

Orientation Review Checklist

Please arrange a **time at the beginning of the school year** for the School Principal and Early Years and Child Care Provider **to review this checklist**. Each partner will communicate the contents of this Handbook to the staff within their respective organization.

Date:
School Name:
Name of Principal:
Child Care Supervisor/Designate:
EarlyON Supervisor/Designate:

Check each box as reviewed:

Review sections of the Peel Partnership Handbook

- Purpose
- Communications and Collaboration
- Sharing Space/Facilities and Program Expansion/Relocation
- Sharing Materials and Equipment
- Inclusion of Children with Special Needs
(Child Care program only)
- Hours of Operation
- Safety and Security
- Visitors and Families

Review Emergency Procedures

- Inclement Weather
- Lockdown
- Hold and Secure
- Evacuation
- Fire
- School Closure
- SPEAR (School Police Emergency Action Response)

Review Health and Medication Procedures

- Administration of Medication (Child Care program only)
- Reportable and Communicable Diseases
- Management of Allergies and Concussions
- Flushing and Water Testing (Child Care program only)

Appendices

- Early Years and Child Care Partners Contact Information (FOR COMPLETION)
- Early Years and Child Care Program Overview (FOR COMPLETION)
- Consent for Informal and Ongoing Sharing of Information (FOR COMPLETION)
- Ministry of Education article: “Early Years Accommodation in Schools Reference Guide”
- Ministry of Education article: “Child Care & Schools – Working Together in Shared Space”
- Licensing Requirements
- Links and Resources

Principal Signature:

Child Care Supervisor/Designate Signature:

EarlyON Supervisor/Designate Signature:

School Name: