



Lilliput Land Nursery School

Located in St. Andrew's Presbyterian Church
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REGISTRATION AND ORIENTATION PACKAGE (2017/18 school year)

Hello and welcome to Lilliput Land!

We have been Guelph's Downtown Nursery School for over 40 years. We're glad you've chosen to join our Lilliput family and we look forward to making your child's time with us one of fun, learning, and friendship. We offer a wonderful program for children aged 2-5 which runs from 8:45-11:45am Monday-Friday.

Our primary goal is to assist your child in his/her social development in our program. Daily routine, turn-taking and cooperative play are our key focuses. We were one of the first preschools to implement an emergent curriculum, following provincial education guidelines, so every day is filled with new and different experiences for your child.

Art, science, gross motor and dramatic play are just a few of the areas we have in our centre. Children are encouraged to try them all, but if a child does not show interest in one, she/he is welcome to participate in another activity – so you may not have artwork to hang on the fridge every day but you may hear a great story about a tower that was built or a new song we learned! We encourage you to talk to your child about their day and learn about the different experiences they will have.

We have put together this information package to better explain the daily activities and inner workings of a co-operative school. For further information about any of these topics, a copy of our **Policies and Procedures** and the school's **General Bylaws** are posted on our website.

By choosing a cooperative preschool, you have an opportunity to create a truly special place for your child.

We very much look forward to sharing this opportunity with you!

Information Package Contents:

1. Registration Information and Policies:

To register, please provide:

- All enclosed Registration Forms (pages 3 – 9, and two Public Health pages). Pay particular attention to health card numbers and FULL addresses for home, work and doctor offices (postal codes, please). The Ministry requires we complete this in full.
- A co-op fee deposit cheque for \$150.00 dated January 1, 2018.
- A cheque for the \$50.00 (new families) or \$25.00 (returning families) registration fee dated with today's date.
**NB: All cheques are to be made out to *Lilliput Land Nursery School*
- Two copies of your child's up-to-date immunization record (or a completed exemption form which can be obtained from the school).

If you are registering for a September start:

- September tuition cheque is due upon registration, and is to be postdated for August 1st.
- Tuition fees are due upon registration for the remainder of the school year (Oct-June), payable by 9 monthly cheques postdated for the 1st of each month (or pay in lump sum).

If you are registering mid-year:

- The remainder of the year's tuition cheques are due upon registration. Please provide monthly cheques postdated to the 1st of each month (or pay in lump sum).

Registration will be confirmed to you by email upon receipt of your completed forms.

2. Details of Operation:

Listed here is information concerning the hours of operation, holidays, fees and registration, and withdrawal.

3. Calendar, Allergy and Snack Plan:

Here are details around the snack assignments and guidelines, which will help you find safe snacks for your assigned snack day.

4. Health and Safety of Your Child at School:

This includes information about clothing, medical information, and a list of which symptoms necessitate keeping your child home from school.

5. Our Teachers and Curriculum

This is a description of our staff qualifications as well as the activities and philosophies associated with the Emergent Curriculum program have implemented.

6. From the Board of Directors:

This describes parents' roles in fundraising, communications and meetings.

7. Parent Jobs:

A detailed description of jobs is in the registration part of the package; an additional overview is found in the orientation part of the package.

**LILLIPUT LAND CO-OPERATIVE NURSERY SCHOOL
REGISTRATION INFORMATION AND POLICIES**

2017-2018 monthly fees:

- \$80 for 1 morning/week
- \$160 for 2 mornings/week
- \$228 for 3 mornings/week
- \$304 for 4 mornings/week
- \$360 for 5 mornings/week

Monthly fee for 2 siblings:

- \$160 1 morning/week
- \$304 2 mornings/week
- \$432 3 mornings/week
- \$576 for 4 mornings/week
- \$720 for 5 mornings/week

School use only:

- Registration Form complete
- Emergency Form complete
- Immun. Record or Dr. note
- Anaphylaxis allergy?
- Reg. Fee dated today
- Reg. Fee waived
- Sept tuition dated Aug 1
- Oct-June tuition 1st month
- Orientation package given
- Follow-up needed?
- Registration date _____
- Start date _____
- Discharge date _____

REGISTRATION FORM

We would like: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

Child's Surname: _____

Child's First Name: _____

By what name is the child usually known? _____

Birth date: (dd/mm/yyyy) _____ Was your child born premature? _____

If so, what was their expected birth date? (dd/mm/yyyy) _____

Gender: _____

Address: _____ Postal code: _____

Guardian #1: Name: _____

Home Address: _____ Postal code: _____

Home Phone #: _____ Cell: _____

E-mail address (for Lilliput communication): _____

Guardian #2: Name: _____

Home Address (if different): _____ Postal code: _____

Home Phone # (if different): _____ Cell: _____

E-mail address (for Lilliput communication): _____

If neither guardian can be reached in an emergency, whom may we contact locally?

