



# Manotick Nursery School Parent Handbook

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## WELCOME TO THE ANDREW FLECK CHILDREN'S SERVICES (AFCS) - MANOTICK NURSERY SCHOOL (MNS)

Welcome and thank you for choosing to enroll your child at the Manotick Nursery School. Our nursery school is located inside the Manotick Community Centre & Mike O'Neil Arena at 5572 Doctor Leach Dr. in Manotick. We are licensed by the Ministry of Education to offer early learning and care for 24 preschool children with an alternate capacity for 15 toddler children.

Our classes are taught by qualified, dedicated and enthusiastic nursery school teachers who offer high quality programs for children ages 2- 5 years old. The health, safety and quality of your child's experiences are foremost at all times, ensuring that they and you enjoy a positive experience in our program. Through your child(ren)'s play experiences, they will grow and develop in amazing ways.

Manotick Nursery School joined Andrew Fleck Children's Services in the Spring 2021. AFCS is a non-profit, multi-service organization established in 1911 to serve children and families in the Ottawa area. This handbook is designed to assist you, the parents, in understanding the procedures, policies, and regulations involved with the operation of our Centre.

If, at any time, you have any questions or concerns, please feel free to speak with a staff member in person, or contact the Program Coordinator, Stephanie Bousquet at 613-692-2188 or sbousquet@afchildrensservices.ca. You may also connect with the Program Director, Lisa Belton at lbelton@afchildrensservices.ca or the Executive Director, Kim Hiscott at khiscott@afchildrensservices.ca.

### LICENSING/REGULATIONS

Manotick Nursery School is licensed under the Child Care and Early Years Act, 2014 (formerly the Day Nurseries Act) of the Ontario Ministry of Education Child Care Quality Assurance and Licensing Office and undergoes an annual licensing review process. We are required to meet all regulations of the Child Care and Early Years Act, as well as Health, Safety and Fire regulations dictated by the Department of Public Health, the City of Ottawa, the Ontario Fire Marshall, and the Ottawa Fire Services.

The Program Advisor, from the Ministry of Education, monitors standards for safety, staff training, program quality and compliance with the Child Care and Early Years Act. The License and Summary of License are posted on the Parent Information Board at the front entrance of the nursery school.

### CURRICULUM

We believe that early childhood education sets the foundation for lifelong learning and that children play to grow, to learn, to experience and to make sense of the world about them. They acquire knowledge through active exploration of their environment.

Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language and self-help for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

We have carefully crafted child centered activities with a balance of enjoyable individual and group experiences which engage children, help develop a strong sense of self-exploration, and offer the opportunity to learn through play and inquiry.

Children learn by doing, but not all children learn in exactly the same way or at the same age. Nursery School offers children a choice of whom to work and play with: children of the same ages, children of different ages and developmental stages, and children of different abilities. These developmental variations provide a foundation of diverse learning encounters.

Nursery School offers a joyful learning experience before starting on the road to “formal” schooling. Manotick Nursery School early childhood curriculum is a developmentally appropriate program that recognizes both age and individual appropriateness.

In support of these objectives we reference the document “How Does Learning Happen? Ontario’s Pedagogy for the Early Years” which identifies the four foundations Belonging, Well-Being, Expression and Engagement as fundamentals of a high-quality Early Learning and Care program in developing our programs.

The staff at MNS are Registered Early Childhood Educators who provide a warm, nurturing, supportive and inclusive environment designed to foster the child’s wellbeing, learning and development to ensure meaningful participation for all children.

### **INCLUSIVE PROGRAM**

Manotick Nursery School is an inclusive school meaning we welcome children with a variety of developmental needs. Together with the Children's Integration Support Services (CISS), a division of the Andrew Fleck Child Care Agency, we ensure that all children receive developmentally appropriate programs.

The Program Coordinator and teaching staff must assess children with identified developmental needs prior to registration. This assessment is required to ensure that the school can provide appropriate support, and to determine the level of assistance required from CISS, if any. The services provided by CISS may include additional staffing, consultation to programs, staff training, and financial support in the form of transportation and childcare subsidies.

A child with special needs in our program may also have occasional visits from professionals during class, including Speech or Occupational Therapists and Integration Advisors. As defined in the Child Care and Early Years Act of Ontario, a child with special needs is "a child with a physical, mental, or developmental impairment that is likely to continue for a prolonged period of time as verified by objective psychological or medical findings."

