

**MANOTICK CO-OPERATIVE NURSERY SCHOOL, INC.  
&  
RIVERSIDE SOUTH CO-OPERATIVE NURSERY SCHOOL, INC.**



## **SCHOOL POLICIES**

**Updated February 2010**

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Policies outlined in red, in addition to the Parents' Manual, must be read and acknowledged as a pre-requisite to registration. Please acknowledge you have read these on the Policy Acknowledgement Form.

## **Behaviour Management Policy**

IN COMPLIANCE WITH THE DAY NURSERIES ACT1 SECTIONS 45, 45, 46 AND 47  
ADOPTED FEBRUARY 1997

### ***Policy***

All staff, supply staff, placement students, program volunteers and duty parents are required by law to comply with the program's policies and procedures on behaviour management as set out by the Day Nurseries Act. Corporal punishment and other prohibited disciplinary and isolation measures as defined are absolutely prohibited in order to protect the emotional and physical wellbeing of the children in the care of the Nursery School. Should staff, supply staff, placement students, program volunteers and duty parents fail to comply with or contravene the behaviour management policy, the Executive is obligated to act immediately.

The Executive, as operators of the Nursery School, must not permit and is prohibited from doing anything understood as prohibited disciplinary practices in the Day Nurseries Act. The Executive is responsible for reviewing, monitoring and maintaining all records pertaining to the Nursery School's behaviour management policy.

All staff, supply staff and placement students are required upon employment and annually thereafter to sign a form affirming that they have read and understand the behaviour management policy and procedures of the Nursery School: these will be kept for a period of two years. All program volunteers and duty parents are required annually to sign a form annually affirming they have read and understand the behaviour management policy and procedures of the Nursery School. This shall be done prior to participating in school programs at the Nursery School and shall be kept for a period of two years.

### ***Prohibited Disciplinary Practices***

#### **There Shall Be No:**

1. Corporal Punishment of a child.
2. Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect.
3. Deprivation of a child of basic needs including food, shelter, clothing or bedding.

#### **No Person Shall:**

1. Lock or permit to be locked the exits of the School for the purpose of confining a child unless otherwise approved by a director.
2. Use a locked or lockable room or structure to confine a child who has been withdrawn from other children, unless otherwise approved by a director.

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***Procedures***

1. Should staff, supply staff, or placement students fail to comply with the behaviour management policy of the Nursery School, the following steps will be taken by the Executive:
  1. A verbal warning
  2. A written warning
  3. Dismissal
  
2. Should a program volunteer and/or duty parent fail to comply with the behaviour management policy of the Nursery School; the following steps will be taken by the Executive:
  1. A verbal warning
  2. A written warning
  3. Formal notice that he/she will not be welcome as a duty parent or volunteer in school events where children are present and will be required to purchase replacement services to fulfill his/her obligations as a member of the Nursery School.
  
3. In such cases as the director deems it necessary to confine a child through the use of a locked or lockable room or structure, or through locking the exits for the purpose of confining a child, the director shall submit a report to the Executive within five days.

***Monitoring***

- The behaviour management policy and procedures are to be reviewed annually by the Executive. This review shall be dated and signed by the President of the Nursery School.
- Behaviour management procedures must be monitored by the Executive at least once annually by:
  1. Confirmation that all required documentation has been obtained (dated and signed)
  2. Physical inspection (dated and signed observation report)
  3. Interview of a sample number of the staff (dated and signed report)
- All records must be kept for a period of two years.
- Should the Executive as the operator of the Nursery School be seen to permit anything that contravenes the Nursery School's behaviour management policy, a member of the staff, supply staff, placement student, program volunteer and/or duty parent may take the following steps:

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1. Formally notify the Executive by letter
2. Request an extraordinary meeting with the full Executive
3. Request an extraordinary General Meeting should the meeting with the Executive not be satisfactory
4. Formally inform the Program Advisor of the Ministry of Community and Social Services (Child Care) by letter

***Policy***

A positive learning environment is the objective in all facets of the care and guidance of the children of the Nursery School including those times in which difficult situations require disciplinary measures. The Nursery School has developed guidelines *for* permitted disciplinary practices for staff, supply staff, placement students, program volunteers and duty parents. These are to be understood as part of the behaviour management policy and procedures of the Nursery School.