Name: _____ Relation to child: _____

Address: _____ Phone #: Postal Code: _____

Phone #: _____

Authorized person(s) who may pick up child:

Name: _____ Relation to child: _____
Name: _____ Relation to child: _____
Name: _____ Relation to child: _____

Other children in family

Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____

Child's previous experience in pre-school groups: Yes (list below) N/A

Are there any special allergies/diet/rest/exercise details? Yes (list below) No

Do you feel your child has exceptionalities? Yes (list below) No

Please provide a brief previous history of communicable diseases/chronic medical problems (e.g., diabetes/ asthma/epilepsy), impairments (e.g., speech/hearing/vision): N/A

Does your child require any medical treatments or emergency medications e.g., Epi-pen or inhalers)? Yes (list below) No

If yes, please speak with the Supervisor to determine whether we will need an Individual Medical Plan for your child.

Please add any further information which may help us to understand your child, including any community partners you may be involved with (ex. KidsAbility, WeeTalk, CMHA) or whether you speak another language at home.

How did you hear about Lilliput Land?

LILLIPUT LAND NURSERY SCHOOL
CO-OPERATIVE AGREEMENT

This letter explains the responsibilities that come with joining a co-operative. A co-operative school is run by its membership. All families attending the school are responsible for its daily function and direction. Please read and sign below to indicate that you understand and assume the following commitments.

- **Parent Job:** This is the job that you agree to perform for the year, which is assigned at the beginning of the school year by the Job Coordinator. The goal is to match the job with your abilities and interests, with consideration given to your time schedule.
- **General Membership Meetings:** A membership meeting is held, usually three times annually (fall, new year and spring), to vote on current issues of the school and financial direction. Attendance at these meetings is required. Additional meetings may be called as needed.
- **Snack Duty:** Guardians are scheduled to provide snacks for the class per the given guidelines set out by the Ministry of Health. A snack listing is provided in this package and a schedule is provided prior to each month.
- **Withdrawal Policy:** The withdrawal policy is stated in this Registration & Orientation Package. Your signature below indicates that you have read, understood and agree with this policy.

A separate **deposit cheque of \$150.00 payable to *Lilliput Land Nursery School*** (dated January 1, 2017) is required at the time of tuition payment. This deposit cheque will only be cashed in the event the above cooperative duties are not met after a minimum of 3 reminders, otherwise it will be returned to you at the end of the school year.

Guardian 1:

I, _____, have read the above duties and understand the commitment I am making in joining Lilliput Land Cooperative Nursery School.

(Signature)

(Date)

Guardian 2:

I, _____, have read the above duties and understand the commitment I am making in joining Lilliput Land Cooperative Nursery School.

(Signature)

(Date)

GUARDIAN'S RESPONSIBILITIES AND CONSENTS

Please check appropriate boxes

Responsibilities of All Guardians

- I / We will bring only foods in accordance with Lilliput Land's snack guidelines (distributed in September) on our assigned day and will complete and sign the snack sheet on the Bulletin Board. I will not bring open groceries, snacks or drinks into the building.
- I / We will wash my child's hands and face upon arrival at the preschool.

Responsibilities of Guardians with an Anaphylactic Child

- I / We will inform Lilliput Land of my child's allergy
- I / We will complete an Individual Plan and bring in a photo of my child to be posted.
- I / We will provide an EpiPen that stays at preschool and will be taken on school outings.
- If I / we take the EpiPen home and it does not return on my child's next school day, he/she will not be allowed to stay at preschool.
- I / We will provide an EpiPen, asthma inhalers, other medications in a clearly labeled zip-lock bag with the child's name on the outside, the expiry date and instructions.
- This does not apply to my / our child.

Responsibilities of Guardians of a child with special medical needs

- I/we will inform Lilliput Land of my child's medical needs
- I/we will complete and individual medical emergency plan and bring in a photo of my child to be posted
- I/we will provide the school with all necessary medications every day, if the medications are not provided, he/she will not be allowed to stay at the school.
- All medications will be clearly labeled with the child's name and expiry date
- I/we will provide all necessary training to staff
- This does not apply to my/our child

Class Participation Consent

- I / We hereby give permission for my child, _____, to take part in any portion of the school program conducted on the school day, including leaving the school premises on supervised field trips.
- I / We do not consent to the above.

Consent to Release Photographs

Please carefully review the following waivers, check the appropriate boxes (one box in each of section one, two, and three).

The use of photographs by Lilliput Land Nursery School of your child(ren) is at the discretion of the parent(s).

SECTION ONE

I give permission for a photo image of my child to be used on bulletin boards, displays and presentations within the centre, including the hallway.

or

I do not give permission for a photo image of my child to be used on bulletin boards, displays and presentations within the centre, including the hallway.

SECTION TWO

I give permission for a photo image of my child to be used for promotional purposes on bulletin boards, displays, and presentations outside of the centre
ex. open house, the farmer's market

OR

I do not give permission for a photo image of my child to be used for promotional purposes on bulletin boards, displays, and presentations outside of the centre
ex. open house, the farmer's market

SECTION THREE

I give permission for a photo image of my child to be used for promotional purposes on the Lilliput Land website and/or Facebook page

OR

I do not give permission for a photo image of my child to be used for promotional purposes on the Lilliput Land website and/or Facebook page

Acknowledgement of Withdrawal Policy

To withdraw a child from the school, the Membership Coordinator must have written notice at least 2 weeks in advance.

The school does not refund fees for temporary withdrawals or periods of absence from Lilliput Land.

