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Philosophy

Maple Lane Nursery School believes in an encouraging and nurturing learning environment that will provide the social, physical, intellectual, creative and emotional development opportunities children naturally desire. With professional staff and supportive volunteers, we provide a structured and cooperative program that celebrates each child’s uniqueness. We strive to encourage curiosity, initiative and independence, self esteem and decision making capabilities, interaction with and respect for others, and communication skills that instill the foundations for a successful future. By offering a developmentally appropriate preschool experience, we can support your child on the journey to reaching his/her full potential.

Our objective is to foster and encourage an inclusive learning environment for all students. Students are given the opportunity to build upon existing developmental capabilities in an environment catered to their interests in learning. We cooperate with children’s natural behaviours and believe that by providing each child with solid learning opportunities we can help set the pace for continued success in life.

**DAILY PROGRAM**

Our program incorporates many different play areas that are constructed to support the many areas of critical development but also provokes new interests, curiosities and questions about how things work in the world around us.

We make an effort to exchange toys out on a regular basis, introducing new materials and loose parts so that they will be an extension of our themed programs and of the children’s particular interest in learning. Research provides us with an insight into the learning capabilities of children, in that children learn best in an environment that values their interests and needs in learning. Our program is designed to build upon and support children in where they are in their learning.

Group time is part of our program that is the most structured, during which the children are expected to come and sit for a teaching and group-learning
period. This is an important time for children to acknowledge their peers and where others may lead by example.

In order to gather meaning from the world, the child must have many satisfying sensory and sensory motor experiences. Utilizing their ability to smell, taste, see, touch and hear. Perceptual development follows: this is how the child interprets his sensory experience, which is a prerequisite for developing his/her mind.

The program we pursue is also geared towards helping children develop practices of observation, questioning and listening. This provides them with an awareness of his/her own feelings and of his/her right to express those feelings by sometimes channeling them into other means of expression. The child learns that they are free to make choices and that as long as they stay within the limits of consideration of others and things, they do not always have to conform.

**Ages of children**

Our program provides early education to children of the ages 2 ½ to 5. Children accepted into the program are required to be toilet trained, as our facility and licensing agreement do not accommodate diaper changing. If an accident occurs, staff reserves the right to call the parent/guardian to come change the child into clean clothing.

**Parental Involvement**

We appreciate your involvement and understanding of our program and goals. We appreciate parental involvement and support while your child attends. Your feedback is essential and we welcome any and all questions concerns or encouragement towards staff and our program.

Our parent code of conduct in the registration package outlines our expectations of parents and their involvement. Please respect these guidelines and how it applies to the program and others parents and families. There is a strict confidentiality agreement involving student’s photos or videos taking while attending school. Please do not post any photos or videos involving Maple Lane Nursery School. We need to ensure the safety and protection of all students enrolled.
If parents are interested in volunteering the classroom, please mention to the staff your interest and we can arrange a time for you to come in. Please be aware that all parents volunteering must have a police check completed before they are permitted to volunteer within the classroom.

Days and Hours of Operation

We are open from September to the end of June. We follow the Simcoe County District School Board school calendar year although we do not implement P.D. days. We operate on a Monday to Friday basis between the hours of 9:00-11:30 in the mornings and 1:00-3:30 in the afternoons. We recognize all statutory holidays.

Arrival and Departure

The entrance to the nursery school will be opened at 8:45 a.m. for morning programs and 12:45 for afternoons. The main door to the school will always remain locked. You may reach staff by ringing the doorbell during drop off and pick up. This is part of our efforts to keep Maple Lane a safe a secure place. Please keep all doors closed with the school in is operation. You must always sign in and sign out when leaving your child at the nursery school. One staff will always be designated to be in charge of sign in. You must verbally inform staff member when you have arrived and initial beside your Childs name and follow the same procedure when you leave with your child. If another friend or family member is dropping off or picking up, Maple Lane requires verbal consent from a parent of these changes and would ask you to review our sign in procedures with them.

