



## **Queen's Park Preschool Society**

### **Policies and Procedures 2015/2016**

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**QUEENS PARK PRESCHOOL SOCIETY**  
**POLICIES AND PROCEDURES**  
**AMENDED MARCH 2016**

**1. ADMISSION**

- 1.1 Admission of children to the Preschool is on a first come, first served basis, subject to the following priorities:
- a) first, priority is given to children already enrolled in the Preschool and their siblings;
  - b) second, priority is given to children who are siblings of alumni of the Preschool;
  - c) third, priority is given to children of alumni of the Preschool; and
  - d) finally, registration will be open to the general public.
- 1.2 When assigning children to a class (morning or early afternoon), consideration will be given to balancing the genders, special needs and age of the three-year old and four-year old classes.
- 1.3 Information about a child's immunization status is required before starting school.

**2. FAMILY RESPONSIBILITIES**

**2.1 Eligibility for Duty**

- a) Members from a Family may share duty responsibilities if they both meet eligibility requirements.
- b) The total number of Members permitted to act as duty parents shall not exceed two (2). As per Section 2.3 of the By-laws, adult members of a child's extended family may be considered to be a Member. In order to be considered as a Member, a written application must be made to the Executive outlining both the nature of the request and the relation of the child to the proposed duty parent. The Executive will consider any request at their next regularly scheduled meeting.
- c) Members acting as duty parents are required to provide a criminal record check before orientation.

**2.2 Participating in General Meetings/Parent Education**

- a) A Family will be represented at General Meetings by a Member unless special exceptions have been permitted by the Executive. Special exception to have another individual represent the family at General Meetings may be considered on the basis of hardship.
- b) Each Family is required to attend at least eight (8) out of ten (10) general meetings. Parent education homework must be completed within two (2) weeks of any missed general meetings. Failure to complete homework will cause the Family to be ineligible for duty until homework is submitted and a Personnel Officer will work with the Family to resolve the outstanding homework.

### 2.3 Orientation Requirements

- a) The Community Care Facilities Licensing program requires that all duty parents complete ten (10) hours of orientation prior to the start of the school year. The formal orientation program includes:
  - attending a classroom observation;
  - attending the May general meeting;
  - attending the coffee party;
  - reading the Preschool Handbook; and
  - attending the orientation workshop.
- b) Families returning to the Preschool after an absence of five (5) years or less are not required to do a classroom observation or attend the coffee party.

### 2.4 Preschool Job

Each Family is required to fulfil the obligation of their selected or assigned Preschool job. While every effort will be made to give members a job of their choice, it may not always be possible to accommodate all requests.

### 2.5 Annual Preschool Cleaning & Setup

- a) At the beginning of the school year, the Family of a 4's child is required to send one Member for set-up night where the school is thoroughly cleaned and set up for class.
- b) After the last day of school for the year, the Family of a 3's child is required to send one Member for a final cleaning and take-down.

### 2.6 Fundraising

- a) Every Family must participate in fundraising. Members are expected to attend Preschool's annual Silent Auction.
- b) Each Member must contribute at least one item and/or solicit items from businesses for the auction.
- c) In order to keep fundraising to a minimum, a fundraising fee may also be charged in addition to monthly fees. The need, frequency, and amount of this fee will be established by the Executive.

### 2.7 Payment of Fees

- a) Fees for September and June are payable at the beginning of the school year and are non-refundable.
- b) If a Member's payment is returned to the bank due to non-sufficient funds (NSF), the Member will be responsible for delivering the amount owing plus any NSF charges. If the Member is unable to provide payment for a specific date, the Treasurers Assistant will notify the Personnel Committee for immediate action.
- c) Non-payment or late payment of fees may be grounds for expulsion from the Preschool.

- d) In the event that a Family has two or more children enrolled in the Preschool at the same time, they have the option of paying full fees and having a 25% reduction (total) in duty days, or doing full duty days for all children and having a 25% reduction in fees for the younger child.

2.8 Exceptional Child

When a special needs or exceptional child is identified, additional support may be required from the member and the family. This support may include working with Supported Child Development, having a support teacher or providing additional assistance during class days at the Preschool. Any additional support required will be documented as part of an individual care plan for the child.