All children are encouraged to learn to embrace differences. What is important is that they learn to interact with each other in a positive way. Children diagnosed with special needs can learn social skills and independence in an integrated program. The role model provided by the other children, both in language skills and behavioural expectations, is invaluable. Integration can be a wonderful experience for all, providing positive experiences, which will benefit everyone throughout life

## **HOURS OF OPERATION**

The Centre is open Monday to Friday; from 8 am to 5pm. The core day of the nursery school program is from 8:30am to 4:30pm. Each of the children's programs are offered for 3 hours either morning or afternoon (e.g. 9:00 – 12:00 or 1:00 – 4:00 PM). We have a limited number of extended hours and this must be requested and reserved in advance. Extended hours are offered either before care from 8:30am- 9am OR after care from 4pm- 4:30pm.

It is beneficial for the children to be in attendance by 9:30 am for the morning program and 1:30pm for the afternoon program, so they can actively participate in all activities.

We do request that you please call or email us if your child is going to be absent.

## **INCLEMENT WEATHER**

Occasionally, when extreme weather conditions can create dangerous traveling conditions, we may contact parents/guardians to request that they depart earlier than routine to ensure timely pick up. This is to ensure the safety of children and families as well as our employees who also need to travel home.

Our policies addressing late pick-ups will not be altered due to poor weather and travel conditions.

## **EMERGENCY CLOSURES**

Due to unforeseen circumstances (fire, flood, loss of electricity, and/or property damage); AFCS may close the programs if the nursery school is deemed unsafe. Parents will be notified of the closure and required to make alternative arrangements until official notice is given of the nursery school reopening. The nursery school will also close if the City of Ottawa declares a "State of Emergency".

No fee rebate will be given due to emergency closures.

## **WAITING LIST POLICY**

It is recommended that families register on the City of Ottawa Child Care Registry and Wait List tool at <https://onehsn.com/Ottawa>. To fill available spaces we contact families, whose child is age eligible for the space available, based on their registration date.

For subsidized spaces we must follow the City of Ottawa's Priority List. For our full fee families, we will offer spaces based on their registration date. The only exception is that priority is given to siblings of children currently attending our location and alumni families.

To ensure we are providing you and your child with the best possible early learning and care experience, a conversation will occur to ensure we can meet your child's needs and your expectations before a space is confirmed. There is no fee for using the City of Ottawa Child Care Registry and Wait List tool and we do not collect a fee or a deposit for the placement of a child on a waiting list for admission.

When requested by a parent/guardian, the Program Coordinator will provide information as to where their child is on our wait list as accurately as possible while maintaining the privacy of all families. Parents/guardians are to make their request directly to the Program Coordinator who will provide the parent/guardians with verbal or email confirmation of where their child is along with an explanation that often the list is not reflective of the actual number of children waiting for care at one of our locations. If the parent/guardians require additional information, they are to make their request known to the Program

Coordinator who will then consult with the Program Director. All identifying information such as names and dates of birth will be deleted so the list provided to the parent/guardian includes only the ages of children and registration date on the waiting list sorted by date care is required from earliest to latest.

Manotick Nursery School acknowledges that not all families are familiar with the City of Ottawa's Child Care Registry and WaitList and that many families hear about our program by 'word of mouth'.

When filling available spaces from our Internal Waitlist, the nursery school uses the following priority system:

- Currently enrolled child
- Siblings of currently enrolled child
- Children of currently employed staff
- Children of alumni families
- Children referred by external agencies

Ideally, we would prefer that children attend our program for a full 10-month school year. However, we may accept registrations throughout the school year should vacancies occur.

### **OPEN HOUSES AND TOURS**

Registration for a September to June nursery school year starts in March for Alumni Families and after March Break for new families. Families can set up tours of our program throughout the nursery school year by contacting the Program Coordinator.