We appreciate your efforts to be prompt for pick-up times. If your child is to be picked up by any person other than a parent, please notify one of the staff members when you sign your child in. Please be reminded that any other person involved in pick up is required to adhere the parent code of conduct. If a problem arises please be advised that the responsibility lies with the parents.
Holiday’s, Make Up Days and Sick Time

If your child will be absent from the Nursery School for any reason or will be arriving exceptionally late please notify the staff. There is no credit given for sick days, unless the child has been hospitalized.

Maple Lane Nursery School is closed for all statutory holidays including New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Thanksgiving Day, Christmas Day, and Boxing Day.

During Christmas holidays we are closed the week of Christmas and the week of New Years. The month of December must still be paid out in full. The extra two weeks of tuition is to accommodate the unpaid weeks of a 5-week month that we may experience throughout the year.

Occasionally families will take extended holidays during our school year. If your family is planning a holiday please inform staff of there absences. Tuition fees are still to be paid in FULL regardless of the length of absence. This is to maintain your child’s spot in the program.

Because of our full program schedule we cannot regularly offer make-up days for those absences because of illness or holidays. We will try our best to accommodate schedules but cannot guarantee each absence will be made up.

Snow Days

Maple Lane Nursery School automatically closes if the Simcoe County District School Board cancels the Simcoe West buses in our area. A refund will not be issued for a day the School is closed. Maple Lane will make every effort to notify parents of a school closure. Parents may call into the school if they are unsure of a closure to verify with the voice message. Parents will also receive an email notification of our closure or can listen to Collingwood’s Peak 95.1FM to hear our school closure announcement.

Snacks and Special Occasions
A healthy snack will be provided mid-morning and mid-afternoon of each day. **It is absolutely necessary that we are aware of all allergies that your child may have.** The snack list will be posted weekly. We will do our best to accommodate all dietary requirements.

On special occasions, such as birthdays, you may choose to provide a snack for the group. **Please advise staff ahead of time** to ensure you are aware potential allergies in food so we can be inclusive to all our students. **No home baking is allowed. All food must be purchased prepared or prepared on site at the Nursery School.** This is in compliance with the Ministry of Educations Day Nursery Licensing Standards.

**Clothing and Possessions**

Please label all personal items to ensure they go home with the correct child. All children must have an extra set of clothes (weather appropriate) to be left at the school (in child’s cubby box) for any unforeseen accidents or spills. Children must also have a clean pair of indoor non-scuffing shoes.

**Discipline**

It is our professional goal to provide a safe and happy environment for your child. Therefore we do not allow the children to physically or verbally abuse each other or the staff. Children are disciplined in a positive manner and at a level that is appropriate to their actions and age. In order to promote self-discipline, ensure health and safety of all those involved, and respect the rights of others and property staff will monitor children’s behaviour and intervene when needed.

In accordance with the Day Nurseries Act, the Nursery school staff are not permitted to administer any form of corporal punishment. Children may be redirected to other activities in order to be separated from another child or group of children where the behaviour occurs. If that attempt has failed at diminishing the unwanted behaviour, children may spend time in time out. When an incident occurs between children, staff will help model positive resolution by directing apologies between children. Appropriate behaviour limits and boundaries of behaviour will be established readily communicated to all children. All Nursery School staff will enforce positive
reinforcement of appropriate behaviour and in our best effort, reach out to parents in situations they need to be made aware of.

**ENROLLMENT**

The *program coordinator* is responsible for the enrollment of children on a first come first serve basis. A waiting list is maintained at the Nursery School with spaces being offered to families on the list by order in which they have been added. The cut off time for new enrollments into the current program is March 31st. We have extended licensing to include 3 students per year between the ages of 2 - 2 ½. Maple Lane will only allow 3 additionally children to be waitlisted for those spots per year.

Parents who would like to enroll their children at Maple Lane Nursery School must complete and sign an enrollment package along with required fees **before** they are added to the attendance or waitlist. All parents will be provided with and are expected to respect; the schools policies and procedures outlined in this handbook.

**Due on Registration:**
1. Registration Fee of $40 (non refundable)
2. June tuition (last month) **fee payable now**
3. September tuition (first month) **postdated for Sept. 1st**

**Immunization**

The Public Health Department requires that parents and/or guardians keep a copy of child immunizations or a letter acknowledging if your child has not been vaccinated. This is due with your enrollment records. Parents must also notify the Nursery School when any immunization is given throughout the year while attending. The Nursery School will request an updated immunization and medical form for each child annually.