**3. DUTIES OF EXECUTIVE MEMBERS**

3.1 In addition to the duties set out in the By-laws, the President shall:

- a) oversee the selection of the Personnel Chair, in consultation with other members of the Executive;
- b) sit on the Supervisors Contract Committee; and
- c) sit on the Lease Review Committee.

3.2 In addition to the duties set out in the By-laws, the Vice President shall:

- a) sit on the Governing Documents Review Committee;
- b) sit on the Lease Review Committee;
- c) serve as liaison with the City of New Westminster; and
- d) file and maintain such legal records as are necessary to comply with the *Society Act*.

3.3 The Secretary's duties are outline in the society's By-laws.

3.4 In addition to the duties set out in the By-laws, the Treasurer shall:

- a) sit on the Supervisors' Contract Committee;
- b) sit on the Budget Committee; and
- c) sit on the Lease Review Committee.

3.5 The Fundraising Coordinator shall be responsible for organized fundraisers, excluding the Silent Auction, for the Preschool as needed and shall be appointed a committee to assist in related activities.

3.6 The Special Events Coordinator shall be responsible to oversee and coordinate all activities related to the annual Silent Auction.

3.7 The Enrolment Coordinator shall:

- a) plan and execute enrolment procedures in accordance with these By-Laws and the *Community Care and Assisted Living Act*; and

- b) review and update enrolment forms in consultation with the supervisors, as required.

3.8 The Orientation Coordinator shall:

- a) Issue the Summer Newsletter and organize the gradual entry schedule with the Teachers; and
- b) ensure that all Members are given orientation to the Preschool in accordance with the regulations of the Community Care Facilities Licensing program.

3.9 Each Class Representative shall:

- a) be the liaison between the Members of that class and the Executive;
- b) inform Members of worthy information;
- c) sit on the Personnel Committee as required;
- d) prepare the class duty schedules;
- e) chair any class meetings;
- f) collect and maintain attendance at General Meetings;
- g) collect Parent Education homework for any missed General Meetings; and
- h) send an email to families whose homework has not been sent in within two (2) weeks of a missed General Meeting. If not resolved, they will refer the issue to a Personnel Officer.

3.10 The Parent Education Coordinator shall arrange the parent education component of each General Meeting and provide alternate parent education opportunities for absent Members.

#### 4. SUPERVISORS/TEACHERS

4.1 The Preschool is bound to the employment agreement (“**Standard Basic Contract**”) negotiated on our behalf by the Council of Parent Participation Preschools (“**CPPP**”) with the Parent Participation Preschool Teachers Association.

4.2 Each Supervisor shall:

- a) be a properly qualified person registered with the Community Care Facilities Licensing program and shall be hired under contract by the Executive as a paid Supervisor of the Preschool;
- b) be a member in good standing of the Parent Participation Teachers’ Association;
- c) attend a CPPP new Supervisor’s orientation before his/her initial contract with Parent Participation Preschools;
- d) annually sign and abide by a contract currently negotiated and accepted by the CCCP and Parent Participation Teachers Association;
- e) participate in an annual evaluation, conducted by the Personnel Committee in January of each year;

- f) act as an advisor to the Executive in the administration of the Preschool, attending all General and Executive Meetings and committee meetings as requested. Supervisors are not eligible to vote at Executive, committee or General Meetings;
- g) be given a regular time at all General Meetings to present information regarding his/her program and philosophy of Preschool education, to report on the needs, activities and progress of the children and to report on the program presented at the monthly Supervisors' workshops;
- h) have overall responsibility for the program, teaching methods, discipline, health and safety measures during all Preschool sessions and shall involve adult assistants to the best of their abilities;
- i) encourage and welcome questions regarding the program when delivered at appropriate times. When suggestions, questions or timing is inappropriate, the Supervisors may make the necessary explanations or may refer the matter to a Personnel Officer. Questions, criticisms and suggestions regarding the operations of the Preschool can be referred by the Supervisors to the Executive or the Personnel Committee;
- j) work with the Orientation Coordinator, preparing for the orientation of families new to the Preschool; and
- k) observe professional standards of confidentiality in the contract with Members and shall obtain their consent before sharing confidential information even with the Personnel Committee.

#### 4.3 Substitute Teacher Hiring Procedure

- (a) In the event of a planned absence of a Supervisor (e.g.: on vacation):
  - the Assistant Supervisor of that program will move into the Supervisor role and is paid per her or his contract;
  - other permanent staff asked to fill the assistant position in order of seniority and paid at the pre-determined assistant rate as per the assistant contract; and
  - Seniority is based on the date of hire at the Preschool, regardless of original position.
- (b) In the event of a planned absence of an Assistant Supervisor (e.g.: on vacation):
  - other permanent staff asked to fill the assistant position in order of seniority and paid at their pre-determined assistant rate as per the assistant contract; and
  - Seniority is based on the date of hire at the Preschool, regardless of original position.
- (c) In the event of a planned absence of a Support Worker (e.g.: on vacation):
  - other permanent staff asked to fill the support worker position in order of seniority and paid at the pre-determined support worker rate; and
  - Seniority is based on the date of hire at the Preschool, regardless of original position.

- (d) In the event of an unplanned absence of a Supervisor, Assistant Supervisor or Support Worker (e.g.: illness):
  - only replace if needed (e.g. Class safety and inclusion are an issue, licencing requirement);
  - other staff asked to fill the vacant position in order of seniority, and paid at the rate as determined in “planned absences” sections; and
  - Seniority is based on the date of hire at the Preschool, regardless of original position.
- (e) In the event a position is filled by a non-permanent employee (i.e.: not a current Supervisor or Assistant Supervisor), the rate of pay is equal to the Support Worker wage, as determined in the current year's contract.

## **5. SPECIAL COMMITTEES**

The Executive shall establish the committees described below:

### **5.1 Supervisors' Contract Committee**

The Supervisors' Contract Committee shall be established on an annual basis for the purpose of reviewing the status of employment of the supervisors and assistant supervisors. The Committee will familiarize its members with any updates to the Standard Basic Contract negotiated on behalf of the Preschool by the Council of Parent Participation Preschools of BC. The Committee will decide on any additional clauses to the Standard Basic Contract. This committee shall include the Treasurer, the President, the Vice President, representatives that are chosen by the supervisors and at least two (2) volunteer Members from the general membership who will be returning Members.

### **5.2 Governing Documents Review Committee**

The Governing Documents Review Committee shall be formed on a by-annual basis to review the Constitution and By-Laws of the Preschool, Policy & Procedures, and Handbook and, if necessary, to make recommendations to the Executive for amendments. This committee shall be chaired by the Vice President and shall include at least two (2) volunteer members from the general Membership.

### **5.3 Nominating Committee**

The Nominating Committee shall be established on an annual basis for the purpose of preparing a proposed slate of officers for nominations for the next Annual General Meeting. The Nominating Committee shall consist of at least three (3) Members and should include a Member of long standing (i.e. more than one (1) year). The retiring President shall be available for consultation but should not be a committee member. No Member who is determined to be a candidate for election shall sit on this committee.

### **5.4 Budget Committee**

The Budget Committee shall be established on an annual basis for the purpose of preparing a budget for the following year. The Budget Committee shall be chaired by the Treasurer and shall also include the past Treasurer, President, Vice-President, the Supervisors and at least two (2) volunteer Members from the general membership of the Preschool who will be returning Members.



5.5 The Personnel Officers and Personnel Committee

- a) Two (2) Personnel Officers will field questions and complaints from Members and attempt to resolve them. A Personnel Committee may be formed where there is a dispute. It shall be comprised of the President, one or both Personnel Officers, a Class Representative and/or other Executive representatives.
- b) The Personnel Officers shall be responsible for monitoring the performance by Members of their duties under the Parents' Contract, receiving complaints from Members or the Supervisors regarding the conduct of other Members, the assessment of probationary Supervisors, conducting and compiling annual Preschool self-evaluation and dealing with such other matters of concern regarding the personnel or Members of the Preschool as may arise from time to time.
- c) In dealing with matters relating to the conduct of a Member, performance by a Member of his or her duties under the Parents' Contract or complaints about that Member by others, the Personnel Officers or Committee shall make every effort to work with that Member in a spirit of conciliation and to mediate between the concerned parties in order to resolve the concern. If the Personnel Committee is unable to resolve that concern through such means, it shall report to the Executive with such recommendations for further action as it sees fit.
- d) The Personnel Officers and Committee shall maintain all matters which come to its attention with strict confidence. If a member of the Personnel Committee perceives a conflict of interest relative to a matter under consideration by the Personnel Committee then that member shall resign from the proceedings.