Guardian 1 Signature: _____ Date: _____

Guardian 2 Signature: _____ Date: _____

MEDICAL EMERGENCY FORM

M Tu W Th F

Lilliput Land requires an emergency form we can access quickly should an emergency occur. For safety reasons, your child may not stay at preschool until this form is completed in full.

Child's Name: _____ Birthdate (dd/mm/yyyy): _____

Address: _____ Postal code: _____

| | |
|---|---|
| Guardian 1: _____ Name: _____ Home phone # _____ Work phone # _____ Cell # _____ Work Address _____ _____ | Guardian 2: _____ Name: _____ Home phone # _____ Work phone # _____ Cell # _____ Work Address _____ _____ |
|---|---|

Local emergency contact (other than guardian):

Name: _____ Relation to child: _____

Address: _____ Phone #: _____

Physician Name: _____

Physician's Address: _____ Postal code: _____

Physician's Phone: _____

Allergies(specify): _____

Medical conditions we should be aware of (please specify): _____

Emergency Drugs/Treatments (e.g., EpiPen/Inhalers): _____

In the event of a medical emergency, when family or alternate contact cannot be reached by phone, I/we _____ and _____ (Guardian Name/s) give permission to the teaching supervisor to accompany my child, _____ (Child's Name), to the nearest emergency treatment facility, to secure such emergency care as deemed necessary by the attending physician.

Guardian 1 Signature: _____ Date: _____

Guardian 2 Signature: _____ Date: _____

Immunization Information for Licensed Child Care Settings

1. Name of Child Care Centre: _____

Please check off the box that best describes your child:

| | | |
|--|---|---|
| <input type="checkbox"/> Pre-School Program | start date: _____ / _____ YYYY MM | |
| <input type="checkbox"/> JK or SK Program (at child care centre) | | start date: _____ / _____ YYYY MM |
| <input type="checkbox"/> Before School Program | start date: _____ / _____ YYYY MM | _____ Name of Elementary School Attending |
| <input type="checkbox"/> After School Program | start date: _____ / _____ YYYY MM | _____ Name of Elementary School Attending |

2. Personal Information (Please PRINT clearly)

Child's information - please print name as it appears on school registration:

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: ____ / ____ / ____ Male Ontario Health Card #: _____ Version Code
 YYYY MM DD Female _____ - _____ - _____ _____

Street Address: _____ Unit/Apt: _____

City/Town: _____ Postal Code: _____

Name of Doctor: _____ Doctor's Phone #: (____) _____

Parent/Guardian Information:

Last Name: _____ First Name: _____ Relationship to Child: _____

Last Name: _____ First Name: _____ Relationship to Child: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____

3. Immunization Record:

**Please attach a photocopy of your child's Immunization Record(s).
Please make sure that the record also contains your child's name and birth date.**

PLEASE NOTE:

The *Child Care and Early Years Act* and *Immunization of School Pupils Act* require that students have up to date immunizations for **Tetanus, Diphtheria, Polio, Measles, Mumps, Rubella (German measles), Meningococcal disease (Meningitis), Pertussis (Whooping cough), and Varicella (Chickenpox).**

In order to attend licensed child care in Wellington-Dufferin-Guelph, you must provide one of the following:

- A complete history of your child’s immunizations to Public Health (Medical Officer of Health)

OR

- One of the following Ministry of Education exemption forms:
 - [Statement of Conscience or Religious Belief](#)– which must be signed by a Commissioner for Taking Affidavits.
 - [Statement of Medical Exemption](#) – which must be signed by a healthcare provider and include their license or registration number.

Please note that a new Ministry of Health and Long-Term Care exemption form under the *Immunization of School Pupils Act* will be required at the time of school entry.

It is the responsibility of the parent/guardian to maintain up to date immunization records for their child(ren). When additional immunizations are given please report them to Wellington-Dufferin-Guelph Public Health by calling **1-800-265-7293 ext: 4396** or ask to speak to “Immunization Records”.

If you are unable to complete this form or cannot locate your child’s immunization record, please contact your health care provider for further assistance.

The information on this form is collected under the authority of the Health Protection and Promotion Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act. This information will be used for the delivery of public health programs and services; the administration of the agency; and the maintenance of healthcare databases, registries and related research, in compliance with legal and regulatory requirements. Any questions about the collection of this information should be addressed to the Chief Privacy Officer at 1-800-265-7293 ext 2975.

LILLIPUT LAND CO-OPERATIVE NURSERY SCHOOL PARENT JOB ASSIGNMENTS

Child Name (First and Last): _____

Since Lilliput Land is a cooperative preschool, every family is assigned a job. We do our best to match you with a job that best suits your interests and time schedule. Please indicate below the kinds of roles you would be willing to do. Since this form is used to delegate jobs within the school, **please indicate several areas** where you would like to be assigned. This will aid the Job Coordinator in making good matches of parents to jobs. Numbers in brackets indicate the number of people who may be assigned to each position.

