

Childcare Centre Information

Childcare Programs:

Almonte Daycare-State Street Location

208 State St, Almonte, ON K0A 1A0

Phone: (613) 256-3833

Fax: (613) 256-1656

Almonte Daycare-Paterson Street Location

110 Paterson St, Almonte, ON K0A 1A0

Phone: (613) 256-3833

School Age Programs:

Holy Name of Mary Before/After Program

110 Paterson Street, Almonte, ON K0A 1A0

Cell: 613-978-3253

Naismith Memorial Before/After Program

260 King St, Almonte, ON K0A 1A0

Cell: 613-978-3254

R.Tait McKenzie Before/After Program

175 Paterson St, Almonte, ON K0A 1A0

Cell: 613-978-3255



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Welcome to Almonte Daycare Programs

The Almonte Daycare Centres and School Age Programs are pleased to welcome your family to our Child Care program(s). In choosing The Almonte Daycare Centres and/or School Age Programs for your child, you have chosen one of the best and most trusted providers of high quality childcare services in the Municipality of Mississippi Mills.

This handbook will provide you with program information and policies. If you require further information, please feel free to contact your Program Supervisor.

Thank you for becoming part of our family. Our relationship with you is as important as our relationship with your child. Together we will provide your child with a wonderful early learning experience.

Our History

The Almonte Daycare Centre first opened its doors to children in September 1972. At that time, the Centre was licensed for 35 children between the ages of two and six years.

In 1986, the Centre increased its license by 10 spaces to include a Toddler program.

The Before & After School Age Program moved from the Almonte Community Centre to the Daycare in 1989, creating 24 School Age care spaces. In 1995, the School Age Program expanded to 28 spaces.

Renovations and the addition of the second floor of the Daycare in 1999 saw more changes to the Centre. The School Age Program increased to 45 spaces and allowed for the opening of an Infant Program in 2000. At that time, the Infant Program was licensed for six (6) children.

In 2004, the School Age Programs were moved into the three (3) elementary schools in Almonte. This created space at the Centre to increase the Infant Program to 10 spaces and the Toddler Program to 15 spaces.

In 2013, government oversight of child care moved from the Ministry of Community and Social Services to the Ministry of Education.

In 2019, we partnered with the Catholic District School Board of Eastern Ontario opening 63 new spaces at our new location attached to Holy Name of Mary School.

Organization

The Almonte Daycare Centres and School Age Programs are licensed by the Ministry of Education and operations are guided by the *Child Care and Early Years Act* 2014, S.O. 2014, c.11. All programs are operated by the Municipality of Mississippi Mills. Our Childcare Manager Anita Legault B.A.Sc, RECE. is employed by the Municipality of Mississippi Mills and is responsible for the day to day operation of the Centre and School Age Programs.

How Does Learning Happen?

The Almonte Daycare Centres and School Age Programs are guided by the provincial framework *How Does Learning Happen? (HDLH)* set out by the Ministry of Education.

HDLH is a professional learning resource that provides a common framework to help licensees focus on knowledge from research, theory and practice on what's most important for children. It encompasses a broad range of program philosophies and approaches to promote a shared understanding of what children need and what can be done to help them grow and flourish. To learn more about *How Does Learning Happen?* visit: <http://www.edu.gov.on.ca/childcare/pedagogy.html>

Staff Qualifications

Early Childhood Educators are Registered Members of the College of Early Childhood Educators and must be in good standing during their employment. For more information regarding the College of Early Childhood Educators and Registered Early Childhood Educators you can go to <http://www.college-ece.ca>. All staff members are required to participate in ongoing professional development.

Under the *Child Care and Early Years Act, 2014 (CCEYA)* all employees at The Almonte Daycare Centres and School Age Programs are required to provide a Criminal Reference Check with a Vulnerable Sector Search through Police Services before they commence work and every 5 years thereafter. A Criminal Offence Declaration is completed on an annual basis.

Student and Volunteer Supervision

Students and volunteers are welcome in our licensed child care programs. They participate in an orientation and review of relevant policies and procedures. All adult volunteers complete a Criminal Reference Check with Vulnerable Sector Search through Police Services. Under the *Child Care and Early Years Act, 2014 (CCEYA)*, all volunteer positions and student placements are required to complete an annual Criminal Offence Declaration and an updated Criminal Reference Check including Vulnerable Sector Screening every 5 years.

Students and volunteers do not have unsupervised access (they are not alone with a child) to the children at The Almonte Daycare Centres and/or School Age Programs. They are paired with and mentored by a regular staff member.

Any parent wishing to volunteer on a field trip or at the program must provide the Centre with a current Criminal Reference Check with a Vulnerable Sector Search.

Prohibited Practices

Children are guided in a positive manner, appropriate to their actions and developmental level. This promotes self-regulation, respect and ensures health and safety.

Physical and emotional punishment or any harmful disciplinary practices are prohibited at the Almonte Daycare Centres and School Age Programs by staff, volunteers or parents to protect the emotional and physical well-being of children at all times. This includes but is not limited to the following;

- corporal punishment of the child for example: hitting, spanking, etc.
- physical restraint for discipline purposes (unless preventing self-harm or harm to others)
- locking exits or confining to a room
- use of harsh or degrading measures or threats or derogatory language directed at a child or used in the presence of a child
- depriving a child of basic needs including food, drink, sleep, toilet, shelter, etc.
- inflicting any bodily harm including forcing children to eat or drink

Please note that staff are not permitted to share any information about a child or family, or serve as a contact person between families.

If a parent has a concern about a child's behaviour in the program, the concern must be directed to the staff, **not** the child or the child's parent.

Staff must refrain from the use of drugs or alcohol during working hours.