5.6 Lease Review Committee

The Lease Review Committee shall be established when required to review the Preschool's lease and negotiate renewals, extensions, amendments or replacements of the lease or to consider alternative premises. The Lease Review Committee shall consist of the Vice President and the Treasurer and may include representatives from the membership.

5.7 Hardship Fund Committee

The Hardship Fund Committee consists of the Personnel Officers and the Treasurer. The Hardship Fund Committee shall consider hardship applications and may authorize exemptions from the payment of fees and other related Preschool expenses where warranted, which fees and expenses shall be paid out of the Hardship Fund.

5.8 Scholarship Committee

The Scholarship Committee consists of one Executive Member and two (2) Supervisors, to be determined at the time the Scholarship Committee is struck. When scholarships are budgeted for, this committee will determine, in accordance with the guidelines for awarding the Bursaries set out in the Preschool Handbook, the recipients of the Bursaries.

5.9 Hiring Committee

A Hiring Committee shall be formed when required in the case of a teaching vacancy or the addition of a support teacher. The Hiring Committee is to make recommendations to the Executive for the hiring of a teacher. This Committee shall consist of three (3) to five (5) Members and shall include an experienced past or present Member, one (1) Member from each age group who will be continuing Members, and two (2) members of the Executive.

**6. SPECIAL FUNDS**

6.1 Any excess funds carried forward from one operating year to the next shall be invested for the benefit of the Preschool as determined by the Executive.

6.2 Such funds that the Executive place in the Hardship Fund shall be administered by the Hardship Fund Committee.

6.3 Each year, the Executive Members may, at their discretion, vote to allot funds from the budget of the Preschool to finance up to two (2) bursaries (the "**Bursaries**"). The value of each bursary is not to exceed \$500. The Bursaries are intended to recognize alumni of the Preschool who wish to pursue post-secondary education and will be awarded as the Queen's Park Preschool Alumni Bursary and the Queen's Park Preschool Early Childhood Education Bursary. The granting of the Bursaries each year will be at the discretion of the members of the Scholarship Committee.

**7. CLASSROOM GUIDANCE**

7.1 All provisions relating to classroom guidance and discipline shall comply with the *Community Care and Assisted Living Act*.

7.2 Developing and implementing disciplinary guidelines is the responsibility of the Supervisors and such guidelines shall be formulated in the following manner:

- a) any general approach to guidance shall be clearly stated by the Supervisors and approved by the Executive.
- b) once approved by the Executive, the guidelines shall be presented to the general membership for approval, and disciplinary guidelines shall be included in the Parents' contract.
- c) In applying approved disciplinary guidelines, there shall be no abuse, verbal, physical, sexual or otherwise of children enrolled at the Preschool. A Member found to be in violation of this provision may be expelled pursuant to the expulsion procedures in Article 2 of the By-laws.
- d) Any allegation or accusation of abuse shall be referred immediately to the relevant authorities as required by law and licensing.

7.3 Procedure in the Event of Misbehavior

- a) Disruptive and inappropriate behavior includes but is not exclusive to: biting, swearing, hitting, pushing, continuous screaming, acting-out and activities dangerous to themselves or others.

- b) When continually disruptive or inappropriate behavior is identified by the Supervisor or Members of the class. The Teacher will:
  - address behaviour with child; and
  - advise child's parents of behaviour and seek additional information or provide suggestions to parents as a means of resolving the inappropriate behaviour.
- c) If inappropriate behaviour continues, the child will be sent home. A parent/caregiver must be available to collect the child. If the situation results in the child being sent home on two (2) occasions, then the situation will be reviewed by the Teacher, and the Personnel Committee. An action plan will be determined and implemented immediately.

