2016-2017

Duty Person & Volunteer\textsuperscript{1}
Registration Package

Please complete and submit to the Registrar

\textsuperscript{1} Executive Board Members are required to complete this registration package, as is anyone expecting to volunteer regularly in the classroom.
Checklist

Moppet’s operating license requires that paperwork not be left blank. Please use a dash, “N/A”, or “same” rather than leaving a blank space. Doing so helps the Registrar minimize unnecessary follow-up. Thank you in advance!

Please complete the following enclosed items:

- Duty Person / Volunteer Personal Information
- Offence Declaration (Record of VSC Submission to be completed by Moppet)
- Moppet policy sign-off for:
  - Outdoor Playground Safety Policy
  - Emergency Procedures
  - Sanitation Policy
  - Food Allergy Awareness
  - Snack Preparation Guidelines
  - Anaphylaxis Policies and Procedures
  - Medication Policy
  - Behaviour Management Policy
  - Contra-vention of Behaviour Management Policy
- Region of Waterloo Pre-Employment Health Form – Note that no tuberculosis (TB) test is required as per our licensing body at the Ministry of Education. If you have not been tested for TB, please write “N/A” or “not tested” in the relevant section of the form.

In addition, the following additional materials are required with your submission:

- Original Vulnerable Sector Check (VSC) issued within the last 6 months

Please use the Introduction Letter on the following page to apply to the Region of Waterloo Police Services for a VSC. Submitting the enclosed letter to Police Services will reduce the fee for a VSC from $25 to $10. Two pieces of ID (including at least 1 photo ID) are also required at the time of application.

Note that as per our lease agreement with the Waterloo Region District School Board (WRDSB), Moppet is required to keep your VSC on file with your registration package. The ultimate decision regarding the suitability of a duty person/volunteer’s VSC results rests with the WRDSB.

Please apply for your VSC immediately upon receiving this registration package. It can take 4-8 weeks to receive the results of your VSC from Police Services. Duty people/volunteers are not able to participate in class activities until Moppet receives your VSC. Once school has begun, duty days will be accrued until the VSC is received. It is your responsibility to ensure timely submission of your VSC.

Please allow a minimum of one week from the date that your paperwork has been received and approved by the Registrar before your child may attend classes.

The Registrar must approve all paperwork before a child may attend Moppet.
June 1, 2016

To Whom It May Concern:

This letter confirms that ________________________, currently residing at ______________________________________ (phone number ______________________), will be volunteering at Moppet Parent Participating Preschool in Kitchener, beginning in September. The Preschool is located within Suddaby Public School at 171 Frederick Street, Kitchener, Ontario.

The person named above will be volunteering in class with toddler and/or preschool-aged children and is required to have a full vulnerable sector check completed before beginning their volunteer duties.

Should you have any questions, please contact the undersigned.

Sincerely,

Belinda Oke
Registrar
registration@moppetpreschool.com
Duty Person / Volunteer Personal Information*

Child’s Name: ___________________________ Toddler / Morning Preschool / SPARK

Name: ___________________________ Gender: __________________

Relationship to Student: ___________________________ 

Home Address: _________________________________________________________________

(full mailing address including postal code)

Please circle preferred method of contact below

Primary Phone: ______________________________ (circle home / cell / work)

Secondary Phone: ____________________________ (circle home / cell / work)

Email: ______________________________________

*Your name, phone number and email address will be included on the class list and your email address will be added to the mailing list for duty families. Please contact the registrar if you have any concerns at registration@moppetpreschool.com.

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Record of VSC Submission
(to be completed by Moppet)

___________________________’s VSC, issued __________________________, was received by _____________________________.

(Name as it appears on VSC) (Date of VSC issue)

Moppet on _____________________________.

(Date VSC received by Moppet) (Executive member or Teacher name)

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Offence Declaration – Not to be completed/signed until after VSC submission

I declare that since my last Vulnerable Sector Check, dated _________________, and available on file at Moppet Preschool, the following applies (check 1 box):

☐ I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

☐ I have the following conviction(s) for the offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

Offence and date: ________________________________________________

Offence and date: ________________________________________________

Offence and date: ________________________________________________

I understand that providing a false statement on my part will result in Moppet Preschool taking appropriate action.