### **ADMISSION POLICY**

**Subsidized spaces may be available.** Eligibility for subsidy is determined by the Child Care Subsidy Office of the City of Ottawa. To apply you must first create an online application through the City of Ottawa at 311 or at <https://onehsn.com/Ottawa>

Should your family require a child care subsidy, confirmation from the City of Ottawa Subsidy Office must be received by the program a minimum of 48 hours before the child being enrolled. Before confirming a full fee or subsidized space or enrolling your child in the program, an opportunity will be arranged for you and your child to tour the program, meet the staff and review all the necessary documents with the Program Coordinator or designate. A space will not be confirmed until the program has met with the family and child. Spaces will be granted based on the waiting list application date and subject to the following criteria:

- Children must be within the age limit set for the program
- Up to date children's records of immunization must be provided prior to admission
- All necessary documents must be completed at least 1 week prior to the child starting in the program

In order for registration to be complete, the following is expected at least 1 week prior to the child starting in the program

- registration package
- pre-Authorized Debit Plan Agreement Form with Void Cheque

- copy of child's birth certificate
- copy of child's immunization record (yellow booklet)
- Anaphylaxis Form (if necessary)

Ottawa Public Health requires that parents report the child's immunization record.

You may update your child's record Online at:

- [www.ParentinginOttawa.ca/Immunization](http://www.ParentinginOttawa.ca/Immunization)

OR

- CANImmunize App

If you choose NOT to immunize your child, you must submit:

- Statement of Medical Exemption for Child
- or
- Statement of Conscience or Religious Belief

### **DISCHARGE POLICY**

- Children may stay in the program until the end of their 5<sup>th</sup> year.
- We respectfully request one month of written notice of pending withdrawal and require at a minimum two weeks' notice. If the required notice is not provided, fees will be charged in lieu of the notice period.
- Parents who wish to temporarily withdraw their child from the program (e.g. for an extended holiday) may request to have their child's name placed on the waiting list for readmission. Regretfully, no guarantee can be given that a space will be available when needed. Please note this does not eliminate the notice period requirements as described above.
- It is our intention to make every reasonable effort to ensure that all children enrolled in our licensed programs can successfully remain in care; however, in some situations, the decision to discharge may be necessary. In partnership with families, we utilize additional resources and support when needed and available. Should a child that demonstrates challenges (developmentally and/or behaviourally) be enrolled in the program, the program will seek to access additional support and resources in a timely manner. However, if it is concluded that the staff and program can no longer meet a child's needs and that there is a safety risk to the child, other children and staff, then the decision to discharge a child may be warranted.
- The program also reserves the right to give notice of withdrawal of service if a parent does not abide by all policies and procedures.

### **ARRIVAL AND DEPARTURE PROCEDURES**

MNS is located on the Main floor of the Manotick Community Centre & Mike O'Neil Arena. There is ample parking at the front and the back of the building. Drop off location is at the back of the building in the MNS outdoor play yard and pick up is at the front entrance of the nursery school located inside the arena. The front Nursery School entrance door is locked during class at all times, with the exception of indoor drop off and pick up times. Knock loudly or flash the lights if you need access to the school during times the school is locked. The back door is locked at all times unless staff and students are outside.

Children must not be left until the program start time and a staff member is made aware of their arrival.

Please do not leave a child unattended in the yard. A staff member will sign each child 'in and out' as they begin and end their day at the nursery school. Should you arrive late, make sure a staff member is aware of your child's arrival. We cannot release your child(ren) to an unauthorized person. Please notify the school in advance verbally or in writing when someone else is picking up your child. The authorized individual may be asked to present ID to the staff member before your child(ren) will be released into their care.

Please pick up your child(ren) on time. A child left behind can become very anxious. As well, the staff has additional duties to perform each day.

If staff suspects that the individual picking up the child is visibly unfit to drive, and/or that the child may be in danger, that staff is obliged to report their concern to the authorities (Police/CAS) immediately. Alternate travel arrangements will be offered to the parent.

By law, staff cannot withhold a child from their biological parent unless a court order is on file.

Watch for the red curtain in the window; on days when the weather is not suitable for outdoor play OR we need to have an indoor drop-off. The staff will place a red curtain on the back door to let parents know there will be an indoor drop off.

### LATE PICK UP POLICY

The purpose of this policy is to detail the procedures to be followed in the event of late pick-ups.

Young children depend on routines for their own sense of security. We ask all parents/ care-givers to arrive and pick-up punctually. Since MNS offers both morning and afternoon programs it is critical that parent's pick-up their children on time at the end of each class. The staff in many cases have limited time for preparation and additional children (and parents) in the classroom after school time can severely hamper their ability to prepare for the next session.