#### 7.4 Procedures regarding Concerns about Members and Teachers

- a) Concerns or complaints are relayed to a Personnel Officer. The concern is identified and facts clarified. Contact with the identified Member/Teacher is made by the Personal Officer on a one-to-one basis, ensuring privacy and confidentiality.
- b) If a meeting of the Personnel Committee is deemed necessary, the time and place will be chosen to accommodate all parties. The Personnel Committee will ensure that any Members/Teacher involved in a problem situation have a supportive representative. The reason for the meeting and procedure to be followed must be made clear. There may be up to three (3) Personnel Committee members involved in the meeting, depending on the situation. At the first meeting, the concern will be assessed, a plan of action outlined and a date set to evaluate the outcomes. No specific incidents will be recorded on paper (involved individuals may keep private notes if they feel it is necessary). If the problem is not resolved, the Executive may be approached for further assistance.
- c) As responsible, mature and caring individuals, naturally we should try to resolve any issues we have with others on our own. However, in the event that a problem/issue arises, the protocol is as follows:
  - Discuss the situation with the Teacher; or
  - Discuss the situation with the Class Representative; or
  - Discuss the situation with a member of the Executive.

In any of the above scenarios, the Class Representative, the Teacher and the Executive member will respect the privacy of all parties involved and not repeat any confidences.

Ideally, the dispute will be resolvable at this level. If not, a member of the Personnel Committee will become involved and will act as a mediator/negotiator.

## **8. LEAVES FROM DUTY**

### **8.1 Maternity Leave**

- a) An eight (8) week maternity leave beginning no later than the birthdate of the baby will be granted where the Member will be excused from duty days. These days will not be made up. It is the responsibility of the Member taking the maternity leave to arrange this with the Class Representative.
- b) The Class Representative must be told within a sufficient period of time to incorporate this into the duty schedule. If they are not given sufficient notice it will be the responsibility of the Member to swap their own duty days.
- c) Each case is individual, but every effort should be made to return to duty as soon as possible. A day will be arranged by the teacher with the Member for their child to have a show-and-tell day during their maternity leave.
- d) If the Member is unable to carry on with her job during their maternity leave, it will be their responsibility to arrange for someone else to do their job. If the Member is unable to attend a General Meeting, then the Class Representative is to be notified; Members may be excused from one (1) General Meeting during their maternity leave. This is addition to the two (2) General Meetings that members are permitted to miss.
- e) Members are welcome to attend General Meetings with their babies.

### **8.2 Medical Leave**

- a) In the event that a medical situation arises and a duty parent cannot fulfil duty requirements, the Member should immediately contact their Class Representative to arrange a meeting with a member of the Personnel Committee. The Personnel Committee will consider each case separately based on the circumstances and make a recommendation to the Executive Committee on the following:
  - Whether a medical leave is warranted and the expected duration of that leave;
  - If the leave is warranted, the plan for covering the missed duty and/or general meetings; and
  - Whether or not the Family could fulfil the obligations and requirement to the Preschool in some alternative manner.
- b) Generally, a medical leave should last no longer than four (4) weeks out of fairness to the other Families in the class and for the sake of program continuity. After four (4) weeks, the situation is subject to re-evaluation by the Class Representative and the Personnel Committee.

### **8.3 Bereavement Leave**

- a) In the event that a death in the family situation arises and a duty parent cannot fulfil duty requirements, the Member should immediately contact their Class Representative to arrange a meeting with a member of the Personnel Committee. The Personnel Committee will consider each case separately based on the circumstances and make a recommendation to the Executive Committee

on the following:

- Whether a death in the family leave is warranted and the expected duration of that leave.
  - If the leave is warranted, the plan for covering the missed duty and/or general meetings.
  - Whether or not the Family could fulfil the obligations and requirement to the Preschool in some alternative manner.
- b) Generally, a death in the family leave would last no longer than four (4) weeks out of fairness to the other families in the class and for the sake of program continuity. After four (4) weeks, the situation is subject to re-evaluation by the Class Representative and the Personnel Committee.

## **9. CLASSROOM POLICIES**

### **9.1 Allergens**

The Preschool is an Allergen Aware Zone. We try our best to ensure that no nuts/nut products come to school. This applies to the snacks for both the children's classes and the parent's meetings.

### **9.2 Illness of Children**

The Preschool follows the guidelines set out by Community Care Facilities Licensing in determining if a child is too sick to attend Preschool. If a child exhibits any of the following symptoms, they should not come to Preschool. Similarly, if any of these symptoms develop at Preschool, the parent or caregiver will be contacted so that they may take the child home:

- a) pain (which is unexplained or undiagnosed);
- b) acute cold symptoms;
- c) difficulty breathing (or wheezing or persistent cough);
- d) fever;
- e) sore throat (difficulty swallowing);
- f) infected skin, eyes or undiagnosed rash;
- g) headache and stiff neck;
- h) diarrhea;
- i) nausea and vomiting;
- j) severe itching (body or scalp);
- k) communicable disease (known or suspected);
- l) head lice; and
- m) hand, foot and mouth disease.

A child should not come to Preschool if they have had a fever in the past 24 hours.

A child should not come to Preschool if they have had diarrhea or vomiting in the past 48 hours.

9.3 Snow Closure

- a) The Preschool will close if it is too dangerous for Teachers, children and Members to get to the Preschool. If the Teachers are unable to get to the Preschool, the Preschool will be closed.
- b) Any duty parent on a snowy day who is uncomfortable with travelling in the snow (and unable to make it to the Preschool) shall call the Preschool and their Class Representative.
- c) Any Member whose child is not attending Preschool shall call the Preschool and their Class Representative.
- d) All effort will be made to determine if the Preschool is to close prior to 7:00AM. Closures will be communicated through the emergency phone trees and email.
- e) The decision to close will be through discussion of the Teachers and the President.

9.4 Safe Release of a Child

- a) Children will only be release to an authorized person, as listed on the Child Release Form at the Preschool.
- b) If an unauthorized person arrives to pick up a child, the Family will be contacted.
- c) Additional persons may be added to the list in writing.
- d) If a custodial agreement exists, a copy must be made available to the staff. It is the responsibility of the custodial parent to keep these records current. A child will not be released to a non-custodial parent, with a court order on file.
- e) No child will be released to a person who appears to be incapable of providing safe care (e.g. if the authorized person appears to be impaired, the Teachers will then contact next person on the child's release form).
- f) If no one arrives at the end of the day to pick up child up, parents and emergency contacts will be contacted.
- g) If the Teachers are unable to reach parents or emergency contacts or they do not respond or no one is able to provide safe care, the Teachers will contact the Ministry of Children & Family Development at (604) 310-1234.

9.5 Medication Administration

- a) If a child is well enough to attend Preschool but needs medication, the medicine will be administered providing the following criteria is met:
  - Fill out the Preschool's Consent Form for Administering Emergency Medication; please note that this is to be signed by the parent/guardian. This form includes, name of medication, amount of medication and what time(s) the medication is to be administered. All this must be done prior to the medication being left at school;
  - Medication must be in the original container and labelled with the child's full name, expiry date, dosage and method of administration;

- Medication is never left in a child's backpack;
  - A written record will be kept including the type of medication, time and dose along with the administering staff's signature; and
  - If the medication must come to the Preschool daily and returned home, it is the parent responsibility to give it directly to a staff member and to remember to take the medication home at the end of the day.
- b) If there is a reaction to the medication parent/guardian will be notified immediately.
- c) If the child requires emergency medication, the staff will give the medication and then contact the parents. In the case of an epipen, an ambulance will be called.
- d) Medication is to be stored in the kitchen in a cabinet above and to the left of the stove.

#### 9.6 Reportable Incidents

- a) A reportable incident includes: aggressive/unusual behaviour, attempted suicide, death, choking, disease outbreak, emotional abuse, serious fall, food poisoning, medication error, missing child, neglect, physical abuse, poisoning, sexual abuse and unexpected illness that requires emergency care.
- b) If a reportable incident occurs, parents will be contacted. Emergency medical help will be contacted if incident requires.
- c) All reportable incidents have reportable incident form filled out and a yellow copy forwarded to the Licensing Officer in 24 hours.
- d) All reportable incidents must be recorded in the incident log and as well as a reportable incident form sent to licensing within 24 hours (phone/fax and send in hard copy mail).
- e) After a reportable incident a review of the incident will occur to see if changes need to be made.
- f) Minor accidents, illnesses and unexpected events will be recorded in the incident log.

