



Oak Park
*Neighbourhood
Centre*

Preschool Handbook

Oak Park Neighbourhood Centre -Who We Are

Support, Connect, Contribute. People Belong, Families are Strong, Neighbours care, Everyone Shares
We are a community based agency that began in 1999 with 6 women meeting together. We have an inviting, non-institutional, barrier free space that is a reflection of the needs, talents and gifts of our neighbours and friends so that it is relevant to the whole community.



- To relieve poverty by providing basic amenities - food, education, counselling and clothing.
- To provide parenting education and support
- To provide educational, recreational, and social opportunities for people of all abilities

Our centre has various programs including: multicultural programs (Spanish, Japanese, German and South Asian), a food bank, community garden, financial literacy & support, tutoring, parent support group and Child Development Resource Centre. We run infant, family, preschool and school-age programs. We provide free or affordable space to a number of local agencies.

Preschool Philosophy Statement

This program statement meets the requirements of the Child Care and Early Years Act, incorporates “How Does Learning Happen” and aligns with our agency’s vision of “Support, Connect, Contribute”

Oak Park Neighbourhood Centre is a welcoming community that supports self-esteem, family bonds, meaningful relationships, skill development and building community capacity. We believe that all children are competent, capable of complex thinking, curious and rich in potential. Our program helps prepare preschoolers and their parents for the transition to full time kindergarten. We believe that children are most successful when they know what to expect, have a sense of belonging in their community, have friends, and strong self-esteem. Children are introduced to classroom routines, social interaction and early math and literacy concepts.

Relationships

We support positive and responsive interactions not only among children but also families, caregivers, educators, and our community partners.

Parents -We view families as experts on their children and recognize that they are the first and most powerful influence on children’s learning, development, health and wellbeing. We support families with guidance and community information when requested. We engage families by providing opportunities to share their skills, resources, culture, and experiences. We support family connections by providing on-going communication about the program and the children through emails, monthly newsletters, progress reports, and collaboration meetings with the classroom educators to ensure that each child reaches their full potential. We invite parents in to the classroom for special events throughout the year where they are encouraged to interact with their children, educators, and other preschool families. Family friendships are supported and encouraged.

Community Partners - We involve local community partners in our program and acknowledge that they play an important role at OPNC. We allow these partners to support the children, their families and staff. We call on community partners for assistance.

Children – We greet each child as they arrive and say good bye individually at home time. Our educators use their knowledge of child development and positive reinforcement to support children’s self-esteem, self-regulation and positive interactions in the classroom. Our educators model developmentally appropriate conflict resolution strategies and assist children in developing skills to negotiate, collaborate, communicate, empathize and compromise with others. Teachers take time to listen to and observe children to learn how to respond to their unique way of communicating and to provide meaningful learning opportunities. Please refer to our “Interaction Guideline Policy” for additional information

Environment

The atmosphere within the classroom is welcoming, safe, comfortable and a “home away from home” for children, families and community partners. Educators use their knowledge of child development to plan for and create positive learning environments, transitions and experiences where each child’s learning and development are supported. The classroom is divided into interest areas which foster children’s exploration play and inquiry and provide opportunities for child initiated experiences. Materials are accessible, carefully chosen and are open-ended, varied, plentiful and are labelled to promote independence. Our educators view our outdoor environment as an extension of the classroom and incorporate outdoor exploration and play. There are opportunities for both quiet and active play provided within the classroom depending on the individual needs of the children in the program.

Diversity and Inclusion

Staff understand that there are many different child-rearing practices and are respectful of families' choices. We support, honour and appreciate cultural diversity. We encourage the sharing of traditions, culture and heritage in the classroom. All children, regardless of challenge, are welcome and accommodated at our program. Our programs are adjusted when needed to ensure that all children are able to fully participate in all aspects of the program. To ensure we have a supportive learning environment no more than two children in our preschool classroom will have a developmental challenge. Individualized support plans with descriptive instructions are put in place and developed with the parent, child, educator and supporting agencies. The Executive Director of OPNC will report to the Board of Directors at least annually on inclusive activities.