_________________________ __________ __________

Name (please print) Signature Date

_________________________ __________ __________

Witness 2 Name (please print) Signature Date

_________________________ __________ __________

Executive Member Name (please print) Signature Date

2 Witness refers to anyone present when the duty person / volunteer signs the Offence Declaration.
Outdoor Playground Safety Policy

The playground is safety-checked daily by the teachers while it is in use. Children and adults must remain outside the fenced playground until the teachers have checked that the playground is safe. This check is recorded in the outdoor playground binder. Outdoor injuries will be recorded in the outdoor playground binder and/or the teachers’ daily journal.

The ratio requirements of staff to children remain in effect at all times, including on the playground.

When parents/caregivers drop their child off on the playground, they are to wait outside the fenced area until the playground safety check is complete. If an adult allows their child to play before this occurs, that adult is responsible for their child. The parent/caregiver must check in with the teacher(s) for attendance purposes before leaving their child in the teacher’s care.

Once toys have been tidied, the children are assembled at a gathering point designated by the teacher(s). Children are counted twice before proceeding to the school doors. Children are counted again once they have arrived at the doors, before being let into the school.

Emergency Procedures Summary

Fire Drills

Fire drills are practiced monthly by the preschool and SPARK classes, and regularly by the toddler class. During a fire drill, children are counted at the door before exiting the room and again once assembled outside. The teacher(s) is/are responsible for ensuring that the classroom is empty, as well as for making a last head-count as the group leaves the classroom, and for bringing the day’s attendance sheet.

The primary fire exit route is across from the Moppet classroom, and down the hall by the girls’ washroom. If the primary route is blocked, the alternative fire exit route should be used. Turn left outside of the Moppet classroom, and then take the corridor to the right, which leads past the boys’ washroom. Both exit routes lead to the rear of the school. In the event that the school grounds must be evacuated completely, Moppet’s emergency evacuation site is Bethany Evangelical Missionary Church, located across Lancaster Street, to the east of the school.

Lockdown

In the event that a lockdown is announced over the school’s PA system, the students are to be assembled in the washroom, out of view of the classroom door/windows. Provide shelter to any students or teachers in the hall. Lock or barricade the classroom door, turn off the lights, and do not open the door until the lockdown is lifted.

Sanitation Policy

At Moppet, a diluted bleach solution is used regularly to disinfect surfaces. Toy cleanings (using a 3-step method of hot soapy water, hot rinse water, and bleach solution or the dishwasher) occur monthly. After snack, the dishes are to be rinsed and put in the dishwasher. The directions for using the dishwasher are posted in the kitchen. Diluted bleach spray is used to disinfect surfaces such as the snack tables.
Food Allergy Awareness

A food allergy list is posted in the Moppet classroom, and includes children’s names and specific food allergen(s). Families whose children have severe allergies shall provide their own snack. Should they choose not to do so, these families are responsible for reading snack ingredient labels daily, and approving the snack for their child.

Snack Preparation Guidelines

The provision of snack is supplied by a snack committee, and is brought in as required. Dry goods are kept in an upper kitchen cabinet, while perishables are kept in the fridge or freezer as appropriate.

During each class, one duty person prepares the snack. The snack log is located in the classroom and the list of snacks served must be recorded by the person preparing snack. All preparation must occur in the Moppet Preschool kitchen, using the equipment found there. Hazardous items (such as knives, hot kettles, etc) must be cleaned according to Moppet’s Sanitation Policy and safely put away immediately after use. After serving snack, all dirty dishes are cleaned according to the Moppet Preschool Clean-up Procedure, posted in the kitchen.

Before your first classroom duty shift, ensure that you have reviewed the complete Snack Policy in the Moppet Preschool Handbook which includes Snack Preparation, Serving Procedure and Clean-up Process, which have been developed in accordance with Health Department requirements.

Anaphylaxis Policy and Procedures

- The parent/guardian of the child with food allergies must fill out an Anaphylaxis Emergency Plan and provide a current photograph of the child to be displayed in the classroom.
- The parent/guardian is responsible for checking snacks and reading labels on a daily basis.
- The parent/guardian must provide two EpiPens (still in original containers) for the duration of the school year. The parent/guardian must ensure that the EpiPens do not expire.
- One EpiPen will hang in a bag clearly marked with the child’s name on a hook beside the Anaphylaxis Emergency Plan next to the kitchen door (out of reach of the children). The other will remain in the child’s backpack.
- The child’s name must also be included on the allergy information sheet posted in the classroom.
- At orientation all duty people will be instructed on the anaphylaxis policy and procedures. If a child who requires an EpiPen begins attending Moppet after the start of the year, then the parent will provide training for any families who did not receive training at orientation. In addition, information regarding that child’s specific allergies and needs will be communicated to parents (i.e. via a newsletter).
- If a child is having an anaphylactic reaction then a teacher will administer the EpiPen. If a teacher is not available, the nearest duty person will administer the EpiPen.
- Once the EpiPen has been administered a duty person must immediately dial 911 and following that, the parent or guardian of the affected child.
- When emergency personnel arrive, the child, the EpiPen, and the Anaphylaxis Emergency Plan will be sent to the hospital.
- The teachers will inform the Ministry of Education and fill out a Serious Occurrence Report.
- The teachers will contact the child’s parent or guardian to check on the child’s condition.
- Evidence of this must be kept in writing with the registration information.
Medication Policy