#### 9.7 Abuse and Neglect

- a) It is the legal duty of all staff to report incidents of child abuse or neglect, including if the staff believes a child has been or is likely to be physically harmed, sexually abused, exploited or needs protection. Reportable incidents include child abuse, neglect or criminal acts.
- b) All reports are to be made to the Province's Helpline for Children in BC at (604) 310-1234 and Licensing, whether it was in or out of care.
- c) The police must be contacted immediately if the child is in any immediate danger.
- d) Documentation will be made of any disclosure, observation or allegation in the incident log.

## 9.8 Guidance and Nutrition Practices

- a) The Preschool strives to support young children in developing behaviours that are appropriate and socially acceptable. All children are made aware of a number of safety rules, including, but not limited to:
- We walk inside the Preschool, not run;
  - Climber is to be used with an adult only and when the sign indicates it is open; and
  - Children are not to leave Preschool without an adult.
- b) The Guidance Practice is in place to:
- guide children in a manner which leaves the child's self-esteem intact and which fits the child's stage of development;
  - help children develop acceptable social behaviours by teaching them appropriate Preschool values/rules; and
  - positively guide children, enabling them to become self-disciplined, happy responsible adults.
- c) The Nutrition Practice is in place to ensure that each day the children will be provided a healthy snack by the snack parent. The snack duty parent is responsible for ensuring that the snack is from two (2) or more food groups. Please see Canadian food group guide in the kitchen. During snack time:
- Please sit with the children during snack time. Supervise the children at your table while they are eating and drinking. We ask that all children remain seated while eating and drinking;
  - No child will be forced to eat. Snack will be offered and the child is free to choose the items wanted, if any;
  - Enough snack will be offered, snack will consist of at least two (2) food groups.
  - Food and drink will not be used at any time as a reward or a punishment.
- d) More information about the Nutrition Practice can be found in our handbook under "Snacks and Allergies" Section 8.4 of the Handbook.

## 9.9 Emergency Policies

- a) A child's emergency kit (comfy kit) is a licencing requirement. This kit must be placed in the Emergency bins, prior to a child being left in the care of the Preschool. Following are the procedures to be followed for the collection and return of a child's emergency kit:
- At the May General Meeting, the Emergency Parent shows a sample kit and explains the required items.
  - The Supervising Teachers will create class lists and put them on a clip board in the emergency bin along with four (4) large bags labelled 3AM, 3PM, 4AM, and 4PM



- Members are to bring in their kits during the first week of class, each Member is to put their kit in the appropriate bag and mark their name off the list. Any child whose kit is not received after the first week of class will not be able to attend class until their kit is received.
  - Once all kits are received, the Supervising Teacher of each class places a label over the seal of the bag and initials. Should a kit need to be removed (i.e.: a child withdrawals), the Supervising Teacher removes the kit, reseals the bag with a new label.
- b) As per the licensing requirements, the emergency bins containing the comfy kits may not be locked, or secured in any way that inhibits access during an emergency. As such, there is no guarantee of privacy for any emergency kit contents. On the last regular day of school in June the Teachers will return the emergency kits to the Family of a 4's child, as well as to the Family of a 3's child that are not returning. The 3's kits of those children that are returning in September are kept in the Emergency Bins.
- c) Upon return, the 3 year old class kits that were left in the bags will be relocated to the appropriate new class bags by the Supervising Teacher who will also mark the appropriate name off the list.

## 10. PRIVACY POLICY

### 10.1 Privacy Statement

- a) This privacy policy has been developed to meet the compliance standards established by the *Personal Information Protection Act* (British Columbia) ("**PIPA**") which came into effect on January 1, 2004. PIPA regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. Personal information means all information about an identifiable individual. The Preschool recognizes the importance of privacy and recognizes the sensitivity of personal information received by it in the course of its operations.
- b) The Preschool recognizes its obligation to maintain the confidentiality of its information concerning the children registered with it and its obligations concerning the personal information of all individuals it collects, uses and discloses in its operations. This policy has been developed with those obligations in mind.

