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**Kiddies Korner
Co-op Nursery School
(Petrolia) Inc.**

Parent Handbook

2024 - 2025



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Dear Parents and Caregivers,

Welcome to Kiddies Korner Co-op Nursery School (Petrolia) Inc. We're a non-profit, licensed child care centre that has been operating in Petrolia for over 50 years! Kiddies Korner has been a continuously successful preschool since 1972.

The following is a welcoming Parent Handbook full of pertinent information and requirements for our centre. We hope that it will answer some of your questions that you may have as new or returning parents to Kiddies Korner. We are dedicated to providing a safe, warm and nurturing learning environment for your children.

Since we are a non-profit, licensed nursery school under the Child Care Early Years Act (CCEYA) 2014 via the Ministry of Education, there are standards and policies that our school needs to abide by. Please take time to see the Policies that are included in this handbook.

We are regularly visited by our licensing partners: the Ministry of Education, the County of Lambton Children's Services Department and Lambton County Blue Water Health Services. We are committed to the "How Does Learning Happen?" pedagogy for our children in their Early Years which is outlined in this document.

Please note that Kiddies Korner has applied and been approved for the Canada Wide Early Learning program (CWELCC - \$10/day child care) which is scheduled to be fully operational by September 2025 however, parents will receive discounted fees each year until then. More information can be found in the Financial Section of this Handbook. We'll keep you informed as this program progresses.

Keep this Parent Handbook handy as a reference guide for the entire school year. If you have any questions or concerns regarding any information that is provided please contact me at any time.

Sincerely,

Penny Kearney, B.A., B.Ed.,
Director, Petrolia, Brigden and Courtright Sites
director@kiddieskorner.ca



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Hello and welcome to Kiddies Korner Co-op Nursery School, Petrolia Site!

My name is Sierra Ayris and I am the Supervisor at Kiddies Korner here in Petrolia. I am the mother of one preschooler and have been in the childcare field for over 7 years.

We have been offering licensed childcare since 1972 and alongside my wonderful staff, we are looking forward to another year full of learning and creating connections with your child and your family. Our Preschool room will be led by Adriana Wallace (who has been here for 6 years), Maria Makrigiannis (who has been here for 5 years) and I. Katie Schreiner is our support/supply staff and Kelly Shamblaw is our cook.

This Parent Handbook outlines all necessary information regarding policies and procedures to ensure our center runs as safely and as smoothly as possible. Please hold on to this for reference throughout the year. Some important highlights to keep in mind:

- In accordance with the co-op aspect of our program, families are required to bring in a monthly healthy snack donation. Ideas include fruit, vegetables, crackers, granola bars, applesauce, bagels, English muffins, etc. Please send these items packaged (ie. not cut up) and do not send any dairy products. (See the snack section of this handbook)
- All absences must be reported by sending an email through our online reporting system petroliaabsences@kiddieskorner.ca or by calling the centre at 519-882-3009
Please provide a clean, labelled water bottle daily for your child
- Please provide clean, labelled indoor shoes as well as a spare set of clothes in your child's bag
- Kiddies Korner requires families to participate in two fundraisers per year. All proceeds directly benefit your child's learning environment at our centre
- Our main platform of communication is the SeeSaw App. Your child's individualized account will be set up on their first day. Please check this app daily as you will receive important information such as daily updates of your child's learning or if they are low on diapering supplies etc

We look forward to getting to know you and your child(ren) while you are here with us at Kiddies Korner Petrolia. If you ever have any questions or concerns please feel free to discuss these with your child's Educators and they will be happy to help in any way they can.

Warm regards,

Sierra

MISSION STATEMENT

All programs at Kiddies Korner Co-op Nursery School (Petrolia) Inc. are designed to provide a

safe, warm, nurturing learning environment for all children. The children of the centre will learn through play and inquiry. Their program will be delivered using the Four Foundations of “How Does Learning Happen: Well-Being, Engagement, Belonging and Expression.”

Kiddies Korner Program Statement:

Kiddies Korner provides a warm and welcoming play-based learning environment for all our children. We work hard to promote the health, safety, nutrition and well-being of each child by providing a clean and safe play and learn environment combined with nutritious lunches and snacks based on the Canada's Food Guide and Ministry of Education guidelines. Children have access to a healthy snack and drinking water all day, every day.

