



*Est. in Petrolia in 1972*  
*kiddieskorner.ca*

**Kiddies Korner  
Co-op Nursery School  
Courtright**

**2 Preschool Classrooms  
Hours: 7 am to 5 pm**

**Parent Handbook  
2024 - 25**

**Est. 1972**



Dear Parents and Caregivers,

Welcome to Kiddies Korner Co-op Nursery School Courtright Site! You are the first of many families to join our new expansion site! We're a non-profit, licenced child care centre. Our Petrolia site has been successfully running preschool educational programs for over 50 years! Kiddies Korner Brigden officially opened in 2022.

The following is a welcoming Parent Handbook full of pertinent information and requirements for our centre. 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 been approved for the Canada Wide Early Learning program (CWELCC - \$10/day child care) which is scheduled to be fully operational by December 2025 however, parents will receive discounted fees year until that time. 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.

Kiddies Korner has been steadily growing over the past few years and we're so proud to provide parents with quality, licenced child care. We're confident that your child will enjoy Kiddies Korner – where learning, fun and friendship meet!

Sincerely,

Penny Kearney, B.A., B.Ed.,  
Director, Petrolia, Brigden and Courtright Sites  
[director@kiddieskorner.ca](mailto:director@kiddieskorner.ca)  
[admin@kiddieskorner.ca](mailto:admin@kiddieskorner.ca)



**Est. 1972**

**50 Years of Providing Excellent Preschool Learning!**

***kiddieskorner.ca***

Hello to all families!

Welcome to Kiddies Korner Co-op Nursery School's brand-new school in Courtright!

My name is Doreen Wagenaar and I am the Supervisor here at Kiddies Korner, Courtright. I have been in the childcare field for over 30 years! I have resided and raised my 4 children in this beautiful Riverside Community of Courtright for 20 years. I am thrilled to be a part of the brand-new Kiddies Korner in Courtright!

Kiddies Korner has been offering licensed childcare since 1972, and alongside my wonderful staff, we are looking forward to a year full of learning and creating connections with your child and your family. Our two new, beautiful preschool rooms will be led by Renee Marsh (RECE), Sherry Day (RECE), Renee Pollock (RECE), Himani Brahmabhatt, Amy Fox, Laurie Fach and our cook, Jenn Kiekens.

We offer a loving, safe, and educational environment for your child to grow, learn and play. We can understand how difficult it can be for working parents to balance all their commitments and responsibilities in their lives and for this reason we strive to offer a program that will enrich your child's development while putting your mind at ease. We will do our best to assist your child in developing important values such as: sharing, patience, responsibility, empathy, kindness, manners and respect, as well as communication and teamwork. Early Childhood Educators know that children learn best through play, and we will implement these important values throughout our day using Ontario's pedagogy for the early years; "How does Learning Happen?"

This Parent Handbook outlines all necessary information regarding policies and procedures to ensure our centre runs as safely and as smoothly as possible. Please hold on to this Handbook 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 donate a monthly healthy snack. 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 [Courtrightabsences@kiddieskorner.ca](mailto:Courtrightabsences@kiddieskorner.ca) or by calling the centre at 226-313-4234

Please provide a clean, labelled water bottle daily for your child.

Kiddies Korner requires families to participate in 2 fundraisers per year: All proceeds directly benefit your child's learning program at our centre.

Our main platform for parent 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

Please feel free to openly discuss any problems or concerns you may have at anytime with myself or our wonderful educators. We are looking forward to getting to know you and your child(ren) while you are here with us at Kiddies Korner Courtright. An open and honest relationship is the key to a happy childcare experience for everyone involved. We will be happy to help in any way we can.

Warmest regards,  
Doreen RECE, B.A.,

# 1. PROGRAM INFORMATION:

## MISSION STATEMENT

All programs at Kiddies Korner Co-op Nursery Schools are designed to provide a safe, warm and 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 teaching staff, RECE (Registered Early Childhood Educators) 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 opportunity 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.