It would be helpful to know what skills you have that could contribute to running our cooperative preschool (e.g., legal, accounting, teaching, publicity, marketing, etc). Please note below:

-
- _____ **Board of Directors** Board positions include: President, Treasurer, Secretary, Membership Coordinator, Job Coordinator, Publicity Coordinator, and Fundraising Coordinator. Additional details on Board positions can be found on our website.
- _____ **Supply Teachers (4)** – Fill in for a teacher who is unable to attend class. One staff member must still be present and two parents are required to replace the absent staff member. Please see more details in the Orientation section of this package. (You must possess a cleared Vulnerable Sector Police record check, be certified in Standard First Aid and CPR Level C and up to date immunizations to fill this role)
- _____ **Supply Teacher Coordinator (1)** – Responsible for reaching out to supply staff and / or parent volunteers in the case of a teacher absence. Morning availability is a must as absences can be last-minute.
- _____ **Snack Calendar (1-2)** – Create the monthly snack calendar to email out to members, ensuring an equal responsibility for all families. (2-4hrs monthly)
- _____ **Snack Reminder (2-4)** – Send reminder emails about snack responsibilities on a weekly basis to the respective families. (1/2 hr monthly)
- _____ **Cleaning Assistant (4)** – Work in conjunction with the teachers to assist in monthly sanitation of classroom equipment as required. This will take roughly 2 hrs per session with a maximum of 3 sessions per year.
- _____ **Internet Coordinator (1-2)** – Liaise with the teachers to ensure regular posts are made on our public Facebook page and that our Kijiji ad is regularly refreshed. You will also make updates to our web page as required.
- _____ **Calling Tree Member (2-4)** – Telephone an assigned group of parents to quickly communicate emergency information, especially school closures.

- _____ **Childcare for General Meetings (2)** – Provide childcare during the General Meetings, along with another parent (regular meetings are September, January and June, and additional meetings may be called as required).

- _____ **Lilliput Historian (1)** – Work with the teaching staff throughout the year to gather representative photos of the children (including a class photo) and document some key activities for the Lilliput archives.

- _____ **Parent Bulletin Board (1)** – Maintain and supplement the parent bulletin board with materials and resources related to education, workshops, support services, child care, advertising, etc. available to parents in our community.

- _____ **Fundraisers (2-3)** – Under the direction of the Fundraising Coordinator, help raise money by organizing and/or assisting with fundraising events.

- _____ **Silent Auction Coordinator (1)** – Organize, solicit, and collect items for the silent auction at the Spaghetti dinner (held in May). Run the silent auction the day of the dinner and be responsible for ensuring all items are picked up by the successful bidder.

- _____ **Repairing / Mending (1)** – Repair and / or assist with replacement of furniture, toys, and equipment at the school. May also include assisting with sourcing out new additions to the classroom.

- _____ **Library (1)** - Care for children's library, including inventory, repairing, weeding out, disposal and supplementing of books as needed.

- _____ **Survey Coordinator (1)** – Send out bi-annual parent survey, compile and report on responses to the Board of Directors.

- _____ **Office work (1)** – Shred papers and photocopy as needed.

- _____ **Laundry (2-3)** – Take laundry home every few weeks and return to the centre promptly.

If you are a returning parent, please list your current job

Would you like to continue with the same position? (please circle) yes no

2) DETAILS OF OPERATION

Hours

Monday, Tuesday, Wednesday, Thursday, and Friday 8:45 am to 11:45 am

Please let the teachers know before 9:00 am if your child will not be attending class by calling the school.

***It is essential that you inform the teachers if someone other than a parent or guardian is picking up your child.** Your child will be released only to the people indicated in your registration information. Please inform the Supervisor in writing if this information changes. All children must be signed in and out of the classroom at pickup and drop-off times.

Lateness

If possible, please arrive promptly at 8:45 am, as class begins at 8:50. We understand that this may be a challenge for some families, if you will be arriving later please let us know so we can listen for the buzzer.

Because of insurance requirements, children must be picked up by **11:45 sharp**. There will be a 5-minute grace period after which additional fees may be charged for the teachers' time.

Holidays

The school follows the same schedule as the Upper Grand District School Board (UGDSB), the exception being Professional Development Days (on which Lilliput Land is open), and runs from the second Monday in September to the second-last Friday in June. Lilliput Land is closed on statutory holidays, over the December break as observed by the school board, and during March break.

Winter

Lilliput Land may not be able to open when the weather is severe. If the UGDSB has closed elementary schools, Lilliput Land will be closed as well. However, if schools are open and only school buses are cancelled, Lilliput Land will be open. Cancellations are noted on Lilliput Land's phone message, by email and Facebook group notification, and on **CJOY 1460 AM** or **Magic 106.1 FM**.

Activities off the Premises

Occasionally we may go on field trips or walks in the neighborhood with the children. We will not do so without informing the parents in advance and asking for parent volunteers. Anyone who wishes to participate as a volunteer on fieldtrips must possess a cleared Vulnerable Sector Check.

Fees and Registration

The monthly school fee structure is as follows, for a child attending:

| | |
|--------------|----------------|
| 1 day/week: | \$80.00/month |
| 2 days/week: | \$160.00/month |
| 3 days/week: | \$228.00/month |
| 4 days/week: | \$304.00/month |
| 5 days/week: | \$360.00/month |

2 siblings who attend once a week will pay the 2 day/week rate, etc. New registrants starting mid-month may choose to pay for the whole month or a pro-rated amount of \$25.00 per day. All regular fees are payable by the first day of classes, either in full, or by **cheques post-dated to the 1st of every month** (the school year is September through June). Please note that September's tuition cheque should be post-dated to August 1st.