### 10.2 Information Collected

The Preschool collects a variety of information, which may include personal information, for the purposes of registering children in the Preschool. This information may include but is not limited to:

- a) children's names and names of immediate family members and caregivers;
- b) home addresses;
- c) home telephone numbers;
- d) email addresses;
- e) names, addresses and phone numbers of emergency contacts; and

- f) names, addresses and phone numbers of children's doctors.

### 10.3 Use and Disclosure of Information

Personal information collected by the Preschool from its families and in regards to other individuals shall only be used and disclosed for the purposes of operating the Preschool and for the purposes of reporting to governmental authorities as required by law. Where personal information is to be collected for another purpose, the Preschool shall obtain the prior consent of the individual to whom the personal information relates before collecting, using or disclosing the information.

- a) PIPA also permits the Preschool to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:
- the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
  - it is reasonable to expect that the collection or use of personal information with the consent of the individual would compromise the availability or accuracy of the information, and the collection or use of the information is necessary for an investigation or proceeding;
  - it is reasonable to expect that the disclosure of personal information with the consent of the individual would compromise an investigation or proceeding, and the disclosure of the information is necessary for an investigation or proceeding;
  - the personal information is available to the public from a prescribed source;
  - the collection, use or disclosure of personal information is required or authorized by law; or
  - the collection, use or disclosure of personal information is necessary to facilitate the collection of a debt owed to the Preschool or the payment of a debt owed by the Preschool.
- b) When the Preschool collects, uses or discloses personal information, it will make reasonable efforts to ensure that it is accurate and complete.

### 10.4 Security of Personal Information

The Preschool recognizes its legal obligations to protect the confidential information of its children and families and about other individuals during the course of its operation and has therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

Information provided to the Preschool is treated with the strictest of confidence. This includes ensuring that information is secure. In the day-to-day operations, access to private information is necessary, but is restricted to only authorized personnel who have a clear operational purpose associated with it. Preschool Members and employees are required to adhere to the privacy standards which have been established.

With respect to the security of personal information the following standards are maintained by the Preschool:

- a) Files: Information is stored in a file drawer with only authorized personnel permitted access.
- b) Obsolescence of Information: Once information collected is deemed to be obsolete (at the later of statutory/legal or internal requirements) care is taken to destroy information carefully and securely. Documents are shredded if deemed to be of a personal or confidential nature.

#### 10.5 Requests for Access to Personal Information

PIPA permits individuals to submit written requests to the Preschool to provide them with:

- a) their personal information under the Preschool's custody or control;
  - information about how their personal information under the Preschool's control has been and is being used by the Preschool; and
  - the names of the individuals and organizations to whom their personal information under the Preschool's control has been disclosed by the Preschool.
- b) The Preschool will respond to requests in the time allowed by PIPA and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. All requests may be subject to any fees and disbursements the law permits the Preschool to charge.
- c) An individual's ability to access his or her personal information under the Preschool's control is not absolute. PIPA provides that the Preschool must not disclose personal information when:
  - the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
  - the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
  - the disclosure would reveal personal information about another individual; or
  - the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.

#### 10.6 Non-Disclosure of Information

PIPA further provides that the Preschool is not required to disclose personal information when:

- a) the personal information is protected by solicitor-client privilege;
- b) the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed; or

- c) the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:
  - under a collective agreement,
  - under an enactment, or
  - by a court.

10.7 Requests for Correction of Personal Information

The law permits individuals to submit written requests to the Preschool to correct errors or omissions in their personal information that is in our custody or control. Upon receiving such a request the Preschool will:

- a) correct the personal information and, if reasonable to do so, send correction notifications to any other organizations to whom the Preschool disclosed the incorrect information; or
- b) decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

10.8 Privacy Officer

The Preschool's Privacy Officer is the Secretary in any particular Preschool year. Any suggestions, complaints or enquires should be addressed to that individual by contacting him or her at the Preschool directly or calling and leaving a message for the Secretary at the Preschool (604) 526-1153.

This Policy & Procedures was adopted by Ordinary Resolution of the Preschool at March 1, 2016 General Meeting.