**The First Day of School**

The first day of Nursery school can be very difficult on both you and your child. Even if there are few tears, your child needs to see you leave and hear
you say that you will be back. A quick stay, getting your child interested in an activity or toy, and then goodbye, will help your child settle sooner. After a final reassuring hug and goodbye from a parent, a teacher will be waiting to comfort your child and settle him/her. We encourage you and your child to come and visit prior to your child’s first day. Please call the school ahead of time to arrange a time to come by. This will give you both a chance to meet the teachers and other children.

Lastly, if you have any concerns about separation anxiety or would love some helpful tips about saying good-bye, please approach staff or send us an email about your concerns. As professionals we share a role in making children feel safe and secure as they move into a new setting. It is natural that this milestone of starting school and separating from their regular situation would cause anxiety in children.

Dropping a Day or Withdrawal from School

Should you wish to withdrawal your child from the program or drop a day attending, we require 1-month written notice or the June tuition will not be refunded. To inform staff of these changes please call the school or send an email notifying staff of when you will be dropping a day or withdrawing. Teaching staff may also ask you to complete a withdrawal form for our records. Any uncashed cheques will be shredded.

SCHOOL FEES

Child Care Fees and Registration Fee

Registration for the forthcoming school year will take place at our Annual March Open House (preregistrations for families currently with us will be handed out prior to the open house)

Fees for the school term are as follows:
A non-refundable registration fee of
$40 for New Families (children have never attended) OR
$25 fee for Returning Families (a child has attended in the past)

Monthly Tuition
<table>
<thead>
<tr>
<th>Number of Days per week</th>
<th>Amount per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day a week</td>
<td>$68.00</td>
</tr>
<tr>
<td>2 days a week</td>
<td>$136.00</td>
</tr>
<tr>
<td>3 days a week</td>
<td>$204.00</td>
</tr>
<tr>
<td>4 days a week</td>
<td>$272.00</td>
</tr>
<tr>
<td>5 days a week</td>
<td>$340.00</td>
</tr>
</tbody>
</table>

The registration fee and the June tuition can be on the same cheque and the postdated first months tuition will need to be separate. All postdated cheques for the full school year are due by the end of there first month and should be given to your child’s teacher. *A 30-day written notice of cancellation is necessary for a FULL refund of the last month’s fee.* Please call the school or send an email to inform us of your withdrawal in advance. Staff may ask you to complete a change in days or withdrawal form for record.

**Late pick up fees**

Maple Lane Nursery School does not implement late fees for pick-up. However, we must ensure that parents maintain a prompt schedule that gives them appropriate time needed to pick up their child before the morning closure at 11:30 A.M. and the afternoon time of 3:30 P.M. If a pattern of late pick-up persists we reserve the right to implement a late fee policy of $5.00/per 10 minutes in order to compensate the staffs extended time through no fault of their own.

**Child Care Subsidy**

The government provides a certain amount of money each year to be allocated to parents who require financial assistance with the cost of their children’s care in our county. If you feel you may qualify for subsidy, please speak with the supervisor for more information. Application for subsidy are not processed through the school but must be approved through the
County of Simcoe. If you qualify based on your level of income, a fee assessment worker from Simcoe County Children and Community Services will determine the amount of subsidy available for your childcare needs.

Bounced Cheques

Maple Lane Nursery School implements an administrative charge against bounced cheque. A charge of $5.00 will be placed upon your child’s outstanding tuition in over to cover the costs incurred on our account. Please note that if these fees are not paid within two weeks the child’s spot at Maple Lane may be at stake. We require that you pay all outstanding fees before the child may re-enter the program.

Tax Receipts

Tax receipts will be issued in January for fees paid during the previous year. Please note that only one receipt per family will be issued.

SCHOOL POLICIES

Illness

We are under very strict guidelines with regards to disease control; hence there may be times when we are either forced to send an ill child home, or not to accept an ill child into care. Parents will be notified and required to remove the child immediately if a child exhibits any of the following: Fever of 101°F (38.3°C), persistent diarrhea, severe coughing, difficult or rapid breathing, conjunctivitis, unusual spots or rashes, vomiting, yellowish colour or tint to the eyes or skin (Jaundice), head lice and difficulty in swallowing.