It is recognized that due to exceptional circumstances, parents might occasionally be late in picking up their children; however, when this occurs, please notify the Program Coordinator or staff, at the earliest opportunity.

In the event of a problem with persistent late pick-up of a child, the Program Coordinator will bring the problem to the attention of the parents and ask for the problem to be corrected. If the late-pickup problem continues and should a parent/guardian be late more than 3 times, the late fee will double. Should there be recurring instances of late pick up, this may result in the family being discharged.

If a parent/guardian is late they will be charged a late fee as follows:

\$2.00 for the first 5 minutes and then \$1.00 for every consecutive minute thereafter.

All late fees must be paid by either cash or cheque within 24 hours. Any late fees not paid may result in discharge from the program. Late pick up occurrences are based per family.

## **TIPS FOR DROP OFF AND PICK-UP**

On occasion a child may have difficulty separating from their parent/caregiver. Tears are a normal part of separation. Establishing a positive goodbye routine will help your child(ren) see that you have a positive attitude toward their new environment and allows your child(ren) to begin to look forward to preschool. It is important to a child's success to be consistent in time limits and goodbye routines. Consistency sets a child up for a successful transition into preschool. When inconsistencies occur in the goodbye routine, it can prolong separation anxiety.

If a parent/caregiver is uncomfortable leaving the building, then they are welcome to remain in the Arena. Alternatively, a Nursery School staff can call you midmorning to let you know how your child is doing. If your child(ren) has trouble adjusting during the first few days of school, feel free to talk to the teachers or the Program Coordinator regarding the adjustment.

The professional judgment of the teachers regarding separation anxiety is based on many years of experience. The philosophy is that the teachers and parents are partners in providing a nurturing environment for children. Manotick Nursery School is committed to helping both the child and the parent/caregiver through the difficult transition of separation anxiety.

Toys that are needed for security in the early days of school, or toys that are treasures from a special occasion may be brought in. Please label such toys or treasures with your child's name to avoid the item being lost or misplaced. Please encourage all other home toys to stay safe at home!

The front entrance can be congested especially during pickup time as the teachers must ensure that an authorized individual picks up each child. Be patient with your child(ren) and others. It may help to gather their belongings for them and take them to a less congested area (i.e. the arena benches) while dressing to go home. Please also ensure that additional children in your care are watched closely at pickup and drop-off. For their own protection and to respect the setup of the classroom, we cannot permit them to play in the preschool classroom.

## **FEES FOR SERVICES**

Please see the attached fee schedule and financial policies below. We have a purchase of service agreement with the City of Ottawa to provide care for families eligible for fee subsidy as well as full fee families.

Parents/guardians seeking a childcare subsidy will need to upload all required documents to the City of Ottawa Child Care Waiting List to see if they qualify for the subsidy.

Please note: Families using a childcare subsidy are entitled to 36 absent days per calendar year; any extra absent days will be billed to the family at the full fee rate.

Please be advised that there are no refunds for sick days, holidays or closed days and all statutory holidays are invoiced at the daily rate.

**The nursery school is closed on the following Statutory Holidays:** Christmas Break (same days as on Ottawa Carleton District School Board calendar), Family Day, March Break (same days as on the OCDSB calendar), Good Friday, Easter Monday, Victoria Day, Labour Day, and Thanksgiving. The program is open on Remembrance Day. For our Summer Camp Program, the nursery school is closed on Canada Day and August Civic Holiday.

The annual cost to deliver the program is calculated over the number of billable days in a year. If we were to not charge families for the days we are closed, our daily rate would increase (same annual cost but less billable days). We feel that stopping and starting parent fees has the potential of being more confusing for families and adds an administrative burden cost.

We will provide a minimum of one month of notice regarding any fee increases.

### **POLICY FOR PAYMENT OF ACCOUNTS**

- A. All parent fees are payable on a bi-weekly basis.
- B. As a non-profit agency we do not have the means to tolerate unpaid accounts. If an account is more than two (2) months in arrears, parents/guardians can receive a notice of termination and the account will be forwarded to a collection agency.
- C. There is a \$10.00 charge for all **returned cheques**.
- D. The appropriate notice required must be given when withdrawing your child(ren) or payment in lieu of notice will be invoiced.

Andrew Fleck Children's Services offers 3 methods of fee payment; either **direct debit payment, post-dated cheques, or Credit Card**.