Training

Aligning with the College of Early Childhood Educators' Standards of Practice, OPNC is committed to supporting continuous professional development for all educators, placement students and volunteers. We offer in-house training and support opportunities for educators to participate in external professional development. Please refer to our human resources detailed "Staff Training Policy"

Health

At OPNC we recognize that health, safety and nutrition contribute to the well-being and optimal growth of the children and community we serve. We have centre wide policies to ensure all children, families and educators in our program are safe. Please refer to the "Health and Safety policy included below for detailed information.

Impact Assessment

Our preschool program is evaluated by our families annually with surveys to ensure we are meeting our goals as well as their needs.

Program Statement Review

The Program Statement will be reviewed by educators, students and volunteers prior to interacting with children and anytime the statement is modified. Our annual review checklist and employee performance review ensures expectations are understood and met.

Prohibited Practices

Our centre must be a safe place for everyone. Therefore hitting, shaking, spanking, kicking, pushing, shoving, grabbing, biting, squeezing, pinching, humiliating language, yelling, screaming or threatening behaviour are not allowed. Degrading or harsh treatment that would humiliate, single out or undermine a child's self-esteem or self-respect is not permitted. Confining a child in a room, any form of deprivation or corporal punishment is not permitted under any circumstances. Staff who are in contravention of this will be let go.

Positive Interaction

All physical contact with a child is done in the presence of other adults. If a child requires comforting, permission is asked, "Do you need a hug?" If a child initiates contact, staff respond with gentle reassurance. Hold their hand, a pat on the back or an arm around their shoulders is acceptable caring behaviour. Prolonged contact is discouraged. Any contact that makes a child uncomfortable should be stopped immediately. No abuse of any child will be accepted, verbal or otherwise. If a child is harming or intending to harm another child staff will intervene to ensure everyone is safe. Children will be supported to communicate their needs in a healthy way and to develop their ability to self-regulate.

FOUNDATIONS FOR LEARNING

Support	Child Evidence	Teacher Support
Physically Active	Can kick, throw, catch, balance, hop and jump	Variety of daily physical activity
	Enjoys physical activity	Limit extended sedentary activities
Has a sense of self and confidence	Can draw a person	Support efforts to gain competence & mastery
	Is happy, safe, feels included & competent	Listen to child, encourage, engage in conversation, welcome, pay attention to cues and needs.
	Feels good about abilities and interests	Recognize and value unique abilities, interests and spirit verbally, & in environment.
		Be attuned to physical & emotional needs of child and be warm & sensitive
		Document individual conversations to revisit thoughts and ideas
Able to make choices	Weighs benefits of a choice	Provide opportunities for choice
Aware of health	Knowledge of healthy food choice	Healthy snacks
	Healthy physical activity & self-care choices	Positive snack experience
Is able to self-regulate	Using words to express displeasure	Recognize & support self-regulation
	Has coping strategies for frustrations	
	Independent in snack, dressing and toileting	Provide time to practice tasks and encourage independence
Takes initiative and tackles challenges	Child looks to self first for ideas to meet challenges	Facilitate opportunities to take reasonable risks
Explores materials	Sort, match, compare, graph, classify, estimate	Provide opportunities and learning resources that encourage exploration, questions and curiosity
	Can count 1-10 & recognize numbers	Provide open ended materials to match numbers and materials
	Knows colours and shapes	Provide open ended colour and shape activities.
		All spaces & experiences promote play & inquiry that increase awareness and understanding of key concepts including numeracy & literacy development.
Supports in place where needed	Has supports in place for success	Provide connections to other families and community supports

Connect	Child Evidence	Teacher Support
Has Empathy for & Values others	Learning to take turns	Support & encourage positive child interactions
	Comforts	Role model positive interactions
	Beginning ability to recognize, value and respect perspectives of others	Encourage children to support and rely on each other to develop friendships
	Connects with the community	Provide empathy project opportunities
	Listens to others	Facilitate successful communication by helping with listening & expression
Connects & engages with others	Initiates, collaborates, engages, plays, creates, negotiates with others	Take time to connect children to each other and introduce parents to each other.
	Has meaningful communication & interaction with peers & adults	Engage in authentic, reciprocal conversations with children
	Connects with the community	Invite community members to the centre
Has focused attention	can focus on activity of interest with purpose	Plan the flow of the day with limited interruptions and transitions to provide for large blocks of time for sustained complex play & inquiry
	Can listen to a story and teacher lead activities	Provide engaging group activities that reflect child interests.

Contribute	Child Evidence	Teacher Support
Engages	Expresses joy and wonder	Explore ideas and provide set up and materials that allow for exploration for all
		Consider what children are doing with objects to allow for expansion of learning.
		Design environment to spark curiosity
		Participate with child as a co-learner
Participates	Shares culture, traditions, interests, talents	Connect with families to and invite participation and ensure class activities reflect and are relevant to everyday lives
		Make children's thinking, learning, competence visible to children, families & others
Creative expression	Comfortable exploring mediums and creating	Provide time, space, materials to encourage expression that reflect capabilities and background
		Provide open ended, varied, accessible materials.
Literacy skill & competence	Gains competence in language acquisition	Include language & literacy in all daily activities and spaces
	Expresses themselves through language	Provide individual support so all voices are heard
	Knows 26 letters and sounds	Provide time, space, materials
	Can recognize and print first name	Provide opportunities for learning & assist with pencil grip
	Fine motor skills developed	Provide lacing, tracing, cutting activities
	Beginning reading	Cultivate love of books, stories & rhymes

Preschool Daily Plan

9:30 - 9:45	Arrival	12:45-1:00
9:45-10:00	Large Group Activities	1:00-1:15
10:00-11:00	Learning Centres and Small Groups	1:15-2:15
11:00-11:30	Nutrition Break	2:15-2:45
11:30-11:45	Music & Movement	2:45-3:00
11:45-12:00	Story & Dismissal	3:00-3:15

Licensing & Ratios

Our Preschool is licensed by the Ministry of Education under the Child Care and Early years Act. Our daycare license and decal are posted by our door. The ratio is one staff person to every 6 children age 2.5 to 5 years old for a class size of 12. (If the class size is under 8 then we have one teacher) College and University students are not counted in the ratio and are never left alone with preschool children.

Fees/ Admission/Discharge

Monthly Rate	1 day a week	2 days a week	3 days a week	4 days a week	5 days a week
Mornings 9:30-noon.	\$105	\$210	\$315	\$420	\$515
Afternoons 12:45pm to 3:15pm	\$105	\$210	\$315	\$420	\$515

Members will receive advanced notification of any fee increases. We have a one-time registration fee of \$35 at the time of enrolment. Post-dated cheques are required dated the 15th of the preceding month. Income tax receipts will be issued each year. The same fee is paid each month regardless of holidays, inclement weather or days a child is not in attendance. The OPNC membership fee is not included in the Preschool fee and can be paid separately if the family wishes to join Drop In programs. Late pick-ups are charged at \$6 per 15 minutes. All registration forms **must** be completed and signed **before** your child starts. Parents are welcome to stay for a few minutes the first day if needed to ensure their child is settled in to the program. In a case where the family or OPNC do not feel the program meets the family/child's specific needs, every effort will be made to assist you in finding more suitable care. Your child may be withdrawn with 1 months' notice or fees in lieu. If there are insufficient funds in a member's account to cover their monthly payment, the cheque is to be replaced immediately with an additional \$10 fee to cover bank charges.

Wait List

We do not have wait list fees. If programs are full your name and phone number will be added to our wait list file. Your information is never given out to anyone but you. You will be called when a space becomes available.

Pick Up & Drop Off

Parents are encouraged to have their children ready to join their class on time to benefit fully from the program. Children can only be picked up by the people listed on the child's registration form. There is a fee of \$6 for every 15 min. after the designated pick-up time. In the event of an emergency at the centre we will take the children to Wellspring_2545 Sixth Line, Oakville, ON L6H 7V9_and you will be notified.

