

**ANNAVALE HEADSTART
NURSERY SCHOOL
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This program is funded by:
The City of Ottawa and Carlington Community Health Centre

Created October 2005
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PARENT HANDBOOK

The Annavale Nursery School is a program of **Carlington Community Health Centre (Carlington)** . **Carlington** is a not-for-profit organization.

Carlington provides high quality health, social and community services to people who live in the Carlington work area.

Our work is guided by our agency's Vision, Mission, and Values:

VISION: A healthy and inclusive community for all

MISSION: To improve, support and promote the health and well-being of the people and diverse communities we serve

VALUES: These values guide the work of CCHC Board, staff and volunteers:

- Respect
- Inclusiveness
- Quality
- Collaboration
- Learning and Growth
- Person- and Community-centered Care
- Safety
- Resourcefulness



PARENT HANDBOOK

ANNAVALE HEADSTART NURSERY SCHOOL

Program Statement

- Annavale Headstart Nursery School is a full-day Nursery School Program for 24 children.

New Program Statement – Annavale Headstart Nursery School

The philosophy of Annavale Headstart Nursery School is based in Attachment Theory and its principles. We believe children learn when they feel secure and have a sense of belonging, when they are engaged, when their healthy development and their growing sense of self is nurtured, and they are supported to communicate and express themselves in many forms.

We value children and their families as active participants and contributors in our program. We believe children learn through play, inquiry and active exploration of their environment. We believe educators are co-learners with children and their families, and strive to develop meaningful and reciprocal relationships with children, and their families.

The Purpose of Annavale Headstart Nursery School is to provide a high quality full-day early intervention program for children, which will benefit each child, parent and the larger community. The growth and development of the whole child is the primary aim of our program. We plan each day's activities to make the most of your child's interests, strengths and curiosity, so that they have fun while they learn. A significant emphasis of our program is the development of socio-emotional and self-regulation skills in order to help ensure a successful kindergarten experience. Our team of educators focuses on developing strong, positive, responsive, and reliable relationships with each child and supports each child through his emotional needs throughout the day.

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The Goal of Annavale is to help support and nurture the development and growth of the skills each child will need in order to help them be successful in Kindergarten. We want to ensure that each child's family is supported and prepared for the expectations of Kindergarten as well.

The Annavale Approach is to ensure that the program meets the developmental needs of the children in the program, and to ensure that the children have a variety of opportunities to learn, practice and strengthen the skills needed for success in Kindergarten. The teachers observe the children formally and informally to understand their needs, interests, and abilities. The teachers will design a program that both helps to promote development of skills in all developmental domains, as well as provoke children's curiosity and allow them to explore their environment in a wide array of methods.

Goal to Promote the Health, Safety, Nutrition and Well-being of Children

Annavale will promote daily physical activity with outdoor play, use of the gym, and indoor activities. These activities will help children explore their abilities, and learn about how physical activity impacts their well-being. Teachers will model physical activities with the children during these play times while engaging the children in groups and one-on-one. Safety will be modelled at all times by teachers. Safety will also be part of everyday conversations with children, and the consequences of unsafe behavior will also be explained in such a way so that children will understand the expectations of safe behaviors.

All food provided to the children will be healthy, nutritious and the menu will be reviewed by a dietician at Carlington Community Health Center. The menu will meet the guidelines outlined in the Canada Food Guide. Conversations with children will discuss

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the benefits of healthy food, and how different foods promote growth and development in their bodies.

During every day activities, circle times, meal times, and play times, teachers will engage with children to promote stress reduction techniques, conflict resolution, identification of emotions, developing friendships and helping to understand and learn about self-regulation. It is the objective of Annavale to ensure that teachers and children incorporate the topics of health, safety, nutrition and well-being into an everyday component of our day, and not topics to visit on a weekly basis.

Goal to Promote Positive and Responsive Interactions Among the Children Parents, Childcare providers and Staff.

Attachment philosophy helps guide the staff in their interactions with families, children and each other.