- 1) **Direct Debit Payment** Parents/guardians choosing the pre-authorized debit option will submit the following to our office:
  - a) a signed **Direct Debit Authorization Agreement**
  - b) a **VOID CHEQUE** to provide bank account information
- 2) **Post-Dated Cheques** – Parents/guardians choosing to pay with post-dated cheques will submit a series of cheques dated for the first day of each month. Cheques should be made payable to **Andrew Fleck Children's Services**. At any time, you may call Accounting at 613-736-1913 ext. 225 for questions or information concerning your account.
- 3) **Credit Card** – Parents/guardians choosing the credit card option will submit a signed **PRE-AUTHORIZED CREDIT CARD (PACC) Agreement form**

### **GIFT GIVING**

While it can be traditional for children to give their Educators gifts at Christmas, end of the year etc., as Registered Early Childhood Educators, we cannot accept anything more because we are professionally bound, as members of the College of ECEs, from accepting any gifts of benefits, advantages, fees, honoraria, or favours, including items, money, or gift cards. This is to preserve our integrity as professionals and to protect parents/guardians from any expectation of undue influence. Homemade gifts would be an exception and are most appreciated; gifts that are small such as a consumable item (box of chocolates), are shared with the team onsite.

## TOILETING

It is not necessary for children in any of our programs to be toilet trained prior to enrolling in our school. At MNS, we believe that toilet teaching is a cooperative effort between parent, child and teachers. A casual, friendly attitude, with praise for success, is used to encourage children to become independent with respect to toileting. Children develop at different rates and will learn to use the toilet when they are developmentally ready. Your child can wear pull-up diapers as needed. Teachers will assist with toilet training.

## NUTRITION

Children are required to bring a healthy peanut and nut-free snacks to school in a separate, labelled with their name, small snack bag. We ask that parents follow the Canada Food Guide when considering snacks for their child.

Should a child arrive at nursery school without a snack or with a snack containing allergens, a snack will be provided by the MNS. We will offer a variety of snacks such as goldfish crackers, nutrigrain bars, granola bars, apple sauce and water.

Please ensure that all items and containers are labeled with your child's name and all fit in the child's snack bag (including drink container).

If your child has an allergy, please indicate this on the Allergy and Anaphylaxis Form and submit it along with your registration package.

## CELEBRATIONS

Manotick Nursery School recognizes the diversity of our families and community. We welcome all families to share their cultural celebrations. We encourage family participation in bringing their cultural celebrations to our program in the form of items, dress, information, etc.

Please inform the teachers if your family celebrates any traditions and if there are traditions that they do not celebrate.

Birthdays are important milestones for young children and we certainly do celebrate them!

## HEALTH

If your child contracts any communicable disease, you must notify the program immediately. A Health Alert must be posted, for any communicable disease, so that parents can ensure the health and safety of their children. Please note that if your child is diagnosed with a viral conjunctivitis where an eye discharge is present, you must provide a medical certificate for re-entry. If no eye discharge is present, no exclusion is needed. Should your child show signs of a rash, eye infection or other communicable diseases, while present at the program, you will be given a City of Ottawa Public Health Department Assessment form. Your child will need to be taken to your doctor/clinic for an assessment and a medical certificate for re-entry will be needed for your child to return to the program.

To prevent outbreaks, the City of Ottawa Health Department requests that child care centres/nursery schools exclude children with certain communicable diseases until specific criteria are met. The Ottawa Public Health

Department lays out the exclusion policies for communicable diseases and parents will be notified of what these may be.

The program staff must be notified immediately if your child is hospitalized for more than 24 hours. At any time, the Manager / Program Coordinator (or designated staff) may judge that a child is "not well enough" to attend the program. In such cases, the child will either not be accepted at drop-off time, or parents will be notified that the child must be picked up as soon as possible. The City of Ottawa Health Department has set forth certain policies to protect all children. Your child may not attend the program if they suffer from the following:

- 1) A fever of 38 degrees Celsius or higher
- 2) Several episodes of vomiting (not spit up)
- 3) Diarrhea (at least 2 episodes)
- 4) Croupy cough and green discharge from the nose that hinders daily functioning
- 5) Any unexplained rash or skin irritation
- 6) Complains of a bad headache or sore throat
- 7) Eyes/ears that are oozing any form of discharge (must be on antibiotics for 24 hours prior to re-admission)
- 8) Strep Throat (must be on antibiotics for 24 hours prior to readmission)

If your child develops any of these 8 symptoms while your child is in the program or at home, we ask that you keep your child at home until they are symptom free for 24 hours. Please do not give your child Tylenol and bring them to the program as they are contagious.