Child Guidance

All staff, volunteers, and students are responsible for using a positive approach in helping children develop self-control and managing behaviour. All staff, volunteers, and students will use the following approaches:

- ✓ **Redirection:** Guiding a child into acceptable options when engaged in an unacceptable activity.
- ✓ **Logical and Natural Consequences:** Endeavour to help children understand the results of their actions. To teach them to ask staff for help if they are unable to solve any problem themselves. We encourage children to take good care of someone else's toys, games and other supplies.
- ✓ **Limit Setting:** Boundaries are developed by the teacher for the children as a group and for individual children according to each situation.
- ✓ **Modelling:** Demonstration of appropriate ways of interacting. To be polite and respectful to each other, to listen to others when they speak, and not say or do anything that is hurtful or harmful to others and learn to care for other people's feelings, etc.
- ✓ **Providing Choices:** Appropriate choices are offered for children.
- ✓ **Preventative Measures:** Planning and preparing the environment to reduce any inappropriate behaviour.
- ✓ **Ignoring:** Some inappropriate behaviour can be ignored with more emphasis given to appropriate behaviour.
- ✓ **Positive Reinforcement:** Use of encouragement and positive role modelling.

The Director will address all concerns and complaints regarding child guidance practices made by anyone including staff, students, volunteers, families, and others, act upon them promptly and if necessary, follow serious occurrence procedures. **Please refer to the Parent Issue and Concern Section.**

Serious Occurrence Policy

All programs are responsible for delivering services which promote the health, safety and welfare of children and families being served, and is accountable to the Ministry of Education. Written policies and procedures are required in each location and the Ministry “Program Advisor” assigned to the program must be notified within 24 hours of any serious occurrence through the Child Care Licensing System.

A “**Serious Occurrence Notification Form**” will be posted at the entrance of the Program for a period of no less than 10 business days.

Programs and Ratios

Subsection 16(2) of O. Reg. 137/15

| Program | Age | Licensed Spaces | Staff/Child Ratio |
|--|--------------|-----------------|-------------------|
| 208 STATE STREET CENTRE | | | |
| Infant | 3-18 months | 10 | 1:3 |
| Toddler | 18-30 months | 15 | 1:5 |
| Preschool | 30-48 months | 48 | 1:8 |
| 110 PATERSON ST (Holy Name of Mary) | | | |
| Toddler | 18-30 months | 15 | 1:5 |
| Preschool | 30-48 months | 48 | 1:8 |
| 110 Paterson (Holy Name of Mary B/A PROGRAM | | | |
| Kindergarten | 4-6 years | 26 | 1:13 |
| School Age | 7-12 years | 45 | 1:15 |
| NAISMITH B/A PROGRAM | | | |
| Kindergarten | 4-6 years | 26 | 1:13 |
| School Age | 7-12 years | 45 | 1:15 |
| R.TAIT MCKENZIE B/A PROGRAM | | | |
| Kindergarten | 4-6 years | 26 | 1:13 |
| School Age | 7-12 years | 45 | 1:15 |

Reduced Ratios

Reduced ratios at the Daycare Centres may be used from 6:30 a.m. to 8:00 a.m. and from 5:00 p.m. to 6:00 p.m. with the exception of the Infant Program and during outdoor play.

Reduced ratios at the School Programs may be used from 6:30 a.m. to 7:00 a.m. and 5:30 p.m. to 6:00 p.m. on school days with the exception of outdoor play.

Admission

To register your child in a Centre or School Age Program, a completed Registration Form & Contract must be submitted. This form includes child's information, parent/guardian information, immunization record (Daycare Centres only), medical history, emergency contact information and permission form.

There are two different registration forms:

Registration Form A is to be used by 2 parent families.

Registration Form B is for single parent families.

If both single parents of a child require child care, they both must fill out a **Registration Form B**.

Prior to enrollment a meeting **must** be set up with the family and Director/Head Teacher to discuss the requirements of any child with "**Exceptional or Medical Needs**". An individualized plan including steps to be taken to reduce risks, medical devices needed or procedures to be followed will be put in place at that time.

Waiting List

When programs are full, a waiting list is created to ensure children are accepted in the order they registered. The Almonte Daycares Centre and/or School Age Programs **do not** charge parent/guardians for the opportunity to place their child(ren) on a waiting list for an unsecured spot in the Child Care Centres. Admission is on a first come, first serve basis, subject to the priorities and considerations outlined below.

- Parent/guardians are to fill out the application form to have their child(ren) added to The Almonte Daycare Centres and/or School Age Programs waiting list.
- Priority is given to residents of the Municipality of Mississippi Mills.
- Each age group at each location has its own individual waiting list.
- The date that the parent/guardian submits the application form will be the date shown on the waiting list.
- When a space becomes available, the family at the top of the wait-list will be contacted.
- If a parent/guardian is called for a space and do not wish to take it at that time, the next family on the list is offered the space.
- The parent/guardian will be required to provide a 2 week advance payment for the child's fee for the age group prior to start date.
- Parents may call the centres at any time to inquire where their child is on the wait list.

Orientation

A short orientation visit will be arranged by the Head Teacher or School Age Supervisor before your child starts.

You will receive a Welcome Letter upon your child's start in a program. This letter outlines admission requirements, what belongings your child will need, and billing information which includes your

DAY # (child's identification number) for payment purposes.

Each child enrolled in a School Age Program must have a signed "Lunch Bag Policy" and "Behaviour Agreement" on file prior to starting the program. Failure to do so may result in forfeit of a space. Each child enrolled in a program at either centre must have signed an "Outside Food Agreement" form prior to starting the program.

Parents are reminded to update emergency information and immunization records when changes occur.

Parking

Parking areas at the State St. location during peak arrival and departure times are limited. Parking on the street is permitted but for short durations. This area is monitored by the Municipality's By-law Enforcement Officer.