There are limited transitions during the day in order to eliminate disruptions to play that may cause undue stress to our children. Our educators and staff strive to develop trusting relationships with each of our children and to familiarize themselves with each and every child's information concerning individualized plans, medical conditions and medication requirements where necessary. We'll need to know each child's food allergies, restrictions and sensitivities based on parental information with respect to their child's health, diet and exercise needs.

All Kiddies Korner staff ensures that there are continuous, positive and responsive interactions among the children, parents, and child care providers. The Director and Board of Directors will support this through the hiring of qualified, informed and well-trained Registered Early Childhood Educators (RECE) who support families in their role as primary caregivers, and understand the individual needs of each child and the diversity of family structures.

Our staff will always encourage children to interact and communicate (verbal and non-verbal) in a positive way. They will support their learning with regard to their ability to self-regulate; acknowledging that ***each child is competent, capable, curious and rich in potential.*** Staff will support self-regulation in children (defined as the child's ability to gain control of bodily functions, manage emotions and maintain focus and attention). Self-regulation in early development is influenced by a child's relationship with the important adults in that child's life... this includes the teachers in our program. All staff will provide positive learning experiences that support, encourage and help young children learn to self-regulate... a crucial component of quality care and child development.

All Kiddies Korner RECE and non-RECE staff are attentive and interactive educators who foster the children's exploration, play and inquiry by providing a variety of activities in an environment rich in content that encourages choices and active play. They will provide child-initiated and adult-supported learning opportunities and experiences. They will observe and document the children at play and use that information to plan and create a positive learning environment based on the interests of the child, and supported by all the adults in the child care environment. Our teachers will continuously introduce new ideas, interests, facts, concepts, skills and experiences to widen the child's knowledge and life experiences and will also participate in regular Professional Learning Opportunities throughout the school year.

In addition to indoor play, each child will experience outdoor play (weather permitting) and quiet activities will be made available each day. We will insure that children wash their hands several times during the day; after messy play, before and after lunch and after toileting.

Regular and ongoing communication with parents is an important component. Communication might

take place during during drop off and pick up times, by phone, e-mail, Seesaw, or through written or posted communication. Communication should flow to all members of the organization, the Board of Directors, the Director, Program Supervisor and all staff.

We view our community as a valuable resource and our teachers will plan learning opportunities which tie our school program to our local community. We regularly seek out opportunities to share the knowledge and expertise of others in our community. Our Board of Directors will determine the fundraising events that take place during the school year.

All Kiddies Korner staff work hard to create a climate of trust, honesty and respect. By working collaboratively, we ensure that a safe, secure, healthy and inviting environment is provided for all children and their families. We will continue to have Lambton College Early Childhood Educator students for the 2024-25 school year.

Kiddies Korner's goal is to support children through play, inquiry and discovery and provide learning opportunities that are safe, fun and hands-on.

Our Program Statement is reviewed and revised annually.

Reviewed and Revised May 2024

How Does Learning Happen?

How Does Learning Happen?, Ontario’s education for the Early Years (2014), is one of the resources used by Kiddies Korner. This document has a strong educational focus, indicating that the teaching does not lay out specific curriculum or activities but instead focuses program planning be designed around how learning happens for children. **How Does Learning Happen?** is organized around four foundational conditions that are considered essential for optimal learning and healthy development for children. These four foundations together apply, regardless of the child’s age, ability, culture, language, geography, or setting. Children naturally seek these conditions for themselves and they should not be viewed as separate elements.

<p style="text-align: center;"><u>Belonging</u></p> <p>Belonging refers to a sense of connectedness to others, an individual’s experiences of being valued, of forming relationships with others and making contributions as part of a group, a community and the natural world.</p> <p>Every child has a sense of belonging and will contribute to their world when they have a sense of connectedness to others and feel valued. Our educators and administrators build a child-focused philosophy into our programming and strive to build healthy relationships with each and every student.</p>	<p style="text-align: center;"><u>Well Being</u></p> <p>Well-being addresses the importance of physical and mental health and wellness. It incorporates capacities such as healthy eating habits, self-care, sense of self, and self-regulation skills.</p> <p>Every child is developing a sense of physical and mental health and awareness. Our educational staff strives to deliver a program that fosters healthy living, self-regulation skills and positive self-awareness both indoors and outdoors.</p>
<p style="text-align: center;"><u>Engagement</u></p> <p>Engagement suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.</p> <p>Every child is an active and engaged learner who explores the world with body, mind and senses. Our play-based program plans experiences and creates an environment that accommodates the diversity of each child’s learning.</p>	<p style="text-align: center;"><u>Expression</u></p> <p>Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore material supports creativity, problem solving, and mathematical behaviors. Language-rich environments support growing communication skills, which are foundational for literacy.</p> <p>Every child is a capable communicator that expresses themselves in many ways. Our educational staff foster all forms of expression – verbal, non-verbal and use of artistic materials.</p>

