



# Parent Handbook

## Table of Contents

<b>Program Statement</b>	<b>Page 3-9</b>
<b>Hours of Operation</b>	<b>Page 10</b>
<b>Toddler/ Preschool Programs</b>	<b>Page 10</b>
<b>Kindergarten Programs</b>	<b>Page 10</b>
<b>Qualified Staff</b>	<b>Page 10</b>
<b>Class Ages and Ratios</b>	<b>Page 10</b>
<b>Holidays and School Closures</b>	<b>Page 10</b>
<b>Fees / Admission Information</b>	<b>Page 11</b>
<b>Activities Off the Premises</b>	<b>Page 11</b>
<b>Drop Off and Pick Up</b>	<b>Page 11</b>
<b>Releasing Your Child</b>	<b>Page 12</b>
<b>Health Guidelines</b>	<b>Page 12</b>
<b>Allergies</b>	<b>Page 13</b>
<b>Medications</b>	<b>Page 14</b>
<b>Accidents and Injuries</b>	<b>Page 14</b>
<b>Specialized Services</b>	<b>Page 14</b>
<b>Toilet Training at School</b>	<b>Page 14</b>
<b>Summer Program</b>	<b>Page 15</b>
<b>Parking Information</b>	<b>Page 15</b>
<b>Sun Smarts</b>	<b>Page 15</b>
<b>Appropriate Clothing</b>	<b>Page 15</b>
<b>Fire Drills</b>	<b>Page 16</b>
<b>Mandated Reporting of Suspected Child Abuse or Neglect</b>	<b>Page 16</b>
<b>Serious Occurrences</b>	<b>Page 16</b>
<b>Students and Volunteers</b>	<b>Page 16</b>
<b>Confidentiality of Private information</b>	<b>Page 16</b>
<b>Custody Arrangements</b>	<b>Page 17</b>
<b>Child Information Changes</b>	<b>Page 18</b>

## Welcome to Lawrence Park School!

The Lawrence Park School Ltd. (LPS) has been offering a stimulating educational environment to North Toronto families since 1982. The Lawrence Park School is a fun and friendly place for children to learn and grow under the guidance of caring, qualified teachers and Early Childhood Educators. The school is known for its exceptional teachers, low staff turnover, low teacher/child ratios and many returning families. The Lawrence Park School has been operating out of the same neighborhood church at Dawlish and Bayview since its inception.

The Lawrence Park School is licensed and carefully structured to care for children from 18 months to six years of age. Our developmentally appropriate classrooms provide a variety of activities and areas to play and explore.

### Program Statement 2018-2019

Children are experts at learning through play and our teachers are masters at facilitating this wonderful process. Our Toddler, Preschool and Kindergarten Programs are based upon the Ministry of Education's policy and guidelines. Our programs are consistent in our approaches with the Early Learning for Every Child Today (ELECT) and "How Does Learning Happen?" Ontario's pedagogy and vision for the early years. Our pedagogical approach requires teachers to be partners, designers of the play environment, planners, recorders and communicators.

### Mission Statement

The Lawrence Park School recognizes that children are **Competent, Capable, Curious and Rich in Potential**. We value and build on their strengths and abilities and view each child as an individual. Learning happens from every experience from the moment the child enters the class until the moment he/she leaves. Through positive experiences, intentional planning, emergent curriculum and engaging activities, the Lawrence Park School makes learning fun for all children. Our programs celebrate diversity in styles of learning, cultures, needs and interests of our children. Children have opportunity to learn through play, songs, stories, rhymes, manipulative toys and games plus finger plays. Our teachers aim to provide a well-balanced learning environment where children are free to observe, question, experiment and explore. The Lawrence Park School offers a wide variety of developmentally appropriate programs for children including both children initiated and adult supported.