Parking areas at the schools are posted. Please ensure that your car is not blocking the accessible entrance and that your child is escorted directly to their classroom at arrival.

Please watch carefully for children in all of the parking areas.



Smoke Free Environment

The Almonte Daycare Centres and school properties are smoke free environments. Visitors and employees are prohibited from smoking both in the buildings and on the premises.

Security

All doors at the Centre(s) are locked for your child's protection. Parents are given access to the security code upon enrollment at the State St. location. This security code is changed periodically. At the Paterson St. location there will be a buzzer system for entry into the building.

Please be aware that outside of business hours, the doors are locked and a security system is engaged. Parents are unable to enter the Centres.

Before you start

- ✓ Return completed forms to the Centres. A start date cannot be confirmed until all forms are returned; Make a payment for the first two weeks or provide Fee Subsidy confirmation;

- ✓ Be sure contact information for you and any authorized pick-up person is up-to-date;
- ✓ Add the Centres phone number to your cell phone Contact List.

What to Bring to Daycare

- ✓ Running shoes/indoor footwear;
- ✓ Complete change of weather appropriate clothing for each child. We recommend snow pants, mitts, and boots in winter; sunscreen and a hat in the summer; an extra sweater or jacket and splash pants (we play in the rain) for spring and fall, etc. When boots are worn, it is necessary that your child has indoor shoes at the Centres/School Age Program.
- ✓ Extra socks and underwear;
- ✓ Soft cuddle toy or blanket for nap time, labelled with your child's name;
- ✓ Picture of your family;
- ✓ Diapers, wipes and diaper cream (as needed);
- ✓ Bottles and formula for babies labelled with your child's name.

We ask that your child arrive with sunscreen already applied during the summer months. The staff re-applies throughout the day.

Periodically parents are requested to bring in a new toothbrush, toothpaste and a box of tissues.

Please make sure you **label** all personal belongings, clothes, formula and food with your child's name.

Please send your child in play clothes; they are going to get dirty.

Hours of Operation

Our hours of operation are: 6:30 a.m. to 6:00 p.m. Monday to Friday at all of our locations, with the exception of statutory holidays found on page 17.

We ask all families not to enter the Daycare or School Age Program before 6:30 a.m. and we ask all families to please leave the building no later than 6:00 p.m.

Attendance/Absences

If your child is unable to attend or is going to be late, please call the Centres or School Age Program **by 9:00 a.m.** You may leave a message on the program's voicemail. If your child will be away for any reason, please advise the Supervisor of the dates that your child will be absent. In order to maintain your child's space in the program, your fees continue to be charged whenever your child is absent due to illness or vacation. (Please see Summer Vacation Policy)

Part-time care is available **if** your schedule can be matched with another family and is a minimum of two set days per week. Unfortunately, we are unable to accommodate flexible schedules.

Due to Ministry Regulations (ratios) and high enrollment, schedule changes must be approved in advance by office staff.

Daily Routine/Arrival/Departure

We develop our daily schedule for each age group to allow for long periods of time for children to explore environments with interesting, open-ended materials that can be used in many ways, inviting investigation and complex play.

When children are engaged in their play or teacher led activity, we are flexible with our schedule to accommodate the child's learning. Therefore, you may find our daily schedule fluctuates at times because it is based on the children's interests and needs.

Although our daily schedule is flexible, we still want the children to feel secure so some events occur in the same order every day.



Program

We understand that saying good-bye can be hard for children but we will try to ease the transition to ensure that your child has a sense of belonging. Regular drop-off and pick-up times help your child know what to expect from the day. We recommend that you try to arrive and leave at the same time each day, as much as you possibly can. You must take your child to the classroom and be sure that the teacher has greeted your child and marked attendance. This is a good opportunity to relay any messages or information about your child to staff.

Clean Up is encouraged with songs and games to help children develop a sense of joy in a job well done.

Breakfast is not served at our program. However a quiet eating area is provided for children who bring breakfast from home in the morning. Any food item and container brought from home **must** be labelled with your child's name.

Group Time through social interactions allows children to learn to take risks to help get them ready for school like listening, taking turns, and practicing patience.

Learning Activities include art, music, math, science, and literature to allow children to initiate experiences, generate ideas, and to make meaningful choices. The learning activities are individualized and adapted as needed to support each child's learning.

Active/Outdoor Play engages children in physical activity to encourage them to take reasonable risks, test their limits, and gain increasing competence and a sense of mastery through active play and social interactions.

Children enrolled in our programs will participate in a minimum of 2 hours of outdoor play a day, weather permitting.

School Age Programs will ensure children have at least 30 minutes of outdoor play on school days and a minimum of 2 hours per day on school holidays, weather permitting.

Free Play is important for children to explore ideas, investigate their theories, and interact with others in play. During free play our educators are listening and observing children to plan further child initiated activities. Our educators are engaging with children as co-learners and using pedagogical documentation as a means to value, discuss, and make children's learning visible in our programs.

Lunch is the perfect opportunity for children to slow down and enjoy each other's company in a relaxed atmosphere. Good manners are promoted and children are encouraged to taste each food with a "practice bite".

Story Time occurs on a regular basis to help children develop language skills and a love for reading.

Show & Tell allows children to bring special items of interest to share with friends on occasion. However, it is recommended that personal toys and trinkets are left at home. This helps to avoid disappointment from broken or lost items.

On occasion, toys or clothing belonging to the Daycares or School Age programs or another child may find their way into your home. Please return as soon as possible.

Rest Time is flexible and follows personal schedules of our infants.

A child in a licensed toddler, preschool or kindergarten group is permitted to sleep, rest or engage in quiet activities based on the child's needs. {(O.Reg.137/15,ss47(2))}

The Centres provide cribs, cots and bedding. Please provide a small labeled toy or blanket to be left at the Centres.