***Permitted Disciplinary Practices***

Disciplinary measures which are used must be appropriate to the developmental level of the child and should occur as soon as possible focusing on the inappropriate behaviour and NOT on the child. Corporal or verbal punishments are NEVER used.

1. Rules are to be explained in a manner to make them understandable and acceptable the children.
2. Rules are to be enforced in a positive impersonal way; threats are not permitted.
3. A verbal alternative to inappropriate behaviour should be provided keeping negative messages to a minimum (reminders such as "we walk inside please", rather than "don't run" or "talk nicely"). A quiet voice and direct eye contact should be used as much as possible.
4. An uncooperative child should be redirected to another activity.
5. If a group of children are disruptive within an activity, the entire activity should be redirected.
6. If a child is behaving in a disruptive manner (such as hitting, kicking, biting, throwing, things, defying or running away) every effort should be made to understand the reasons for the child's behaviour.
7. The children should also be encouraged to understand one another's actions and to verbalize reasons for aggressive behaviour.
8. If a child is striking a staff member, supply staff, placement student, program volunteer or duty parent, it is permitted to restrain them gently and momentarily with an explanation (i.e. "hitting hurts me. I don't like to be hit").

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9. A child may be temporarily removed from the group, gently and without punitive action. It must be accompanied by an explanation, after which the child may rejoin the activity or be redirected to another activity.
10. If disruptive behaviour is persistent, the director shall have the discretion to notify the parents to have the child picked up for that day. This is not punishment and should be explained to the child. The Director shall also notify the Executive and submit a brief incident report.
11. Persistent disruptive behaviour which lasts over a period of time shall be brought to the attention of the Executive by the Director. In consultation with the parents, the options available to resolve the behaviour in a positive, supportive fashion will be discussed. One of the options, however, will be removal of the child from all Nursery Schools programs, and will be implemented at the discretion of the Executive.

### ***Monitoring***

The Executive will include the above permitted disciplinary practices as well as further guidelines for behaviour management in its informational material for members, program volunteers and duty parents. It will also endeavour to provide additional support for positive parenting skills through workshops.

The Executive will ensure staff, supply staff and placement students review the permitted disciplinary practices upon employment and annually thereafter. It will also encourage professional skills development in this area.

## Anaphylaxis and Allergies Policy

ADOPTED MAY 2, 2007

### ***Definitions***

**Anaphylaxis:** a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock

**Allergens:** any substance that is recognized by the immune system and causes an allergic reaction. Most often this substance is inhaled or eaten but can simply be touched or as a sting (bees)

**Allergy:** a local or systemic inflammatory response to allergens

**Asthma:** a chronic disease of the respiratory system in which airways become blocked by excessive amounts of mucus in response to one or more triggers. Triggers can include allergens, cold air, exercise, stress, viral illnesses. It can be fatal if left untreated.

**Board:** the Manotick Co-operative Nursery School board of directors

**Chain of command:** the order of responsibility within each classroom. In general, the senior employee handles the emergency, the second employee telephones 911 and the duty parent stays with the child.

**Director:** the program director at MCNS

**Duty parent:** a parent or guardian who must be present at the school on a rotating basis. This person shares a responsibility for the care of the children present.

**Employee:** a person paid by the school and who regularly works at the school.

**Food items:** anything that is customarily eaten. This includes baked goods, commercial products, candy (suckers, popsicles, etc.), and “junk food”, to give some examples.

**MCNS:** Manotick Co-operative Nursery School, Inc.

**Members:** parents or guardians who have a child or children enrolled in MCNS

**Pupil:** a child who is an enrolled at MCNS

**Regulatory Amendments to the DNA:** amendments to the Day Nurseries Act intended to enhance child health and safety.

**RSCNS:** Riverside South Co-operative Nursery School, Inc.

**Sabrina’s Law 2005:** Bill 3 38th Legislative Assembly of Ontario 1st Session. This Act came into force January 1, 2006. This law requires all schools to implement anaphylaxis plans that include strategies to reduce exposure to allergens; procedures to communicate to parents/guardians, students and employees information about life-threatening allergies; regular training on dealing with allergies and anaphylaxis including emergencies; and individual anaphylaxis plans, files and current contact and medication information together with the parental/guardian responsible.

**Safe area:** area where we strive to keep out certain substances

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**School:** MCNS

**Upcoming members:** Each family with a child enrolled in the nursery school in the upcoming year will be an “upcoming member”.