Other documents used for delivering our program include Think, Feel Act and the ELECT Document.

Parent Participation within a Co-operative Nursery School

What is a Co-op?

Co-operatives are associations formed and democratically directed by people who come together to meet common needs. Founded on the principle of participatory governance, co-ops are governed by those who use their services: their members.

Based on the principles of empowerment, education, and community, co-ops operate laterally promoting participation both within their own organization, and through a focus on community interaction, and support.

Parent Involvement

Kiddies Korner Co-op Nursery School (Petrolia) Inc. operates on the premise of parent involvement to partake in the responsibility of the preschool program. The goal of the Co-op experience is to provide a wonderful parent education with increased understanding of childhood development while developing relationships with other families, teachers and children within the community.

The Co-op experience, truly unique for both parent and child, provides a setting in which you can observe and help your child grow and interact with others, and develop a natural curiosity and a love of learning. The co-operative aspect of our school is stressed in everything that we do. Without parent involvement the school would not exist and run smoothly. This helps keep our costs low and keep parents involved with their child's educational experiences in a positive way.

All members are required to:

- abide by the policies of the school,
- abide by the Parent Handbook of the school,
- attend at least one general meeting each year
- participate in 2 fundraisers each year
- donate ONE snack per month; morning or afternoon snack for 16 children

Financial Agreements

All parents are required to sign a financial agreement with Kiddies Korner Co-op Nursery School (Petrolia) Inc. In the event of an overdue account, parents will be allowed 60 days grace before a child is withdrawn from our program. Please contact the Director (director@kiddieskorner.ca) if you foresee any late payments or NSF cheques. There will be a \$25.00 NSF fee per occurrence. Withdrawal of your child/ren prior to the end of June will require two-week written notice to the center.

What if my child misses a session?

Email: petroliaabsences@kiddieskorner.ca

Any classes missed due to illness, holidays or inclement weather **WILL NOT** be rescheduled or refunded.

Registration, CWELCC and Financial Information

6 Hour Full Day Session: 9:00 am – 3:00 pm
hours are scheduled to change to 8am-4 pm in 2025

\$38.00 per session*

*** \$6.50 lunch fee included**

CWELCC (Canada Wide Early Learning) is a program aimed to offer financial relief to parents across Canada. Discounted fees will be offered in 2023 & 2024 until the new \$10/day takes effect in September 2025.

Beginning January 1 2023, invoices will reflect a 52.75% decrease on their 2023 and 2024 fees. The \$10/day fees will be fully implemented by September 2025.

- ◆ Parents are required to fill out the registration forms and submit a copy of your child's **immunization record (yellow card)** prior to the start of school. If you are a returning parent, a new registration form needs to be filled out each year.
- ◆ A non-refundable \$100.00 Registration Fee accompanies each Registration Package at the beginning of the school year (Base Fee). This fee covers the current school year September 2024 – August 2025.
If your child registers after January 1, 2025, there will be a \$50 non-refundable Registration Fee that pays for January 1 – August 31, 2025.
- ◆ There is NO registration fee required for parents who receive Subsidy. (See Subsidy section of the handbook)
- ◆ Parents must also participate in TWO fundraisers during the year which simply means helping to sell our fundraising products such as Kernels popcorn or MacMillans foods.

Non-Base Fees

- A late fee of \$20.00 will be added to your invoice if you pick up your child 15 minutes late.
- A fee of \$25.00 will be added to your invoice for all NSF payments (cheques)
- Field trips (off site) may require a nominal fee and parents will be notified well in advance of any additional costs
- Monthly fees will be invoiced at the beginning of each month. The invoice will show daily fees and lunch fees (where applicable.) Fees will include ALL full days that your child has been registered to attend. Absent days (holidays, sick days) will NOT be refunded as you are paying for your child's space for the 2024-25 school year.