Holidays & Inclement Weather Closures

We are closed for all statutory holidays, March Break, Easter Monday and Christmas Break. If both school boards are closed then we will also be closed. There will be a message posted on our Facebook page.

Preschool Toilet Learning

We will work with parents and children to assist with toilet training so that the child moves towards independence. Please have your child go to the washroom before class and send them in pull-ups if needed and clothing that is easy for them to take on and off. Provide an extra set of clothing in the child's bag in case of accidents

HEALTH POLICY



The Board of Oak Park Neighbourhood Centre is committed to promoting the health, safety, nutrition and well-being of its employees, volunteers, children and members. We will make every effort to provide a safe, healthy environment. All workers and volunteers must be dedicated to the continuing objective of reducing risk of injury. This Policy will be reviewed yearly at an Oak Park Neighbourhood Centre Board meeting and at staff reviews. The Children's Program Manager is our Health and Safety representative. Online training is provided to all staff through <http://www.labour.gov.on.ca/english/hs/training/>

Immunization

Staff will refer families to the region of Halton for immunization information. Children in our Preschool program must provide proof of up to date immunization at registration according to the requirements of the Medical Officer of Health. You may decide because of medical, or religious reasons not to immunize your child. In this case, you will need to provide an exemption affidavit that you can obtain from Halton Region. Halton Public Health is allowed access to the health records at our centre to ensure immunizations are kept up to date.

Injuries

All scrapes, bruises and cuts that happen at the centre are recorded in the classroom communication book. In un-parented programs the parent is notified of any injury at pick up time and provided a copy. More serious injuries are dealt with under the Serious Occurrence section listed in the Safety Policy and parents are notified immediately. All open cuts or sores are to be covered.

Children that are Ill

A child is not to be brought to the program if he or she is ill, for clarification on what is considered "ill" please refer to the "periods of exclusion" as determined by the "Halton Region Health Department". If a parent is unsure as to whether or not their child should come to the program, they should call ahead, call the telehealth line 1-866- 797-0007 and/or visit the doctor. Children will be observed by the staff when they arrive to ensure they are healthy enough to participate. If a child becomes ill during a parented program the parent will be asked to take them home. If a child becomes ill in an un-parented program the family will be contacted and asked to pick up the child as soon as possible. The centre will make every attempt to separate the ill child from the other children until the parents arrives. In the event of an emergency 911 will be called and the child will be taken to hospital by ambulance with the signed "Emergency Treatment Release Form" that is completed at the time of registration. Parents will be notified of the emergency as soon as possible. Any communicable disease outbreak will be communicated by email or letter to all parents.

Medication

The staff at OPNC are not permitted to administer any medications to children at the centre. The only exception to this rule are EpiPens and Inhalers. Parents are encouraged to administer any prescribed antibiotics before or after they are at the centre so that there is no medication on the premise. In parented programs it is the expectation that parents will take responsibility for the health of their individual child(ren) and carry their EpiPen and/or Inhaler.

Anaphylactic, Asthma & Allergy Policy

We are a nut free centre and ask that children who have had peanut butter or peanuts at home wash their hands and face with soap before coming to the centre. Nuts are not allowed at the centre and signs are posted to that effect. Parents are required to record allergies on their membership forms and a list of children and parents with allergies is kept in the membership binder at the front desk. For un-parented programs parents must fill out an "Anaphylaxis, Asthma Package" that includes an Individualized Action Plan for their child with detailed emergency procedures. The information is kept in the program registration binder. For the preschool program it is also posted on the inside of the cupboard door over the sink. Staff are required to attend Anaphylactic and Standard First Aid Training that we provide every three years in accordance with the Child Care Early Years Act. The parent of a child in an un-parented program will train staff on the procedures required for their child's allergy. For the preschool program EpiPen's or puffers are kept in the cupboard to the left of the sink in the preschool classroom. For other un-parented programs the EpiPen will be in the child's knapsack, above the sink or on their person depending on what is in their Individualized Action Plan. For parented programs the parent is required to ensure they have the required medication with them at all times. Children's allergies

are not posted publicly due to privacy issues unless a parent requests it. This policy and the Individualized Action Plan for individual children will be reviewed with staff when the child is enrolled, during hiring and annually by staff/volunteers/students and a written record kept. We ask that children, parents and staff refrain from using strong perfumes, while in our centre. We do not purchase scented toys or use strong scented markers.