Staff attempt to focus on positive interactions with children in the following ways:

- All staff have a deep understanding of attachment theory and how the attachment relationship influences all areas of development
- All staff understand the importance of their role as potential secondary attachment figures
- We place primacy on relationships between adults and children
- Staff strive to work in a way to enable and support healthy and secure relationships between adults and children
- Staff aim to develop a secure attachment relationship which is stable over time
- Staff position themselves as a secure base for the child to explore, grow and develop
- Staff will respond to the child's needs, emotional and physical, in a manner that is responsive, nurturing, sensitive, appropriate and attuned
- Staff understand that a child's emotional turmoil is an opportunity to solidify the attachment relationship that is the foundation for all other developmental growth.

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- Staff consider the whole child – each child’s uniqueness
- Staff will use touch often, look at the children often, use their name regularly, check in, mirror, paraphrase and provide narratives to their experiences – get down on their level– maintain proximity
- Staff will listen to what children have to say – reflect and extend – take time to understand and remember
- Staff support all emotions – they will stay and be with child through challenges – afterwards they will reflect on the situation with the child
- Staff will always assume the best intention
- Staff will accept and allow them to be children – this means staff understand their chaotic nature – movement, noise, mess, repetition etc.
- Staff will be trustworthy – staff will follow through on what they say
- Staff will respond consciously and thoughtfully
- Staff will speak with kindness, empathy, compassion
- Staff will repair when mistakes are made– forgive/apologize and move on
- Staff will share – experiences, memories (staff’s and child’s)

Attachment theory helps guide us in establishing positive interactions with the families of our children through:

- Staff support, listen and engage the families. Staff will express compassion. Staff will engage families in an non-judgmental manner.
- Staff respect families and value their experiences, insights and suggestions.
- Staff share with them, and practice transparency.
- Staff try to empower families, and learn from each other.
- Staff practice open communication with families. We want families to feel welcome in the program. Families will be invited: to visit the program, to meet with the teachers, to receive information about parenting, child development and school readiness, in the hopes to build their confidence as parents and provide support to them.
- Staff actively pursue contact with families and encourage on-going communication.

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- Staff strive to engage families in the day to day activities of their children through documentation, child portfolios, on-going communication, parent teacher interviews, newsletters, and family events. We focus our efforts to promote on-going and regular communication about their child's experiences with the program as well as formal progress reports and assessments.
- Staff strive to provide the support they need, either directly or through connecting them to other professionals and support systems (warm hand over). We work with families in a supportive and collaborative manner, with external agencies
- Staff place value on getting to know family members.
- Staff work together with families to support their child's optimal development.
- Staff help to support families to prepare for JK entry into school.

Staff focus on positive and responsive interactions among staff/teachers through the following ways:

- The Annavale team have regular weekly meetings to discuss programming and solution focused strategies for resolving difficult situations. The children are discussed at the weekly team meetings which help all teachers and staff to understand and learn about the children and the families in our care.
- Regular supervision meetings with the Program Coordinator and teachers happen on a monthly basis.

Goal: To Encourage the Children to Interact and Communicate in a Positive Way and Support their ability to Self-Regulate:

Annavale team work with each other, the families, the speech language pathologist, and all other professionals to understand each child's uniqueness. This knowledge helps everyone to use strategies and skills that will work best with each child. Staff will model language and phrases to describe feelings and emotions. Children are supported and encouraged to express themselves to teachers, and peers. Through daily interactions, playtimes, meal times and circle activities strategies and skills such as yoga, breathing exercises, and sensory activities are used and discussed as ways to help children self-regulate. Working from an attachment lens, teachers will consistently listen and respond to children's attempts to communicate and express themselves.

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Goal: To Foster the Children’s Exploration, Play and Inquiry:

The Annavale team believe children learn best in an environment that is safe and fosters independence. Children have opportunities to choose their activities, and they are given large blocks of uninterrupted play time in order to fully explore the environment and activities. Teachers play alongside the children, in order to engage the children in conversation about their experiences, offer support and assistance to try new experiences, and help support interactions between the children. Children’s curiosity is encouraged.