Consistent with Ontario's vision for early learning and *How Does Learning Happen?* Our programs are built around the following core principles that are important for children to grow and flourish to their fullest potential:

- **Develop the Mind**
- **Nourish the Body**
- **Inspire the Soul**

### 1. Develop the Mind

At the Lawrence Park School, we offer age appropriate, professional and well thought out curriculums, designed to establish a strong skill base and love of learning. Our learning environment is play-based, which supports our children to discover new concepts, uncover hidden mysteries and imagine new possibilities, all while allowing them to learn at their own pace. This allows children to

experiment with and understand social roles and acquire problem solving skills by interacting with each other. The wide range of play opportunities through the day relieve stress and pressure for children and allow them to cope with their feelings. They control the experience through their imaginations, and they exercise their powers of choice and decision-making as the play progresses which promotes self-regulation.

Early learning enables children to develop the confidence to tackle problems, overcome obstacles and succeed. We understand the impact quality education can have on young children and are committed to fulfilling a high level of excellence within our school. The core of that excellence begins with our teachers who are qualified and trained to provide a superior level of instruction and teaching.

## **2. Nourish the Body**

Above all else, we believe that nothing should take precedence over the well-being and safety of our children. The Lawrence Park School provides the very best foundation for children to play, grow and develop. We recognize nutrition as one of the key elements for this foundation.

Our nutritious menu is certified by a registered Nutritionist/ Dietician to ensure that it meets Canada's Healthy Eating Guidelines by providing our children with the proper nourishment for their growing bodies. The children are served a nutritious morning snack as well as a hot lunch, if children are enrolled in our Lunch Bunch Program or Kindergarten. All our food is prepared on site, fresh daily and made from scratch. We will work with parents to accommodate the dietary needs of our children. Our meals are served family style allowing the children to serve themselves, further developing their self-regulation skills.

Our programs also develop and encourage a strong link between good physical health and outdoor play. Activity, fitness and play are all key elements to our program. With regular outdoor time and planned indoor activities, our children experience a world of movement, dance, cooperative games and recreation. At Lawrence Park, we have incorporated nutrition and physical fitness into our programs. Active children are healthy children and our outdoor learning environments, which are an extension of the classroom, allow the children opportunity for exploration, inquiry and creativity. They will learn to interact with and understand the natural world around them and have opportunity for social interaction with their peers, while boosting their confidence as they learn new things.

Safety is of the highest priority and the Lawrence Park School has a wide array of policies and procedures to ensure compliance with licensing legislation, including anaphylaxis, medication, fire and health and safety and more. Our Educators review all policies on a minimum of an annual basis. Our school is licensed by the Ministry of Education and we also receive regular inspections from the local Health and Fire departments.

Monthly Fire Drills ensure the children and Educators are familiar with emergency procedures. Our Educators are all trained in Standard First Aid and Child CPR.

## **3. Inspire the Soul**

The Lawrence Park School environment encourages a child's individuality, creativity and exploration. We help develop children's social, emotional and physical needs as they grow, develop and mature throughout their journey. We promote freedom and independence while emphasizing the importance of team work and social skills.

Our teachers recognize self-regulation as the ability to effectively deal with a stressor and then recover. True to our goal of Inspiring the Soul, we develop the children's social and emotional needs throughout their journey. We follow a positive child guidance model that includes recognizing why a child behaves in a certain way, encouraging children to regulate their own behaviour by giving them choices. When necessary, children are given time away from the situation to reflect on their behaviour with the support of our teachers and consider more appropriate responses.

Our staff and our environment ensure that:

- 1) Each child shall have a sense of **Belonging**. "Every child has a sense of belonging when he or she is connected to others and contributes to their world". At the Lawrence Park School, teachers demonstrate and encourage caring relationships among and between children, adults and the world around them. They take every opportunity to model, teach and reinforce specific ways of showing kindness and respect – to one another as well as to the teachers. Important connecting time is built into each day, whether by working on puzzles or art together, circle and story time, enjoying snack or tidying up together and contributing to the life of their classroom. For many of our Toddlers and Preschoolers, this is their first experience in a social setting, where they learn how to play together, follow routines and make friends. We provide a safe environment for them to gain confidence and independence in this arena. When children are strongly connected to their teachers, they feel safe and confident to play, explore, learn and take risks. Parents are encouraged to meet the staff at the Open House at the beginning of each school year. Throughout the year, parents are welcome to communicate and interact with the teachers so that positive responsive relationships with children, parents and staff can develop.
- 2) Each child shall have a sense of **Well-being**: "Every child is developing a sense of self, health and well-being". At the Lawrence Park School, our teachers nurture the children's safe and healthy development and support their growing sense of self. Healthy, well balanced snacks are provided in addition to an optional hot lunch program in accordance to Canada's Food Guide. Children will develop skills in self -regulation through a variety of activities such as yoga, free play in the dramatic centre, and making healthy food choices for themselves. A structured Phys. Ed program allows the children to explore various movement activities using turtle boards, trikes, plasma cars, balls, hoops, and balance beams. Developing gross motor skills gives children the confidence to try new activities. The children also have opportunities to work together through cooperative games and the use of the parachute and other small gym equipment. Running games in the large gym and free play in the outdoor play space all help promote physical fitness and body awareness. Fitness and active outside play strengthen functioning in cognitive areas, like perception, attention, creative problem solving and complex thinking. In addition, children are encouraged to interact with nature around them in their environment and become investigators outside.
- 3) **Each child shall have the opportunity for Engagement**. "Every child is an active and engaged learner who explores the world with body, mind and senses". The Lawrence Park School provides positive classroom environments and experiences where the children can initiate and engage successfully in active, creative and meaningful exploration, play and inquiry. Sensory stations are set up with a variety of materials for the children to explore. Cognitive and fine motor activities, individually tailored and supported, help build a solid foundation for emerging reading and math skills. Creative Arts and Special Projects help the children develop pride in their work, and different drama centres give the children a sense of community as well as opportunities for role play.

- 4) Each child shall have the opportunity for **Expression**. "Every child is a capable communicator who expresses himself or herself in many ways". High importance is placed on the development of effective language, listening and communication skills. The teacher's model and facilitate to extend each child's language repertoire. Creative thinking and problem-solving skills are also valued, and the teachers set up their activities to stimulate this process. Regular music and French classes also give the children new ways to express themselves. There is daily opportunity for children to become creative through open ended art activities using a variety of art media. Self-regulation and communication happens through creative expression in art, drama centres, music and movement, books and play. Communication is encouraged through their words, their bodies, or the use of materials and supports their creativity and problem solving skills. To ensure the above, we recognize pedagogical documentation as more than recording events or observations. Our teachers are committed to learning about how children think and learn.

Our teachers will ensure that they:

- Give a friendly greeting and departure to the children, families and co-workers.
- Model a calm and relaxed manner.
- Speak in a clear, pleasant and natural voice.
- Use developmentally appropriate language and directions.
- Initiate and build on conversations with children.
- Listen to children and use questions to clarify.
- Respond positively to children's emotions and help them identify their emotions.
- Use positive reinforcement to develop the children's self-confidence, self-esteem and decision-making skills.
- Deal calmly with conflicts and ensure that children are encouraged to solve problems when possible.
- Model positive and respectful relationships and interactions with co-workers.

**Prohibited Practices** at the Lawrence Park School include:

- corporal punishment of the child;
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre or home child care premises for confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- depriving the child of basic needs including food, drink, shelter, toilet use, clothing;
- inflicting any bodily harm on children including making children eat or drink against their will.

If the Management team observes or is made aware of staff using a practice that is not supported by the Lawrence Park School, they will address the situation with the staff member according to the procedures outlined in the Staff Policy and Procedures Manual.

**Each staff member, student and volunteer at the Lawrence Park School, must treat each child with respect, kindness and care always.**

## Program Overview

The Lawrence Park Curriculum was formed through in-depth and comprehensive research into early childhood learning and development. It not only exceeds the provincial Early Learning Framework Standards and the Provincial Kindergarten Curriculum Expectations, it sets a child up for success in life-long learning. Our goal is to provide a nurturing and stimulating environment for children to develop socially, emotionally, intellectually, and physically through a variety of different activities including: French, Phys Ed., fine and gross motor activities, circle time, music, arts and crafts, science, dramatic and co-operative activities plus outdoor play with nature exploration.