Snacks consist of 2 food groups with water or milk to drink. Juice is only offered on a special occasion.

Departure

Departure can be as difficult as arrival; often a child who is reluctant to come in the morning won't want to go home at night. Please take a minute to let your child reconnect with you before leaving. **All children must be picked up and signed out on the attendance sheet before the programs close at 6:00 p.m. For your child's safety we will only allow your child to leave the centres with you or someone who is listed on the consent form as an authorized pick-up person.**

Release of Children

Families must inform staff if anyone other than themselves will be picking up their child. Staff will not release a child without verbal or written consent from a parent/guardian. Identification may be required. If staff feels the pick-up person is under the influence of alcohol or drugs, alternate arrangements will be made.

Where child custody arrangements are in place, a copy of a court issued custody document must be on file to deny or grant parental access.

Fees

It is very important to pay your fees on time so that we can continue to provide a high quality program for your child.

Fees are determined according to the annual budget and are consistent with other programs in the region. They are reviewed annually by Mississippi Mills Council.

Accounts are to be kept in good standing, and it is encouraged that a two week credit remain on the account as payment in advance of billing. 1.25% interest will be charged on accounts 30 days in arrears. Any account more than 30 days in arrears is subject to notice of withdrawal, indicating the date that the account must be paid in full, and advising that the child(ren) will be unable to attend the program after such time if the account remains unpaid. Unpaid accounts 15 days after

the date provided in the notice of withdrawal will be immediately forwarded to a collection agency.

Parents are charged for all days their child is scheduled to attend. This includes sick days, vacation (please see Summer Vacation Policy) and statutory holidays.

Any changes to existing schedules must be first approved by the Director, 2 weeks prior to the change and will only be made if the space is available.

Locked boxes are located in the front foyer of both locations for the collection of fees. The Centres are not responsible for the loss of fees paid in cash. Payment can also be made at the Municipal Office by Debit, cash or cheque or online through your Financial Institution. You can also submit a paperless billing form to receive your invoice by email.

A copy of the Fee Schedule can be found on the last page of this document.

If you have any questions or concerns regarding your account, please contact Susie Smithson, (Accounts Receivable Clerk) at 613-256-2064 ext. 223

School Age staff are not permitted to transport payments to the Centres for parents. Please make sure the necessary payment arrangements as per the above.

Financial Assistance/Fee Subsidy

Financial assistance is available to families who qualify through the County of Lanark.

Any family may apply by calling the County office at 613-267-4200.

Families cannot receive subsidized care until the application process has been completed, approved and the Administrator has received written confirmation.

It is the responsibility of the parent to ensure that all subsidy information is current. Full fees will be charged unless otherwise specified.

Late Fee

A late fee of \$25 per half hour or part thereof will be charged to your account if you arrive to pick up your child after 6:00 p.m.

Alternate arrangements should be made for someone to take your child home by 6:00 p.m. in an emergency situation. Please inform staff of any change in pick up arrangements. Identification may be required.

Withdrawal

Two weeks written notice is required before withdrawing your child from the Daycare Centres or School Age programs. Accounts must be paid in full at that time. If you withdraw your child for any reason (i.e. job lay off, extended vacation, etc.) and wish to re-enroll, your child's name will be placed on a waiting list. A space cannot be guaranteed.

Statutory Holidays

The Centres and School Age Programs are open weekdays throughout the year with the exception of statutory holidays. These statutory holidays include:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving
- Christmas
- Boxing Day

Parents are charged for all statutory holidays.



Christmas break is assigned yearly and will be communicated to parents via newsletter. The Daycare Centres and School Age programs close at 1:00 p.m. on Christmas Eve and New Year's Eve.

All programs remain open for Remembrance Day.

Summer Vacation

Families using the Daycare Centres are entitled to schedule up to two weeks of vacation time without charge, within the months of July and August. To qualify, a vacation schedule must be completed and returned to the Centres by the assigned date indicated in the newsletter.

Please note that vacation requests are approved in one week blocks. Single days will not be considered.

Summer programs for Kindergarten and School Age children are determined on an annual basis.



P.A Days & School Holidays

Throughout the school year, full day childcare is offered on P.A. days and School holidays. Parents of Kindergarten and School Aged children are **only** charged the full day rate if they sign up. Otherwise, the Before and/or After rate applies.

Please note that lunch is not provided at the school and is reflected in the fee schedule.

Snow Days/School Closures

When buses are cancelled the School Age Programs remain open and your child will attend school as usual. However, if the school closes for any reason, the Before and After program will also be closed.

Inclement Weather Policy

Both Centres and School Age Programs may have to close due to severe weather conditions. In the event where all programs must close we will give as much advance notice as possible.

We will communicate via staff and notices will be posted on all entrance doors to the Centres or Programs.

Should the Centres close prior to operational hours, communication via the Municipal website, HiMama and outgoing voicemail will be updated by 6:30 a.m. on the day of severe weather conditions, if possible.

Clients will not be reimbursed for days missed due to severe weather conditions and/or closures.

Activities off the Premises

During the year our Infant, Toddler, Preschool and School Age Programs will go on walking trips around the town to visit special places. Permission for these activities is included on the registration form.

Special activities for School Age children are planned during the summer months and on School holidays. These field trips require separate permission forms which will be provided with details of the activity and any associated costs. Parents wishing to join us on field trips are required to provide a Criminal Reference Check with a Vulnerable Sector Search.

Parent Involvement

Parents will be asked annually to fill out a questionnaire regarding the quality of service. If a concern arises, parents are encouraged to discuss the matter with the program staff at the time. If it cannot be resolved with the program staff, please bring the matter to the Head Teacher or Director's attention.