Tuition fees are subject to change upon voting by the Board of Directors and parents, and approval by the County. Fees are not calculated on a per diem basis, and **no refund is made if a child is sick, is on vacation, on statutory holidays, or if the school is cancelled due to inclement weather or an emergency.**

Registration fees are \$50.00 for new registrants, \$25.00 for returning parents. The registration fee is non-refundable. All fees and registration forms must be completed in full and returned to the Supervisor or Membership Coordinator no later than your child's first day of school.

Holding a space

Children are enrolled on a first come, first serve basis. If your child can not start on the day of registration, but you'd like to assure they have a space you can choose to pay the full monthly fee to hold the space until your child can attend. Alternately you can choose to be placed on the waiting list in the hopes the space will still be open when you'd like your child to attend.

Withdrawal

To withdraw a child from the school, the Membership Coordinator must have written notice at least 2 weeks in advance.

The school does not refund fees for temporary withdrawals or periods of absence from Lilliput Land.

NSF Cheque Policy

Cheques dishonoured for insufficient funds will be subject to a \$25.00 service charge. Should any two cheques be returned NSF, all remaining tuition fees must be paid by certified cheque or money order.

Wait List

In the case that the day(s) you'd like your child to attend are full you can choose to be placed on our waiting list. There is no fee to be placed on the list, it is offered on a first come, first

serve basis. If a spot becomes available, parents will be notified in the order their name appears on the list.

3) CALENDAR, ALLERGY AND SNACK PLAN

The Snack Calendar coordinator will e-mail out a monthly calendar to all families, a minimum of one week before the start of that month. If your child's name is beside the date on the calendar, it's your day to bring in a snack for the class based on the Safe Snack menu. For September, the staff will provide snack in the first week, during which time the calendar will be e-mailed out for the remainder of the month.

The Ministry of Education stipulates the following food policy for child care centres:

Food to be consumed by more than one child in a child care setting shall be brought whole or in bulk to the facility and prepared at the location. No homemade food should be brought in for the consumption of other children. All food served at the preschool must be prepared in or purchased from an approved and inspected food premise.

The Ministry also requires that a detailed snack list be kept. On your day to bring snack, **please fill out the snack list posted on the Notice Board outside the classroom** so that the Ministry and other parents know what the snack for the day was.

Safe Snack Menu

**Please note that the snack list may be updated to reflect current allergies within the classroom, and any changes will be circulated to parents through e-mail, posted on the message board outside the classroom, and on the school's Facebook group.*

Each day's snack will contain a grain product, a fruit, a vegetable, and a protein source. The list of grain products on the following page has been pre-screened for allergens, and teachers will also review all ingredients labels for allergens before snack time.

Please do not open any of the packages or wash or cut up any of the vegetables or fruit. The suggestions below are based on a full class (16 children):

Fruit suggestions (organic, where possible): 6 apples, pears, bananas, oranges; 2 small or 1 large container of berries; mini watermelon, cantaloupe, honeydew melon

Vegetable suggestions (organic, where possible): 1 large cucumber; 1 small bag baby carrots; 2 sweet peppers; 1 container of cherry tomatoes, celery

Protein suggestions (organic / BPA free cans, where possible): 1 can kidney beans, 1 can chickpeas, 1 can mixed beans, 1 can of refried beans (we use this as a dip), 2 small or 1 large container plain hummus; 1 large package hard cheese (cheddar, mozzarella), 1 small bag of roasted chickpeas (lightly salted)

FOOD ALLERGY & SNACK PLAN

Allergies – Lilliput Land asks that common allergens of EGG, SOY, PEANUTS & TREE NUTS be kept out of the school always. If there are additional allergies within the school

during the school year, this will be communicated by email and posted on the parent board. Please use Lilliput Land's snack list to select non-allergenic food for shared snack time on your assigned day.

Lilliput Land is located inside a church, and as such we **cannot** guarantee a nut free environment. We are a nut aware classroom but cannot guarantee there will not be nuts within the shared space.

Pre-screened Snack List

The following list was pre-screened for allergens as of January 2017. Teachers will check all ingredient labels for allergens before use. The product name is followed by a store where it can be purchased.

NOF= NoFrills , Z= Zehrs, MF= Marketfresh, SS=Stone Store, C = Costco, BB = Bulk Barn, FB = Flour Barrel

****While this list has been reviewed, please check the ingredients before you buy.**

Crackers & Breadsticks (PC=President's Choice)

Carr's Table Water Crackers Original (NOF,Z, MF) or Cracked Pepper (Z, MF)
Elco Rice Crackers Plain (MF)
Grissol Breadsticks Plain (NOF,Z)
PC Blue Menu Low Sodium Wheat Snack Crackers (NOF,Z)
Christie Wheat Thins (NOF, Z)
Christie Low Sodium Triscuits (NOF, Z)
Christie Whole Grain Ritz (NOF, Z)

Tortilla Chips

*please purchase low sodium if possible

Los Cantores (MF)
Mad Mexican (MF)
Que Pasa (MF, SS)
Tostitos Multigrain (Z)
PC Tortilla Chips – Restaurant Style (NOF, Z)