Through play experiences and the guidance of specially trained teachers, children will be exposed to situations that will stimulate:

1. Curiosity, initiative, independence, exploration and inquiry
2. Self-esteem and decision-making capabilities
3. Interaction with and respect for others
4. Physical activity that develops gross-motor skills
5. Communication skills and language development
6. Fine-motor development
7. A solid foundation for emerging reading skills and number sense
8. Positive and responsive relationships

A daily schedule is posted in each room. The following elements are included in the daily program:

1. Free play including math, science, reading, cognitive, dramatic and sensory areas
2. Creative expression activities
3. Circle and story time
4. French, Music and Phys Ed.
5. Snack
6. Arts and Crafts
7. Special Project Work
8. Outdoor Learning

Our daily circle time includes, calendar, rhymes, stories and phonemic awareness activities so that children learn the very beginnings of sound letter connection and that information is derived from the printed word. Using listening activities, games, rhyming songs and repetition, children begin to understand the basic sounds which are needed for the next steps in the reading process which is taught in our Kindergarten program. We also introduce the Jolly Phonics Program to our Preschoolers to help them develop a good sense of letter sounds. Children need to master their sounds before they can begin to read.

Our Kindergarten Program uses the four frameworks as outlined in the Kindergarten Program from the Ministry. The frames build upon the Early Learning for Every Child Today (ELECT) and the "How Does Learning Happen?" documents. With these frames in mind, our teachers prepare a program which includes all aspects of these four frames:

Belonging and Contributing  
Self-Regulation and Well-Being  
Demonstrating Literacy and Mathematics Behaviours  
Problem Solving and Innovating

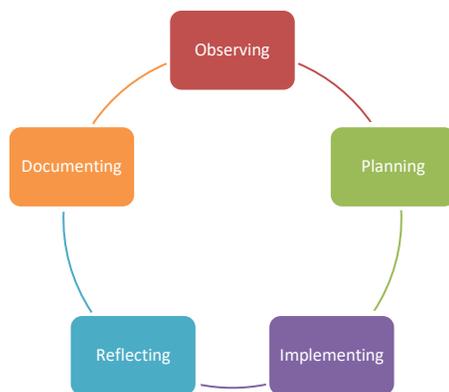
For the Kindergarten Program, the curriculum varies depending on the talents and interests of the children we have. Because the teacher/student ratio is low (8:1 and often less), and because the core of your child's program is individually tailored, we can go as fast and as far as your child will allow. Our

themes may vary, but our aim is to build your child's reading, writing and math skills to an early Grade 1 level so that he or she can start elementary school with confidence and enthusiasm. The children have many opportunities to engage in manipulative education materials which help to build confidence in the child's own abilities in math, sequencing, fine motor development and social awareness. There is time for individualized teaching plus opportunity for group cooperative play and teamwork. The children continue to work on early reading skills using Emergent Phonics, Reading Rocket, Reading A-Z and Word Families. Entering Grade 1 is a unique experience in any child's life and it is a giant step in growing up. Our Kindergarten Program is designed to help your child take that step with enthusiasm and pride. The Kindergarten curriculum challenges, stimulates and motivates children in a positive and caring environment.

On-going communication between the parents and school is encouraged. Each week, the teachers will post the learning and photos for each class through our blog that is password protected. Parent/teacher interviews may be set up at any time. Kindergarten report cards will be sent home in November, March and June. Preschool and Toddler reports will be sent home twice a year. Should a child require special assistance, every effort will be made to provide additional resources from the community to help the teachers and family in their support of the child. On-going reflection by the teachers is required to make sure the programs meet the needs of all the children.

### The Emergent Approach

In addition to our planned curriculum, our new approach to emergent curriculum allows our teachers to plan the environment, giving the children choices, based on their interests, skills and needs. It is child initiated and allows for student-led expeditions, inquiries and investigations. It further allows our teachers to support children's learning and encourages consistent self-reflection and professional growth, so they may always improve the quality of the classroom experience both inside and outside environments.



The emergent approach is successful because the learning process is more important than the product and it allows the teacher's opportunities to reflect on what learning has taken place. The journey may occur over a series of days, weeks or months. Another element of our emergent approach is "**Project Work**" which allows children to study a topic in more depth over a period of days or weeks and can involve a small group or the whole class. The projects focus on the children's questions and what they are curious about. They can also be teacher directed.

### Documentation

Documentation is a means to study children and give visibility to their competencies. It is a means to understand what children think, what they know, what they know how to do and what they are curious about.