**Young children:** the children at MCNS range in age from 2.5 years old to 6 years old.

**Zero tolerance:** when MCNS does not allow the presence of certain allergens in the school or yard. Currently, the only zero tolerance allergens are peanuts and nuts.

**Please note:**

There is no exhaustive list for possible allergens. An anaphylactic reaction can occur to foods, insect bites, medications, latex products and vigorous exercise, among others.

***Prelude***

*As stated in the Articles of Incorporation, the purpose of MCNS is to provide care and education for young children through a program promoting their healthy physical, social, emotional and intellectual growth and to provide opportunities for family life education through parent participation in the child's program and other activities of the co-operative.*

*Sabrina's Law with respect to the Regulatory Amendments to the DNA requires child care operators to develop an anaphylactic policy. This came into effect May 2, 2007.*

*Since MCNS cares for young children, the onus of responsibility for dealing with anaphylaxis in the school setting lies with the employees. Members are expected to be in the process of teaching their anaphylactic and allergenic child(ren) how to avoid their allergens but due to their age and understanding, they cannot be expected to have mastered their condition. They are unable to self-medicate. It is therefore of the utmost importance that every attempt is made to keep the areas used by the students free of their allergens; in this manner we can provide a safer environment for the children's health and well-being, the first needs to be met in the hierarchy of needs. This is then the springboard from which all other needs and goals of the school can be met: social, emotional and intellectual growth.*

*MCNS also recognizes that many young children have non-anaphylactic food allergies and intolerances and/or asthma. Although their condition may not be immediately life-threatening, all reasonable attempts will be made to follow these same policies and procedures with respect to their allergens.*

*MCNS strives to be a nut and peanut safe area. We have a zero tolerance policy for these two highly allergenic substances at our main Manotick location. Although the other locations are currently shared with other community groups, this zero tolerance policy still applies for these substances during our class times at that location. It may be necessary, depending on the year and the student body, to make other allergens zero tolerance. This decision will be based upon the presence of an anaphylactic student in a*

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*class and made in consultation with the member responsible for that child and/or the child's physician/allergist.*

## ***Anaphylaxis and Allergies Procedures***

The Board of MCNS & RSCNS has implemented procedures to support the policies we have established with respect to Sabrina's Law.

### ***Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas:***

1. A copy of our ***MCNS & RSCNS Anaphylaxis and Allergies Procedures Member's Abridged Version*** will be included with our MCNS & RSCNS Parent Information Manual as required reading before a child begins school. **A signature will serve as proof that the document was read.**
2. MCNS & RSCNS recognizes the need for all children to be treated as equal and be included in all school activities. To this end, **Members cannot provide food items of any sort for group consumption. The only food items a member can send into the class is their own child(ren)'s snack.**

When required for curriculum enhancement, every effort is made to choose allergen-free crafts or allergen-free food science activities for classes. Zero tolerance foods or containers will not be used in any fashion.

The director will compile a binder of alternative crafts and food science alternatives as a reference tool for all teachers. This shall be kept in a known, accessible area.

3. **No food sharing is allowed.**
4. **Children eat together in groups and are encouraged to keep their food, utensils, cups, straws and hands to themselves.**
5. **Hands are washed before and after eating.**
6. **Any spills are promptly and appropriately cleaned up,** following the nursery schools sanitary policies.
7. **Garbage bags will be tied up promptly** following snack and disposed of in accordance with the nursery school's standard procedures.
8. **The eating surface is cleaned before and after eating with an appropriate cleaner,** following the nursery school's sanitary policies.

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9. The director will send out regular reminders to members that an attending child has an anaphylactic food allergy, encouraging the members to **not** provide these foods for their child(ren)'s snack. A zero tolerance (such as currently with our no nut policy) may be necessary for certain foods depending on which anaphylactic pupils are attending.

If an anaphylactic student's food allergens are brought to school, the food allergen is confined to one area such as a separate table where it can be consumed. Alternatively, the anaphylactic child will be seated with one-to-two other children who are not eating the allergenic food at a designated "safe" table.

A general reminder or a reminder specific to the member who sent in the allergenic food will be sent home. The director will decide if the reminder should be specific or general.