Smoking

Smoking or handling cigarettes inside the centre or on our property is not allowed. People doing so will be asked to leave.

Cleaning

We clean the toys on a rotating basis at the centre to ensure that all the toys are cleaned once a month. This is a great volunteer opportunity for parents. Toys are washed in soap and water. We wash mouthed toys daily and do a general tidy up of any mess made that day. In the event of an outbreak toys are washed in 1/9 parts bleach. An “outbreak” is defined as an occurrence where “more than 2 children have vomited or had diarrhea in the last 48 hours”. The preschool toilet seat is wiped after every use with disinfectant wipes. The preschool food table is cleaned with a bleach solution. The centre is cleaned once a week by cleaners.

General Program Hygiene, Diapering and Toileting

Drop in Program staff are not allowed to change diapers or assist with bathroom routines. Parents will use the disinfectant wipes provided for the change table and toilet seat as well as their own supplies for diapering. The diapering procedures are posted above the change table area. The parent is not to leave the child unattended. Parents are encouraged to use the hand washing guidelines posted, washing for 30 seconds. In the un-parented programs staff is not to go in the bathroom alone with a child. If children request assistance then staff are to offer encouragement outside of the bathroom encouraging independence.

Periods of Exclusion for Illness as Indicated by the Halton Region Health Department

Children with the following diseases should remain at home and away from others:

Chickenpox- Until well enough to participate in all activities regardless of the state of the rash.

Diarrhea - until 24 hours after it stops

Fifth's Disease (Parvovirus) - No exclusion. If the child is well enough to participate in all activities

Head lice or scabies- must have one treatment to return

Hepatitis A -safe to return 7 days after the jaundice began

Impetigo - Until the antibiotic prescribed by a doctor has been taken for at least 1 full day (a full 24 hour cycle).

Measles - For at least 4 days after the rash begins.

Mumps - For at least 5 days after the swollen glands first appear.

Pink-eye, bacterial conjunctivitis - Until antibiotic prescribed by doctor is taken for a full 24 hour cycle.

Ringworm - Until treatment has started.

Rubella (German Measles) - Until at least 7 days after the rash first appears.

Scarlet Fever - Until antibiotic treatment prescribed by a doctor has been taken for 1 full day (a full 24 hour cycle).

Strep Throat - Until antibiotic treatment prescribed by a doctor has been taken for 1 full day (a full 24 hour cycle).

Whooping Cough (pertussis) - Until antibiotic taken for 5 days or 3 weeks from when the cough began without antibiotic.

Pandemic Flu Policy

Flu symptoms are fever, muscle aches, sore throat, coughing and weakness. Young children, those with chronic illness and the elderly can become more seriously ill. Pandemic flu is not your average flu. It causes serious illness and spreads easily from person to person. In Halton as many as 35% of the population could be affected at one time.

1. Staff are encouraged to get the flu vaccine each fall, however we respect that this is a personal choice.
2. Flu vaccination clinic information is available at the centre for our families
3. Waterless hand sanitizer is available.
4. Staff will encourage people to cough into the crook of their elbow and not their hands.
5. Phones will be wiped off at the end of each shift, and all regular health procedures followed
6. If a staff person is ill then other staff and volunteers will be asked to help out
7. If we are required to close then parents will be emailed and told about online chat times for them to connect

SANITARY PRACTICES POLICY

All staff at OPNC must adhere strictly to the guidelines and practices below in order to reduce the possibility of contracting or transmitting communicable disease and to maintain a sanitary workplace.