Our teachers engage with and observe the children daily and as they reflect upon their observations, they can prepare and plan activities that support the children's interests and developmental needs.

Documentation brings visibility to the children's learning and allows our staff to record the children's learning experiences to analyze and reflect on these observations.

### **Building Positive Relationships among Children, Families, Staff and Community**

The Lawrence Park School welcomes regular and open communication with families. The Lawrence Park School posts a weekly blog where parents and children can see what learning has taken place in each class. Children and families are also encouraged to participate in our annual food, clothing and shoe drives. As well, at Christmas time, we support New Circles by giving new pajamas and books to inner city children. The Lawrence Park School celebrates Earth Day and Week, so the children help to make our environment and community a cleaner, greener place. During our school year, we have community visitors who come to interact with our children. For example, Firefighters come to visit, the Tooth Fairy brings with her hygiene team and various visiting Authors and Illustrators come to share their stories.

### **Professional Development**

We recognize professional development as a key component of a high-quality early year's program. The Lawrence Park School will provide opportunities for all staff to learn and develop in their role. Professional development is ongoing for staff to ensure a commitment to best practices and to continually develop and ensure high quality environments and interactions for children in our programs.

Our RECE staff are required to take part in Continuous Professional Learning to maintain their membership with the College of ECE. The Lawrence Park School is committed to building the knowledge, skills and effectiveness of its staff through ongoing professional development that supports the achievement of our strategic directions and the aspirations of individual staff.

Our Tuition Assistance Program assists our Educators in being able to further their knowledge and skills in areas related to both current and future job opportunities within the organization.

We believe that our Educators and children should be emotionally and intellectually engaged with each other in learning. Our Educators reflect and assess their program and environment daily to ensure that the program is meeting the individual needs of the children and the group and that their environment is set up per the interests of the group.

### **Document and Review**

In addition to the evidence of learning (pedagogical documentation) that is displayed in the school, The Lawrence Park School will review the impact that our approaches have regarding meeting our goals and the needs of the children and families. This will be achieved in part through an annual parent survey, where parents will be invited to evaluate our school regarding the program offered, learning activities, the skills their child learns, communication, nutrition and more. The survey results give us an indication of the impact our strategies are having on the families and children.

The Program Statement is a living document and will be reviewed on a minimum of an annual basis to ensure it is meeting the needs of the children in the school.

## **Lawrence Park School Information**

### **Hours of Operation**

We are open Monday to Friday from 9:00am to 2:55pm.

### **Toddler and Preschool Programs**

9:00am to 11:30am.

### **Optional Programs**

Lunch Bunch from 11:30am to 1:00pm.

Lunch Bunch Plus from 11:30am to 2:00pm.

### **Kindergarten Program**

9:00am to 2:00pm (includes lunch).

Extended Program from 2-2:55pm.

### **Qualified Staff**

There are 2 qualified staff per room. All staff are qualified with their RECE or B.Ed. and are trained in Standard First Aid and Level C CPR.

All staff are required to have a current vulnerable sector's police check upon hire.

### **Class Ages and Ratios**

Toddlers	18 – 30 Months	1:5 ratio.
Preschool	2.5 – 4 yrs.	1:8 ratio.
Kindergarten	4 – 6 yrs.	1:8 ratio.

### **Holidays and School Closures**

The Lawrence Park School observes the following holidays and will be closed:

- Labour Day Weekend
- Thanksgiving Weekend
- December Break – 2 weeks as specified by the Toronto Board of Education
- Family Day
- March Break – as specified by the Toronto Board of Education
- Good Friday and Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday

In addition, the Lawrence Park School will be closed the last week of June. The school is open for all public-school P.A. days during the school year.

There are no refunds for vacations, or days missed. Should your child be away from school for sick days and or vacation days the School Directors are required to be notified.

## **School Admission and Tuition Information**

### **Non-Refundable Deposit**

We require a non-refundable deposit of September's tuition plus a non-refundable \$100 registration fee to secure your child's enrolment.

At this time, you will also receive an enrollment package, which includes admission forms and an immunization record. These must be completed in full, before your child's first day.