Submit fees by e-transfer to: accounting@kiddieskorner.ca

The password for all parents is **kiddieskorner**

Childcare Subsidy

Child care subsidy is available to those who are in need. You will not know if you are eligible unless you apply and talk to a child care case worker. To apply for child care subsidy you need to contact Children's Services at Lambton Shared Services at 519 344-2057. You can also go to www.lambtononline.on.ca for more information.

School Closure Information

**Please check closures on our website
kiddieskorner.ca**

School will commence this year on Tuesday, September 3rd, 2024. School will continue until the end of August 2025 pending license approval. Kiddies Korner is closed for all statutory holidays; Christmas Day, Boxing Day, Good Friday and Easter Monday.

Kiddies Korner will remain OPEN during Elementary School Professional Development (PD) days but will be closed for one day in October 2024 and another in April 2025 for Registered ECE Professional Development Day. All child care centres in Lambton and surrounding counties will be closed these two days.

If the school is going to be closed for any other reason, parents will be notified as soon as possible by social media (Seesaw) and email before 7 am on the day. If you don't have an email address we will phone you.

NEW

Inclement Weather "SNOW DAYS"

Kiddies Korner will make EVERY effort to stay open on bad-weather days. Closing the school will be at the discretion of the Director. Parents will be notified as soon as possible that the school will be closed.

Kiddies Korner will stay open whenever possible for "fog" days at the discretion of the Director. Parents will be notified by email/Seesaw or by phone for families who do not have access to a computer.

Licensed Nursery School Program

Our full day sessions run from 9:00 a.m. to 3:00 pm. A hot lunch will be provided at a cost of \$6.50 which is included in full-day fees. The program is licensed to run with a maximum of 16 children per day. Our license allows us to have a mixed ratio of children; 13 children (30 months and older) and 3 children (under 30 months) each day.

OUR NURSERY SCHOOL INSURANCE DOES NOT COVER YOUR CHILD OUTSIDE OF PROGRAM HOURS. FOR YOUR CHILD'S SAFETY PLEASE DO NOT ARRIVE MORE THEN 5 MINUTES EARLY. THE TEACHERS WILL UNLOCK THE DOORS AT 8:55 AM AND BEGIN ENTRY AT THIS TIME EACH MORNING.

Parents are required to send diapers and wipes for diapered children and they will be kept in a labeled container in the washroom. Teachers will work closely with parents to ensure the children undergo a smooth transition from diapers to toilet training.

WHAT IF MY CHILD CANNOT ATTEND SCHOOL?

Please notify the school as soon as possible by sending an email to petroliaabsenses@kiddieskorner.ca Please include the nature of the illness so that it can be documented and other parents can be notified if necessary. Alternatively, you may call Kiddies Korner Petrolia at 519 882 3009 if your child will not be attending school due to illness or family reasons.

Often parents are unsure whether to send their child to Nursery School or not. Here is a general guideline:

YOUR CHILD MAY BE CONTAGIOUS AND SHOULD STAY AT HOME IF THEY EXPERIENCE ANY OF THE FOLLOW:

- A consistent temperature of 101 F or higher (37.8 C or higher)
- Cough (continuous barking or croupy)
- Sore throat
- Diarrhea two or more times within 12 hours
- A new medication. Children may experience adverse reactions to a new medication and should remain at home for 24 hours after the first dose.
- Vomiting
- Head Lice
- An unidentified skin rash
- General feeling of unwell that would prevent the child from enjoying their time at Nursery School
- Pink Eye (redness or discharge from they eyes), Hand Foot and Mouth and other contagious ailments: children should be withdrawn from school until all symptoms disappear

PLEASE NOTE that children must be symptom free for a full **48 HOURS** before returning to nursery school following **diarrhea and vomiting**. Your child will be sent home and not able to return until free of illness (as outlined by Lambton County Public Health)

Late Pick Ups – 519 882 3009

- Parents are required and expected to pick up their child (ren) on time.
- If a parent is late 15 minutes or more there will be a \$20.00 fee. The fee will be waived if a genuine emergency has occurred, and the parent has made every attempted to contact the school to say so.
- Children's Aid Society will be notified if no one has contacted us or picked up the child (ren) after 30 minutes. **This is required by law.** The staff will attempt to contact the parents and/or emergency contacts after 15 minutes and before 30 minutes to find the whereabouts of the parents.