Open Houses are held annually at both locations to give parents and the community an opportunity to view the Centres and ask questions about the various programs. Families are invited to discuss their child's progress with the Educators.

Parents are invited to help out with occasional repairs (i.e. painting etc.) and are welcome to participate in various activities throughout the year.

Toileting & Diapering

Parents are asked to provide diapers and wipes for children who are not toilet trained. During each diapering routine, strict sanitary procedures are performed.

Co-operation between parents and staff is necessary to toilet train children happily and successfully. Please feel free to discuss your child's progress with the teachers.

Cleaning Procedures

- ✓ Fresh linens are put on cots and cribs each week or as required.
- ✓ Tables are disinfected before and after each meal and snack.
- ✓ Washrooms are disinfected daily at sleep time and again each night. Change tables are disinfected after each use.
- ✓ Toys are washed on a bi-weekly rotation or as needed.

The Centres are cleaned nightly by a caretaker



Food & Nutrition

The children enrolled at each centre are served nutritious morning and afternoon snacks as well as lunch each day.

Students enrolled in the School Age Programs are served nutritious snacks before and after school each day.

Weekly menus, which follow the Eating Well with Canada's Food Guide, are posted in all of the programs and the Municipal website.

Children are encouraged to feed themselves and to try new foods.

Parents are required to provide written instructions of any food allergy or special diet your child may have. The Centres will work with families with dietary restrictions or preferences however; it is the parent's responsibility to provide food not on the menu

Lunch Bag/Snack Policy

School Age Programs provide nutritious snacks before and after school each day. On school holidays, when it is necessary to send your child with a lunch, we ask that the following policy be followed:



- ✓ Parents must ensure that their child's lunch is nutritious and meets the guidelines from the ***Eating Well with Canada's Food Guide***. Lunches must include items from each of the food groups plus one extra fruit or vegetable.

- ✓ A few examples of some recommended food items are: fruit, whole wheat bread, 100% fruit juice, cheese, milk, yogurt, eggs, and pasta. Please do not include foods that are low in nutritional value and/or high in sugar content such as candy, chocolate bars, soda pop or high sugar drinks. Please check food labels before sending lunches. It is important that lunches are nut free if there is a child with a nut allergy in attendance. Please check with Program Staff if unsure.

- ✓ Lunch containers should be labeled with the child's name.
- ✓ Food items should be stored according to the instructions. Please include a freezer pack should items need to be kept cold.
- ✓ Lunch bag policy must be signed and on file.
- ✓ Please inform the teacher **in writing** of any food allergies or food restrictions your child may have.
- ✓ Food allergies are posted in the room where snack and lunch is served. Please be aware of food items that are restricted.



If for any reason a lunch is forgotten, staff will contact parents to make other arrangements.

Emergency Contact Information

We need to have up-to-date contact information at all times, in case we need to reach you quickly in an emergency situation. You will be asked for this information when you register. We are required by law to keep this information up-to-date. It is very important that you tell us immediately when the contact information changes for you or for anyone else who is authorized to pick up your child.

Medical Information



The State St. location follows the current recommendation set out in the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada. All children up to their first birthday will be placed on their backs for sleep to reduce the risk of Sudden Infant Death Syndrome (SIDS.) Once infants are able to roll from their backs to their stomachs or sides, we will not reposition them onto their backs. The requirement for an infant sleep position may only be waived if a medical doctor/physician recommends differently in writing. Sleeping children will be physically checked every 15-20 minutes for normal breathing and body temperature. Sleep sacks are recommended, however if parents choose to have a blanket or sleep toy in the crib, it must be requested in writing. **Infants will not be given a pillow or bottle at any time; however, we do allow pacifiers in the crib.** Each infant will have their own safety approved crib with a firm mattress and tight fitting crib sheet. Sheets are changed weekly or as needed. Bumper pads will not be used.



Safe Sleep Policy

We encourage all children to have a medical before starting Daycare.

The *Child Care and Early Years Act, 2014* stipulates that prior to admission, each child must be immunized according to the local Medical Officer of Health. Therefore, we require that a copy of the child's immunization record, or a letter of exemption, and a medical information sheet be completed and signed by the parent. These must be submitted at the time of admission and should be updated annually. Immunization is important for your child's health and must be up-to-date as required by our license. The public health nurse monitors records on a regular basis.

Any special dietary requirements (i.e. vegetarian diet) or severe allergy must be specified in writing and updated annually.

If your child appears ill upon arrival or during the day, staff will contact parents and ask that the child be taken home.

Health and Illness

To maintain a good standard of health, we conduct a daily health check. It is necessary to have suitable arrangements in the event your child is ill. If a child's ill health prevents him/her from participating or being comfortable in normal program activities, the child will be considered too ill to attend Child Care. Should your child become ill during the day, you will be contacted immediately to pick up your child (see symptoms below). Children should not return to the Centres and/or Program until they are ready to participate in all aspects of the program, including outdoor play.

The Lanark, Leeds & Grenville Health Unit states that children must be free of symptoms for a minimum of 24 hours before returning to the program. It is common for some children to be more susceptible to illness in the first few months of attendance. We recognize that this can be concerning and stressful for parents therefore we encourage you to ensure that you have plans in place in the event that your child may not be able to attend care. With time, most children develop immunity and adjust to being in a group environment.

To see a complete listing of Designated Reportable Diseases visit the Leeds, Grenville & Lanark District Health Unit website at

http://www.healthunit.org/infectious/caregiver/Childhood_Illness_Poster.pdf

When the Health Unit declares an outbreak, the sick child will not be able to attend care for 48 hours of being symptom free.