### **Tuition**

Tuition is due on the first day of each month. We require post-dated cheques for the entire year at the beginning of the school year. A fee of \$50.00 per cheque will be charged if the cheques are N.S.F. A current fee schedule included, is available for each individual school year. For further information regarding the fees please contact the School Directors at [info@lawrenceparkschool.ca](mailto:info@lawrenceparkschool.ca).

Months that include a statutory holiday are still charged the full fee. Make-up days are not offered for part-time children, and children who attend days more than enrolled days will be charged based on drop in fees for additional time.

### **Admission and Discharge Policy**

Written notice of withdrawal must be given one month in advance. If proper notice is not received in writing, one month's tuition will be charged in full.

The Lawrence Park School does not maintain a waitlist.

For safety reasons, children must be walking by the time they start school. It is not a necessary requirement for your child to be toilet trained. The teachers assist the children during this developmental milestone.

### **Off Site Activities**

On occasion the children will have the opportunity to leave the school, under the full supervision of the staff, for neighbourhood walks.

Field trips may be offered for children 4.5 years and up. Permission forms, that include all details about the activity, will be provided and are required to be signed prior to the excursion.

### **Drop-off and Pick-up**

Children depend on regular routines for their own sense of security. Please be punctual for both drop-off and pick-up of your child. When you arrive, please take your child to use the washroom or, if your child is still in diapers, please make sure the diaper is fresh. When entering or leaving the church, please be cognizant of others; there may be a funeral or meeting in progress. Please ensure there is a teacher in the classroom when you drop your child off.

Parents should be prepared for a quick drop-off, as we have observed that it is best for all parties if the parents leave as soon as possible on the first few days. You are welcome to pick your child up early if he or she is having a difficult transition. If your caregiver is the person who will be dropping off the child in the future, it is best for him/her to do so at the beginning of the school year to keep consistency. Although parents want to participate in the first school experience, children adjust better to a consistent routine.

Parents and caregivers have daily contact with teachers at both drop-off and pick-up times. Please keep your chats brief in the morning at drop-off as the teachers have a planned schedule of activities to follow. If you experience difficulties at home which you believe may be school related, please advise the teachers or the School Directors. The teachers will sign your child in and out each day. Your cell phone is already noted on these sheets and will be the first number we call in the event of an emergency. If that number changes, or if you have an alternate number on any given day, please let your child's teacher or School Directors know.

### **Releasing Your Child**

We will only release your child to his or her parents/guardians and the authorized persons listed on your child's Enrollment Form. We require any release authorizations to be given to us in writing prior to releasing your child to any persons who are not listed as your emergency contact. You can communicate this through email. Government issued photo identification must be shown for any person not positively known to us before we can release your child. We will not release a child to anyone (other than a parent/guardian) under the age of sixteen (16) including siblings. If a parent/guardian wishes the Lawrence Park School to release their child to anyone under the age of eighteen (18), written permission will be required. If there is an emergency and you are unable to submit a written request authorizing someone to pick up your child who is not listed on your emergency contact, we will use your personal information to verify their identity.

### **Health Guidelines**

We want your child's early school experiences to be happy and positive. If your child is unwell, there is nothing to be gained by being at school. Germs flourish in the school setting and we count on parents to help us keep it to a minimum. Please use the following guidelines when determining whether your child is well enough to attend school.

- Care should be taken with severe colds and coughs. Best to keep your child home if he/she has any yellow/green mucus, which may indicate infection. Also, a productive or loose cough, especially in the beginning stages, is easily spread at this age and not appreciated by anyone!
- If your child needs pain or fever relief medications, he/she is not well enough to attend school.
- If your child should have a contagious disease such as Hand/Foot Mouth, Fifth's Disease (Slap Cheek), Chicken Pox, Pediculosis (Lice), or Conjunctivitis (Pink Eye), please advise us as soon as possible, so that we may sanitize appropriately and alert the other parents to possible outbreaks. We can also confirm at what point your child can return to school.
- We recommend that you periodically check your child's head for Lice throughout the year.