Goal: To Provide Child- Initiated and Adult- Supported Experiences:

Through observations and consistent interactions with the children, Teachers develop a thorough understanding of each child’s strengths, and interests, as well as areas of development that need support. Activities and planning is based on children’s interests, and thoughtfully implemented to encourage skill development, promote self-esteem, and support interactions. Loose parts are available in many areas of the program to promote imaginative play, and allow the children to initiate their own activities.

Goal: To Plan For and Create positive Learning Environments and Experiences In Which Each Child’s Learning and Development Will be Supported:

The Annavale Team is supported to have regular dedicated programming time off of the floor to plan and prepare for a variety of activities, and environment set-up. Teachers are thoughtful in their careful preparation and planning to ensure each child’s unique learning style is considered. All parts of the day are considered to be important opportunities to offer children experiences in which learning, skill development and opportunities to promote attachment are promoted. Teachers are consistent with their interactions with children to understand and observe if the activities and learning environments are providing interest, enjoyment and promoting curiosity.

Goal: To incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care:

The program at Annavale is carefully structured to ensure that each day children have large blocks of uninterrupted playtime both inside and outside. This allows children time to fully explore, contemplate and be creative in their environment and their play.

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The program environment is designed to allow children to play and explore with other children or individually. Spaces are created to allow children to seek out quiet areas, or to be involved in play and activities with other children. A rest time is built into the schedule to allow children the opportunity to rest their bodies and minds.

Goal: Foster the engagement of and ongoing communication with parents about the program and their children:

The Annavale Program believes in the importance of building strong relationships with families. The Team strives to encourage families to participate in the program in several ways with the belief that children develop trusting and secure relationships with caregivers when they sense their families trust these people as well. The teachers meet with the parents and or families/guardians of children during the year to discuss the children's progress and development. Staff will contact parents by telephone to discuss children's success and to discuss any areas of concern. The Teachers and Family Support Worker will meet with parents to work on strategies to help children overcome challenges with behaviors, or to help with skill development. Annavale offers monthly parent education sessions which are designed to promote a social setting to discuss parenting issues and help prepare families for the expectations of Kindergarten. All parents / guardians are also invited to accompany their children on field trips and attend special organized events at Annavale which are designed to allow families a chance to share a new experience with their child. Parents/guardians are invited to visit the program to play with their child anytime.

Goal: Involve local community partners and allow those partners to support the children, their families and staff:

The Headstart Nursery School children are screened by a qualified Speech and Language pathologist, on site. The speech pathologist will connect directly with families as needed to discuss if the child needs a speech and language assessment which will also be done on site. The speech pathologist will refer the child directly to First Words if the child will benefit from therapy sessions. The nursery school also works closely with Children's Integration Support Services when children are identified with a delay in two or more areas of development. Ottawa Children's Treatment Center will also provide support to children at the program when they are involved with children who have been identified with a delay or special need. Annavale is a program of Carlington Community Health Center. Parents are connected to other professionals at Carlington such as the dietician,

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employment counsellors, crisis in-take workers and counsellors, through parent chats, and referrals. These same professionals are available for staff to connect with in order to provide support and information to families.

Goal: To support staff, and others who interact with the children at a child care center in relation to continuous professional learning.

All Annavale staff are supported to participate in various professional learning opportunities every year. Staff are encouraged to share the information with other staff during team meetings.

Goal: To support staff to document and review the impact of the goals on the children and their families.

Families are encouraged to provide feedback about the services they receive from Annavale through discussion, and evaluation/survey forms. Staff will also document children's learning and experiences through portfolios, assessments, displays for families to see. Parent meetings will be held with each family to discuss children's progress and hear feedback from the families. Staff discuss the goals for the program and the children at regular team meetings to see if the goals are being implemented and supporting each family and child's needs.

Expectation for All Staff, Students and Volunteers regarding Program Statement:

It is expected that all staff, students and volunteers review the program statement prior to interacting with children, and sign and date the program statement to indicate they have read and understood the statement. Each year, staff, students and volunteers will read the program statement again. If at any time there are modification, or changes to the program statement, staff, students and volunteers will review the program statement again.

