and
4. Gross and fine motor skills.

At GMCAPS, our staff are encouraged to develop programming that personalizes the children's experiences based on their interests and skill levels.

The programs offered are a reflection of research, theory and practice and are consistent with Ministry of Education policies, pedagogy and curriculum. We reference the following Ministry documents:

- *How Does Learning Happen? Ontario's Pedagogy for the Early Years*
- Ontario Early Years Framework

- Early Learning for Every Child Today (ELECT)

Our educators use *How Does Learning Happen? Ontario's Pedagogy for the Early Years* to guide their practice. *How Does Learning Happen?* is a professional learning resource guide — provided by the Ministry of Education. It is about learning through relationships for those working with young children and families.

In conjunction with *How Does Learning Happen?* (HDLH), our Program Statement is organized around the following “four foundational conditions that are important for children to grow and flourish” (HDLH, p.7). The approaches speak to the strategies that educators use in implementing activities and curriculum to achieve stated goals. Essentially the approaches speak to what you might “see” in the program, as well as things we’ve put in place behind the scenes towards achieving each goal.

Well-Being of Children at Good Morning

Every child is developing a sense of self, health, and well being.” (HDLH, p. 12).

GOAL – To promote the health, safety, nutrition and well-being of children, Good Morning is committed to:

1. Providing well balanced nutritious snacks in accordance with the Canadian Food Guide;
2. Encouraging physical exercise and activities during gross motor time that promote healthy living;
3. Promoting self-regulation;
4. Providing a safe environment while still encouraging children to explore their world and develop their interests.

Approaches for achieving this goal:

1. Provide, encourage, and model all aspects of healthy and active living including nutritious food and eating habits. Snacks will include food choices from at least two food groups. Allergy protocols to ensure healthy and safe environments for all children.
2. Promote and model hygiene practices are followed to ensure the health and safety of all children, staff, and families.
3. Network with community resources for things such as speech and language, Early Intervention, children's mental health, and other resources for healthy development.
4. Ensure open communication with members of the schools we partner with to ensure the health and safety of each child.
5. Ensure that all communication with the members is professional and confidential.
6. Daily health assessment of children are done when children enter the program.
7. Ensure communication with parents about health and well-being of children is done daily or when needed.

8. Ensure all documentation and administration of medication is accurate, followed correctly and meeting all regulations.
9. Encourage the children to interact and communicate in a positive way and support their ability to self-regulate;

GOAL – To incorporate indoor play, gross motor play, as well as active play, rest time and quiet time, and give individual consideration to the needs each child, Good Morning is committed to:

1. Providing children with a variety of indoor gross motor play. Because Good Morning follows a nursery school model, we do not have outdoor play sessions;
2. Providing children with quiet activities and one-on-one storytime;
3. Providing flexibility in daily scheduling to meet the individual needs of children, within the parameters of space availability and ratio requirements.

Approaches for achieving this goal:

1. Children will spend a minimum of 15 minutes per half-day engaging in active play;
2. Toys for both gross motor and quieter activities are available;
3. Encourage alternate quiet activities for children who are seeking less stimulating play;
4. Monitor children’s engagement in activities to determine optimal transition periods and scheduling.

Belonging: Community at Good Morning

“Every child has a sense of belonging when he or she is connected to others and contributes to their world.” (HDLH, p.12)

GOAL – To support positive and responsive interactions among the children, parents, childcare providers and staff.

Good Morning Creative Arts and Preschool believes that staff, family and community are essential to providing a supportive environment for positive learning experiences.

Approaches for achieving this goal:

1. Each child is greeted upon arrival with positive communication.
2. Staff, volunteers and students get down to the children’s level when interacting with them.
3. Children are validated with warm, calm and responsive positive affirmations.
4. Children are encouraged to share stories from their own experiences.
5. Parents are always welcome in the classroom and Good Morning has an ‘open door’ policy for parents and caregivers of children in the program.
6. Staff, volunteers and students are supported in providing positive interactions with parents at drop-off and pick-up times.

GOAL – To foster the engagement of and ongoing communication with parents about the program and their children, Good Morning is committed to:

1. Providing parents and caregivers with regular communication in a variety of formats;
2. Providing opportunities for parents and caregivers to engage in their children's experiences;
3. Respecting and valuing the parent or primary caregiver as the experts in their child's well-being.