Symptoms of Ill Health

Please keep your child(ren) at home if they display any one of the following symptoms:

- ❖ Fever of 38 (100.4) or higher
- ❖ Diarrhea (watery bowels)
- ❖ Vomiting
- ❖ Undiagnosed rash/skin condition
- ❖ Communicable disease
- ❖ Obviously infected discharge
- ❖ Lethargy and irritability and are not able to participate in program
- ❖ Persistent Cough



A receiving staff member who notices any of these symptoms when a child arrives will ask that the child be taken home or to a doctor. A note confirming that the child is healthy and not infectious may be requested.

When antibiotics are required, children and staff may return after 24 hours, if well enough to do so.

Please keep in mind that if your child is too ill to participate in the program or go outdoors, then your child is too sick to attend Child Care.

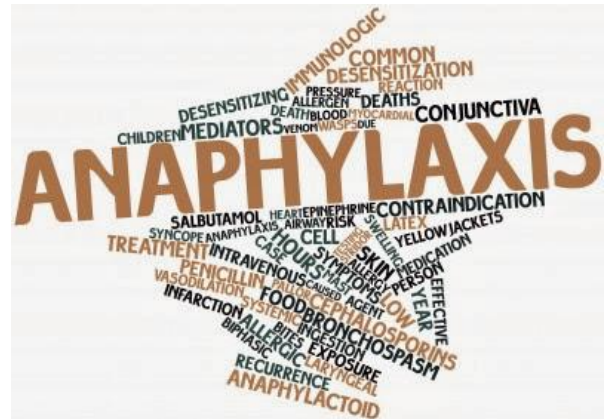
Anaphylaxis

Our programs recognize that Anaphylaxis is a serious allergic reaction and can be life-threatening to children and/or adults. Our programs endeavor to support the needs of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students and visitors at the Child Care Centres. These provisions are aligned with Sabrina's Law, 2005. The Anaphylactic Policy and individualized plans must be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with subsection 6.1 of the Childcare and Early years act.

Parent Responsibility

It is the responsibility of the parent to:

- ✓ Inform the Centre's Director/Head Teacher of their child's medical conditions including asthma or any allergy.
- ✓ Tell us about your child's medical condition, including whether your child is at risk of anaphylaxis.
- ✓ Inform staff of signs or symptoms of an allergic reaction.
- ✓ Provide input on your child's individualized plan, including the emergency procedures to be followed.
- ✓ **Parents will be asked to advise the Centres in writing if their child has outgrown an allergy or no longer requires an epinephrine auto-injector. (A note from the child's allergist or physician is also recommended.)**
- ✓ **Parents will be encouraged to have their child wear medical identification (e.g. Medic Alert ® bracelet).**
- ✓ **Discuss current menu and ingredient lists with the Centre's cook.**



Medication

Our programs recognize that a child may need medication while in our care. Upon registration parents are asked about medical conditions, including allergies and asthma. As per Section 40(1) of the Child Care Licensing Manual, The programs require written consent from a parent in order for a child to receive only medication deemed necessary and appropriate by their parents. Written instructions must accompany the consent form so that medication is administered at the correct time and in the correct dosage.

All medication is stored in a locked container. If your child is prone to febrile convulsions, a doctor's note can be kept on file giving permission, whenever necessary, to give the fever-reducing medication that you supply. If your child starts to run a fever while in care, we will contact you immediately. We will give your child the fever reducing medication once only. We expect you to pick up your child immediately in this situation

“As Needed”: If medication is to be administered on an “as needed” basis, the written instructions must clearly indicate the situations under which the medication should be given. This could include the physical symptoms that must be present, the behaviour the child must be

exhibiting or the child's temperature. **Simply indicating "as needed" or "as required" is not sufficient.**

Due to the frequency and their longer term daily usage, sunscreen, diaper creams, lip balms and hand sanitizers can have a blanket consent from a parent on the enrolment form and can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment, whether they have a drug identification number (DIN) or not.

If your child has been in contact with any infectious disease, please let the staff know as soon as possible. Any relevant medical conditions should be discussed with the Director prior to enrollment or at the time of diagnosis.

Sun Safety

All children go outside every day, weather permitting, and our staff promote sun safety. All children should have hats to wear outdoors, as well as sunscreen in summer months. We ask that your child arrive with sunscreen already applied. The staff re-applies throughout the day.

Specialized Services

A Public Health Nurse provides health care information and training to staff upon request.

Many specialized children's services are available for your child's individual needs, such as Lanark Early Integration Program (LEIP) language and behavioural therapies.

The Centres and School Age Programs welcome children and families with exceptional needs. Individual program plans will be put in place in partnership with parents, staff and LEIP.

The Director of the Daycare Centre is responsible for ensuring that there is sufficient support (funding of a resource teacher) **prior** to enrollment to ensure the safety of all children.

If for any reason support is discontinued and the safety of the children or staff is at risk, the Director has the authority to terminate service.

Emergency Procedures

The Centres and School Age Programs have Emergency Management Policies for each location. In the case of emergency parents will be contacted by **phone**, when it is safe to do so. Staff and children practice exit drills on a regular basis. Parents are invited to read the complete **Emergency Management Policy** located in the green binder in each program.

In the event it becomes necessary to evacuate the premises, children and staff will exit the building and assemble in their designated meeting place outside.

Roll call will be taken.

Children and staff will then proceed to their emergency shelter location, listed below.

- ❖ State St. location to Almonte General Hospital front lobby
- ❖ Holy Name of Mary School to R. Tait McKenzie School

- ❖ R. Tait McKenzie School to Holy Name of Mary School
- ❖ Naismith School to Almonte Community Centre
- ❖ Paterson St. location to R. Tait McKenzie School

Staff will notify parents by phone

Accident Reports

Communication about your child's well-being is important to us. Parents will be informed regarding any incidents affecting their child's health, safety or well-being. If a child is injured, parents will be asked to sign a copy of the Accident/ Incident Report. Parents will be given a copy of the report.