Staff Awareness & Precautions

Read the Centre communication book daily
Review the Health Policies annually
Review new information on sanitary practices

Do a daily room check to be aware of any hazards
Ensure all your vaccinations are up to date

Hand washing will be done at the following times...

- Upon entering the Preschool Program (staff)
- Before serving or eating food (Staff & Children)
- After smoking
- After diapering a child, cleaning up messes or wiping a nose
- After toileting a child or self (Staff & Children)
- After sneezing or coughing
- After taking out garbage and when hands are obviously soiled
- Before and after giving any medications
- After contact with blood/body fluids for 30 seconds- always use gloves
- Before and after using protective gloves
- After completion of work shift to avoid taking micro-organisms home with you
- If handling chemicals, wash hands **before** eating, drinking smoking or using the washroom

Hand Washing Procedures for Staff & Children

- Wash hands with hot and cold running water, paper towels and liquid dispenser soap.
- Soap is always the preferred cleaning method over anti-bacterial soap
- Wet hands under running water & Apply soap to palm of hand
- Use friction to clean fingers, palms, backs of hands, wrists, forearms, under nails for approx.10-15 seconds
- Rinse under running water for a count of 5
- Dry with a paper towel & Turn off taps with a paper towel
- Dispose of paper towel in a compost container

Vinyl Glove Use when...

- Handling and/or preparing food if there is a cut or break in staff/volunteer skin
- Likely to be in contact with blood or body fluids
- Diapering a child
- The use of gloves does not replace the need for hand washing.

Glove Maintenance:

- Store disposable vinyl gloves in a cool, dry place
- Inspect gloves prior to use for damage (holes and tears)
- Dispose of in the regular garbage if damaged
- Use as recommended by the manufacturer
- Use only for one specific task per client
- Remove after use and dispose of in the regular garbage (never wash and reuse)
- Wash hands after disposable vinyl gloves are removed

Universal Precautions

Wash your hands for 30 seconds following contact with blood. Always use gloves when encountering this situation and wash hands for 30 seconds after disposing of the gloves. Gloves are only to be used once; dispose of them and any other blood stained material in a sealed bag and put in a sealed container. Keep cuts and scrapes covered with band-aids until they are completely healed. Clean any blood stained surfaces with 1 part bleach to 9 parts water.

SAFETY ISSUES

The centre meets all of the bylaw requirements of the Town of Oakville (zoning, and fire), the requirements of the Ministry of Education and the Halton Region Health Department. Emergency phone numbers are kept by the phone.

Staff have alternate phones in the event internet is down.



Equipment

Toys are inspected on a rotating basis so that all are cleaned and checked once a month to ensure that all broken toys are removed from the collection. Staff work vigilantly to ensure any sharp or dangerous office items are out of reach of children. Care is taken to purchase equipment that is safe, durable, and environmentally friendly as well as age appropriate for use in the classroom and various other programs.

Preschool Snack & Food Safety

If parents must provide food for children in the Preschool Program due to food allergies or special diets then they must provide a letter and clearly label their nut free children's food containers. Staff will check the packages to ensure the food is safe for consumption in the centre. Children are not permitted to share their food. Food can only be consumed at the snack table. Children will wash their hands before snack. All snack will be provided on a disposable plate or napkin. The centre will provide juice boxes or water in disposable cups. A snack schedule that is for at least two weeks will be posted by the front door for parents. The centre will provide a daily snack that is in keeping with Canada's Food guide and will include at least two food groups. Water will be available at all times.

Arrival & Leaving

Parents must bring their child in to the centre and sign in. The parent must remain in the centre at all times for parented drop in programs. If the parent needs to leave the building then the child must go with them. For un-parented programs the parent must ensure the staff person is aware the parent is leaving. At dismissal time the child will only be released to the parent or designated person who has been listed on the child's file.

Building Security

There is a reception desk by the front door where visitors check in. The preschool door has a code lock. The doors have a chime and sound when they are opened. The back door is to be locked and windows are to be locked shut after use.