On occasion the nursery school may be in an Outbreak; this is when more than 15% of children and/or staff are sick with the same symptoms. In this case the mandatory exclusion for vomiting and diarrhea is 48 hours symptom free.

### HEADLICE

When your child is found to have head lice or nits while attending the program, you will be given a withdrawal notice for Head lice with a 24-hour exclusion and a form to fill out indicating that the head lice treatment was completed. This form will need to be returned to the program after each treatment. This decision is made by the agency in order to prevent the spreading of head lice and live nits at the nursery school.

## IMMUNIZATION

It is recommended by the Local Medical Officer of Health, that all children be immunized. Parents of children who object to immunization due to religious/conscience or medical reasons must complete a standardized ministry approved form. Ministry approved forms for religious/conscience objections must be completed by a “commissioner for taking affidavits” (i.e. notarized). Any medical exemptions forms must be completed by a doctor or nurse practitioner. These forms are available upon request. All immunization records and/or records of parental objections will be kept as part of the children’s files.

Ottawa Public Health requires that parents register and update their child’s immunizations online <https://www.canimmunize.ca/en/report?phu=28>

## ALLERGIES AND ANAPHYLAXIS

To provide a safe environment and protect your child we must be aware of any allergies or potential allergies that your child may have. All allergies must be documented on the appropriate registration and medical forms.

For children who may have an Anaphylaxis, there is a detailed Ministry Policy which must be adhered to and parents must fill out all appropriate papers which includes authorization from a doctor.

If your child requires an Epinephrine auto injector (EpiPen), the staff must be made aware of this and be given the auto injector when you drop your child off. Should you and your child arrive at the program without the auto injector you will not be able to drop them off until their auto injector is onsite.

We strive to be a **nut safe & scent free** environment and will do everything that we can to protect your child while at the Centre, but we cannot guarantee that your child may not come into contact with an allergic substance. This policy and all forms required will be reviewed with you at time of the tour and prior to your child’s first day at the Centre.

Any food coming into the Centre or home child care premises must not contain any nuts or nut products and must be labeled with the child's name. Please note that should there be any other anaphylactic allergies (other than nut or nuts products), a communication will be shared with that information and any directives to follow. Children attending our infant, toddler and preschool programs are provided with 2 snacks and a lunch each day; we attempt to accommodate a variety of dietary restrictions and allergies. Food from home for those age groups is not necessary unless agreed to in advance with the program coordinator. Should food from home be necessary, each container / item must be clearly labeled with the child's full name and any parental written instructions (if applicable).

Children in our kindergarten and school age programs are provided with two snacks daily and are required to bring their own lunch, in a bag, which needs to be clearly labeled with their name.

All employees are trained in the use of an Epinephrine auto injector.

## Strategy to Reduce the Risk of Exposure to Anaphylactic Causative Agents

Individuals responsible for the child familiarize themselves with foods and materials that may contain the life threatening agents and are trained in the use of auto-injectors. They sign off on having read the procedures and are familiar with the allergy and emergency plan.

Products that contain, may contain, or may have been in contact with the caustic agent are to be avoided permitted onsite and parents are encouraged to wash their children's hands and faces prior to entering the program, should they arrive eating a snack.

Any food or material containing the causative agent, discovered in the program, will be sealed in a plastic bag and discarded.

## ADMINISTRATION OF MEDICATION

If your child requires medication while in the program, you are required to complete and sign a *Medication Authorization Form* which provides details about the medication, including the time and amount of the dosage. Should your child be prescribed antibiotics, they must have been taking the antibiotics for 24 hours prior to returning to the program. Please be advised that by *Child Care and Early Years Act* standards, we can only accept medication which is in its original container and the container or package must be clearly labelled with the following:

Child's name / Name of drug/medication / Dosage of the medication / Date of purchase / Expiration date / Instructions for storage and administration / Possible side effects

Due to the frequency and their longer-term daily usage, sunscreen, diaper creams, and lip balms, hand sanitizer can have a blanket authorization 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 administration number (DIN) or not.