It is the responsibility of all staff to ensure that the implementations of the goals set out in the program statement are carried out. It is the responsibility of the program coordinator to ensure that all staff are supported to implement the goals, and that the goals are implemented.

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Prohibited Practices:

No staff, student or volunteer at Annavale will use corporal punishment with a child. No child will be subjected to the deliberate use of harsh or degrading treatment that would humiliate the child, or damage his/her self-respect. No child will be deprived of any basic needs such as food, shelter, clothing or bedding. Doors will not be locked, and rooms will not be used for the purposes of confining a child or to separate a child from other children.

Supervision of Staff, Students and Volunteers:

Staff, students and volunteers are to be made aware of the Nursery school's program statement, policies and procedures, through the review and sign off on policy manual before or on first day of work at the nursery school. Weekly staff meetings, on-going supervision, and training will also provide regular opportunities to discuss the program's philosophy and practices.

In addition to regular weekly staff meetings, the program coordinator will provide on-going supervision and guidance to teachers to ensure that all staff are supported in their work. Regular one on one meetings with the program coordinator will be conducted each month, and with the Program Director as needed or if requested, and formal performance appraisals will be completed for all staff every 18 months.

Students are assigned to shadow a full-time R.E.C.E. teacher who is designated as their on-site supervisor. The on-site supervisor meets with the students on a weekly basis to review their written work, and provide feedback on their work with the children and in the program.

Students at Annavale Headstart Nursery School are never to be left alone with children or to be counted as part of the ratios. Students are always directly supervised by a teacher in the Annavale Program.

Each volunteer position at Carlington has a Staff Supervisor, who will provide an orientation/training session for the volunteer, ongoing support, direction, and feedback.

Volunteers at Annavale Headstart Nursery School are never to be left alone with children or to be counted as part of the ratios. Volunteers are always directly supervised by a teacher in the Annavale Program.



Client Rights & Responsibilities

“At Carlington we believe in people’s right and responsibility to take charge of their own health (body, mind and spirit) - as much as possible!”

Rights & Responsibilities of Clients

Clients are clients of the Centre, not of individual providers. Service providers aim to respect the wishes of the client about disclosing information. However, some sharing between CCHS providers needs to occur in order to provide appropriate and quality care.

Clients have the right to:

- Privacy
- Request services in the official language of their choice
- Be informed about the nature of their care, including any risks and benefits
- Confidentiality
- Refuse treatment/care
- Professional & respectful care
- Make a complaint
- Access their file
- Be informed that the centre can refuse service when necessary
- Know about all available services at CCHS
- Know when they are receiving the services of a student
- Give us a compliment 😊

As a client you have the following responsibilities:

- Attend scheduled appointments or provide 24 hours notice if an appointment needs to be cancelled.
- Be respectful in your language and behaviour at all times.
- Ask questions that will help you make informed decisions and choices about your treatment and care

If you have any questions please speak to your care provider.

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ADMISSION POLICY:

- We accept children based on the needs of the individual child and the needs of the children who are already in the program.
- The preschool program might not be right for all children and families.
- The staff know that each child needs time to get used to a preschool program. They expect each child will adjust at their own pace. The staff will try to make this adjustment time as easy as possible for the child and the family.

DISCHARGE POLICY:

- Children stay in the program until they are ready to enter Junior (4 Year Old) Kindergarten.
- The school will send a notice about the discharge date to the family.
- The discharge date can be extended for one year by decision of the staff and the Annavale Program Coordinator. An extension cannot be longer than one year.
- Parent(s) must give **ten days written notice** if they want to take their child out of the program for any reason.
- If a parent/guardian wants to take their child out of the program temporarily, the child's name is put on the program waiting list on the date of withdrawal.
- The school will try to allow children who have been withdrawn to come back, but there is no guarantee that the child will be able to come back.
- The school staff in consultation with the Program Coordinator and the Parent Child Program Director, reserves the right to remove a child from the program if the parents don't follow the school's procedures or if the program is not suitable for the child. In this case, the school will try to help the parents/guardians to find alternate services.