In addition to indoor play, each child will experience outdoor play (weather permitting) and quiet activities will be made available each day. An opportunity to sleep will be provided each day after lunch (12:30 pm). Each child will be given an individual cot (sheets and blankets provided). Please feel free to send any comforting blankets or "stuffedies" that your child would use during nap time. You'll be informed each day if any changes in your child's sleep patterns occur or if your child napped or didn't nap. For children who don't have a nap, quiet activities will be provided.

Regular and ongoing communication with parents is a vital component and happens in a variety of ways:

- in person during drop off and pick up times and through our Seesaw program (requires parent approval);
- by phone: 226 313 4234
- e-mail [supervisorcourtright@kiddieskorner.ca](mailto:supervisorcourtright@kiddieskorner.ca) [director@kiddieskorner.ca](mailto:director@kiddieskorner.ca) OR [admin@kiddieskorner.ca](mailto:admin@kiddieskorner.ca)
- our website ([kiddieskorner.ca](http://kiddieskorner.ca)) through written or posted communication.

Communication should flow to all members of the organization, Parents, the Board of Directors, the Director, Supervisor and all staff.

We view our community as a valuable resource and our educators will plan learning and fundraising 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.

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 have students from Lambton College Early Childhood Program fulfilling their placement requirements for the 2024-25 school year.

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

Our Program Statement is reviewed and revised annually.

**Reviewed & Revised: November 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.

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| <p style="text-align: center;"><b><u>Belonging</u></b></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;"><b><u>Well Being</u></b></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;"><b><u>Engagement</u></b></p> <p><b>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.</b></p> <p><b>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.</b></p> | <p style="text-align: center;"><b><u>Expression</u></b></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 behaviours. 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.

Each month parents will donate ONE snack for either morning or afternoon (as part of the Co-op portion of our school). If you choose to send fruit or vegetables , please do NOT cut or prepare them, this will be done by our cook on staff. We can't accept any dairy foods or food that requires refrigeration (ie. cheese and yogurt.)

## Parent Involvement

Kiddies Korner Co-op Nursery School (Courtright) 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,
- provide one donated snack per month. **We are a PEANUT FREE SCHOOL so parent contributions to snacks are limited to fruit, vegetables, cereal bars, mini muffins and crackers. All "Dairy" related snack food (ie. cheese, yogurt) is not permitted as a donation due to Ministry of Education restrictions. No preparation is needed for snack donations, this will all be prepared by the school cook. All "homemade" food is acceptable if it is accompanied by a list of ingredients.**
- abide by the Parent Handbook of the school,
- Participate in 2 fundraisers each year (parents are asked to sell the fundraising products, for example: on-line auctions, Kernels popcorn, MacMillans Foods and local products from local businesses)

## School Closure Information

**Notification of all School closures will be located on the kiddieskorner.ca website and parents will be emailed or informed through our Seesaw Program.**

This is a 12-month program and will have limited closures.

The planned closure days for 2024-25 are as follows: All statutory holidays including: Good Friday and Easter Monday (March/April), Christmas Day & Boxing Day (December), New Year's Day (January), Family Day (February) Labour Day (September), Canada Day (July), Victoria Day (May), August Civic Holiday, Thanksgiving Day (October).

Kiddies Korner Courtright will remain open during March Break and ALL Elementary School Professional Development days.

Parents will be notified for any additional unexpected closures that may occur. Please check the Kiddies Korner website often. [kiddieskorner.ca](http://kiddieskorner.ca)

**Kiddies Korner remains OPEN during Elementary School Professional Development (PD) days but will be closed for one day in October, when we participate in a county-wide Professional Development Day (check our website for information on school closures and inclement weather)... [kiddieskorner.ca](http://kiddieskorner.ca)**

If the school is going to be closed for any other reason, parents will be notified as soon as possible.