Pretzels

PC Blue Menu Multi-grain Alphabet or Waffle pretzels (NOF,Z)
PC Multigrain Pretzel Braids – Honey (NOF, Z)
Snack Factory Pretzel Crisps Original (Z, C)

Graham Crackers

PC Mini-Chefs Honey Crunchy Cubs (no other flavours) (NOF,Z)

Rice Cakes and Corn Cakes

Koyo (Z, SS)
NN Salted or Unsalted (Z, NOF)

Quaker Original (Z, NOF, MF)
Real Foods Corn Thins (Z)
Suzie's Whole Grain Thin Cakes (MF, BB, FB)

Pitas and Pita Chips

Pita Break – original, multigrain, muesli, apple-cinnamon (NOF,Z,MF)
Pita Gourmet (NOF,Z)
Stacy's Pit Chips Simply Naked (Z, C)

Cereal

General Mills Cheerios (regular) (NOF,Z,MF)
Post Shreddies (NOF,Z)
PC Organic Wheat Squares (NOF,Z)
PC Organic O's(NOF,Z)

Approved Brands of Hummus

***please do not purchase brands that may contain wheat, eggs, dairy**

Sabra
Fontaine Sante
Summer Fresh
Sunflower Kitchen

Brands of Roasted Chickpeas

The Good Bean lightly salted (MF, C)
Three Farmers lightly salted (Z)

4) THE HEALTH AND SAFETY OF YOUR CHILD

Personal care and items

Please advise the teachers of your washroom/diapering routine.

In your child's bag, which can be left on their hook, please provide an entire change of clothing, including socks and underwear, or a minimum of 2 diapers, wipes and cream if required. Please label all clothing. Spare clothing, diapers and shoes may not be stored at the school.

Please bring **indoor shoes** for your child to wear within the classroom for the duration of the entire year.

Children may bring special things to share, however, please exercise caution in sending along toys as they may break easily and could result in hurt feelings.

Health

Before your child is admitted to the school, a medical form is to be completed by your family doctor, and immunization is to be up to date or, you must provide Ministry of Education mandated exemption form. You can obtain a copy from the school.

It is the responsibility of the parents of a child with special medical needs, such as a life threatening/rapid allergic reaction, to inform the teachers of the child's allergy and to complete an Individual Plan for Emergency Procedure for their child.

No child will be admitted to school if she/he shows any signs of the following:

- An acute cold, nasal discharge or excessive coughing
- Vomiting or diarrhea
- Red, scratchy or discharging eyes or ears
- Undiagnosed skin rashes or infections

All infectious illnesses should be reported to the Teaching Staff, including: measles, impetigo (skin blisters), head lice, rubella, scabies (skin rash), whooping cough, mumps, conjunctivitis (pink eye), strep throat, chicken pox.

The Supervisor has the right to ask you not to leave your child at school if she/he appears to be seriously ill. This is done in the interest of the health of the other children in the school. If a child becomes ill at school, the parents will be contacted and required to pick up their child as soon as possible. **Please ensure that the supervising teacher has always has an up-to-date contact number for you!**

Your child should be free from acute symptoms of illnesses above for at least **24 hours** before returning to school. Should your child be prescribed medication for an illness, please do not return your child to school until at least **48 hours** after starting the medication.

NO medication of any kind will be administered to your child by the teaching staff unless it is life-saving medication (epi-pens or inhalers). If your child has been prescribed medication, please administer the dosage before coming to school.

Behaviour Guidance

In our program, we foster cooperation and independence by using:

1. **Redirection:** guiding a child into acceptable options
2. **Natural and Logical Consequences:** making the child aware of the results of their actions
3. **Setting Limits:** teachers develop boundaries for the children, either as a group or individually, per the situation
4. **Modeling:** demonstrating appropriate behaviours to the children
5. **Providing Choices:** teachers outline appropriate choices and children are encouraged to make decisions for themselves
6. **Anticipating:** teachers plan and prepare the environment in such a manner to avoid conflict

Prohibited Disciplinary Practices

There shall be no:

- a) Corporal Punishment of a child.
- b) 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 a 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.
- c) Locking the exits of the child care centre or home 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
- d) 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
- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f) Inflicting any bodily harm on children including making children eat or drink against their will

Serious Occurrences/Accident Policy and Emergency Procedures

The teaching staff follow the detailed policy and procedures of the Ministry of Education in dealing with any serious occurrence or accident. In the case of an occurrence, government policy requires that licensed child care centres post a "Serious Occurrence Notification Form" within the centre in a visible area (in Lilliput's case, the Notice Board outside the classroom) for 10 days after the date of any occurrence. This posting will give parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. For additional information on the Requirement to Post Serious Occurrences, please refer to our website.

Fire Drills

A fire drill is held once a month, and the plan of evacuation is posted at the school.

Development Screenings

Staff members utilize a developmental screen (ASQ) at specific chronological ages.

The purpose of this screen is to:

1. Identify the developmental levels of the children so that the curriculum can be reflective of the individualized needs of the children;
2. Identify challenges of children who may require further testing, medical evaluations or referral for additional support services.

The screen is confidential and parent's will be informed before it is done. We may also send the questionnaire home for parents to complete. The completed questionnaire will be kept in the child's file.