PAID ABSENT DAYS POLICY

According to the City of Ottawa Subsidy Office "*Paid Absent Days Policy*",

- Your child can miss school to a maximum of 36 days a year.
- The number of days is less if your child started in the middle of the year.
- These paid absent days can be used for vacation, sick days, medical appointments or any other reasons where your child needs to miss school.
- It is **your responsibility** to pay Annavale Nursery School for any absent days beyond 36 days.

Please, monitor your child's absence closely

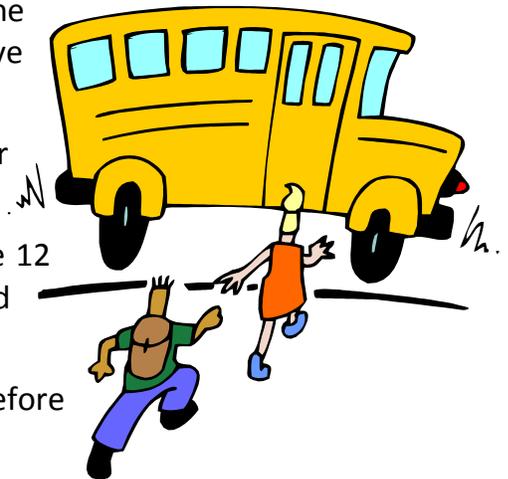
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ARRIVAL POLICY:

- All children in the must arrive at Nursery School by **9:00 am**.
- The staff will not accept children after these times. If your child is late, he or she will not be able to take part in the program that day.
- If your child is taking our school bus to school, it is important to be outside waiting and ready for the bus 5 minutes before the scheduled bus stop time. If children are not ready and waiting outside, the bus will not wait.
- Why don't we let children come in late? We want to reduce the number of interruptions in the program. It increases the benefits of the program for each child.
- If your child has an appointment, or cannot come to the program by 9:00 am for another reason, please call the Nursery School so that the staff can make arrangements.

DEPARTURE POLICY:

- All children in the program must be picked up by **3:30 pm**.
- If parents often pick their children up late, the school can discharge the child from the program.
- It is important for parents to be waiting outside at their bus stop 5 minutes before the bus is scheduled to arrive. IF there is no one to pick up the child at their bus stop, the child will be brought back to the school. This is considered a late pick-up.
- You should tell the Nursery School staff when someone else is picking up your child (called an alternative person).
- The alternative persons name should be on your 'Registration Form'.
- If the alternative person is a child, he/she must be 12 years of age or older to pick up a child or to get a child off the bus.
- The alternative person must show identification before the staff will release your child.



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HEALTH REQUIREMENTS

Children must meet the City of Ottawa Health Department's immunization requirements. They must have had all of the shots shown below:

- Diphtheria, Poliomyelitis, Tetanus and Pertussis (Whooping Cough) (DPTP) vaccines. The child must have at least three doses of DPTP as well as a DPTP booster.
- The child must also be immunized against Red Measles, German Measles, and Mumps (MMR).
- Please call the Nursery School if your child is exposed to any communicable (contagious) diseases.
- Children who are sick or contagious cannot come to the program until they are not contagious anymore.
- Parents may have to get a medical certificate before their child can come back to the program.

A child should not come to the program if they have:

1. *A temperature over 100F/38C**
2. *Vomiting**
3. *Diarrhea**
4. Conjunctivitis (pink eye - eye is red with a yellow discharge)
5. Rashes that you cannot identify or that have not been seen by a doctor
6. Impetigo (red pimple-like blisters on the skin)
7. Severe cold, sneezing and nasal discharge
8. Any communicable disease including mumps, measles, chicken pox, scarlet fever, 5th disease - etc.
9. Bronchitis or pneumonia
10. Head lice

****For vomiting and diarrhea - Your child must not have any symptoms for at least 24 hours before they can come back to Nursery School.***

If your child is sick and cannot come to the Nursery School, please call to let us know. Please leave a message on the answering machine if there is no one in the office to answer your call or if you call before or after office hours.

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MEDICINE:

Please give your child any medicine they need either before school or after school. If your child must take medicine during school hours, please talk to the staff, a special consent form must be completed and signed by the parent before staff will administer any medicine to your child.