All medication no longer needed is to be taken home. We request that all medication be hand-delivered to us to be stored in the appropriate manner. The nursery school must store all medication in a locked container in the fridge or cupboard except for emergency medication.

A designated staff member will be responsible for all medications.

## BEHAVIOUR GUIDANCE

The emotional and physical well-being of children in our care is a priority of Andrew Fleck Children's Services. Positive forms of Behaviour Guidance with emphasis on discussion, encouragement and positive reinforcement comply with the agency's philosophy to promote the healthy development of the children. Please see our Program Statement for further information on Behaviour Guidance Practices.

### **Prohibited Practices as defined by the *Child Care and Early Years Act*:**

(a) Corporal punishment of the child (which may include but is not limited to, hitting, spanking, slapping, pinching)

(b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.

(c) Locking the exits of the child care centre/nursery school or home child care premises for the purpose of confining the child or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.

(d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.

(e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.

(f) Inflicting any bodily harm on children including making children eat or drink against their will.

### **ACCIDENT / INCIDENT REPORTS**

If your child suffers a significant injury requiring more than basic comfort (soap, water, band-aid, ice, TLC) or that is more than would be expected in the normal course of play, staff will administer first aid. Staff will also complete an accident report before the child is signed out (when possible) or by their next school day. A copy will be provided to the parents/guardians.

If the injury is severe enough to warrant medical assistance, parents/guardians will be notified immediately to come and pick up their child to seek medical attention. If emergency treatment at a hospital is required, parents will be contacted to either accompany or meet staff at the hospital. If parents cannot be contacted the designated staff will follow emergency procedures and call either ambulance services or 911, depending on the severity of the injury.

### **SERIOUS OCCURRENCES**

As a licensed program we are responsible for delivering high quality services that promote the health, safety and well-being of all children. A part of our accountability requirements, under licensing, is to report incidents to the Ministry of Education Child Care Quality Assurance and Licensing Offices. The type of incidents that we must report include any life-threatening injury or illness or any time there is a disruption of service for example; a power outage which means the program is closed.

We are very proud at Andrew Fleck Children's Services to offer a high-quality licensed program and take our accountability to parents and the public very seriously. We have consistently followed the requirements under the *Child Care and Early Years Act*, to report incidents to the Ministry. The Ministry believes that parents will benefit from information about the incidents that occur including the actions that we have taken to prevent

and minimize a reoccurrence by posting non-identifying information when an incident has occurred.

Beside our license, you will find a serious occurrence notification form posted anytime an incident has been reported to the Ministry. The form identifies the date, the type of incident, a description and any action taken. There will be no identifying info included on the form. The notification form will remain posted for 10 business days; if the posting is related to an incident that involved your family, you will be personally informed.

### DEALING WITH PARENT/GUARDIAN CONCERNS OR ISSUES

All issues and concerns brought forward are taken seriously by AFCS and every effort will be made to resolve issues and concerns to the satisfaction of all parties.

Every issue and concern will be treated with confidentiality and every effort will be made to protect the privacy of parents/guardians, children, employees, students and volunteers except when information must be disclosed for legal reasons (e.g. Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Children’s Aid Society).

Everyone, including members of the public, and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

#### Procedures to follow

<b>Nature of Issue or Concern</b>	<b>Steps for Parent /Guardian Clients and Stakeholders to Report Issue/Concern:</b>	<b>Steps for employee and/or manager/designate in responding to issue/concern:</b>
<b>Program Related</b> E.g.: General Program Delivery,	Raise the issue or concern to - the employee directly or - the manager or designate.	When an issue/concern is brought forward to an employee, it is their responsibility to assess whether or not it is within their scope of responsibility and if they have the applicable information to be able to manage/resolve the situation.
<b>Agency Related</b> E.g.: General AFCS <b>Operations Related</b>	Raise the issue or concern to - the Manager or Designate.	Inform the appropriate manager or designate of the situation within 24 hours. Every effort will be made to provide an initial response or resolution to the concern or issue within 2 business days.
<b>Employees, students or volunteers</b>	Raise the issue or concern to - the individual directly  or - the manager or designate.	Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.  Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the collection of information of the issue/concern is initiated by the appropriate party

		When appropriate, it is the responsibility of the manager to inform the Executive Director.
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Contact information for all programs, management team and AFCS Board of Directors can be found on our website at <http://afchildrensservices.ca>

### **ACTIVITIES OFF THE PREMISES**

Walking excursions support a sense of community and are designed and organized to support the children's ongoing inquiries. Parent/guardian volunteers are always welcome to come along for the fun. Parents are always informed of any activities off premises. Should circumstances (e.g. health) prevent a child's participation in a walking excursion, it is the parents' responsibility to arrange alternate care. We do not take the children on field trips that require transportation. Instead we invite librarians, community helpers, children's entertainers etc. to visit us at the nursery school.

