

# **VALLEY GARDENS PLAYSCHOOL**

# **PARENT POLICY MANUAL**

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Welcome to Valley Gardens Playschool Inc. (VGP Inc.). We are a not-for-profit organization and registered charity that has been in operation since 1977. The River East Transcona School Division provides support to our program through space in the B.E. Glavin School.

VGP Inc. believes that all children are entitled to a safe, stimulating and loving environment led by qualified and educated caregivers. We provide a number of educational opportunities that help to prepare children for Kindergarten through social interaction, games, songs, crafts, and free play. Please see Appendix A to view our curriculum statement.

### **Contact Us:**

**Phone:** (204) 668-6417  
**Email:** play\_school@shaw.ca  
**Address:** Valley Gardens Playschool  
166 Antrim Rd  
Winnipeg, MB R2K 3L2

*Please note: All references to parents throughout the policy also includes guardians and common-law partners.*

### **Enrollment Eligibility:**

VGP Inc. is licensed for children from 2-5 years of age. We accept children into the program based on birth year, consistent with primary school enrollment. 4-year old classes are for children entering Kindergarten the following year, the 3-year old class is for children entering Kindergarten after 2 years of preschool. Some age exceptions apply under special circumstances at the discretion of the Director.

Class options include:

- M/W/F AM – 4 year olds
- T/Th AM – 3 year olds
- M/W PM – 4 year olds
- T/Th PM – 4 year olds

After a child is enrolled in a class, parents may request a change in days/times and the child may move if there is space available. The request to move is considered only after all individuals on the waitlist for that class have been contacted first, ensuring fair access to the program for the community.

***Subsidized spaces are available*** to families who qualify. If you would like more information about subsidy, please contact the Director.

### **Registration Process (Pre-registration and New Family Registration):**

All registration is done through an online portal that can be accessed through the website. **All families registering will be required to pay a \$100 non-refundable deposit (\$50 registration fee / \$50 tuition deposit). Deposits apply per registration space, not per child. You are only allowed to register your child for one class. If you register your child for two classes, your second choice will be removed and your money will be refunded.** The deposit is collected through the online portal, and post-dated cheques or other forms of payment will be collected at a later date to finalize registration. VGP has the

right to revoke an online registration if the parent does not provide payment for the year's tuition through postdated cheques, cash, or credit card by the due date communicated by the Director after the online process. Payments by cash or credit must be the full year's tuition as VGP does not collect fees throughout the school year. (See Parent Billing and Fees for more information).

**Pre-registration** is open to all families who have a currently enrolled child or for siblings of that child. Families pre-registering will have the opportunity to select their class spot before registration opens to new families. Pre-registering families will receive an invitation to register through the online portal and will be given a window of dates to do so. If a family chooses not to register during this period, they are still able to register after it opens generally, but the choice in class spots may be reduced. Pre-registration does not extend to cousins, neighbours, etc. Families who have enrolled previously, but are not currently enrolled, are not eligible for pre-registration. *Some pre-registration exceptions may apply under special circumstances at the discretion of the Director.*

**New family registration** will open on the online portal once the pre-registration period is complete. The date registration will open will be communicated on the website (typically sometime in February). Families are also welcome to call the centre for more information on specifics. Online registration will be accessed through a link on the website. Once registration is full, families can continue to access the online portal to put their child's name on a waitlist for a desired class.

### **Information Package / Orientation Day:**

Parents will receive an information package in the summer with specific details on the start of the school year. This includes information about your child's first day, a school supply list, as well as a scheduled orientation date and time. The orientation days are held before your child's first day of regular school and it is for you and your child to attend together. This is an opportunity to come into the classroom with your child, to learn about their classroom routine, and to become comfortable with the drop-off and pick-up routines. It is also an important opportunity to help reduce the likelihood of separation anxiety as children will become more comfortable in the space when they are introduced to it with a parent present. Teachers are happy to answer any questions at this time. More information on preparing your child for their first day is included in the information package sent out in the summer.

### **Hours of Operation:**

AM classes (Mon-Fri): 9:15-11:15

PM classes (Mon-Thurs): 1:00-3:00

VGP Inc. is open yearly from September to May. The program begins after Labour Day weekend and ends near the end of May.

As per school division policy, VGP Inc. is closed during Christmas and Spring Break. The Playschool is open on B.E. Glavin in-service days unless otherwise posted.

Please inform the Playschool if your child will be absent (**204-668-6417**). Voicemail messages are checked when teachers arrive each day.

## **Drop-Off/Pick-Up Procedure:**

Drop-Off and Pick-Up is in the coat room down the hall from the Playschool room. Hooks are available for your child's coat and backpack. There is also an information board for parents in the coat room. Please wait with your child in the coat room for the teachers to greet them and walk them to the classroom. Children will also be walked back to the coat room at pick up time to greet parents.

Due to traffic in the hallways and so as not to disrupt classes, **the school requires that Playschool families do not enter the building before 9:00 AM or 12:45 PM.** During this time, we ask you to ensure you are supervising your child/ren as they are not allowed to wander through the halls. As B.E. Glavin is an open-air school, please encourage your child/ren to stay quiet in the school so as not to disturb people in the library.

**Note:** **Dependent on health restrictions and the policy of BE Glavin school, parents will be informed whenever the drop-off /pick-up procedure must occur outside the school.** In this case, the outside doors will remain locked and teachers will meet families at the door to invite children inside. Teachers will assist children with all aspects of dressing and undressing in this situation.

Although staff members are present before and after class time, teachers do not supervise children prior to or after the hours of class. Please ensure an authorized pick-up person is available at the end of class. All authorized pick-up people must show ID whenever requested by a staff member. Please ensure all individuals picking up your child are listed on your registration form and that they know to have ID with them for verification by staff.

## **Toilet Training:**

Children are expected to be toilet trained or nearing the end of the process. Pull ups are acceptable, however we do not allow diapers as we do not have changing facilities available. If the child has a bowel movement, we will contact the parents/guardian and the child will be sent home. All children are asked and encouraged to try to use the washroom when we go as a group. We encourage independence in the washroom and we ask parents to send children in suitable clothing. Please help teach these skills in the home and also ensure your child has used the washroom before class.

## **Parent Billing and Fees:**

### Deposit:

- A \$100.00 non-refundable deposit per registration space is required at the time of registration for new families. (\$50 is an administration fee and \$50 will be applied to future tuition).

### Tuition Fees:

- Fees are \$5.00/class.
- A monthly fee schedule is provided to families at the time of registration.
- The deposit paid at the time of registration includes a \$50 tuition deposit. This is applied to the first month's tuition and this total is reflected in the fee schedule.