**If our no nut policy is violated or other zero tolerance allergens are brought into the class, the offending food will be removed and a letter sent home to the member who sent it in. If this occurs a second time, the member will be required to meet with the director to discuss the requirements. If it occurs a third time, the member will be asked to remove their child from the class until they are willing to adhere to the policy.**

10. Students with an allergy to insect venom are immediately removed from the area/room if a bee or wasp enters. Their auto-injector should still be easily accessed if needed.
11. The classroom and toys will be cleaned regularly and every time a food allergen may have been introduced, following the nursery schools Sanitary Policies.

Members are responsible to **supply information on life-threatening or other conditions** related to their child(ren)'s health and/or safety.

- **At registration, all members will be asked to provide information about their child(ren)'s health, anaphylaxis, asthma, medications, or others.** This must be provided within a reasonable amount of time before the child is in the care of MCNS or RSCNS so that appropriate Emergency Plans can be made. Once it is obtained, the director has the responsibility to begin developing a plan so it will be in place by the beginning of school.
- **Members must provide the school with the pupil's current, non-expired medication and/or epinephrine auto-injectors.** These will be kept in a defined area that is easily accessible to all responsible adults. The child will not be able to attend unless the medications are in the classroom. It is the obligation of the member to ensure that the information in the child's file and plan is kept up to date with the medication the child is taking.

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- **Each allergic pupil will have either an Anaphylaxis Emergency Plan or an Allergic Plan depending on the severity of their condition.** These will be posted in a defined accessible location, be legible and current. The director (or an appointed teacher) will inform employees, occasional teachers and duty parents about each child's plan and review it with them before they can take their position in the classroom.
- **General Anaphylaxis Plan will be posted beside the auto-injectors in an easily understood, step by step format to enable quick implementation as required.**

\* \* \*

If you would like more information about Sabrina's Law and why it came about, please read "Sabrina's Story". It is available on our web site and in our Policy Binder.

## Playground Safety Policy

ADOPTED FEBRUARY 2004

All nursery school staff, including volunteers and students, must ensure that children are provided with a safe outdoor environment that promotes creative and constructive play. The staff ratio must be maintained at all times in the playground area. The safety of the nursery school outdoor play area is defined in conformance with CSA Standard CSA Z614-98.

### ***Responsibilities***

All staff, including volunteers, placement students and all members of the Executive of the Manotick Co-operative Nursery School are required to read and understand their duties with regard to this Playground Safety Policy. It is the responsibility of the Director to ensure that all staff and the Chairperson of the Playground Committee submits a signed copy of the policy to be kept on file in the Playground Safety Log.

### ***Definitions***

The Manotick Co-operative Nursery School outdoor play area is contained within the fenced perimeter immediately to the south of the nursery school along the west side of the Rideau Township arena building (measuring approximately 120' by 30') and is accessible directly via the door at the south exit of the school. This space is also accessible from the arena parking lot through a gate at the south of the outdoor play area which is to be kept latched at all times. All new equipment, renovations, repairs or replacements within this area will be installed to meet CSA Standard CSA Z614-98. Confirmation of such conformance is to be maintained on file, verifying that all changes meet the Standard and is verified in writing by a Certified Safety Inspector.

In accordance with CSA standard CSA Z614-98, public playground equipment is defined as: "a play structure/equipment with at least one designated play surface, anchored to the ground or not intended to be moved, meant for use in play areas of schools, parks, child care centres, multiple family dwellings, private resorts, recreation developments, restaurants and other areas of public use". Contained within the Manotick Co-operative Nursery School outdoor play is a play structure manufactured by Little Tykes, owned by the City of Ottawa, and was constructed, and installed to conform to CSA Z614-98.

### ***Procedures***

To ensure the on-going safety of the children, the Manotick Co-operative Nursery School undertakes regular inspections of the outdoor play area. Manotick Co-operative Nursery School also undertakes regular maintenance of protective surfaces within the

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fenced play area to provide acceptable shock-absorbing performance through raking, lifting and redistributing sand.

Documentation of the regular inspections is to be maintained within the Playground Safety Log. The Playground Safety Log will include the following elements:

**Playground Equipment Change Reports**

The Playground Equipment Change Reports will contain a record of repairs, removal and installation of equipment. This is to include the date of the change, a description of the change, and documentation from the company providing the equipment, and certification of conformance to CSA Z614-98 if applicable.

**Injury Log**

Dates and description of accidents and/or injury specific to the outdoor playground will be kept separate from other accident reports within the Playground Safety Log.