**Kiddies Korner will make every effort to stay open during inclement weather days and if we feel that the safety of our children, parents or teachers are at risk... we will notify you that the school will be closed.**

**All weather-related closures will be at the discretion of the Supervisor and Director.**

## **Licensed Nursery School Program**

The Preschool program is licensed to operate from 7 am to 5 pm with a **maximum of 16 children per classroom per day, ages 2 to 5.**

Lunch and morning and afternoon snacks will be provided each day (see Co-op section for Parent Donations.) Children will have access to drinking water all day and can request multiple servings of both morning and afternoon snacks. Parents are asked to donate a snack ONCE per month to help offset our costs...

**OUR SCHOOL INSURANCE DOES NOT COVER YOUR CHILD OUTSIDE OF PROGRAM HOURS. FOR YOUR CHILD'S SAFETY PLEASE DO NOT ARRIVE MORE THAN 5 MINUTES EARLY. THE TEACHERS WILL UNLOCK THE DOORS AT 6:55 AM FOR PRESCHOOL CLASSROOMS.**



## WHAT IF MY CHILD CANNOT ATTEND PRESCHOOL?

Please notify the school as soon as possible by sending an email to [courtrightabsences@kiddieskorner.ca](mailto:courtrightabsences@kiddieskorner.ca).

Please include the nature of the illness so that it can be documented and other parents can be notified if necessary.

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
- Redness or discharge from the eye (Conjunctivitis or Pink Eye is highly contagious). Students may return to school when they are symptom free.
- 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 (48 hours to return to school after last episode of vomiting)
- Head Lice
- An unidentified skin rash
- General feeling of unwell that would prevent the child from enjoying their time at school

**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).

### What to do Each Preschool Day

- **Please label all personal clothing and items that belong to your child.**
- **School bags should include: diapers, wipes, a change of clothes for messy play and toileting accidents**
- Sippy cups may be sent each day but please make sure they have your child's name on them
- Teachers/parents will assist children to change their shoes and hang their bags/coats when entering the classroom
- Each child is required to wear rubber soled and closed-toed shoes. The children will be participating in monthly fire drills, so sock feet and bare feet are not permitted.
- Teachers will assist your children while changing from outdoor to indoor shoes on arrival and for outdoor play
- Make sure your child has the proper weather-appropriate and outdoor attire for each season
- All "stuffedies" or blankets for comfort need to be labeled with your child's name
- Please bring your child each morning to the playground gate at the front door (each classroom has their

own entrance)

Parents of preschoolers 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 potty training.

### **Information About Snacks**

***“we have hungry bellies”***

### **We are a PEANUT FREE School!**

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 and a snack schedule will be emailed at the beginning of each month.

**\*New! Please DONATE a snack once a month. Parent snacks this year will be limited to: Healthy snacks only! Apples, oranges and a variety of other fruit and vegetables (not cut up or prepared), variety of crackers, individual apple sauce and mini muffins. Snacks that are classified as “dairy” are not permitted this year (ie. yogurt, cheese) Thank you!**

### **Field Trips and Off-site Group Activities**

Parents will be notified when we decide to organize a group activity off site (ie. Splash Pads, Library, etc). A nominal **Non-Base fee** may apply if the location of the field trip charges an entry fee. Kiddies Korner will inform parents well in advance of any planned off-site excursions or group activities and a signed permission form is available in our Registration Package.

## **2. Kiddies Korner Policies**

– Parents! Please read through the following policies and do not hesitate to talk to the Supervisor, teachers or Director if you have any questions.

### **IMPORTANT\*\***

#### **Anaphylactic Information – Strategies to reduce risk**

All allergies of registered children will be posted in the classroom and the kitchen, 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 Students and Volunteers below)

### **\*\*NEW! Safe Arrival and Dismissal Policy and Procedures**

Policy established – JULY 2024

Policy reviewed and revised –

#### **HOURS OF PRESCHOOL OPERATION IN COURTRIGHT**

**Monday to Friday: 7 AM TO 5 PM**

#### **Purpose**

This policy and the procedures within help support the safe arrival and dismissal of children receiving care. This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for

policies and procedures regarding the safe arrival and dismissal of children in care.