- All remaining tuition must be pre-paid to finalize registration. A due date for these payments will be communicated to families after online registration.
- Families have (3) options for tuition payment:
  - o Monthly payments as per the fee schedule. All monthly **tuition cheques must be post-dated** for the first of each month.
  - o Pay for the full year in one cheque. To use this option, a **post-dated cheque for full tuition must be dated Sept 1<sup>st</sup>**. A yearly tuition total is included in the fee schedule.
  - o Pay for the full year in cash or by credit card. To use this option, all tuition fees for the year must be paid at one time.
- Tuition fees are due no later than the 1<sup>st</sup> of each month.
- Tuition fees are due for all statutory holidays that fall on your child's scheduled school day. (This includes holidays during Christmas Break and Spring Break). There are no discounts for statutory holidays or days that are missed due to illness, trips, or unforeseen school closures (such as blackouts, storm days, etc.)

NSF Cheques/Late Payment Fees:

- VGP Inc. charges a **\$20.00 fee** for all cheques that are returned with non-sufficient funds, closed accounts, etc. (Hereafter referred to as NSF). If you are aware of a cheque that will not go through, please notify the Director or Board Treasurer to make arrangements for payment before the first of the month to avoid the NSF service charge.
- If your tuition payment goes NSF, you will be charged for the month's tuition plus the NSF fee. If fees remain unpaid, the family will receive a letter from the Board of Directors indicating a final date to pay all outstanding tuition and NSF fees, after which time the child will no longer be allowed to attend the program.
- All tuition fees that are returned as NSF must be paid immediately with a replacement cheque or cash if agreed upon. Should this occur twice in one school year, a certified cheque or cash will be required for further monthly program fee payments. When cash payments are required, they must be received by the first of the month or your child's first class of the month. **If cash payments are not received on time, a \$10.00 late payment fee may be charged.** This will be due at the same time as the tuition. This NSF policy will remain in effect for the duration of the current school year (but not apply to future school years) unless otherwise determined by the board of directors.

Late Pick-Up Fees:

VGP Inc. encourages all parents or an alternate pick-up person to be prompt in picking up your child from Playschool. VGP Inc. charges \$10.00 late pick-up fees for every 15 minutes that you are late. These fees start approximately 5 minutes after the Playschool program has ended (at 11:20 or 3:05). At times there are circumstances beyond your control that may prevent you from arriving on time. Late fees may be waived under these circumstances and are at the discretion of the Director. Please phone the Playschool as soon as possible to inform the teachers that you will be late and when to expect you. If after 15 minutes, we have not been contacted and no one has arrived to pick up the child, we will phone parents first, and then proceed with phoning emergency contacts.

### Tax Receipts:

Receipts will be issued for Income Tax purposes twice per year. Once in January (for Sept-Dec months), and again in May (for Jan-May). Please make every effort to retain your receipts in your records. If a receipt is lost and a duplicate is requested, a fee of \$10.00 will be charged for a replacement.

### Child Withdrawal / Refunds:

**If for any reason you wish to withdraw your child from the program, we require at least ONE MONTH'S notice in writing** (withdrawal forms are available from the Director). This ensures that we have enough time to fill the vacant spot. If you do not give sufficient notice of the withdrawal, you will be charged up to one month from the point of notification. After withdrawal notice is provided, post-dated cheques that have not been cashed will be returned. In addition, any tuition that has been deposited but not applied to a class will be calculated and a refund cheque will be provided. Parents wishing to change their child's day(s) of enrollment may change as long as there is available space in the alternate day of choice after all individuals on the waitlist have been contacted.

## **Cheques are payable to: VALLEY GARDENS PLAYSCHOOL**

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### **Health and Safety:**

#### Accidents:

Minor accidents occurring during class (such as scrapes and bumps) will be dealt with by the teachers. The teachers will use their best judgement on how to handle the situation. A First Aid Kit is located in the classroom and is taken whenever the group leaves the classroom. Accidents are recorded in incident reports and are signed by parents and staff. One copy of the incident report is given to the family and one copy is kept in the child's file.

In the case of an emergency or serious accident, 911 will be called and your child will be transported to an Emergency Centre. The registration form includes an authorization to this effect. Please remember that signing the authorization accepts responsibility for any associated costs (eg. ambulance costs). One teacher will go in the ambulance with the child, unless a parent or alternative authorized caregiver is present.

Parents or emergency contacts will be contacted immediately in the event of an accident that requires medical attention.

#### Illness/Exclusion:

**NO child is permitted to be in the classroom if they are ill. Children must be kept home if they are experiencing any symptoms of illness.** As per guidelines set by Manitoba Early Learning and Child Care (MELCC), do not send your child to school if:

- 1.) They are running a high temperature (above 37.5) in the last 24 hours.
- 2.) They have had diarrhea in the last 24 hours.
- 3.) They have a runny nose, cough or other cold symptoms.



- 4.) They have vomited in the last 24 hours.
- 5.) They have received fever reducing medication; or
- 6.) They are lethargic, complaining of a sore throat, or have difficulty breathing.

To prevent the spread of COVID-19, children will not be allowed at school with even mild symptoms of illness.

If at any time a child should become ill at the Playschool, a parent or emergency contact person will be notified and requested to pick up the child. The teachers will endeavor to make the child as comfortable as possible until they have been picked up.

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#### Communicable Diseases:

**In the event a positive case of COVID-19 is identified, public health will work directly with preschool staff and will guide all communication regarding contact tracing, isolation requirements, and school closures.**

Any time a child is diagnosed with any other communicable disease, **parents are required to notify the Playschool as soon as possible and keep the child home until the child is no longer contagious.** (This includes rashes, lice, and bed bugs). Maintaining all confidentiality, parents will be notified by email and a notice will be posted in the coat room regarding diagnosed cases of communicable diseases.

Depending on the circumstances, the Playschool may need to be closed for a short period of time. This decision would be made in consultation with Public Health. Parents are welcome to contact River East Public Health, (204) 940-2030, with any questions or concerns.

- In cases requiring medication, children must be on the medication for a full 24 hours before returning to the Playschool.
- In the case of head lice, children must be treated and sent back to school only when they are “nit-free”. Staff will call the parent to pick up the child if nits are identified in the child’s hair.

In cases where children are repeatedly sent to the Playschool ill or infected, the President of the Board of Directors will be notified and the child may be suspended from class pending a medical slip from a physician advising that the child is not infectious or contagious.

#### Health Conditions:

All health conditions, including allergies and food sensitivities are required to be recorded on the registration form. Conditions that are discovered after Playschool has started are to be indicated in writing to the Director and this will be added to the child’s file.

#### Allergies/Anaphylaxis Policy:

The Director is to be notified, in writing, of any allergies that your child may have, as well as any special instructions that they need to be aware of in case of an allergic reaction (ie. Epi-pens, medications, etc.) This information will be kept in the child’s file.

Some allergies cause life threatening reactions called anaphylaxis. Signs of an anaphylaxis reaction are hives and/or swelling, itchiness, difficulty breathing or swallowing, coughing, choking, wheezing, change in voice, vomiting, restlessness, or loss of consciousness. In cases of anaphylaxis, EPINEPHRINE

(EPIPEN/ANAKIT) will be administered promptly. An ambulance will be called and (1) teacher will travel to the hospital with the child if a parent or alternate emergency pick-up person has not arrived at the Playschool by the time the ambulance departs. Parents or emergency contacts will be called as soon as possible after calling 911.

As per guidelines from the Public Health Department:

- All children in the program who are at risk for anaphylaxis should have a letter from their physician on file or an approved health care plan from the U.R.I.S. nurse (Unified Referral Intake Service).
- Each child is required to have their own epi-pen.
- The child and caregivers should be aware of the child's allergic triggers for anaphylaxis.

#### Medication:

When medication is required during Playschool hours, parents are required to complete a "Medical Authorization Form" for the child's file, giving the staff permission to give listed medication to the child, as well as indicating type of medication, when to administer, etc. **All** medications that need to be administered by staff must be in their original containers with the product name, child's name, doctor's name, and dosage clearly labelled.

Parents are responsible for giving the child's medication directly to the staff to put out of reach of the children. For anaphylaxis allergies, an epi-pen must be on hand at all times. If the child does not have an epi-pen at the start of the class, the child will not be permitted to attend. An epi-pen can be left at the school or given to staff at the start of the class.

Staff will not give a child non-prescription drugs like Tylenol, Advil, or cough syrup.

#### Nutrition:

**Availability of snack time (individual and special event snacks) is dependent on public health restrictions and recommendations and may be suspended at any time based on these measures.**

All children are to bring a snack with them to the program each day. Please abide by the following requirements:

- **Snacks must be NUT-FREE. Peanut or nut products (peanut butter, peanut oil, etc) are NOT permitted in the classroom. This includes packaging that includes "may contain" warnings.**
- Items purchased at bulk stores or bulk sections are NOT considered nut-free.
- Please fill and send a labeled water bottle with your child's snack each class.
- Snacks must be healthy in nature. No junk/treat foods (including chocolate bars, chips, candy, cookies, etc.) will be allowed during regular snack time. These items will be sent home unopened. A full list of restricted items will be provided in the summer package. (Please see Special Events below for more information on treats).
- Food sent for your child's individual snack can be home-made, but must still follow NUT-FREE requirements. Food sent to share (see Special Events below), must be purchased with ingredients listed.

- The only allergen restricted at all times is Nuts/Nut Products. If there is a specific allergen in your child's class (eg. strawberries, eggs), we will inform the families in that class of the existence of the allergy and only at that time will we require that allergen to be restricted, or an appropriate plan will be developed with the family of the affected child.
- Please provide at least (2) of the 4 food groups in your child's snack. For example,
  - o Crackers and cheese (unprocessed cheese is best)
  - o Fresh fruit and yogurt
  - o Vegetables and cottage cheese
  - o Breadsticks and yogurt for dipping
  - o Raisins and crackers
- For children who have forgotten a snack, or who have inappropriate food that cannot be served, we will provide the child with unperishable, prepacked items that will be kept on hand at the centre

**Special Events:** On occasion, the Playschool allows special food to be brought from home for birthdays, class parties, and graduation and we ask for donations from families to help with the celebration. At these times, we invite some special treats to be provided for all the children. As with regular snacks, **all food must be NUT-FREE.** To ensure the safety of the children, we will only accept purchased food that is in its original packaging, and with the ingredients clearly listed. NO HOME-MADE FOOD WILL BE ACCEPTED. If the ingredient list cannot be checked by staff, or if it is found that the food contains (or may contain) nuts or nut products, it will be returned unopened to the family.

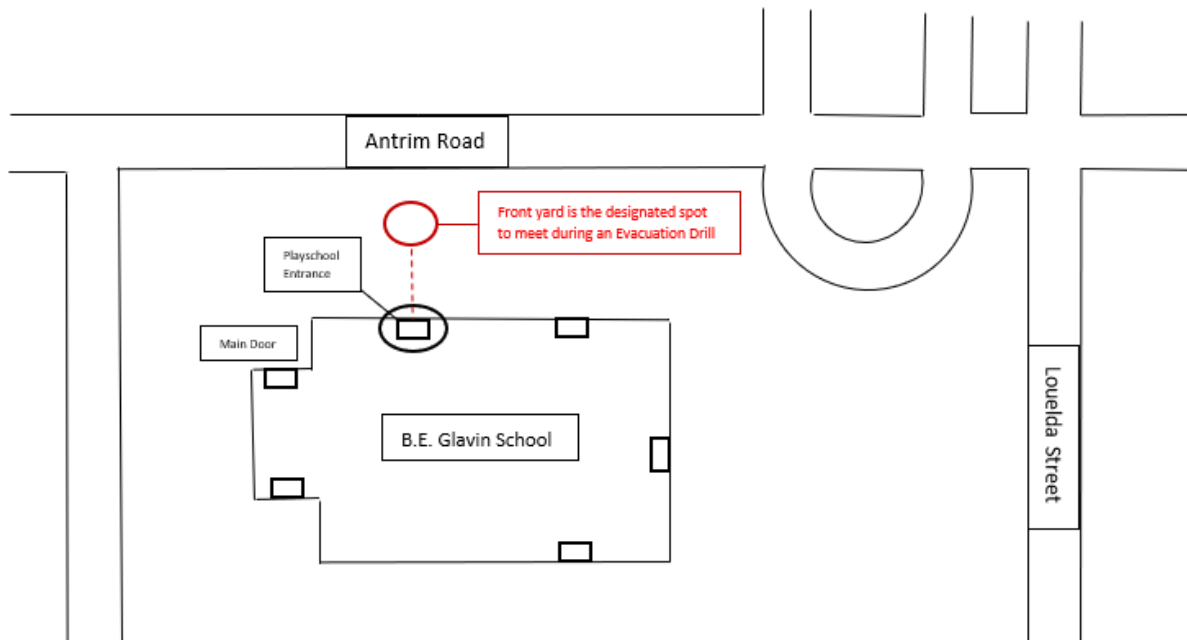
\*If your child has any dietary requirements/restrictions and you do not wish for them to receive shared food on special occasions, you are welcome to provide a non-perishable treat to be kept at the centre to be served at these times.

Fire Drill / Emergency Evacuation Procedure:

The Playschool performs regular fire drills at least once a month per group. A pre-arranged plan is executed during drills to teach the children where to go and what to do when a fire alarm ring. The Playschool also participates in any fire drills that B.E. Glavin School is performing. Through these drills, the teachers can help the children become familiar with different school exits, and it helps prepare the children so they don't panic in an emergency.

Evacuation Plan:

- Children line up at the classroom door at the sound of the fire alarm.
- The Director takes the attendance record and leads the children out through the NORTH doors to the front of the school.
- The Teacher Assistant brings the First-Aid kit, performs a head count as the children exit, checks the classroom area for children, turns off the lights, unlocks and closes the door, and remains at the end of the line of children.
- Upon reaching the meeting place, attendance is taken by the Director.
- Children and staff remain outside until permission is given to re-enter the building.
- If the NORTH doors are blocked, the NORTHWEST doors (main entrance) will be used.