- **Please phone or e-mail the office and let us know when your child will be absent, whether it be for illness, travel, appointments etc.**

### **Please Respect the Following Policies**

- Any child developing a fever during the day will be sent home.
- Any child who has an episode of diarrhea or vomiting during the day will be sent home.
- Any child with unexplained rashes, sores or blisters will be sent home. A doctor's confirmation is required before the child may return to school.
- A child must be on antibiotics for a minimum of 24 hours before they can return to school.
- Immunization must be up to date prior to the start of school.
- If Lice or Nits are found on your child, he/she will be sent home. The child may return after treatment and all Nits are removed.
- The Lawrence Park School will report all communicable diseases to Toronto Public Health.
- **The school reserves the right to send any child home whom we deem not well enough to participate in the program.**

**Your child must be free of fever, vomiting or diarrhea for 24 hours from when it stops before he or she can return to school.**

**In the event of an outbreak, that time frame will extend to 48 hours.**

### **Hand Sanitizer Use**

During our school day, the children wash their hands with soap and water in a sink after using the washroom, after messy art fun and before eating but on occasion we use hand sanitizer to help reduce the spreading of germs. If you do not want your child to use sanitizer, please let us know in writing that your child is not to use it.

### **Allergies**

It is important that parents let the school know of all allergies their child may have and what reactions to expect. Although we cannot change the entire environment of the school because of allergies, every effort possible will be made to minimize contact with the offending substance. If your child has any dietary restrictions, please discuss these with the teacher and the directors. The teachers are very diligent with cleaning and sanitizing but unfortunately, we cannot guarantee a 100% safe environment. The Lawrence Park School is a **nut-free facility**.

It is extremely important that parents of children with peanut or other anaphylactic allergies notify the school, in writing, and provide an Epinephrine Auto-injector (Example: EpiPen) in case of emergencies. If your child does have an allergy you will be required to complete the "Anaphylaxis Emergency Plan". Information for each child is posted in the classroom, the kitchen and the office. This ensures the quick and easy identification of a child by any member of our team. We also require parents to train all our staff on their child's severe allergies before the school year commences.

## **Medication and Drug Administration**

1. We will only administer prescription medications. In accordance with the CCEYA, any medication that needs to be administered during school hours MUST be in its original packaging with the child's name and pharmacy label clearly attached on it. The parent must sign a medication authorization form. We are not permitted to administer fever-masking medications such as Tylenol or Tempera. (unless for a pre-existing medical condition advised with prescription by a doctor).
2. Drugs and medication are stored the office lock box.
3. Directors are responsible for the administration of any prescribed drug or medication for the children in the school group.
4. A drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and includes with the authorization a schedule that sets out the times the drug or medication is to be given and amounts to be administered.

## **Accidents and Injuries**

Even in the safest environments accidents and injuries do occur. Any accidents that may occur at the school are recorded on an Incident/Accident Report. If your child has been injured during the day, you will be contacted and notified with a phone call and you will be required to sign the Incident/Accident Report that is filled out by the teachers following the incident. This document upon signing indicates that you have been made aware of the incident within the same day. Parents will be notified immediately if there is an injury to the head. If necessary, you will be contacted to pick up your child. If you cannot be contacted and your child requires medical attention, we will take the necessary required steps. If an accident occurs while a school-aged child is at school, the school is responsible for all accident reports.

## **Specialized Services**

If any staff at the Lawrence Park School notices a child having difficulties coping with the program offered at our school, the staff member will consult with the School Directors. We will work together with the parents and physician to determine how we can best help the child, including exploring alternate placements, if necessary. We make full use of the consultants available to us through the Ministry and strive to meet the needs of all children and their needs.

## **Toilet Training**

Parents are encouraged to discuss their child's toilet training process with the teachers so that a cooperative and consistent effort can be maintained. Please send in ample diapers and clothing throughout the beginning of the training period as accidents do happen during this time. Once a child is toilet training, we like to continue the process at school!

### **Summer Program**

Priority is given to children registered in our school program for the summer. Our Summer Program (also licensed) runs on a weekly basis so you can plan around your vacations. A few weeks at the end of August is a good way to transition into September's schedule. We take advantage of our large outdoor play space, gym and our classrooms for games, sports, sensory bins, science, drama, music and other fun activities.