Approaches for achieving this goal:

1. Parents are welcome to visit the classroom and observe their child at any time;
2. Staff engage children in sharing stories from home or sharing special objects during Show & Tell activities;
3. Monthly newsletters are sent to parent;
4. Updates, notices and stories are shared with parents through email and social media (where permission is given);
5. Program documentation is available for parents to view in the hall at dropoff;
6. Special events and social activities are organized to include children, their siblings and caregivers throughout the year (Meet the Teacher night, special performances on weekends for families, annual picnic, winter family sing-along, Vernissage);
7. Parents are encouraged to discuss the development of their child with the Director and teachers at any time throughout the year;
8. A "yearbook" of pictures and observations will be prepared for each child and given out at the end of each year, for those children in the core programs.

GOAL – To involve local community partners and allow those partners to support the children, their families and staff, Good Morning is committed to:

1. Providing opportunities for children to learn more about their community and make connections with the real world;
2. Establishing connections with local community members.

Approaches for achieving this goal:

1. Do art projects that focus on features of the local community;
2. Shop locally for art, snack and other classroom supplies where possible;
3. Involve children in supporting community initiatives such as Holiday Hampers and food drives;
4. Support co-op students from local colleges by offering supervised placement opportunities;
5. Network with other nursery schools and services offering local workshops of interest to staff, volunteers, students as well as caregivers and families registered in our programs.

Engagement of Children at Good Morning

“Every child is an active and engaged learner who explores the world with body, mind and senses” (HDLH, p. 12)

GOAL – To support staff and others who interact with the children at Good Morning Creative Arts and Preschool in relation to continuous professional learning, the school is committed to:

- Engaging all staff in continuous learning through a variety of learning activities and opportunities, as well as mandatory professional development experiences.

Approaches for achieving this goal:

1. Frequent team meetings and one-on-one coaching discussions with the Director.
2. Board of Directors provides financial support in support for ongoing learning opportunities.
3. School is a member of the Nursery School Network and the Child Care Provider Resource Network, and encourages networking with other centres, attendance at workshops, webinars, and local professional development seminars.

GOAL – To foster the children’s exploration, play and inquiry, Good Morning is committed to:

1. Providing a vibrant play-based program for children, which fosters individualism, creativity and socialization;
2. Promoting a sense of curiosity and discovery in children.

Approaches for achieving this goal:

1. Provide an open-ended art centre with a variety of materials to encourage individualism and creativity.
2. Provide a variety of art elements in all programming to help children explore the world.
3. To discover each child’s individual interests, the staff observe, listen and talk with the children.

GOAL – To support child-initiated and adult-supported experiences, Good Morning Creative Arts and Preschool is committed to:

1. Engage children in active, creative and meaningful exploration and inquiry through art and play;
2. Encourage staff to be co-learners with children.

Approaches for achieving this goal:

1. Engaging in open ended art exploration and asking children thoughtprovoking questions to help understand each child’s perspective and interests.

2. Provide materials and activities that support children's interests;
3. Staff invite children to assist in planning programming, such as choosing thematic art programming based on the season, on significant local events, or books read in class;
4. Staff are encouraged to spend time exploring the world through the children's eyes.

GOAL – To plan for and create positive learning environments and experiences in which each child's learning and development will be supported, Good Morning Creative Arts and Preschool is committed to:

1. Creating a safe environment where staff and children can explore and their learning without fear of failure.
2. Providing space and opportunities rich in potential for discovery, creativity and learning.

Approaches for achieving goal:

1. Staff encourage children to be respectful of the ideas of others, and model respectful behaviour by encouraging individual contributions to the program;
2. Classroom environments incorporate a feeling of safety and coziness by using soft furnishings, familiar toys and creating art from items found in the child's everyday life;
3. Staff are given the opportunity to select and shop for resources for their own programs, based on the individual preferences of the children in their care;
4. Staff actively engage children in planning programming activities based on their interests;
5. Staff are encouraged to be flexible by incorporating spontaneous learning opportunities when they arise.

Expression and Communication by Children at Good Morning

"Every child is a capable communicator who expresses himself or herself in many ways." (HDLH, p. 12)

GOAL – To encourage the children to interact and communicate in a positive way and support their ability to self-regulate, Good Morning is committed to:

1. Providing opportunities for children to creatively express themselves in a variety of ways;
2. Modeling positive communication and interaction strategies.

Approaches for achieving this goal:

1. Allow time for free uninterrupted play and the choice of a variety of interest/learning centres to encourage interaction;
2. Staff speak to children using positive words and tone;

3. Staff model empathy and self-regulation for children;
4. Staff encourage problem-solving with their peers through emotional expression and reflecting on how others feel;
5. Staff help children to develop their own unique calming strategies.

Supporting Special Needs Programming and Individualized Support Plans

Good Morning Creative Arts and Preschool will accommodate the current and updated individualized support plan of each child with special needs that will be developed by staff, parents and outside support agencies. The Director will ensure that an individualized support plan is in place for each child with special needs. The plan will include instructions of the child's use of support or aids or if necessary, the child's use of or interaction with the adapted or modified environment.

The plan includes a description of supports or aids or adaptations or other modifications to the physical social and learning environment, where possible. The plan includes a description of how the centre will support the child to function and participate in a meaningful and purposeful manner. Please note that our facility is not wheelchair accessible.

Program Statement Implementation Policy

Educators, families, and children work together to create a sense of community rich in individualized attention to each child's interests and stage. Play-based learning with a strong emphasis on artistic expression is a core value and central to program development at Good Morning Creative Arts and Preschool. The Program Statement describes the goals of its programming and the approaches taken to ensure those goals are implemented.

Registration

Returning families will notice that the registration process has changed for the 2021-2022 School Year. Due to new Ministry requirements, the registration process now begins with the City of Ottawa Child Care Registry and Waitlist, where you register your interest in our programs as described below:

1. Go to the [City of Ottawa Child Care Registry and Waitlist](#) (formerly known as the centralized waitlist) and login to your account. If you do not already have an account, set one up and enter your child's information.
2. In the **Program Selection** section, under **Provider Type**, select **Nursery Preschool /Co-op Based**. You can then select **Good Morning Preschool**.

3. Select the program you are interested in enrolling in. Note that the **Preschool Morning** option is the correct one to select if you are interested in **Preschool and Beyond**, regardless of whether you intend to sign up for **Mornings, Half Days, or Full Days**.
4. When you submit your choices to the Ottawa Child Care Registry, Good Morning Preschool is notified automatically. Now you just have to wait for us to email you, which we will do as soon as we can!

If there is space in your desired program, we will send you the relevant registration form by email, which you will use to provide more information about your child (interests, preferences, concerns, etc.).

If there is no space in the desired program, we will let you know by email, and place you on a wait list if you wish.

Fee Subsidies

If you require a fee subsidy, you must request it when completing your application with the Ottawa Child Care Registry and Waitlist mentioned above. Complete instructions for applying for a subsidy can be found here: <https://ottawa.ca/en/residents/social-services/childrens-services/get-help-your-child-care-costs>.

Note that there are five types of documents plus a *Rights and Responsibilities/Consent* form to submit to the City to complete your application for a subsidy. You can submit these by email to CCRAW-RELAGE@ottawa.ca or in person at the Community and Social Support Centre nearest you.

We cannot place a child in the program until the fee subsidy application has been approved by the City. Please submit your fee subsidy application in good time to avoid delays in registration.

The minimum estimated time to process a fee subsidy application, once the City has received all necessary documentation, is about two weeks.

Registration Priority and Wait Lists

Registration is ongoing for the following school year; you can register at any time. We encourage alumni and current families to notify the Director as early as possible to secure priority registration for a spot.

The Preschool retains its own waiting list and manages registration priority as follows:

For the morning programs (**Toddler**, and **Preschool and Beyond**), registration priority is given to those children already in one of these programs, then to siblings of children who are or have been in this program, current or alumni, and finally to the siblings of children who are or have been in the afternoon program (Storyscapes).

