**Preschool Canada Policy Sign off**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have read, understand and will follow the following policies:

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| --- | --- | --- | --- | --- |
| Policy: | Date: | Signature: | Reviewed with:  (Name) | Reviewed with:  (Signature) |
| Program Statement |  |  |  |  |
| Admission Policy |  |  |  |  |
| Wait List Policy, Withdrawal, Discharge, Suspension |  |  |  |  |
| Parent Complaints |  |  |  |  |
| Daily Logs |  |  |  |  |
| Attendance |  |  |  |  |
| Inspection Reports: fire safety, fire drills |  |  |  |  |
| Financial Records |  |  |  |  |
| Insurance Policy |  |  |  |  |
| License to Operate |  |  |  |  |
| Section two: Health and Safety: Behavior Management and Prohibited Practices |  |  |  |  |
| Reporting of Accidents, Injuries or incidents |  |  |  |  |
| Reporting of Serious Occurrences |  |  |  |  |
| Safe Drinking Water requirements |  |  |  |  |
| Health, medication administration and storage of medications |  |  |  |  |
| Anaphylaxis |  |  |  |  |
| Individual Support Plans and Inclusive Programming |  |  |  |  |
| Smoke Free Premises |  |  |  |  |
| Sanitary Practices |  |  |  |  |
| First Aid |  |  |  |  |
| Telephone and Other Means of Communication |  |  |  |  |
| List of Emergency Services |  |  |  |  |
| Transportation and Field trips |  |  |  |  |
| Fire Evacuation and procedures |  |  |  |  |

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| Locked Storage Policy |  |  |  |  |
| Temperature in the Classrooms |  |  |  |  |
| Lockdown Procedures |  |  |  |  |
| Flood |  |  |  |  |
| Power Outage |  |  |  |  |
| Sewage Backup |  |  |  |  |
| No Heat |  |  |  |  |
| No Water |  |  |  |  |
| Cleaning Water and Sensory Tables |  |  |  |  |
| Supervision of Children |  |  |  |  |
| Sleep Policy |  |  |  |  |
| Section 3: Nutrition, Meals and Snacks |  |  |  |  |
| Canada’s food Guide to Healthy Eating |  |  |  |  |
| Section 4: Program Statement Implementation Policy, Program Plans |  |  |  |  |
| Review of Program Statement and Program Statement Implementation Policy by staff |  |  |  |  |
| Section 5: Outdoor Play and Playground Safety: Statement of Playground Safety |  |  |  |  |
| Playground Inspections |  |  |  |  |
| Daily Inspections |  |  |  |  |
| Monthly Inspections |  |  |  |  |
| Annual Inspections |  |  |  |  |
| Plan of Action for Repairs |  |  |  |  |
| Repair Log |  |  |  |  |
| Playground Injury Log |  |  |  |  |
| Review of Playground Policy by staff |  |  |  |  |
| Section 6: Personnel Policies, Staff discounts for childcare |  |  |  |  |
| Keeping records up to date |  |  |  |  |
| Criminal reference check with vulnerable sector screening |  |  |  |  |
| Supervision of Students/Volunteers |  |  |  |  |
| Documentation required on staff files |  |  |  |  |
| Director Approval and Otherwise Approved |  |  |  |  |
| Staff File review form |  |  |  |  |
| Confidentiality |  |  |  |  |
| Professional Development |  |  |  |  |
| Process for Monitoring Compliance Contraventions |  |  |  |  |
| Annual Review of policies and procedures by staff |  |  |  |  |
| Section 7: Cameras, Camera Policy, Camera form |  |  |  |  |
| Section8: Parent Handbook Information, Access to Parent handbook |  |  |  |  |
| Individual Plan for Children with Special Medical Needs |  |  |  |  |
| Parent Issues / Concerns Policy and Procedures |  |  |  |  |
| Emergency management Policy and Procedures |  |  |  |  |
|  |  |  |  |  |