The Growing Great Kids System of Care

The Growing Great Kids (GGK) network is a group of local organizations who provide service to families and children ages birth to six years of age in Guelph and Wellington County.

This group works together to support the best possible opportunity for healthy growth and development. GGK does this by creating a community plan that improves services to meet the unique needs of families and children.

Growing Great Kids System of Care supports are delivered by Inclusion Support Services, a partnership of agencies which include:

- KidsAbility Centre for Child Development (Occupational and Physiotherapy consultation),
- WeeTalk Preschool Speech and Language Services (Speech and Language consultation)
- Canadian Mental Health Association (Early Childhood Resource consultation, and Social Development consultation)
- County of Wellington Child Care Services (Inclusion coordination)

Inclusion Support Services partners consult regularly in our program. Parents who have questions about any of these services can talk directly to the teacher or supervisor. There is a poster located in the hallway that describes these services and has contact information for parent's.

5) OUR TEACHERS AND CURRICULUM

Lilliput Land Cooperative Nursery School employs one Supervisor and one Teacher, who both have their Registered Early Childhood Educator (RECE) certification. All staff, including parent-supply teachers, are required to complete a police criminal reference check and meet the immunization requirements as outlined by the Public Health Officer. Staff are certified in standard first aid, including infant and child CPR.

Lilliput Land has implemented an Emergent Curriculum. We focus on a child's interests rather than a teacher's. Children learn because of their own doing - through actions, relationships, inquiries, opportunities, and repetition. The most important goal with curriculum is to inspire delight, curiosity, and inquiry in the classroom, leading to a long-term love of learning. The Emergent Curriculum approach creates activities based on the child's daily interests and our teachers will enhance and document their experiences by taking pictures, writing documentation and most importantly observing and discussing with one another.

It is our goal as teachers to foster relationships with the children and families here, our most important role is to help the children grow socially among their peers in a safe and nurturing setting.

Program Statement

December, 2016

Lilliput Land Cooperative Nursery School (“Lilliput Land”) provides a positive and safe environment for the children in our care, in which they can grow intellectually, physically, emotional and socially.

Children are competent, capable, curious, and rich in potential

Our primary goal is to assist each child in developing a sense of belonging, self, community, health, and well-being. We want the children in our care to achieve self-discipline and self-control, while keeping in mind that each child is a unique individual who brings their own experiences and abilities to the program. All children deserve to be encouraged to try new things and to explore their developing sense of self. Play-based classroom activities which are child-initiated and adult-supported provide the platform for flourishing imaginations and budding friendships. Our programming is reflective of the need to provide stimulating and developmentally appropriate challenges for the individual child in a warm, secure environment.

Our daily routine incorporates:

- dramatic play
- language and literacy
- active play in the gymnasium
- quiet activities and spaces
- visual arts
- music
- science/math
- a healthy snack

Lilliput Land Nursery School incorporates the four foundations of learning: Belonging, Well-being, Engagement, and Expression as found in the pedagogical document *How Does Learning Happen*, into our everyday program.

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, the natural world.

Well-being - addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.

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.

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 materials support creativity,

problem solving, and mathematical behaviours. Language rich environments support growing communication skills, which are foundational for literacy.

Our Staff

Are highly qualified:

The two teachers at Lilliput Land are registered with the College of Early Childhood Educators (CECE), have up to date vulnerable sector police record checks, food safety training and Level C first aid/CPR training.

Are facilitators:

We are committed to planning and creating a safe, warm, nurturing, child-centered learning environment and experiences in which each child's individual needs for learning and development will be supported. We encourage children to be creative, active and engaged learners through interaction with and exploration of their daily environment. Teachers observe the children's interests and needs and provide new experiences and activities daily, often scaffolding on to the interests of previous days.

Are committed learners:

Each staff commits to at least 20hrs of professional development a year, whether it be through online classes, seminars and workshops or book studies, they are constantly learning.

Communication with Families

Lilliput Land Nursery School has an open-door policy. We work to provide positive and responsive interactions among the children, family members, community partners, and all Lilliput Land staff. Communication between staff and family members regarding the program and their child's activities within the classroom is available daily on our program sheets which are posted in the hallway. Parents are encouraged to talk to staff regarding any matters they wish to discuss either in person, over email, or by phone. We update our public Facebook page on an ongoing basis with pictures of our activities within the classroom to keep parents as well as the community informed of our programming.

Community

Through our partnership with Inclusion Support Services we provide information on community programs to further assist and support the children and their families as required.

We occasionally enjoy visits from members of the community which support our interests in the classroom. We also encourage family members to come in and share any talents they may have with us. We may have a firefighter visit the class to talk about fire safety or a parent join us and share an instrument or read a special story. On our parent board outside the classroom we also post community event information.

We encourage a feeling of community with all our Lilliput families by having special family events throughout the year. Parents can participate with their children and get to know the other families through these events including our year end picnic.

Documenting and reviewing

We understand that pedagogical documentation is a way for our staff to observe how children think and learn. We make up to date observations of children in the program and use this information to inform our future planning. Our intention is to find the meaning in what children do and experience and reflect that back to the families. You may see notes posted around the classroom with observations and quotes from the children, these help our staff keep track of all the amazing activities and conversations the children are having. From there, we can see patterns and make connections. We take a lot of pictures and post them for the children to see and reflect on.