First Aid

There is always at least one staff on duty with up to date first aid, EpiPen and CPR training. The centre offers a Standard First Aid & Child CPR course.. A first aid kit and manual is kept in both kitchens and a cold pack is in the fridge. Any open sores or cuts are to be covered. The first aid kit is checked four times a year to ensure that it has all items that it requires. A "[first aid kit checklist](#)" is used for this purpose and can be found in this manual. All injuries including bruises and scrapes are written in the daily log book for parented programs. In un-parented programs all injuries are recorded in the daily communication book and an accident/incident form is completed. If a child needs to go to hospital, and it is not an urgent need requiring an ambulance the parent will be called to take the child. In the event of an emergency in a parented program the child and parent(s) would be picked up by ambulance and taken to hospital. In the event of an injury requiring immediate care in an un-parented program the parent will be called as well as the ambulance.

Insurance

Oak Park Neighbourhood Centre has 5 million dollars general liability insurance. Staff and volunteers are not covered if they act in a negligent manner. Our insurance does not cover personal vehicles.

Water

Water in the preschool kitchen is to be turned on and let run for five minutes Monday mornings before the preschool program starts. Staff are to document this in the communication book with their full name and flushing beginning and end times. Water is to be available for children at all times. Water sampling is completed between May 1 and October 1 every 2 yrs. and records are kept in the preschool binder for review.

Staff to Child Ratios

In our preschool program the ratio is one staff person to every 6 children age 2.5 to 5 years old for a class size of 12. (If the class size is under 8 then we have one teacher). In our school age programs, the ratio is one staff person to every 10 children with additional volunteers. Volunteers are never left alone with children.

Criminal Reference Checks

All staff and volunteers over 18 must provide police checks and vulnerable sector screens that are no older than 6 months at the time of hire. Work can begin under supervision with proof of police check application. Checks and screens are done at the Halton Regional Police Headquarters at 95 Oak Walk Drive, Oakville (M-F 8:30-10pm). Two pieces of valid government ID (one photo ID) must be provided. These must be renewed every five years and submitted to the Program Director for review. The Executive Director will review all police checks and will meet with the individual regarding any issue that may be documented on the report. At the meeting the safety of the individual continuing to work or volunteer at the centre will be discussed. We will not hire any staff who have been convicted of sexual interference, child pornography, duty of persons to provide necessities, murder, or infanticide. We will not hire anyone who has committed an offence that has resulted in the permanent revocation of their membership, certificate or documentation in the regulatory bodies for the following acts: Child Care and Early Years Act, The Early Childhood Educators Act 2007, the Ontario College of Teachers Act 1996, or the Social Work and Social Service Work Act. An offence declaration must be completed annually by staff and volunteers for the four years between police checks. A verification and Tracking workbook will be updated annually.

Staff Qualifications

The Executive Director of Oak Park Neighbourhood Centre has a diploma in Early Childhood Education RECE and in Community Work with over 30 years' experience. The Children's Program Manager has a Child & Youth Worker Diploma and RECE and the Lead Preschool teacher is an RECE. All staff are eligible to work in Canada, have provided a doctor's note that they are fit to work, their references have been checked and they have up to date Immunizations, vulnerable screens and police checks. There is always at least one RECE staff in the preschool room. We are committed to supporting our staff with continuous learning as we view our educators as co-learners.

Preschool Childcare Supervision Policy for Volunteers and Students

Every child in the licensed preschool program will be supervised by an employee of the centre at all times. Direct unsupervised access is not permitted for persons who are not employees of our centre. Supervision is not permitted by people less than 18yrs of age. Placement students or volunteers at the centre are not counted in the staffing ratios in the licensed preschool program. OPNC's Behaviour Management Policy, Volunteer Policy, Emergency Procedures, Individual Anaphylaxis and Asthma Plans are reviewed by students and volunteers before they assist in the classroom and every year after that. Police checks, vulnerable sector screens and annual offence declarations are required by all volunteers and students.