Our Duty to Report

In Ontario, any adult who suspects that a child may need protection from harm or abuse must report their concerns to **Family and Children Services**. People who work closely with children, including all **Daycare staff**, must report suspected abuse or risk being fined for not **carrying out their duty to report**.

If our staff members are concerned that a child might be in need of protection, they must contact **Family and Children Services** to ask them to investigate. The person must not rely on anyone else to report on his or her behalf. Staff is required to report concerns about:

- Neglect: basic needs for food, clothing, shelter and safety are not met.
- Physical abuse: signs of physical harm or injury.
- Sexual abuse: inappropriate touching or involvement in a sexual activity or exploitation.
- Emotional abuse: humiliation, insults, threats and other behaviour that harms a child's emotional state.
- Exposure to family violence.

Family and Children Services will investigate to find out whether the concerns are serious and if the child needs protection from the police or support from community organizations.

Registered Early Childhood Educators (RECEs) are expected to be accountable for their actions as Early Childhood Educators and to abide by the College of Early Childhood Educators' Code of Ethics and Standards of Practice.

If an issue or concern is deemed a serious occurrence, the staff person must follow the Centres and School Age Program "Serious Occurrence Policy".

Aggressive Behaviour

The Municipality of Mississippi Mills believes that its employees deserve a safe working environment. Aggressive behaviour, coarse language, verbal or emotional abuse will not be tolerated.

Parent Issues and Concerns Policy

Our staff work hard to care for your child(ren), however on occasion a parent may have an issue or concern. Parents are invited to read the complete **Parent Issues and Concerns Policy** located in the Green Binder in each facility.

If a parent has an issue or concern they should review the concern with the classroom teacher or appropriate staff person to seek resolution as soon as possible. These conversations shall not take place in front of children.

- Registered Early Childhood Educators (RECEs) are expected to be accountable for their actions as Early Childhood Educators and to abide by the College of Early Childhood Educators' Code of Ethics and Standards of Practice.
- If the issue/concern is deemed a serious occurrence, the staff person must follow the Centres and School Age Program "Serious Occurrence Policy".

If you have a concern or complaint, we invite you to speak to your child's teacher right away. If your concerns are not addressed, here is the process we recommend:

Speak to the Program Supervisor/Head teacher

- **Almonte Daycare Centre- Head Teacher, Tammy Costello RECE**
- **Holy Name of Mary- Head Teacher, Ryan Byers RECE**
- **R. Tait McKenzie- Supervisor, Megan Giles RECE**
- **Naismith School- Supervisor, Angie Giles RECE**

If you still feel that your concern has not been resolved, please contact **Anita Legault** Childcare Manager the Director of both Centres and School Age Programs.

Contact Us

If you have any questions or concerns please contact us at:

Phone: (613) 256-3833

Fax: (613) 256-1656

tcostello@mississippimills.ca

alegault@mississippimills.ca

APPENDIX

The Almonte Daycare Programs and School Age Programs Program Statement

Our Program Statement is a guide for staff, regarding children's programming and pedagogy (how children learn). This program statement is intended to strengthen the quality of our programs to support positive outcomes in relation to children's learning, development, health and well-being on a consistent basis. Our program statement outlines strategies, practices, beliefs and techniques that guide our interactions with children, parents and colleagues to support positive, professional and respectful interactions.

The Almonte Daycare Centres understand that the early years set the foundation for your child's health and well-being. We believe the first step in establishing and nurturing health, safety and well-being for children in our programs is through the connections they make with our program staff, students and volunteers. We want to develop strong healthy relationships with both our children and parents by providing open dialogue and ongoing information about your child.

The Almonte Daycare Centres and School Age Programs promote the health, safety, nutrition and well-being of the children.

Staff believe in a healthy environment for the children to play and learn in. They complete daily assessments of children upon arrival and watch for any changes. All toys and equipment are sanitized and the Centres are cleaned nightly. We follow the Canada's Food Guide and accommodate food preferences and allergies.

The Almonte Daycare Centres and School Age Programs support positive and responsive interactions among the children, parents, and staff.

We understand that families are valuable contributors to their children's learning and we recognize that family and child well-being is closely linked. We pay attention to the conversations that we have with families and children because we understand the valuable impact of strong, respectful, and reciprocal relationships.

Educators set out goals for children by:

- listening and observing children to plan child initiated activities;
- discussing with other educators the possibilities for children's further exploration through play and inquiry;
- engaging as co-learners with children, families/caregivers, and others;
- using pedagogical documentation as a means to value, discuss, and to make children's learning visible at our programs;
- participating in ongoing reflective practice and collaborative inquiry with others.

The Almonte Daycare Centres and School Age Programs encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Educators endeavor to understand the unique strengths and needs of each child to:

- develop language skills;
- have a sense of belonging where they feel safe, included, and can make connections to the environment;
- gain positive social experiences (i.e. use lunch and snack time as a social time to model appropriate behaviour);
- have meaningful experiences where they are able to participate fully;
- allow positive interactions and attempts at self-regulation, and;
- to be competent, curious, and rich in potential.

The Almonte Daycare Centres and School Age Programs foster children's exploration, play and inquiry.

Educators provide:

- daily routines (the flow of the day) with limited interruptions and transitions;
- large blocks of time for children to engage in sustained, complex play and inquiry;
- opportunities, activities, and play that allows all children to explore, ask questions, test theories, solve problems, engage in creative thinking, and make meaning of the world around them;
- open-ended materials that can be used in many ways, inviting investigation and complex play; ie sand, playdough, etc..
- environments and experiences that reflect and are relevant to the children in our care to encourage co-investigation, co-learning, and co-planning;
- opportunities for staff/educators to reflect and document children's learning.