Last Revised May 2021

For the **Storyscapes** program, registration priority is given to those children moving up from the morning programs and those children who are already in the afternoon program and finally to the siblings of children who are or have been in the afternoon programs. There is no registration priority for the Creative Arts After School program.

When all known priority registrations have been processed, we contact those on the waiting list on a chronological basis from when they registered their interest on the Ottawa Child Care Registry and Wait List.

IMPORTANT DATE: The deadline for priority placement for alumni families planning to return the following September is January 15th. Please register your interest in Good Morning programs through the Ottawa Child Care Registry and Wait List by that date to secure priority placement.

Registration Fees

Please note there is an \$80 registration fee which is due only when you submit the forms you received from us and a spot has been confirmed.

Current and alumni families who have never registered for Good Morning programs using the Ottawa Child Care Registry before must still use th

Program Schedules, Fees, and Ages

GMCAPS operates from September through June, although we often offer summer camps in July and August.

Please note that classes and programming may change from year to year, based on demand and staff availability. Minimum registration required to run any of our programs.

We are closed for statutory holidays but not for the professional development (PD) days for local public schools. Please remember class time is for our children. The teachers focus on welcoming them from the moment the school begins. Please arrange to discuss school business with the teachers outside of school hours.

Toddler Program

Children enrolled in the Toddler Program must be between 18 months and 30 months old by September 1 of the school year.

- Tuesday and Thursday
- 9:00 am to 11:30 am
- \$260/month

Preschool and Beyond

Children enrolled in Preschool and Beyond must be between 31 months and 4 years old by September 1 of the school year.

- Monday, Wednesday, Friday
- **Morning:** 9 AM to 11:30 AM - \$330/month
- **Half Day:** 9 AM to 1 PM - \$475/month
- **Full Day:** 9 AM to 3 PM - \$575/month
- Children enrolled in the **Morning** option can go **Half Day** for \$20/day or **Full Day** for \$40/day on an *ad hoc* basis. These options require you to provide a peanut-free lunch. Simply notify the Director as early as possible, although day-of requests can often be accommodated.

Storyscapes

Children enrolled in Storyscapes must be between 3 and 6 years old by September 1 of the school year.

- Tuesday and Thursday
- 1:00 pm to 3:00 pm
- \$250/month

Storyscapes Lunch Club

This is an optional add-on to Storyscapes.

- Tuesday and Thursday
- Starts at 11:30 AM with pickup from area schools; starts at noon if you are dropping off at Good Morning
- \$100/month
- School pick-up is \$15/month for 1 day/week

Creative Arts Afterschool

Children in Creative Arts After School must be elementary school age (JK to Grade 6).

- Tuesday, Wednesday, Thursday
- Starts at 3:30 PM with pickup from area schools or 4 PM if you are dropping off
- Ends at 5:30 PM
- \$95/month for 1 day/week
- School Pick-up is \$15/month for 1 day/week

Payment of Fees

Registration Fees

To secure a place in the school, a non-refundable registration fee of \$80, payable by EMT on the date of registration, must be sent to gmcapsregistrar@gmail.com.

Program Fees

GMCAPS has pre-authorized direct debit for monthly program fee payments. Starting in August, monthly program fees will be debited on the first of every month, or the next business day, and will run up to and include May. Families must complete a direct debit consent form. Tax receipts are issued to all families for their child's fees.

Fundraising Levy

There is a Fundraising Levy of \$120 per child automatically withdrawn with your tuition in two installments of \$60 at the beginning of November and April. **Having remitted the Fundraising Levy, you will automatically be given tickets to all fundraising events for your immediate family (parents/guardians, the registered child, and their siblings).** These events may be held off premises.

If any additional tickets are needed, they can be purchased at the door or in advance from your class rep or teachers. This will facilitate the distribution of tickets for our school community events.

NSF Charges

Parents are responsible for reimbursing the Preschool for bank charges due to NSF cheques and/or any charges associated with monthly program fee debits that cannot be processed.

Withdrawal

Most children will have settled in by mid-October. In the event that a child has extreme difficulty adjusting to the program, parents may be asked to withdraw their child from the group. The request for withdrawal is determined by the Director with the support of the Board's President.