If parents are in the building at the time of a drill or emergency evacuation, parents are expected to report to the meeting place at the front of the school. If you still have your child with you at the time of the drill, please keep them calm and move them outside to the designated spot.

In the event of a crisis or emergency requiring a school evacuation at B.E. Glavin school during regular Playschool hours, the staff and children will exit the building as per the evacuation plan above, and parents or an emergency contact person will be notified to pick up the child. Children will be taken to our shelter-in-place whenever necessary (eg. winter weather conditions).

In the event of a crisis or emergency at the B.E. Glavin school before regular Playschool hours, staff and the designated member of the Board (phoner/supplier) will notify all parents of the situation. We will endeavor to contact parents at home or, if necessary, as they are entering the school grounds.

*Shelter-in-Place Procedures:*

**1<sup>st</sup> Location:** Valley Gardens School, 220 Antrim Rd. (204-668-6249)

**2<sup>nd</sup> Location:** John De Graff School, 1020 Louelda St. (204-669-1280)

Shelter-in-Place procedures are used whenever it is necessary to evacuate, but shelter is still required. One fire drill per year also includes a walk to our shelter-in-place location as a practice for teachers and students in case this is ever necessary. A rope with handles is used to help the children walk together and safely to the designated shelter. One teacher remains at the front and one teacher at the back of the line.

### Lock-Down Procedures:

The Playschool also participates in “Lock-Down” drills at least once per year. Each class participates in one lock-down drill per year, either with B.E. Glavin or as a Playschool independently. Lock-down drills are performed to ensure the safety of the children in response to threatening or violent situations outside the building in the neighborhood or within our school building. Children are kept within the classroom away from windows during the lock-down procedure. The classroom door remains locked and windows to the hallway are blocked. Our nursery school is uploaded onto the City of Winnipeg Police Computer Dispatch so that appropriate notification steps will be taken should a situation arise in our neighbourhood. We are fully equipped with a “portable toilet”, water, snacks, etc. to provide for any emergency situation.

On the day of the drill, teachers explain what will happen in age-appropriate ways. A letter indicating that the children experienced a lock-down procedure is sent home with parents as well.

### Chemical Accident Procedures:

The following procedures will be used in the event of a chemical accident:

#### Chemical accident INSIDE building (eg. inappropriate mix of household cleaners)

The Director or designated alternate will:

- 1.) Enact evacuation procedures immediately to Place-in-Shelter.
- 2.) Call 9-1-1 for the Fire Department.
- 3.) Follow Evacuation Procedures.

#### Chemical accident OUTSIDE centre:

The Director or designated alternate will:

- 1.) Enact Shelter-in-Place procedures or evacuation procedures based on instructions from emergency services officials.
- 2.) Follow evacuation procedures or Shelter-in-Place procedures.

### No Smoking:

There is NO smoking allowed on school property.

### **Staff and Certification:**

VGP Inc. has (2) nursery school teachers in the classroom at all times. The Program Director is an Early Childhood Educator (ECE) II or III, and the assistant teacher meets the qualifications of an ECE or a CCA (Child Care Assistant). When required due to child enrollment, the Playschool also has an Inclusion Staff (minimum CCA level) who works with children with additional support needs.

All employees working directly with children must complete a first aid course that includes CPR training relevant to the preschool age group. Employees must keep first aid and CPR training up to date with re-certification when required.

Employees working directly with children must also have a Criminal Record check as well as a Child Abuse Registry check. No caregiver (including substitutes and volunteers) are left alone with any children until the Playschool has received confirmation that the criminal record and child abuse registry check are satisfactory.

Staff-child ratio is 1:10 for nursery school. We are licenced for up to (16) children per class, and therefore at most times we have a 1:8 ratio or better. On occasion, one staff member may be responsible for up to (10) children, but at no time will it exceed this ratio.

Playschool teachers work some additional hours for prep and administration before and after stated class times, pursuant to individual staff contracts. If you wish to speak with a staff member outside of class times, please contact the Director to arrange a meeting.

### **Parents Role:**

*Please adhere to the following:*

- Inform the Director of any change in the home which may affect the child.
- Inform the Director of any change in the registration form (eg. change of address or phone numbers, change of emergency contacts, custody situations, etc.).
- Label all of your child's belongings and ensure they have everything they need for school as outlined in the school supply list (eg. change of clothes, Velcro shoes, backpack, etc.). Be sure to label everything as it is the parents' responsibility if items are lost.
- Provide appropriate outdoor clothing for your child. At times, we will be using the school's outside facilities, weather permitting.
- Ask questions about your child's progress and offer suggestions to help the child. (If the subject matter is of a sensitive matter – please refrain from discussing it in the coat room. Staff are always able to come back to the classroom to discuss concerns.)
- Refrain from coming into the classroom at drop off time unless prior arrangements have been made. For children experiencing separation anxiety, staff are happy to help develop a strategy for leaving the Playschool that will work for you, your child, and the routine of the class.
- Parents are encouraged to support the Playschool through fundraising events and donating items that may be required for the program. Specific donations are requested on occasion through email or postings on the website or bulletin board.
- Parents are required to sign a consent before pictures are taken of their children in the Playschool. When personal pictures are taken at school events that may include other people's children, parents are to refrain from posting any photographs or videos on any social media.

### **Storm Days:**

VGP Inc. is equipped with a weather radio to provide us with current weather conditions at all times including wind-chill factors, weather warnings, etc. In the event of bad weather conditions, the Playschool is closed when B.E. Glavin School is closed. An officer of the board (phoner/supplier) will coordinate with the Director to contact parents/guardians to inform them about the closure. Some radio stations (eg. CJOB) will also be reporting school closures. We are located in River East Transcona School Division #9.

## **Field Trips:**

On occasion, staff will plan field trips for the children when opportunities arise.

Parents will be notified a minimum of 24 hours before the field trip is scheduled to occur. A permission slip will be sent home with each child informing parents of the upcoming trip, date, duration, etc. This permission slip must be returned to the Playschool in order for your child to be eligible to attend the field trip.

A donation to cover the cost of the admission is appreciated and will help us include this as part of our quality programming. Parents are welcome to volunteer on field trips, but are not required to do so. Volunteers must pay their own admission and the admission of any children not registered in the Playschool. Space for parent volunteers and additional children will be dependent on availability at the venue.

Parents are required to transport their children to and from the field trip location. Staff do not transport children in their own vehicles. Parents are to meet staff at the designated field trip facility and not at the Playschool. If a parent cannot arrange transportation, the child will not be able to participate and alternate arrangements must be made. There will be no staff at the Playschool for children who cannot attend the field trip. If requested, the school will refund the tuition for that day in lieu of childcare provided.

## **Administration:**

- VGP Inc. is partially funded by MELCC through an operating grant. We are a community-based organization which is run by a volunteer Board of Directors made up primarily of parents/guardians of children in the program.
- We are not part of the River East Transcona School Division, although we are located in an elementary school.
- All parents with children currently enrolled in the program are considered to be members of the Playschool and as such have a right to determine how the Playschool will be run. Parents are encouraged to volunteer for the Board of Directors, various committees, and by attending the Annual General Meeting (AGM). **One parent or representative of each registered child is required to attend the AGM.** The AGM is held in September of each year at which time new board members are elected by the general membership. The AGM is also an opportunity to inform parents about financial management and program development. It's also an opportunity for parents to give the board and the teacher's feedback on the program.
- The purpose of the Board of Directors for a centre receiving funding from MELCC is to establish goals and objectives for the centre; to establish personnel policies, wage scales, and job descriptions; to oversee financial operations; to handle any complaints or concerns; to liaise with MELCC when required; and to oversee the general operation of the centre. Board meetings are held on a monthly basis, normally at the school.
- Please see Appendix B for more information on the Board of Directors and their responsibilities.

## **Fundraising:**

- Since the Playschool is a not-for-profit organization and is only partially funded by MELCC and parent fees, we are required to generate our own revenue to cover program costs. There are a minimum of (2) fundraisers held during the Playschool program. The types of fundraisers are determined during the year by the Board of Directors. A letter regarding each fundraiser will be sent home before the start date indicating what is required should you choose to participate.
- Participation is greatly appreciated to help ensure that we can continue to offer quality programming not covered by our grant allowance. For example, the music program, children's entertainment, and professional development for staff are all important elements that would be lost without parental support. If you choose not to participate in the fundraisers, a single contribution of \$130 or (2) \$65 donations will help us achieve the kindergarten-readiness programming that we are proud to offer. All donations over \$20.00 will receive a tax receipt.
- Additional fundraisers are at the discretion of the Board of Directors.

## **Philosophy**

At VGP Inc. we believe that each child is a unique individual with rights to love, respect and quality care.

Children should have optimal experiences for physical, social, emotional, and intellectual growth. They should be encouraged to develop creativity, self-confidence and a positive self-image. They should also have an opportunity to learn to make choices and decisions to solve problems and to become independent, capable thinkers.

Since children are active learners, they are entitled to a safe and stimulating environment where they can explore their surroundings. This ability to learn should be fostered so that learning and growth are a fun and playful process. Children proceed through levels of development at various rates and therefore caregivers, in addition to being warm, loving individuals, must be trained in child development as well as have plentiful practical experiences.

Since parents play the most important role in their child's life, their participation and interest in the time their child spends at Playschool is welcomed.

### **VGP Inc. will carry this philosophy through on a daily basis by:**

- providing a safe, happy, healthy and caring environment.
- providing a balance of structured and non-structured activities.
- providing an environment in which children are allowed many choices which will foster independence. They will also have the opportunity to experience consequences for decisions in a positive manner.
- allowing children many different ways to express themselves in a positive manner, such as through words, music, art and body movements.
- providing praise and encouragement for every accomplishment whether big or small.

### **Valley Gardens Playschool Inc. will also provide children with the opportunity to:**

- develop a positive self-image through positive reinforcement, their accomplishments and learning about themselves.



- gain an understanding of the feelings of others by allowing them to express their feelings and by respecting the expressed feelings of others.
- develop language skills through socializing and interacting with others, parroting appropriate role models through conversations, stories and songs.
- develop creativity through praise, encouragement, choices and by pure discovery of every action, not necessarily the end product.
- develop large and small muscle skills through a variety of experiences.

### **Behaviour Management Policy:**

At VGP Inc. we will establish a supportive environment that encourages positive interaction among staff and children, realistic expectations of children's capabilities, and natural consequences for behaviour. Guiding strategies are based on the developmental capabilities of the child. Such a policy is intended to enable a child to learn independence and appropriate and acceptable behaviour. Techniques such as appropriate modeling, re-direction, positive re-enforcement, and the setting of reasonable limits of behaviour will be employed to establish a harmonious atmosphere for staff and children.

We provide a safe, happy, healthy and caring environment. It is understood that some children may have some minor adjustment problems when initially starting Playschool and possibly throughout the year. This is very normal and is anticipated. Our staff are qualified in dealing with these situations and will work with you and your child to make Playschool a happy experience and further develop each child's independence. It is also understood that children, just like adults, may have an occasional rough day. Our staff members are highly trained individuals and will work with each child to work through the behaviour issues. Parents will be informed if a child has had a rough day. Due to the fact that we have limited space and that there can be up to 16 children in the classroom, any form of violence or aggression, such as throwing objects, hitting, banging of child's own head, etc., cannot be tolerated. Our staff will endeavor to help the child to deescalate the negative behaviour. However, if such behaviour lasts for more than 10 minutes the child's parents/guardians will be called to pick the child up immediately. This is not only for the safety of the other children in the class, but is especially important so that the affected child does not end up with a negative experience.

VGP Inc. staff will alert parents to any incident that affects a child's health, safety or well-being. Such daily incidents may include a child expressing concern about a dispute at home or exceptional events such as injuries, outbreak of an illness or communicable disease.

NO guns, swords or other violent toys or play related to these types of toys are permitted in the Playschool.

No form of physical punishment, verbal or emotional abuse, or denial of physical necessities is allowed at VGP Inc. Physical punishment includes striking a child, either directly or with an object, shaking, grabbing, shoving or spanking. It also includes forcing a child to repeat physical movements, force feeding or any other action carried out which results in physical injury to the child. Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult in the centre which would humiliate or undermine a child's self-respect. The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding or toileting.

Staff at VGP Inc., WILL follow the guidelines that are established above, always seeking to maintain the goals and objectives of our Playschool's philosophy.

### **Communication Policy:**

Valley Gardens Playschool Inc. supports an “open door” communication policy, which means:

- Parents are welcome to drop in and observe the program at any time. If consultation with the Director is desired, please let him/her know ahead of time. **(Access to the classroom is dependent on public health restrictions and health policies set out by BE Glavin school or RETSD.)**
- Telephone communication is encouraged; please check with the Director for mutually convenient times.
- Email communication is also encouraged. An authorization to communicate via email is included in the registration process.
- Parents can expect ON-GOING communication with staff concerning your child’s progress, program activities, and centre operation.
- An electronic monthly newsletter is used to keep parents informed of Playschool programming and events. Please visit our website at [www.valleygardensplayschool.ca](http://www.valleygardensplayschool.ca) to view the monthly newsletter as well as other information regarding the Playschool.
- Parents can request parent resource information and information on community resources from the Playschool.
- Parents concerned with the care of their child, or any incidents in the Playschool, are urged to speak with the Director. If satisfaction is not forthcoming, please contact the President of the Board of Directors.
- Staff welcomes the interest and concerns of parents on any topic.

### **Inclusion Policy:**

Inclusion means children of all abilities have equal access to participate meaningfully in child care programs. We accept and welcome children of all abilities. Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests and needs. When children are together as part of the group, each child’s development is enhanced and positive social attitudes are fostered. In Manitoba, all children are expected to have equal opportunity to participate in licensed child care. This includes children who require additional program supports due to their specific needs. We believe each child deserves a play environment and experiences that promote growth in all areas of his/her development. Inclusion is more than the presence of a child with additional support needs. Genuine inclusion enhances active and meaningful participation by every child in the daily program and with one another. How this occurs will be different for each child based on his or her individual abilities and needs. All children should be valued, have friends, and feel that they belong. We work with parents and early intervention professionals who have valuable knowledge and expertise to share with each other. We are committed to learning more about various disabilities and full inclusion as part of our annual training plan.

## **Responsibility for Children:**

The VGP Inc. staff is deemed responsible for the children enrolled in the program from the time a caregiver (12 years of age or older) presents the child to staff during drop-off, during classroom hours, and until the child has been picked up by an authorized caregiver. **Individuals dropping off children are not to leave the coat room or the outside drop-off area until the staff members have indicated they are taking responsibility for the children and are ready to lead them to the classroom.**

No child will be released to a person other than those listed on the child's registration pick-up list. Information for at least (1) emergency contact person (other than a parent) needs to be provided on the registration form. If neither the parent(s) nor other emergency contacts can be reached, Child and Family Services will be called.

If staff members have not met the pick-up person previously, or if staff do not recognize the individual from a previous meeting, **staff will ask for picture ID to confirm they are authorized to pick up the child.** This may include a custodial parent if they are not the usual person picking up the child. A call back system will be used in all questionable situations.

NO CHILD WILL BE RELEASED TO ANY PERSON UNDER 12 YEARS OF AGE.

Parents are responsible for their own children at all times before and after the regular stated hours of the program.

## **Supervision:**

Children are directly supervised during the daily program, whether in the gym, bathroom, outside, or on field trips. The ratio of teachers to children will not exceed 1 teacher for every 10 children (1:10).

## **Transportation:**

VGP Inc. does not provide any type of transportation to or from our facility. Parents are responsible for the transportation of their child/ren to and from the Playschool and to and from field trips.

## **Suspected Child Abuse:**

**Staff is required by law to report suspected or disclosed abuse.** Staff are NOT permitted to contact the parent/guardian, unless specifically directed to do so by social services or the police. It is the responsibility of social services to investigate and decide if the child is in need of protection; it is the responsibility of Playschool staff to report suspicions/disclosures. No child will be released to an individual who appears to be intoxicated or under the influence of drugs.

## **Guardianship/Custody:**

**\*This includes custody arrangements and court orders issued by a criminal or family court of law.\***

In the event of a parental separation, the parent or guardian is required to inform the Playschool of the custody/access arrangements, and where applicable, a copy of the custody agreement or court orders pertaining to the child are to be provided as well. If there is no legal custody agreement or court order, we require a statement signed by both parents specifying the custody arrangements. Without

documentation, we cannot restrict access to the child by a non-custodial parent. For the safety of the children, it is imperative that the Playschool have a copy of court orders or restraining orders. **Police are not required to act on a court order without seeing it.**

**Note:** For identification purposes, please provide staff with a photograph of the person noted in the court order or restraining order.

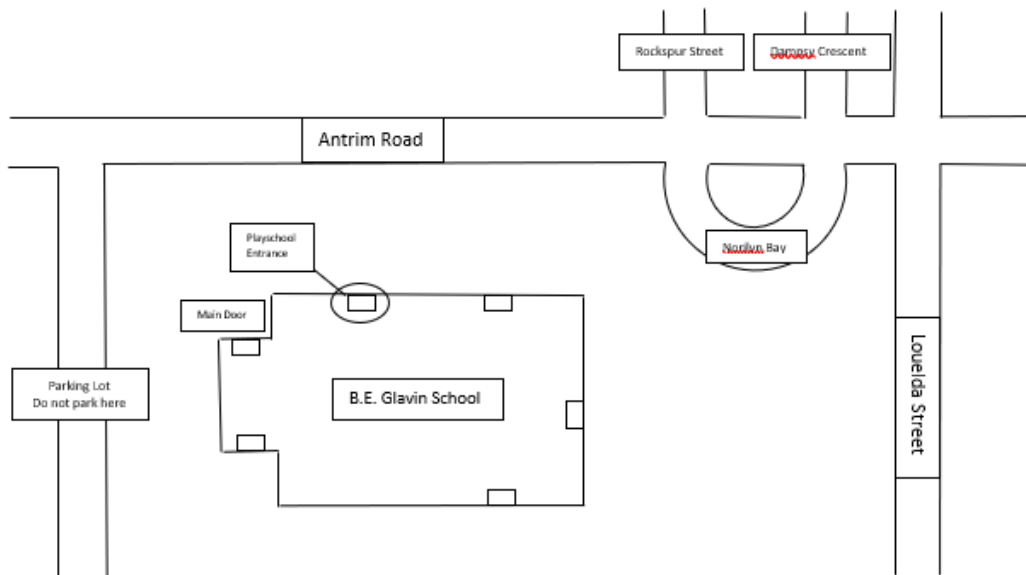
If this situation pertains to you, please contact the Director to obtain further information regarding custody arrangements, as well as to fill out any required documentation, including information and authorization sheets from Manitoba Early Learning and Child Care.

### **Parking:**

**\*\*Parking in the school parking lot is not allowed.\*\***

The B.E. Glavin School has asked for our cooperation in not parking in the school parking lot. The parking lot has very limited space and is used only for teacher parking.

There is space to park on Rockspur St., Norilyn Bay (both off Antrim), or you can park on Louelda St. Since we use the North entrance, parking on these streets is the most convenient.



We are fortunate to have B.E. Glavin school generously donate the use of classroom space and some school facilities. We ask all parents to show respect to the school and its staff by refraining from using the school parking lot and by abiding with any and all rules put out by the school and/or the school division.

## **Forms/Authorizations:**

**A child/family information record must be completed IN FULL, signed and dated by the parent/guardian before the child can attend any classes.**

Included in the registration process you will find:

- Safety information/authorizations for emergency contacts and pick up people.
- Health/medical information. (If medication is required, staff will provide the medical authorization form to the parent).
- Photography/Videotaping authorization (parents must sign a consent before their child is photographed or videotaped).
- Parental consent for emergency care and transportation.

## **Code of Conduct:**

The *code of conduct* is expected to be followed by all families and individuals picking up the children, as well as staff. Families can find this on the website and must sign that they have received it. Please see Appendix C for the document.

## **Privacy Protection Pledge:**

Please see Appendix D for more information on the collection, use, and disclosure of personal information. This information can be found on the website and reviewed prior to registration.

## APPENDIX A

### Curriculum Statement

Valley Gardens Playschool promotes a wide variety of learning opportunities for children to develop socially, emotionally, physically and cognitively. First and foremost, we believe that children learn best through play. Play can take many forms and we encourage children to take part in all types of play by creating inviting and stimulating interactions, environment and experiences. Our schedule is predictable but flexible to meet children's needs and allow for these learning opportunities.