HEAD LICE:

Teachers will do regular checks for head lice. If they find lice and/or nits (eggs), the child's family will be contacted. Staff will explain how to treat and remove lice and nits. Children can return to nursery school after the child has been treated with head lice shampoo and that are no dead nits/eggs in the child's hair. Teachers will give all the parents an information package about head lice.

EMERGENCY PROCEDURES:

If a child has an accident at Nursery School, this is what we will do:

1. We will give first aid immediately.
2. We will call a parent immediately. If a parent cannot be reached, we will call the designated contact person.
3. If necessary, the child will be taken to a hospital by ambulance. One staff member will go with the child. The staff member will bring a copy of the child's Medical Information Form and any other required forms to the hospital.
4. If a child needs medical attention, the Program Director will be told immediately.
5. The staff will write a report for all accidents. The parent(s) will be asked to review the report and to sign it.

By law, we must report all "serious occurrences" to the Ministry of Education (Child Care and Early Years Act 2014)

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FIRE DRILL:

The Nursery School does regular monthly fire drills and practices for emergency evacuation of the building. In an actual emergency, children will be taken to: Carlington Community Health Centre Building, 900 Merivale Rd., Ottawa, Ontario K1Z 5Z8 (722-4000). The staff will walk with the children to this location.

PROGRAM TIMETABLE:

<u>Time</u>	<u>Activity</u>
8:30-9:30 am	<ul style="list-style-type: none"> • Program begins • Outdoor Play 
9:30-11:30	<ul style="list-style-type: none"> • Children enter the Nursery School • Children have open snack • Children have free play time 
11:30-12:00	<ul style="list-style-type: none"> • Lunch time 
12:00-12:30	<ul style="list-style-type: none"> • Circle time 
12:30-1:45	<ul style="list-style-type: none"> • Naptime 
1:45-2:30	<ul style="list-style-type: none"> • Wake-up • Snacktime 
2:30-3:30	<ul style="list-style-type: none"> • Outdoor play • Program Ends at 3:30pm 

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TRANSPORTATION:

Children who live within the program bus route will be offered transportation on the school bus. Children who live close to the school should walk to Nursery School with an adult.

THE NURSERY SCHOOL PROGRAM: The Nursery School staff respect the dignity and capabilities of every child.

The school is divided into learning and play areas that help young children to develop, and fosters their curiosity and creativity in many different ways.

QUIET AREA – This area has books and quiet activities. It helps children learn to play quietly and by themselves.

ART AREA - This area has art activities to help children be creative and use their five senses. Some of the activities are painting, gluing, cutting, woodworking and clay.

HOUSEKEEPING AREA – This area is a place where children can pretend. They can play with dolls, cribs, a kitchen area, telephones, dress-up clothes, and hats from different jobs. This kind of play helps children understand themselves, the important people in their lives and the world around them.

TABLE TOP AREA - This area has activities like puzzles and small building sets. It gives children the chance to solve problems and be creative. It helps develop reading skills, fine motor skills and thinking skills.

BLOCK AREA - This area gives the children a chance to build things. It helps them to get ready for math.

DISCOVERY AREA - This area helps children understand the world around them by developing their curiosity. The children do experiments in this area.

LARGE MUSCLE AREA – This area has activities like climbing, balancing, riding bikes, throwing balls and building with hollow blocks. It is usually outside or in the school gym. The children get a chance to develop their large muscle coordination and strength.

SAND AND WATER AREAS – This area has sand and water activities for the children. Sand and water activities help children learn to measure and pour.

TOYS FROM HOME:

Please do not let your child bring toys from home to school. Children learn social skills like sharing and taking turns in our school. If a child brings a toy from home it is hard for them to learn how to share.

Sleep Time Cuddle Toy/Sleep Blanket:

We do encourage you to send a cuddle toy, or special blanket with your child for our rest time. This item will be kept in their cubby until rest time, and placed in their cubby after rest time. It should be labelled with your child's name and it will be sent home every Friday to be laundered.

LANGUAGE PROGRAM:

Each child will be screened and assessed by a qualified Speech and Language Pathologist. The pathologist can set up an individual program for a child that needs it, if the parents want the program. The pathologist works along with the Nursery School staff. The pathologist may refer children to the Children's Hospital of Eastern Ontario for more assessment.

Promoting Positive Interactions:

The staff of the Nursery School helps children to develop their own self-regulation skills, and promote the development of pro-social skills.

- The staff recognizes children's positive behavior.
- The staff will try to encourage good behaviour.
- The staff set clear rules for the children.
- The staff model expected language and play skills while interacting with the children.
- Staff will facilitate discussions among children when conflicts arise.
- Staff create many opportunities for children to interaction with each other in different ways during the different times of the day.

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LUNCH and SNACKS:

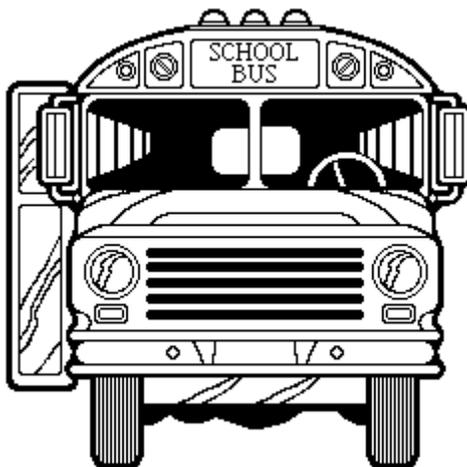
The Nursery School gives the children 2 healthy snacks every day, as well as lunch. Sometimes your child will get to help make special foods for snacks. We have a variety of foods each week like fresh fruits and vegetables, whole wheat breads and crackers, rice, pasta, soups, fish, Halal chicken and beef, and milk.

Please tell the staff if your child has any food allergies or food restrictions. Since we have a multicultural school, we serve foods from different cultures. We are always happy to get ideas or recipes.

We ask that families do not bring food for their child to our program, due to that fact that we often have many children with food restrictions and allergies.

FIELD TRIPS:

We use the school bus to go occasional field trips. We go to parks, museums, and farms. Please tell us if there is a place in the community you and your child would like to visit.



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REPORTING CHILD ABUSE:

If we have any reason to think that a child is being abused or neglected, we are required by law to report it to the Children's Aid Society (CAS). The Children's Aid Society will investigate the report. Child abuse may be physical, verbal or emotional.

We care about the child(ren) and their families. We understand that being a parent can be stressful. We want to help you be a good parent. Please talk to us if you are having trouble managing your child(ren). We will do our best to help.

PARENT PARTICIPATION:

Annavale Headstart Nursery School has an 'open-door policy' for parents. This means we want parents to come to the program as often as they can and feel engaged with your child's world.

We strongly encourage parents to take part in our program at least twice a year. Here is what you can expect:

- You will have the opportunity to see your child in action
- You will meet your child's friends
- You can chat with your child's teachers and the family support worker
- You can help the teachers in the program
- You can sample our delicious lunches

The Nursery School offers a **Parent Chat** gathering once a month. Parents are strongly encouraged to attend the Parent Chats.

- The Parent Chats are opportunities for parents to meet other parents
- Chat with a teacher or the family support worker
- Discuss issues that may be on your mind.
- Get connected to services in the community
- Enjoy delicious food in a casual atmosphere.

SUMMARY:

Thank you for reading our Parent Handbook. If you have any questions or concerns, please phone the staff any time at (613) 798-5689.

We hope that you and your child enjoy Annavale Headstart Nursery School.

We welcome your child/children and your family to our community.

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Community
Health Centre
Centre de santé
communautaire

I, _____, have read the Parent
Parent's/Guardian's Name

Handbook for Annavale Headstart Nursery School.

I understand the rules and policies outlined in the Handbook.

I agree to follow the rules and abide by the policies of the Nursery School.

I certify that I have the authority to sign this Form and enrol my child in the Annavale Headstart Nursery School.

Parent/Guardian Name:

(Please print)

Parent/Guardian Signature:

_____ **Date:** _____

Staff Witness:

_____ **Date:** _____