Notice of Withdrawal/Refunds

If a member wishes to withdraw their child(ren) from GMCAPS, one full calendar month's written notice must be given to the school Registrar.

For withdrawal to be effective on the first day of a particular month, written notice must be received by the first day of the previous month.

Last Revised May 2021

Mid-month withdrawals will not be accepted. A verbal message of withdrawal will not be accepted. Withdrawals after April 1 will not receive a refund. March 1 is the final notice date for program withdrawal by April 1.

If a child is temporarily withdrawn, a permanent space can be guaranteed only through full financial support during the child's absence. Good Morning Creative Arts and Preschool may terminate services if policies are not followed, or fees not paid.

No refunds will be given if the preschool is closed due to unforeseen circumstances such as utility failures, outbreaks, severe weather or natural disasters. As a result, GMCAPS cannot refund any portion of childcare fees during these types emergency closures.

If the Province and the Ministry of Education mandates a school closure, then fees will be reimbursed for the time of the closure.

Parent Responsibilities

Fundraising

Fundraising is an important and necessary aspect of a parent-run preschool; it nurtures a community spirit within the group and raises visibility within the larger community. We are busy families; that is why it is important that we all do our share.

Generally, we hold two main fundraising events each year. In the past, this has involved selling tickets to an exclusive shopping event and selling tickets for family-friendly plays or musical performances. These events change from year to year based on interest. Please see the *Fundraising Levy* section above for more information about how this works.

Volunteer Tasks

All parents with children in the Toddler Program OR Preschool and Beyond are required to volunteer for tasks essential to the operation of GMCAPS, which includes many options, from holding a Board position to making play dough. A sign-up sheet is included in the registration form. No opt-out fee is available for these tasks.

Parents may volunteer if their child is in one of the other programs, but it is not required.

Ministry regulations require that the preschool's toys be washed on a regular basis. We require all parents with children in the core morning programs to share in this task in order to comply. Therefore, each family will be allotted a time during the year. This schedule will be available at the Orientation Evening in the Fall.

Arrival and Pickup

Young children depend on routines for their own sense of security. We ask all parents/caregivers to arrive and pick-up punctually. When parents arrive, they must notify a teacher of their child's presence. Similarly, staff must know when a parent is leaving with a child. Unless otherwise arranged, children will not be released to anyone other than those specified on the admission forms. Staff reserves the right to request identification.

Clothing and Possessions

Since many of the activities are messy, children should attend school in washable play clothes. Each core morning children should have a complete change of clothes in his/her bin at the school, and each article of clothing should be labeled with the child's name.

If a child requires a diaper, it is the parent's responsibility to provide a clean diaper for each day that the child attends school. GMCAPS uses fragrance-free baby wipes.

Each day, we request each child bring his/her own drink in a reusable labeled and spill-proof cup. Please note: No prepackaged disposable juice boxes please.

The staff prefers that children not bring toys from home. If a child needs or wants to bring a toy to the school, the parents should explain to the child that it should be placed in their bin during school. In the three-year old program, each child can bring a favourite item from home for their "Show and Tell" day.

For hygienic reasons, children are not to bring bottles and pacifiers to school.

Snack, Allergies, and Birthdays

Food that is being eaten before school must be finished outside as some children have severe allergies (see page 18 for the Anaphylaxis policy). Hygiene also being another obvious concern.

Children will be served a snack each day consisting of crackers, muffins or low sugar cookies and fruit/veg in addition to the drink provided from home. Parents are required to notify the Director of any allergies or special dietary needs that their child may have. This will be posted on the bulletin board. **Please note that GMCAPS strives to be a peanut-safe environment and no nut or nut products should be brought into the classrooms.** On birthdays, parents often bring a special treat such as Rice Krispie squares or cookies. Parents should notify teachers of their intent in case of allergies in the class.

Behaviour Management

Children are disciplined in a positive manner at a level that is appropriate to their actions and ages in order to promote self-discipline, ensure health and safety, respect for the rights of others and to maintain equipment. Spanking and other forms of corporal punishment are not

permitted. A list of the prohibited practices can be found in the *GMCAPS Policies & Procedures* on our website: www.gmcaps.com.