Staff members observe children's free play to determine, then promote their interests and pursuits to best facilitate learning through play. Each of the play areas is changed frequently depending on how the children are using the toys and materials that we have prepared for them. New items might be added to enhance their current play based on the staff's observations, or perhaps we will change an entire area to re-invigorate interest in that centre. The opportunity for choice is so important to our program that free play, when children can choose the experiences they want to investigate, is the largest segment of time scheduled into our 2-hour classes.

Free play promotes healthy development such as creativity, communication, problem-solving, independent decision-making, and social skills like developing friendships or asking for help from an adult. For example, children develop communication and problem-solving skills as they work together to build ramps for car races - or they develop creativity and social skills as they set up a pretend picnic, bake and serve cookies, or play dress-up. Decision-making, spatial skills and numeracy concepts like one-to-one correspondence are developed when children choose to do a puzzle, build a tower, or construct mountains in the sand table - and we see creativity and self-esteem develop as children make original works of art. In addition, when children write their names they are learning symbol correspondence and developing fine motor skills or when staff and children read a favorite book together they are developing their imaginations, as well as literacy skills such as letter recognition and anticipating what will happen next. These are just a few examples of the many ways in which children's minds, bodies, and skill sets grow and expand through independent play choices.

Another way we encourage children at our preschool centre to learn is through ongoing interaction with each other and staff members. While staff observe play, we also participate with the children by asking questions, making comments, being a character in their pretend play, and by expanding their play ideas with suggestions. For example, we might encourage the children to add to kitchen play by expanding it to a restaurant or picnic. We also talk with children and model how to develop relationships and friendships with one another – our actions show how to share or take turns, pretend together, or work as a team. Snack time is another opportunity for social interaction between the children, as well as between staff and children. Children learn to cooperate, make friends and get along with others when they share a meal together.

We also provide learning opportunities through structured activities such as circle time, group games, and occasional sit-down art or games. As with free play, the structured time is designed to promote the current interests of the children, by using information staff have gained during their observations. Staff members observe children during the structured time and adjust the length of it to correspond with the children's engagement in the activities and songs presented. We recognize that young children cannot sit for extended periods of time and so we make circle time fun and stimulating with plenty of movement. Sometimes, circle time goes longer than expected; other times they are cut short – each in

response to the children in the group and what they are gaining during the learning experience. Children learn turn-taking, listening to a speaker and participating in a group when their abilities, interests and needs are recognized and used in planning structured, teacher-led activities. Music, song, and movement are very important and are incorporated into interactions, the environment and experiences in the centre.

Play environments are also monitored to make sure they are representative of all children and their families – regardless of gender, age, ability, ethnicity or culture. For example, we provide dolls that are both male and female and different skin colors, a toy wheelchair and crutches, play food from different cultures, as well as class posters and books that represent people from around the world and in society. As with the toys and materials provided, we also include family diversity in our discussions. Overall, Valley Gardens Playschool promotes learning and development through free choice in play, limited structured times, as well as ongoing support of the children in friendship development and learning social skills. This is communicated to parents on a daily basis through conversations at pick-up time, as well as through monthly newsletters and information posted on the website. This information includes past learning and development (eg. how they enjoyed a party, special visitor, or planned activity), as well as information on upcoming events and activities (eg. spirit weeks, holiday discussions, etc.) We encourage parents to voice questions or concerns with staff, check in with their children about their daily learning, and offer support and praise to their children for their accomplishments. We believe that play is a child's work – and our role is to facilitate and foster that work, leading to independent, confident, and compassionate individuals.

## APPENDIX B

**The Executive Staff/Officers of the Board of Directors (summary of job responsibilities are listed):**

### **President/Chairperson**

- Board liaison with Director
- ensures the program is operating up to standards
- helps Director apply for all necessary permits, grants, etc.
- calls and chairs all meetings
- notifies necessary organizations of any changes (ie. MELCC)
- receive Playschool mail, excluding bills and mail addressed to specific individuals
- member of Personnel Committee and Finance Committee
- maintains personnel files on all staff members
- has signing authority

### **Vice President/Chairperson**

- coordinates all fundraising events
- assists President whenever possible
- chairs meetings that President is unable to attend
- in charge of advertising

### **Treasurer**

- oversees the management of the Playschool 's financial operations handled by the Bookkeeper
- has signing authority
- submits financial statements at monthly Board meetings
- member of the Finance Committee and oversees the development of the Playschool's budget
- monitors the budget and advises the Board of any financial management issues
- oversees payroll

### **Secretary**

- takes charge of and ensures the safety of the minute book
- records minutes of each meeting, types and distributes to all board members
- chairs meetings if President and Vice President are unable to attend
- reads minutes of previous meeting and any correspondence, as required

### **Member at Large**

- attends monthly meetings and helps out when needed

**\*\*All Board Members have voting rights\*\***



## APPENDIX C

### **CODE OF CONDUCT:**

At Valley Gardens Playschool Inc. we strive to provide a safe, caring, learning environment for children, staff and families. We believe in the equality of all people and respect diversity.

Children, families, staff and all others involved with the centre make every effort to:

#### **Be Respectful**

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

#### **Be Safe**

We work and play in a safe way to help keep ourselves and others from getting hurt.

#### **Be Cooperative**

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

#### **Be Supportive of Learning**

We learn to the best of our abilities and support the learning of others.

#### **Appropriate use of Technology**

All children, families, staff and others involved in our centre must use e-mail, electronic devices and the internet appropriately according to our policies to protect the privacy of individuals and confidentiality of information.

#### **The following behaviour will not be tolerated:**

1. All forms of bullying behaviour (physical, verbal, emotional, social or cyber-bullying; comments, actions or visual displays that are intentional, repetitive, and hurtful).
2. Harassment of another person (any behaviour that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome).
3. All forms of sexual, physical or psychological abuse.
4. Discrimination against any individual or group on the basis of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability as outlined in the Manitoba Human Rights Code.

5. Actions that put another person at risk of harm such as violent physical actions with or without a weapon, threatening to physically harm another or bringing drugs into the facility.

**Depending the severity and frequency of the inappropriate behaviour, the following consequences may be considered:**

1. An informal or formal meeting that focuses on discussion of concerns, learning from the experience and understanding how to use appropriate behaviour in the future.
2. A written contract outlining specific behaviour expectations and consequences may be developed with adults and older children. Follow up meeting to be held.
3. Outside resource assistance may be requested: for example, a behavioural specialist to reduce a child's inappropriate behaviour, Child and Family Services for parenting supports or mediation services to resolve conflicts between adults.
4. Contact with the police and/or Child and Family Services (CFS), if the alleged behaviour is against the law, such as abuse, assault, or threatening another person with a weapon. The Police may also be contacted to assist with other threatening behaviour. The child care facility will implement all requirements or recommendations made by the Police or CFS to ensure the safety of children and other people in the facility.
5. Contact with the Manitoba Human Rights Commission, if the inappropriate behaviour involves discrimination or harassment to obtain information about resolving the issue informally or to make a formal complaint.
6. In the case of a visitor, the individual may not be allowed to return to our child care centre if we have not been able to resolve the issue through discussion.
7. In extreme cases, immediate suspension or dismissal of a staff member or suspension or withdrawal of child care services due to inappropriate behaviour by a child or family member may be considered.