Program Assessment and Reflective Practices

Educators reflect and assess the program and environment daily to ensure they are meeting the individual needs of the children and the group. They also provide an environment that is set up according to the interests of the group and make changes as needed. Our community partners (Inclusion Support Services, Guelph-Wellington Quality Childcare Initiative) support ongoing training opportunities for our educators. Educators are expected to participate in the CPL (continuous professional learning) modules through the CECE. We are committed to our growth as educators.

This program statement will be reassessed and expanded once yearly at a minimum, staff will be asked to sign off annually acknowledging they have read the document. Parents will always be informed when changes have been made to the document.

These program principles are aligned with “*How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)*” and supported by the Lilliput Land Policies, which detail our procedures to ensure the health, safety, nutrition and physical and social well-being of our children.

¹ Ontario Ministry of Education (2014). *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*. Queen’s Printer for Ontario.

6) FROM THE BOARD OF DIRECTORS

Your Role in the School

By choosing a cooperative school, you are agreeing to participate in the life of the school, and to assist the teachers in the operation of the school. This is done through attending membership meetings, taking on a specific parent job or being available to help when required, and of course by being an active and engaged part of your child's school experience.

Membership

Recruiting new families that will benefit from all that our school offers is an ongoing priority. The most important and effective way that we publicize our wonderful school is by **word of mouth**, so please let everyone know how much you and your child love Lilliput Land. Share our website address, invite prospective families to call and arrange a drop-in visit, and spread the word!

Fundraising

The school relies heavily on fundraising. Everyone is highly encouraged to contribute by taking part in our fundraising initiatives. In the past, we've held fundraisers through Chapters, Scholastics, the Bookshelf and by having Spaghetti Dinners.

Communications

Please check the **Notice Board** outside the classroom for information on the daily activities in the classroom, the monthly snack calendar, community updates and other helpful information. Updates and information are also available at www.lilliputlandnurseryschool.ca and on our Lilliput Land Nursery School closed Facebook group.

Parents are encouraged to discuss any concerns or issues with the teachers or Board members. No concern is too small or insignificant, and you can be assured that what you share will be kept in confidence. If you wish to raise an issue anonymously, please use our **Suggestion Box** located in the hallway.

Conflict resolution policy

When questions or concerns arise regarding operational, physical and safety standards, we ask that parents please first speak to the teacher or supervisor. If this is not possible during drop off or pickup times, parent's may request a meeting with staff in person or by phone. If this approach does not bring about results, we ask that parents request the issue be brought up at the next board meeting. All concerns will be heard, addressed and resolved, in keeping with the mandates as set out by the Ministry of Education, the County of Wellington and Public Health in a timely manner.

Meetings

Membership meetings are another important means of communication. It is at these meetings that decisions affecting the school are discussed, and when your vote on key issues will be required. As a member of the Cooperative, you are required to attend **General Meetings**:

1. Orientation Meeting at the beginning of the school year in the fall
2. Year-End Meeting in early summer, when next year's Board of Directors is elected
3. New Year meeting, primary focus of preparing for our spring fundraiser
4. Additional meetings as required.

Also, all members are welcome, but not required, to attend the **monthly Board meetings**. Dates and agendas for all meetings will be sent out via email. For detailed information about rules and protocols for school meetings, please see the school's Bylaws.

7) PARENT JOBS

By choosing a cooperative school, you have an opportunity to create a truly special place for your child by participating in the life and operation of the school. In the job list and suggestions that follow, you will see that there is a job for every talent, time allowance and energy level. We also welcome community members who have interests/expertise of benefit to the Co-op to volunteer.

Board positions are elected at the June General Meeting for the upcoming school year. At a minimum, President, Treasurer, and Membership Coordinator must be elected. Parent jobs will continue to be filled throughout the summer and at the September General Meeting.

* New jobs may be created based on the school's needs, or the skill set of our parents. If you have a skill you'd like to share, please let us know!

Parent Supply Teachers/Volunteers/Students

Supply teachers may fill in for a teacher who is unable to attend class. One staff member must still be present and two parents are required to replace the absent staff member. A Vulnerable Sector police reference check is needed and can be obtained at the City of Guelph Police Service, 15 Wyndham St S, 519-824-1212. Please provide the school with your receipt for reimbursement.

<http://www.guelphpolice.com/records-check/>

They can take up to 3-4 weeks to process, so please apply ASAP!

Parent supply teachers are also required to have an up-to-date immunization record. Up to date records include MMR and tetanus immunizations. A copy of these records will be kept on file at the school. Alternately, you can sign a waiver of immunization which is available at the school. Parent volunteers must also be certified in Standard First Aid and CPR Level C.

Please note that your own child may come with you on your volunteer day if:

- The class size that day, including your child, falls within ratio (please speak to the teachers for details)
- You have a copy of up-to-date immunization information for your child

Volunteers/student teachers will never be left alone with the children, will always be in the presence of a full-time Lilliput staff and will be required to read and sign off on all policies before engaging with the children.

Should a program volunteer, student and/or duty parent fail to comply with the policies of Lilliput Land; the following steps will be taken by the Board:

- A verbal warning
- A written warning
- Formal notice that he/she will not be welcome as a duty parent or volunteer in school events where children are present.