**Daily Visual Inspections**

On each day that the Nursery School children are scheduled to use the outdoor playground, the teacher responsible on that day will conduct a visual inspection of the outdoor playground prior to use by the children per the daily inspection checklist. The completed checklist is dated and filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to procedures in Section 5.

**Monthly Inspections**

Once per month, a staff person from Manotick Co-operative Nursery School or a member of the Playground Committee shall inspect the playground in accordance with the comprehensive Monthly Inspection Checklist. A copy of the monthly inspection report will be filed in the Playground Safety Log with clear indication of actions taken and actions outstanding. It is the responsibility of the Chairperson of the Playground Committee to ensure these inspections are carried out promptly and the reports filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to the procedures in Section 5.

**Seasonal Maintenance Inspections**

Once in spring and again in fall, members of the Playground Committee shall inspect and prepare the playground for summer and winter use. The Seasonal Inspection will be done in accordance with the comprehensive Monthly Inspection Checklist. A copy of the seasonal inspection report will be filed in the Playground Safety Log with clear indication of actions taken and actions outstanding. It is the responsibility of the Chairperson of the Playground Committee to ensure these inspections are carried out promptly and the reports filed in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to the procedures in Section 5.

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**Annual Comprehensive Inspection and Written Report**

Each year, a certified playground inspector will complete a comprehensive inspection and written report. A copy of the report will be provided to the Manotick Co-operative Nursery School and included in the Playground Safety Log. Any actions arising from the inspection are to be dealt with according to the procedures in Section 5.

***Implementation of Actions to ensure Playground Safety***

It is the responsibility of the staff performing the daily visual inspection to take actions that can be accomplished immediately to correct safety issues within the playground without interfering with their teaching duties. Such actions may include: removal of hazardous debris, litter, strings or ropes of any kind. If the situation in the playground makes play unsafe, the affected area will be set off limits or outdoor play will be cancelled until the safety concern is resolved.

It is the responsibility of the school Director to review the status of all inspection reports and to ensure all defects and problems are documented in the Playground Safety Log. It is the responsibility of the Director to bring defects to the attention of the Playground Committee Chairperson. It is the responsibility of the school Director to ensure that all reasonable steps shall be taken to bar access to the defective equipment until it is repaired. Cordoning off the defective area must be done in a safe manner. Ropes and plastic tape cannot be used. If some areas of the playground remain in use by the children of the Nursery School, the entire playground must be supervised at all times.

It is the responsibility of the Playground Committee Chairperson to document a plan of action in the Playground Safety Log and ensure execution of that plan in a timely manner. The Executive shall review all outstanding action items at its regular executive meetings to ensure that all issues are being resolved satisfactorily and in a timely manner.

**REFERENCE DOCUMENTS**

This document has been prepared and amended in accordance with the information contained in the following documents:

1. Ministry of Community and Social Services, Playground Safety – Requirements for all Licensed Child Care Operators, Effective September 30, 1999, Revised: November 2003.
2. Province of Ontario, Day Nurseries Act (Office Consolidation), Revised Statutes of Ontario, 1990, Chapter D.2.
3. Ministry of Community and Social Services, Playground Safety – Requirements for all Licensed Child Care Operators, Effective September 30, 1999.
4. Ministry of Community and Social Services, Playground Safety Policy for Licensed Child Care Operators Who Provide a Fenced Outdoor Play space for Children, Appendix A, Effective September 30, 1999.

## **Fire Evacuation Policy**

IN COMPLIANCE WITH THE DAY NURSERIES ACT, SECTION 27  
ADOPTED MARCH 2003

### ***Policy***

All staff, supply staff, placement students, program volunteers and duty parents will be familiar with the Fire Evacuation Policy and practice and understand their role in the evacuation if the need should arise.

### ***Definition***

Fire evacuation policy covers all serious events that may cause the Nursery School premises to be dangerous and uninhabitable. This covers fire as well as other events such as floods, chemical spills, noxious fumes, etc.

### ***Fire Evacuation Plan***

1. Ring a bell loudly to alert children to the fire emergency.
2. Instruct children to stop what they are doing and line up behind the teacher holding the bell at the designated exit.
3. The first teacher will lead children outside (followed by the Duty parent, where applicable) while the second teacher checks for remaining children in the classroom and picks up the Emergency Contact binder and attendance list, closing all doors behind her.
4. The group will proceed a safe distance from the building to check attendance before proceeding to the Designated Emergency Shelter location, if required.