If a child becomes ill at the school we will do everything possible to comfort the child until the parent or emergency contact person arrives to take the child home. If a child has become ill staff will remove the ill child from other children until they have been picked up. Children must be
**FEVER-FREE for 24 hrs before returning to school.** Children may not be allowed to stay, if they have had a fever less than 24 hrs. This is for the health of all children in our care.

Parents will be notified if any contagious illnesses have been identified in the nursery school. A child with a communicable disease or illness will NOT be readmitted into the care until the infectious period has passed or until the child has fully recovered from his/her illness.

**Student and Volunteer Policy**

Students and Volunteers are welcomed additions to our Nursery School Program. All volunteers and students must complete an application and Criminal Reference check under Vulnerable Sector Screening *prior to the first day* of attending the school. Volunteers and students are not left alone with children or counted in the ratios. All students, volunteers and visitors must respect and abide by the Visitor Code of Conduct in order to maintain a respected learning environment for our children and families. This code of conduct is posted in our parents hallway.

**Smoking on the Premises**

Please be advised that there is absolutely no smoking in the New Life Church building. By-law prohibits that any smokers must be at a distance of 15 feet from the front doors outside of the building. A breach in these bylaws could effect the nursery school licensing.

**Emergency Drills**

For the safety of the children and staff at Maple Lane nursery school, fire drills and emergency procedures are practiced monthly. This includes lockdown drills, which are conducted with only staff in attendance. In the event of an evacuation Sinton buses will transport children and staff will to St. Mary’s Catholic School. The address is 18 Saunders St. Collingwood. The number is 705-445-6132. If an emergency should arise, parents will be notified as soon as possible.

**Serious Occurrence**
Maple Lane Nursery School will post the Serious Occurrence Notification Form in order to communicate any serious events that have occurred on school property. This information will protect the personal information and privacy of all clients involved. No staff or child names, initials, age or date of birth will be used on the notification form.

Screening Policy

In keeping with our Program Policy to “foster, facilitate and encourage an inclusive and fulfilling learning environment”, and to “support your child on the journey to reaching his/her full potential”, Maple Lane has adopted a Developmental Screening Policy. We will endeavor to offer screening to families at least twice per school year. The following statements reflect how we will implement this policy:

• Maple Lane staff will always endeavor to build trusting relationships with both the students and their families/caregivers. All staff will strive to ensure an environment where families are comfortable to approach staff with any questions or concerns regarding their child, knowing that all such conversations are always bound by strict professionalism and confidentiality. **We will partner with our families to ensure each child has the best chance possible to develop optimally.**

• Each Maple Lane family will be asked to complete the Nippising District Developmental Screen (ndds) upon intake.

• A second screen will be offered approximately 6 months later or within 2 months of the end of the program, depending on the student’s enrolment date. In addition families may be invited to complete an Early Referral Identification Kit {ERIK} with classroom staff if there are any questions or concerns about their child.

• **All RECE staff** will be familiar with any screening and/or referral tools used by Maple Lane. This includes but is not limited to, the ndds, Brigance, Early Referral Identification Kit. Supervising staff will ensure that any newly employed RECE staff will be provided with any updated training necessary to understand and facilitate the centre’s current screening tools.

• RECE’s and support staff will attend workshops and other professional development training as required to remain current with appropriate
screening tools and other resources which monitor children's development.

- Families will be encouraged to submit and discuss their screening results with staff.
- Maple Lane will maintain a co-operative relationship with Collingwood Preschool Resource Services and Children’s Treatment Network, welcoming any staff and/or resources they commit to our program. All staff will strive to implement and follow any suggested helps for individual students in our program.
- The centre will be purposeful in providing information to families about the importance of regular developmental screens and the available resources.

**Emergency Location**

*St. Mary’s Public School*
*18 Saunders St. Collingwood*
*705-445-6132.*

If an emergency should arise, our emergency location is St. Mary’s. Parents will be notified as soon as possible once we have reached our location.