The Almonte Daycare Centres and School Age Programs provide child-initiated and adult-supported experiences.

Educators emphasize engaging environments and experiences in order:

- for children to explore ideas, investigate their theories, and interact with others in play;
- to engage children in active, creative, and meaningful exploration, play, and inquiry;
- to recognize children as co-learners;
- to recognize each child's unique spirit, individuality, and presence;
- to observe and listen to children from multiple perspectives to identify the unique strengths and needs of each child in order to understand the child's temperament and actions;
- to participate in ongoing reflective practice to create positive environments to support children's learning, development, health, and well-being;
- to use pedagogical documentation to find meaning in what children do in order to include their perspectives and to co-plan with children and their families;
- to invite families to participate (at their comfort level) in their children's experiences
- to support inclusion and to consider each child's capabilities rather than focusing solely on his or her needs;
- to support children's developing ability to self-regulate by being responsive and attuned to children's individual cues, restless states, and responses to various stressors
- to help them learn strategies for becoming or staying calm and focused by enabling them to recognize and adjust their emotional states and impulses and become more aware of the effects of their actions on others.

The Almonte Daycare Centres and School Age Programs plan for and create positive learning environments and experiences in which each child's learning and development will be supported.

Educators plan and create learning environments and experiences to:

- promote intentional active play that is individualized and adapted as needed to support each child's varied abilities while offering challenges that are within each child's ability to master;
- recognize and support each child's developing and varied self-regulation abilities in all domains (biological, emotional, communicative, cognitive, social);
- allow for children to initiate experiences, generate ideas, plan, problem-solve, make meaningful choices, and act spontaneously through play;
- enhance children's learning through play by having educators participate as co-learners;

- take a curious approach to new experiences and ideas to promote problem solving, complex play and inquiry;
- work with families and community partners to ensure that environments and opportunities provide equal learning experiences for all children by making flexible program adaptations and providing special equipment and/or adaptive devices (as recommended by a regulated health professional);
- ensure that the spaces and experiences promote play and inquiry that will help children discover and develop an increasing awareness and understanding of key concepts, including literacy and numeracy development;
- make children's thinking, learning, and competence visible through documentation to children, families, and others.

The Almonte Daycare Centres and School Age Programs 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.

Educators create learning environments and experiences to:

- encourage children to take reasonable risks, test their limits, and gain increasing competence and a sense of mastery through active play and social interactions;
- allow for long periods of time for children to explore environments with interesting, open-ended materials that can be used in many ways, inviting investigation and complex play.

The Almonte Daycare Centres and School Age Programs foster engagement of ongoing communication with families by:

- endeavoring to create an environment that welcomes families into our space;
- engaging in conversations with parents/guardians at drop off and pick up times;
- providing updates to parents/guardians using HiMama and learning stories to highlight their child's learning and activities;
- offering regular newsletters and family events;
- asking parents for their input through the use of parent evaluations.

The Almonte Daycare Centres and School Age Programs acknowledge that community partners help to ensure the program fosters social and emotional well-being for children and families.

Educators work with the following community partners:

- Lanark Early Integration Program, Open Doors, Community Support programs;
- We belong to the Lanark Early Learning and Child Care Association (LELCCA) and work with the Lanark County Quality Assurance Resource Guide and the County of Lanark;
- We participate with the Kindergarten open house sessions with the Upper Canada District School Board and the Catholic District School Board of Eastern Ontario;
- We accept student placements from local high schools and colleges;
- Residents at Fairview Manor and Orchard View Retirement Living
- We post information from the Ontario Early ON Centre on local programming for children and families.

The Almonte Daycare Centres and School Age Programs support staff and their continuous professional learning by:

- Participating in networking events offered through LELCCA;
- Offering reflective staff and program meetings;
- Participating in the College of Early Childhood Educators Professional Learning Plan;
- Monitoring educators practices;

Almonte Daycare Programs Parent Handbook



- Hiring qualified educators;
- Promoting LELCCA and other professional development;
- Using the Lanark County Quality Assurance Resource Guide.

The Almonte Daycare Centres and School Age Programs document and review the impact of these strategies.

| ALMONTE DAYCARE CENTRE/SCHOOL-AGE CLUB FEE SCHEDULE (Effective January 2020) | | | |
|--|---------------|------------------------------------|----------|
| Program Code | Billing Code | Program Description | Rate/day |
| INFANT PROGRAM | | | |
| 1 | INF FT | Full Time | \$ 63.00 |
| 2 | INF PT | Part Time | \$ 68.00 |
| TODDLER PROGRAM | | | |
| 3 | TOD FT | Full Time | \$ 53.00 |
| 4 | TOD PT | Part Time | \$ 58.00 |
| PRESCHOOL PROGRAM | | | |
| 5 | PRE FT | Full Time | \$ 45.00 |
| 6 | PRE PT | Part Time | \$ 48.00 |
| KINDERGARTEN PROGRAM | | | |
| 7 | KIN B & A FT | Before & After School - Full Time | \$ 24.00 |
| 8 | KIN B OR A FT | Before or After School - Full Time | \$ 18.90 |
| 9 | KIN B & A PT | Before & After School - Part Time | \$ 26.00 |
| 10 | KIN B OR A PT | Before or After School - Part Time | \$ 21.00 |
| 11 | KIN FD DAY | Full Day | \$ 37.00 |
| SCHOOLAGE PROGRAM | | | |
| 12 | SCH B & A FT | Before & After Full Time | \$ 22.00 |
| 13 | SCH B OR A FT | Before or After Full Time | \$ 16.80 |
| 14 | SCH B & A PT | Before & After Part Time | \$ 24.00 |
| 15 | SCH B OR A PT | Before or After Part Time | \$ 18.90 |
| 16 | SCH PA | Full Day | \$ 35.00 |