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

## **Policy**

Kiddies Korner will ensure that any child receiving child care at our centre is only released to the child's parent/guardian or an individual that has authorization as stated on the child's Registration Forms (Emergency pick up and dismissal) as approved by the parents/guardians.

Kiddies Korner will only dismiss children into the care of their parents/guardians or another authorized individual. The centre will NOT release any children from care without supervision.

When a parent authorizes pick up by another individual NOT on the Emergency pick up/drop off list, identification of the individual is needed (picture ID as per driver's licence).

## **Procedures**

### **Accepting a child into care**

- When accepting a child into care at the time of drop-off, program staff in the room must:
  - greet the parent/guardian and child.
  - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the Emergency List located in the Emergency Bag, in the classroom. If the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email)
  - document the change in pick-up procedure in the daily written log/record and the sign-in binder
  - sign the child in on the classroom attendance record and record the time of arrival.

### **Where a child has not arrived in care as expected**

- ◆ Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., sent email to: [courtrightabsences@kiddieskorner.ca](mailto:courtrightabsences@kiddieskorner.ca), left a voice message (\*\*\*\*\*) or advised the closing staff at pick-up time), the staff in the classroom must:
  - inform the SUPERVISOR and the program staff and they must commence contacting the child's parent/guardian no later than 7:30 am. The Supervisor/program staff shall call the parent/guardian and record time of call in the daily log/sign in book. Leave message if needed for the parent to return the call and leave the day and

time on the message.

- If parent cannot be contacted, Supervisor/staff will make an additional call at 7:45 am and the child will be marked absent at that time if no contact is made.
- Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **Releasing a child from care**

- The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (ie., parent/guardian or authorized individual),
  - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
  - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

### **Where a child has not been picked up as expected (before centre closes)**

- Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up by 5 pm, the Supervisor or Program Staff will contact the parent/guardian by phone and advise that the child is still in care and has not been picked up.
  - Where the staff is unable to reach the parent/guardian, staff must then contact an alternate pick up person authorized on the Emergency List to come pick up the child. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
  - Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall continue to call the parent/guardian to let them know their child was picked up by a named individual on the Emergency List.

### **Where a child has not been picked up and the centre is closed**

Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 5 pm the Supervisor/program staff shall ensure that the child is given a snack and activity, while they await their pick-up.

One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time.

In the case where the person picking up the child is an authorized individual, the staff shall continue to call parent/guardian to let them know that an authorized individual will be picking their child up.

3. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 5:35 pm, the **Supervisor shall proceed with contacting the local Children's Aid Society (CAS) (519 336 0623 Children's Aid Sarnia). Staff shall follow the CAS's direction with respect to next steps.**
4. Please note: A late fee will be added to the following monthly parent invoice in the amount of \$20 for late fee of 15 minutes or more.

**Supervisor/program staff will, under NO circumstances, release a child from Kiddies Korner Petrolia, Brigden or Courtright sites without an authorized parent/guardian or authorized person named on the Emergency pick up list.**

#### **GLOSSARY:**

**Individual authorized to pick-up/authorized individual:** a person that the parent/guardian has advised the child care program staff/Supervisor in writing can pick up their child from care.

**Licensee:** The corporation (Kiddies Korner Co-op Nursery School) named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

**Parent/Guardian:** a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his/her family.

**July 2024**

### **Statement of Prohibitive Practices**

Kiddies Korner Co-op Nursery School (Courtright) will ensure that your children have a safe and positive experience that promotes their growth as a learner. No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care.

- No corporal punishment of a 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 the purpose of preventing the 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 the purpose of 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, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

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 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.

### **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 the Courtright Fellowship Hall located across the street from the school at 1533 Fourth Street, Courtright and parents will be called to collect their children if returning to the school is not an option.

### **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.
- Vulnerable Sector checks are required for all volunteers. Placement students under the age of 18 will not need a police check.

### **Wait List Policy and Procedures**

**[onehsn.com/lambton](http://onehsn.com/lambton)**

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 per classroom as per Ministry of Education 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 (not 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**

1. 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.
2. 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.
3. Where a parent has not responded within the given time-frame, the licensee or designate 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**

The site Supervisor at Courtright 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.

### **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.**

## **Parent Issues and Concerns Policy and Procedures**

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

### **Policy -- General**

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Kiddies Korner and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response from Kiddies Korner Board of Directors to an issue or concern will be provided to parents/guardians within 24 hours. The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

### **Concerns about the Suspected Abuse or Neglect of a child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

### **3. FINANCIAL INFORMATION**

#### **Financial Agreements**

Kiddies Korner has been accepted to participate in the CWELCC (Canada Wide Early Learning and Child Care System). As of September 2025, CWELCC will offer ALL Canadian families childcare at a rate of \$10.00 per day.

Until this system is in full effect, Kiddies Korner will offer parent discounted fees until the program is fully in place. All fees will be discounted by 52.75% starting January 2023 until further notice. We will keep you informed as this process continues to move forward.

All parents are required to sign a financial agreement with Kiddies Korner Co-op Nursery School. In the event of an overdue account, parents will be given a 30 day grace period to pay their invoices but an invoice that is overdue by 60 days, their child will be considered for withdrawal from our program.

**Admission requires: completed Registration form, immunization (or signed declaration of exemption), \$100 registration fee (non-refundable). The Registration fee covers the period of the school year from September 2024 to August 31, 2025.**

**Withdrawal of your child/ren at any time will require two-week written notice to the centre.**

All fees can be e-transferred to [accounting@kiddieskorner.ca](mailto:accounting@kiddieskorner.ca)  
All e-transfers will use the same password... kiddieskorner

#### **What if my child misses a day?**

**If your child will be absent for illness or family reasons, please email**  
**courtrightabsences@kiddieskorner.ca**

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

#### **Registration and Financial Information**

**Preschool Programs are offered to children ages 2 to 5 years.**

## Daily Base fees Preschool

|  |  |
|--|--|
| <b>Preschool classrooms</b><br><b>Hours of operation: 7 am to 5 pm</b> | <b>\$50.00 / day... (CWELCC) parents pay \$23.62</b><br><br><b>* lunch and 2 snacks included</b> |
|--|--|

Parents are required to fill out the registration form at the time of registration and provide a copy of your child's immunization records. Registration forms are available at our website: [kiddieskorner.ca](http://kiddieskorner.ca) or a hard-copy can be provided on request.

Our school year runs from September 1, 2024 (\*\*Opening in December 2024 to August 31<sup>st</sup>, 2025

- ◆ Children ages 2 – 5 are permitted to register for our preschools
- ◆ An annual, non-refundable registration fee of \$100.00 (Base fee) is required to secure your child's space at Kiddies Korner
- ◆ Parents must also participate in TWO fundraisers during the year which simply means helping to sell our fundraising products such as Kernels popcorn or MacMillan's foods.
- ◆ Parents are required to give 2 weeks notice prior to withdrawing their child from our program
- ◆ Tax Receipts for fees paid are available on request ([accounting@kiddieskorner.ca](mailto:accounting@kiddieskorner.ca))

### **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 reflect total days that your child/ren are schedule to attend.

Absent days (family days or sick days) will NOT be refunded as you are paying for your child's space for the 2024-25 school year.

### **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](http://www.lambtononline.on.ca) for more information.

## **Late Pick Ups (See Safe Arrival and Dismissal Policy)**

- Parents are required and expected to pick up their child (ren) on time.
- **Please contact the school at 226 313 4234 if you are unable to pick your child up on time.** See the Financial Section of this handbook for Late fees.
- Children's Aid Society will be notified if no one has contacted us or picked up the child (ren) after 35 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.

We hope your child (or children) have a wonderful and memorable experience here at Kiddies Korner. We look forward to meeting your family!



**Est. in Petrolia in 1972**

Kiddies Korner Co-op Nursery School  
Courtright Location, 1540 – Fourth St., Courtright ON N0N 1H0

Parent Handbook / Enrollment Agreement

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

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)

Revised: November 2024