Children are in small groups of Toddlers, Preschoolers, and Kindergarten – and explore themes and activities tailored to their specific interests.

Our summer teachers are the same, experienced, qualified teachers (RECEs or certified OCT teachers) as we have during the school year and the same ratio of child to teacher will always be maintained.

### **Parking**

Parents must use the south entrance parking lot on Dawlish Avenue or the Green P Parking across the street to enter through the Main entrance of the church. Parking is not permitted on St. Leonard's Avenue.

### **Sun Smarts**

We aim to promote a positive attitude towards skin protection and take effective measures to ensure the children's safety from the sun. Sunscreen must be applied by the parents/guardians prior to arriving at the school. Please provide a hat for your child each time they attend, and our teachers will ensure that your child is wearing it prior to going outdoors.

### **Appropriate Clothing**

During the day your child will participate in many different activities and it is important that they are dressed in appropriate clothing. Remember, children are hard at "work" while they are with us and often the most beneficial learning experiences come from messy play. We encourage children to wear aprons when painting or participating in other messy activities. Children are required to wear proper footwear and comfortable casual clothes, which are suitable for climbing, running, or painting. Overalls and suspenders are not recommended as children find them difficult to handle and will not be able to get in and out of them easily when they need to go to the washroom. Also, all clothing and footwear should be labeled with your child's name. Children should have appropriate outdoor clothing pertaining to each season at school every day.

**Please remember to send along a change of clothes every day.**

### **Weather/Storm Policy**

If the Toronto District School Board closes local public schools, the Lawrence Park School will also close and the school will provide notification through an e-mail to confirm. If weather conditions are bad and you are concerned, please do not hesitate to call the school to inquire about our plans.

### **Fire Drills**

Fire Drills are held monthly and instructions for procedures and behaviour in fire situations are posted in each room and entrance of each doorway.

### **Mandated Reporting of Suspected Child Abuse or Neglect**

As caring and concerned teachers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life, and in varying degrees. When abuse occurs, both children and parents/guardians are victims and need support, understanding and help. Our staff are trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law mandates us to report all suspected cases of abuse or neglect. Parents/guardians may ask the School Directors for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter. All teachers and staff have an obligation and duty to report.

### **Serious Occurrences**

The safety and well-being of the children is the highest priority and the Lawrence Park School ensures that all teachers comply with the Ministry of Education legislation regarding the reporting of serious occurrences.

To provide greater transparency, the Lawrence Park School will post a Serious Occurrence Notification Form to keep parents informed of serious occurrences in the school.

### **Students and Volunteers**

The Lawrence Park School accepts students/volunteers from local colleges and education programs. The students are placed with one of our full-time staff to learn about and experience what working in a child care facility is like. The following policies are in place for students and volunteers:

- No child is to be supervised by a person under 18 years of age
- Only paid employees over 18 years of age will have direct, unsupervised access to the children.
- Students and volunteers are not counted in staffing ratios and at no point will be left alone with the children at any time during their placement at school.
- Students and volunteers will not be allowed to change or diaper children at any point in time.
- All students/volunteers must have a current vulnerable reference check, completed within the last 6 months by a local police institution.
- All students/volunteers must provide proof of up-to-date immunization prior to being placed at the school.

### **Confidentiality of Private Information**

Information pertaining to a child and his or her family is always kept confidential. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well being or requested by a legal subpoena. The children's files are otherwise confidential and monitored only by the School Directors, Area Manager and Manger of Licencing. If your child is involved in an incident involving another child this is kept within the parties involved, our teachers are not permitted at any time to reveal the identity child at any point in time.

### **Custody Arrangements**

If you have a legal agreement outlining custody or restraining arrangements, a copy of this document must be provided the school and will remain in the child's file. The Lawrence Park School will only abide by what is outlined in the custody arrangement documents. Parents/guardians are kindly requested to notify the School Directors immediately if these legal circumstances change.

### **Child Information Changes**

Please notify the Lawrence Park School if any changes have been made to your child's emergency information, change in pick up, allergies, or health. It is very important that we have all the most updated and relevant information as this is an important part of your child safety and well-being during their attendance at the school. It is always important for the school to maintain up-to-date contact details.