**Responsibility to Report**

All individuals have the responsibility to treat each other with respect, and to speak up if they or someone else is being abused, assaulted, bullied, harassed, discriminated against or is at risk of harm.

## APPENDIX D

### **OUR PRIVACY PROTECTION PLEDGE**

We want to make sure that we comply with the new legal obligations imposed by the federal government's *Personal Information Protection and Electronic Documents Act* ("**PIPEDA**") regarding the collection, use and disclosure of personal information in commercial activities.

That is why we have developed this Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make sure that we have your consent to continue to collect, use and disclose this personal information for these purposes.

We have also developed a Privacy Policy, which specifies and describes the principles and guidelines that we have adopted for the collection, use, disclosure and retention of personal information.

The following is a brief summary of our privacy practices:

#### **What is personal information?**

Personal information is any information that can be used to identify, distinguish or contact a specific individual. Personal information can include facts about, or related to, an individual, as well as an individual's opinions or beliefs. Personal information does not include publicly available information (for example, names, addresses and telephone numbers which are published on an annual basis in telephone directories) or business contact information (the name, title, business address or telephone number of an employee of an organization).

#### **Why do we collect personal information, and how do we use it?**

In carrying on business as a licensed child care facility, we collect personal information about the children in our care, their parents/legal guardians, their siblings, and other individuals who are also involved in their care and upbringing (collectively, "**the children in our care and their families**"), about our independent contractors (ie. people who regularly work for us, but who are not paid as employees), directors, therapists, volunteers, work experience students and educational or regulatory observers, and about other people in the general community with whom we interact (collectively, "**our other constituents**"). We respect the privacy of all of these individuals, which is why we collect and use personal information only for the following purposes:

1. To identify the children in our care and their families, as well as our other constituents;
2. To establish and maintain responsible relationships with the children in our care and their families, as well as with our other constituents;
3. To understand, develop and/or enhance the needs, desires, concerns and opinions of the children in our care and their families, as well as our other constituents;
4. To provide the services expected of a licensed child care facility to the children in our care and their families, all with a view to advancing the goals of our Mission Statement;
5. To manage and develop our business and operations; and
6. To meet legal and regulatory requirements.

We collect information only by lawful and fair means, and not in an unreasonably intrusive way. We collect personal information from day to day observations of, or interactions with, the children in our care and/or from their parents/legal guardians, as well as from our other constituents.

### **When do we disclose personal information?**

There are a variety of circumstances where we may need to disclose some personal information about the children in our care and/or their families, or about our other constituents. However, with the exception of those circumstances where disclosure is required or permitted by law, we make sure that any disclosure of personal information is made on a "need to know" and, where applicable, on a confidential basis, and in accordance with the provisions of The Community Child Day Care Standards Act (Manitoba) and the Child Day Care Regulations. We also use contractual or other means to protect the information and to make sure that the information is used only for the purpose(s) for which it was disclosed.

Subject to the foregoing, we may disclose an individual's personal information:

1. To our employees, independent contractors, directors, therapists, volunteers, work experience students and educational or regulatory observers; or
2. To a third party who requires personal information in order to:
  - (a) provide (or assist us in providing) for the physical, emotional, social and/or intellectual well being and/or safety of the children in our care; or
  - (b) assist us in our general administration and/or operations (which includes record keeping, debt collection and fundraising activities); or
  - (c) assist us in providing products and/or services to the children in our care and their families, or to our other constituents; or
3. To a public authority or agent of a public authority if, in our reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of the information; or
4. To a third party who requires such information and who is part of our organizational group; or
5. To a third party with whom we are negotiating for the purpose of them taking over some or all of our services and/or other activities; or
6. To representatives of other licensed child care facilities if that individual has not promptly satisfied his/her debts to us; or
7. To a third party where that individual (if he/she is an adult, otherwise his/her parent/legal guardian) has consented to such disclosure; or
8. To a third party where such disclosure is required or permitted by law.

We will not disclose an individual's personal information in our possession or under our control to any third party for the purpose of enabling that third party to market its products and/or services to that individual (or to that individual's family) without first seeking the express consent of that individual (if he/she is an adult, otherwise his/her parent/legal guardian) to do so.

### **How do we protect personal information?**

In order to protect personal information, we will:

1. Not collect, use or disclose an individual's personal information for any purpose other than those identified above, except with the further consent of that individual (if he/she is an adult, otherwise his/her parent/legal guardian). Consent for any of the identified purposes or for any additional purpose can be provided in writing, orally or electronically. Consent can be express or it may be implied in appropriate circumstances. Express consent happens whenever there is no doubt that an adult individual has expressly told us, in writing, orally or electronically, that we can collect, use or disclose his/her personal information or that of his/her child(ren). Implied consent happens whenever we can reasonably assume, from an adult individual's action or inaction, that we have his/her consent to collect, use or disclose his/her personal information or that of his/her child(ren). We will try to obtain express consent whenever it would be reasonable for an individual to assume that we would do so;
2. Protect personal information with security safeguards that are appropriate to the sensitivity of the information;
3. Protect the confidentiality of personal information when dealing with other organizations;
4. Use reasonable efforts to keep personal information as accurate and up-to-date as is necessary for the purposes for which it is to be used and/or disclosed. The assistance of parents/legal guardians in keeping their and their children's personal information up to date is essential; and
5. Respond to any request that an adult individual may make for access to personal information regarding him/her (or his/her child(ren)). We will need specific information from an individual to verify his/her identity before we can respond to his/her request. In addition, there may be instances where we will not be able to provide an individual with the personal information that he/she has requested. If we deny a request for access to personal information, we will provide the individual with an explanation in writing.

### **What are your choices?**

We would like to have your consent to continue to collect, use and disclose your personal information (and, if you are a parent/legal guardian of one or more children in our care, that of your child(ren) and other individuals who are involved with their care and upbringing) for the purposes identified above. However, you do have choices. You may refuse to provide your personal information (or that of your child(ren)) to us. You may also withdraw your consent for us to collect, use or disclose your personal information (or that of your child(ren)) at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit or eliminate altogether our ability to provide any products or services to you (or to your child(ren)), to involve you in other organizational activities and/or to communicate with you.

If you have any questions or concerns about our privacy practices, please contact our current President. The President's information can be found on the Playschool Bulletin Board and on the website.

Otherwise, we will assume that we have your consent to collect, use and disclose your personal information (and, if you are a parent/legal guardian of one or more children in our care, that of your child(ren) and other individuals who are involved with their care and upbringing) (including personal

information that we have previously collected) for the identified purposes and in a manner consistent with our Privacy Policy.

For a copy of PIPEDA or to contact the Privacy Commissioner of Canada, please visit the Office of the Privacy Commissioner of Canada's Internet web site at: [www.privcom.gc.ca](http://www.privcom.gc.ca)