**Manotick Designated Shelter location:** Robinson's Independent Grocer

**Riverside South Designated Shelter location:** St. Jerome's Catholic School

5. Teachers will lead the children back to the school when the "all clear" is given by the Fire Department.

## **Sanitary Policy**

IN COMPLIANCE WITH THE DAY NURSERIES ACT  
AMENDED FEBRUARY 2009

A clean environment should be provided for the children to minimize the spread of germs and diseases. Parents, volunteers and staff will be informed and are to notify the Director of any confirmed communicable diseases. The Nursery School follows procedures set out by the Ottawa Public Health Department regarding exclusion due to communicable disease.

### ***Definition***

“Sanitary” encompasses any and all activities that involve eating areas, cleanliness of the school facilities and the prevention and spreading of communicable diseases.

### ***Procedures***

The Director is responsible for ensuring that the following steps are followed to maintain a sanitary/clean environment:

#### **Hand washing:**

- A pump-style soap dispenser of liquid soap and single use disposable paper towels are to be used.
- Children, staff and duty parents must wash their hands after toileting, before eating or preparing food.
- A hand washing poster is mounted in the bathroom.

#### **Snack Area Preparation:**

- Duty parent is required to wash hands properly before disinfecting the snack area.
- Tables are to be wiped before and after snack time, with a pre-mixed spray of Javex and water. This should not be done in the immediate presence of children (ie: wait until they go to Circle). Tables should then be wiped with paper towels.
- The refrigerator must be equipped with a thermometer to monitor temperature.

#### **Equipment and Furnishings:**

- Toys will be disinfected once a month and on a daily basis when necessary (ie: when a child mouths or sneezes on a toy, during a communicable disease outbreak)
- Laundry is to be done weekly
- Soap dispensers are to be emptied and disinfected prior to refilling

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**Physical Environment:**

- Floors will be swept and carpets vacuumed daily and as necessary.
- Floors will be washed daily and as necessary, with disinfectant cleaner.
- Garbage will be removed at least once a day.
- Bathrooms will be disinfected daily.
- Water in the water table must be disinfected (1 ml bleach per litre water) prior to use. Water must be changed daily.
- Outdoor sandboxes will be checked daily for animal droppings and garbage. This is a part of the Playground Inspection Policy.

**Illness:**

- Parents will be notified of all confirmed cases of communicable diseases and symptoms posted.
- Children will be separated from the group if they display fever, diarrhea, unexplained rash or discharge from ears/eyes.

***Animals***

No pets that pose a threat to health are permitted at a day nursery. This includes turtles, as well as cats and dogs that do not have current immunizations.

***First Aid***

A First Aid Kit, including a manual, is accessible and located on the kitchen counter. All staff must know its location. A portable kit must be available to take on field trips off premises. All permanent staff on duty requires current CPR training.

## **Privacy Policy**

ADOPTED DECEMBER 2009

### ***Introduction***

Manotick Co-operative Nursery School is committed to protecting your privacy and procedures are followed to ensure that we honour the privacy of all our members. This policy tells you more about the ways we collect, manage and protect your personal information.

### ***Information Collected and How it is Used***

In order to serve you effectively we need to have a certain level of basic personal information on file. When your child is enrolled in a program we obtain all the information that we need directly from you, which will include names, address, phone numbers, emergency contact information, e-mail addresses, photo release consent, medical information and police record checks for all duty parents. Most of this paperwork is necessary to comply with Ministry requirements. You will also be asked to complete a child profile which will be used only by teaching staff to gain an understanding of your child's needs.

The information that you provide us with is used to process your registration. We will also use your contact information as a means of communicating with you, e.g. through our monthly newsletters and as required. Information will also be used to help us manage and administer our programs, including co-ordination of volunteers.

### ***Consent***

By providing us with this information we will assume that you consent to our collection, use and disclosure of information for the purposes identified in this privacy policy

### ***Disclosure of Personal Information***

We will keep all personal information confidential and we will not use your personal information for reasons other than those for which it has obtained the consent of the individual. We will not disclose personal information to any third party, unless required by law.

### ***Safeguarding Personal Information***

MCNS will take steps to protect personal information against loss or theft as well as unauthorized access, disclosure, copying, use or modification.