What to do Each School Day

- **Please label all personal clothing and items that belong to your child.**
- Parents may accompany their children into the classroom at drop off times.
- Teachers/Parents will assist children to change their shoes and hang their bags/coats when entering the classroom
- They will enter the classroom after they have changed into their “indoor” shoes and placed their school bags and belongings on their hooks
- Feel free to send along something from home that offers “comfort” ex. a stuffy, a blanket, etc.

IMPORTANT Anaphylactic Information – Strategies to Reduce Risk

- All allergies of registered children will be posted in the classroom, accompany the emergency contact folders and be included in the individual child’s folder. If an enrolled child has a known allergy causing a potential anaphylactic reaction, that allergen will be banned from our school. All parents/guardians will be notified immediately upon enrolment of the child. Signage notifying of banned items will be posted in the centre and will accompany the monthly Snack Schedule.
- An Allergy Alert will be posted for each anaphylactic child inside the classroom, the kitchen and the outside play area (where applicable) at Kiddies Korner. This will include the child’s name and name of allergen. Procedures to follow in the event of an anaphylactic reaction and all emergency contact numbers are posted in the classroom. A “How to use an EpiPen” sign is also posted in the classroom.
- Training has been provided by First Aid professionals and additional training may be given by each parent/guardian of the child with potential life-threatening allergies. Training will be completed prior to the child attending Kiddies Korner.
- An individual emergency plan for each child with anaphylaxis and emergency procedures will be developed and reviewed by all employees before they begin their employment and annually afterwards. All volunteers and students providing care or guidance will also review the child’s individual Emergency Plan.

*Students and volunteers are NEVER left alone with any of Kiddies Korner’s registered children. See Policy for Supervision of Students and Volunteers

Information About Snacks *“We have hungry bellies”*

We strive to serve a variety of fresh foods that are low in salt, sugar and saturated fats promoting healthy dental hygiene and diets that follow Canada’s Food Guide and the Ministry of Education Guidelines.

Our policy is that each parent will provide a HEALTHY snack for each child in the centre once per month on a “donation” basis.

Healthy snacks of vegetables and fruit (not cut up or prepared) are welcome. ALL Dairy or refrigerated foods have been removed from the snack options. Children also enjoy cereal bars, any kind of crackers, individual apple sauce, raisins, etc.

Your Children's Attire for School
****Remember to Label their Belongings****

- The children will be participating in monthly fire drills, so sock feet and bare feet are not allowed.
- Teachers will assist your children while changing from outdoor to indoor shoes on arrival.
- Make sure your child has the proper weather-appropriate and outdoor attire for each season.
- All clothing should be labeled with your child's name and placed on their individual hooks.
- Please send a change of clothing in their backpacks for toileting accidents and messy play.

Emergency Management Policy – Lock Down & Evacuation

Emergency Lock Down & Evacuation procedures and designated areas have been put into place by Kiddies Korner. Parents will be contacted by phone should an emergency situation occur where the children need to be picked up. (ex. Fire, gas leak). If an evacuation occurs, children will be walked to "JUCE" computers next door and parents will be called to collect their children if it is unsafe to return to school

Statement of Prohibitive Practices

Kiddies Korner Co-op Nursery School (Petrolia) Inc. will ensure that your children have a safe and positive experience that promotes their growth as a learner. The Director or Supervisor designate will observe staff interactions with children ensuring that they align with our mission statement. The following practices are supported by our facility:

- No use of a lockable room or structure to confine a child that has been withdrawn from the group
- No abusing a child physically, verbally or emotionally
- No depriving a child of basic human needs
- No corporal punishment
- No deliberate, harsh or degrading measures that may humiliate the child or undermine their self-respect

In the event that the Director or Supervisor observes or is made aware of any practice that is not supported, they will address the issue immediately with the staff member according to the strategies outlined in the Kiddies Korner Policy & Procedure Manual. All Registered Early Childhood Educators (RECE) have made a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of practice. They hold themselves accountable and will use the Code of Ethics, as well as the Standards of Practice and the CCEYA.