Medication is not administered to children at Moppet Preschool unless it is emergency medication for allergies or respiratory distress (e.g., asthma). Prescription medications are administered in the case of emergency, with written parental/guardian consent. In accordance with the Day Nurseries Act, Moppet staff store all medication in a locked container that is stored in a cubby in the Moppet washroom. Only teachers are permitted to administer the aforesaid medications to a child, except in the event of an emergency situation requiring the use of an epi-pen. All duty people are trained to use an epi-pen in case of emergency, and may only do so when a teacher is not immediately available to administer the epi-pen.

Behaviour Management Policy

As per the Day Nurseries Act:

44.-- 1. Every operator shall ensure that there are written policies and procedures with respect to discipline, punishment and any isolation measures to be used by employees in each day nursery operated by the operator and by each person in charge of a location where private-home day care or day nursery is provided by the operator and that the policies and procedures set out the permitted and prohibited practices.

2. The policies and procedures referred to in subsection 1. shall be reviewed with all employees of each day nursery or private-home day care agency operated by the operator and each person in charge of a location where private-home day care is provided by the operator upon commencement of employment and prior to any child being placed in a location where private-home day care is provided by the operator, and at least annually thereafter.

O. Reg 760.83.s.44.

45.-- 1. No operator shall permit,
   a) Corporal punishment of a child by an employee of the operator, by a person in charge of a location where private-home day care is provided by the operator, or by another child or group of children;
   b) Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect;
   c) Deprivation of a child of basic needs including food, shelter, clothing or bedding.

2. No operator shall,
   a) Lock or permit to be locked for the purpose of confining a child the exits of a day nursery operated by the operator of location where private-home day care is provided by the operator; or
   b) Use a locked or lockable room or structure to confine a child who has been withdrawn from other children, unless otherwise approved by a Director. O. Reg. 760/83.s.45.

This policy as required by the Ministry of Education will be reviewed:

• Semi-annually by the executive and the teacher prior to the first day of school and by the end of each school year.
• In January the President will communicate to the duty persons and volunteers who provide care and guidance at preschool to review the document prior to the second signing.
A Behaviour Management Policy Agreement Form will be included for signature by duty people, volunteers, or any others completing duty days in all registration packages and will be resigned during the second half (January to June) of the school year.

**Contravention of Behaviour Management Policy**

Failure to comply with the Behaviour Management Policy may result in the following depending on the circumstances at issue:

1. Warning, either verbal or written, followed by possible suspension or permanent dismissal
2. Emergency executive meeting to review the situation
3. If the incident involves a duty person, volunteer, or staff member, temporary or permanent removal from the duty schedule may occur with or without warning or explanation.
4. Possible removal of duty person’s child from the preschool program

**Any incidents of discrimination will be dealt with according to the contravention of the Behaviour Management Policy.**

In signing below, I agree that I have read and am aware of and will abide by the following policies and practices:

- Outdoor Playground Safety Policy
- Emergency Procedures Summary
- Sanitation Policy
- Food Allergy Awareness
- Snack Preparation Guidelines
- Anaphylaxis Policy and Procedures
- Medication Policy
- Behaviour Management Policy
- Contravention of Behaviour Management Policy

Duty person/volunteer signature _______________________________________
Date _________________________

**To be completed in 2017**

After the winter break, please review the Behaviour Management and Contravention Policies in your copy of the Moppet Preschool Handbook. In order to meet Ministry of Education licensing requirements, the teacher will observe all duty persons once in the New Year and provide any feedback. Once the observation and feedback has been completed, the duty person and teacher are required to sign below to confirm that this has occurred.

Duty person/volunteer signature _______________________________________
Teacher signature _______________________________________
Date _________________________