The teachers work together with the children to problem-solve situations and behaviours that are not appropriate in our classroom setting. The children are redirected to other activities and are taught positive approaches while being assured that it is the act we do not approve of, not the child.

Health and Safety

Keep your child at home if they have a communicable disease OR have had a fever of over 100°F, diarrhea, or vomited within the last 24 hours. In other words, keep them home until they are 24 hours free of any of these symptoms.

For information about our Covid-19 policies, please see our document *Covid-19 Policies and Procedures*, available on the home page of our website: www.gmcaps.com.

Staff will not administer any medication, other than for life-threatening allergic reactions. The staff reserves the right to send home a child who arrives sick at school.

Children are required to have safe indoor footwear with closed toes and no slip-ons. Please no necklaces or strings on clothing.

We do not leave the grounds of 174 First Avenue for outings as part of our regular programs.

Parents of the children in the Preschool and Beyond Program are asked to wait out of sight at the end of the class until all children are back in the classroom. This will help to avoid any rushing in the hallways when leaving gross motor room.

Anaphylaxis Policy

Good Morning Creative Arts and Preschool purchases snacks for all programs ensuring that all food is peanut/nut safe. All parents who are providing special snacks are asked by the staff to ensure baked goods are peanut/nut free. Parents of children in the lunch program are also advised and reminded through newsletters that lunches must be peanut/nut free. Teachers in the lunch program continually monitor contents of lunches to the best of their ability.

At the beginning of the school year, parents of children using Epipens must meet with all teachers to train them on the use of the Epipen with their child. A written, individual plan is kept and signed with specific instructions for each child as authorization for the teachers to use the Epipen when necessary.

Student and Volunteer Supervision

GMCAPS is committed to supporting the safety and well-being of children in its licensed childcare facility.

Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for persons who are not employees of GMCAPS, such as volunteers and students.

Emergency Phone Contact and Shelter

The school's emergency cell phone number is (613) 276-7974. If it is necessary to vacate the building because of fire or another emergency, the children will be taken to the basement of St. Giles Church, across the street from the GMCAPS.

Where emergencies have occurred that did not require evacuation of the childcare centre, the Director must provide a notice of the incident to parents/guardians by email. Where an emergency requiring evacuation or immediate pick up of children has occurred, the Director will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children by phone.

The school has Emergency Management Policies and Procedures in place. The full document, setting out emergency measures for immediate response to an emergency, steps taken during an emergency and recovery from an emergency are found in Appendix 1 of the *Policies and Procedures*.

Addressing Parent Concerns

Parents/guardians are encouraged to take an active role in Home Child Care and regularly discuss what their child(ren) are experiencing with the Director or staff at the Preschool. All issues and concerns raised by parents/guardians are taken seriously by the Preschool and will be addressed.

Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request.

The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial, and respectful to parties involved.

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

information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Family and Children's Services).

Good Morning maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, home child caregiver and/or staff feel uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Director.

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact Family and Children's Services directly.

Complaints will also be logged in Good Morning's daily log.

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, etc.) where appropriate.

Prohibited Practices

Good Morning Creative Arts and Preschool wants to ensure that children have a safe and positive experience that promotes their growth as a learner. To this end, the Director or designate will observe staff interactions with children ensuring that they align with our program statement and beliefs in adult-child interactions. The following practices are not supported by our facility:

- Locking the exits of our facility from the inside;
- Using a lock or lockable room or structure to confine a child that has been withdrawn from the group;
- Abusing a child physically, verbally or emotionally;
- Depriving a child of basic needs including food, drink, shelter, clothing or toilet use;
- Using corporal punishment or forcing a child to eat or drink against their will; Using deliberate harsh or degrading measures that would humiliate the child or undermine his or her self-respect.

In the event that the Director or designate observes or is made aware of any practice that is not supported, they will address the issue with the staff member, student or volunteer according to the measures for dealing with contraventions outlined in the policies and procedures.

Communication/Newsletter

Parents are encouraged to discuss the development of their child with the Director and teachers any time throughout the year.

Teachers will post photos and stories on the school's website, on Instagram and Facebook for those that have authorized.

A newsletter is sent to parents seasonally, via email, to inform them of GMCAPS activities and upcoming events.