We keep records pertaining to our Program Statement for 3 years.

Kiddies Korner Waitlist Policy and Procedures

Purpose

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

Policy: General

- Kiddies Korner will strive to accommodate all requests for the registration of a child at the child care centre.
- Kiddies Korner Wait List will be established pending our Monday to Friday schedule which is filled with 16 preschool children as per Ministry of Education Licensing Guidelines. Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- **No fee** will be charged to parents for placing a child on the waiting list.

Receiving a Request to Place a Child on the Waiting List

- ◆ The licensee or designate will receive parental requests to place children on a waiting list via One HSN List, emails and phone calls from parents.

Placing a child on the Waiting List

- ◆ The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.
- ◆ Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's number position on the list at their request.

Determining Placement Priority when a Space Becomes Available

- When space becomes available in the program, priority will be given to siblings of current registrants, returning families (no exceeding 2 years from withdrawal), children of Kiddies Korner employees and new families who are requesting full time over part time.
- Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

- ◆ Parents of children on the waiting list will be notified via email or phone call that a space has become available in their requested program.
- ◆ Parents will be provided a time frame of 1 week in which a response is required before the next child on the waiting list will be offered the space.
- ◆ Where a parent has not responded within the given time frame, the licensee will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

Kiddies Korner Administrative Assistant will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list and will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program. Contact admin@kiddieskorner.ca for questions regarding the waitlist.

Maintaining Privacy and Confidentiality

The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's number position on the waiting list will be provided to parents.

Policy for the Supervision of Volunteers and Placement Students

1. To meet the requirements as outlined in the Child Care Early Years Act (2014) development and implementation of the supervision of volunteers and placement students at Kiddies Korner Nursery School.
2. Only employees of Kiddies Korner Nursery School will have direct unsupervised access to children.
Volunteers and placement students will not have unsupervised access to children.
3. Volunteers, Pathways Resource Staff and placement students may not be counted in the Preschool staffing ratio of 1: 8
4. No child will be supervised by a person less than 18 years of age.
5. Kiddies Korner Nursery School is responsible for the implementation, annual review and evaluation of this policy
6. Kiddies Korner Nursery School is responsible for orientation procedures to help participating parents, students and volunteers understand the operation of the Program and the expectations for their placement/volunteer experience.
7. This policy aligns with the Ministry of Education's Ontario Regulation 137/15
 - Behaviour management policies and procedures are reviewed with volunteers or students who will be providing care or guidance at Kiddies Korner before they begin providing that care or guidance and at least annually afterwards.

- There is a written procedure for monitoring the behavior management practices of volunteers or students who provide care or guidance at Kiddies Korner.
- The individual plan for a child with anaphylaxis and the emergency procedures are reviewed by volunteers and students who will be providing care or guidance at Kiddies Korner before they begin providing that care or guidance and at least annually afterwards.
- Criminal reference checks are required for all volunteers. Placement students under the age of 18 will not need a police check.

Parent/Caregiver Concerns/Complaints Policy

Parents and caregivers have the right to express any concerns, complaints (or celebrations!). We value open and on-going communication and welcome the opportunity to discuss concerns that may arise. Please feel free to address concerns as they arise. Staff will make every effort to come up with a suitable solution.

If you feel your concern has not been addressed please speak to the Petrolia Supervisor and if an amicable solution cannot be reached, parental concerns will be brought to the attention of the Director and then passed on to the Board of Directors. Parents can expect acknowledgment from the Board President within 24 hours and the Board President will again contact the parents once a discussion has taken place with the other Board members at the next Board meeting.

We hope your child or children have a wonderful and memorable experience here at Kiddies Korner. If you have any questions or concerns please feel free to call or email Kiddies Korner Co-op Nursery School (Petrolia) Inc.

Field Trips and Off-site Group Activities

Parents will be notified if we organize a group activity off site (ie. Korny's Korner, Skating, Splash Pads, etc).



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Parent Handbook / Enrollment Agreement

I _____ (Parent/Guardian) have read and understand
the Kiddies Korner Parent Handbook.

I hereby agree to abide by the practices and statements contained in the Kiddies
Korner Parent Handbook while my child/ren are enrolled in the program.

Signed: _____ Date: _____

Witness: _____ Date: _____

Name of Witness: _____ (please print)