### **PARENT PARTICIPATION**

Our program supports an 'Open Door' approach for families and parents/guardians are welcome at any time of the day. Family involvement in the program is valued and encouraged. Participation, by a parent, in a program that their child attends, is not deemed as volunteering. In keeping with our open-door policy, parents (and other family members with parent permission) are invited to spend time in their child's program engaged and participating with their child on an ongoing basis, this is in keeping with our Program Statement which is included in our parent handbook.

Parents are invited to participate in special events or field trips, accompanying and participating with their own child.

For further clarification, please read the following points which also pertain to parent participation in their child's program and or attending field trips:

- At no time will a parent be left unsupervised with any child other than their own. An employee of
- Andrew Fleck Children's Services will always be present.
- Parents are never counted in ratio.
- Parents that attend field trips are accompanying their own child and are not responsible for the
- supervision of other children

### **CLASSROOM BUDDIES**

Parents (or other family members) are encouraged to be "Classroom Buddies" where they volunteer their services to help out in the classroom throughout the school year on a regular basis. Specific tasks will be assigned to the Classroom Buddy such as 'reading buddy' or 'program volunteer'. The same guidelines as mentioned above in Parent Participation apply. However, because the Classroom Buddy is assisting the educators, a Criminal Reference Checks is required as well as reviewing specific policies.

### **APPROPRIATE CLOTHING**

Children should wear comfortable clothing, and you do not mind getting dirty. Shoes must always be worn in the program. Proper footwear is required i.e. rubber soled shoes, preferably with double Velcro fasteners, no slippers/flip flop or croc sandals.

We ask that the children be dressed accordingly for our outdoor classroom time: very warm, water-resistant clothing for winter; cool clothing with **sun hats** and sunscreen for spring/summer. It is extremely important that a complete change of clothing (mitts, hat, pants, shirt, socks, underclothes, and shoes) is in your child's backpack.

For wet and muddy days, we have AFCS 'muddy buddies' for each child.

**Please label all your child's belongings including clothing. We cannot be held responsible for lost/ missing items.** Parents are responsible for bringing in diapers and wipes for their child. A helpful reminder note will be posted on your child's cubby, when diapers/wipes are running low. All children will need to have a morning's supply of diapers/pull ups and wipes in their backpacks. Due to limited storage, all cubby items (indoor shoes, backpacks, extra mitts etc.) must be brought home every day.

### **EMERGENCY MANAGEMENT**

To protect the health and safety of children and employees, Andrew Fleck Children's Services has an emergency management policy and procedures that sets out the roles and responsibility of all employees. All programs conduct monthly fire drills and follow evacuation procedures. This ensures that all children become familiar with emergency procedures. In the event of a real emergency and that the children cannot return to the Centre they will be moved to our designated emergency shelter and parents will be contacted to pick up their children immediately.

#### **Our Emergency Shelter is at:**

**McDonough's Your Independent Grocer- 1160 Beaverwood Rd, Manotick, ON**

As indicated in the AFCS Emergency Management policy, the manager of the program or designate will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. Notification will be done by email or phone depending on the situation. Where possible, the Executive Director will update the agency's website and the manager or designate will update the program or place of work voicemail box as soon as possible to inform parents/guardians that the program has been evacuated. The details of the evacuation, site location and contact information will be provided in this message.

### **CRIMINAL REFERENCE CHECK – VULNERABLE SECTOR CHECKS**

All our Early Childhood Educators (ECE) are registered with the College of ECE. Our ECE Assistants support the Early Childhood Educators (ECE) in providing a nurturing, developmentally appropriate, healthy and safe environment to meet the needs of all children. All employees have Standard First Aid & Infant / Child CPR qualifications and must provide a Criminal Reference Check with the Vulnerable Sector prior to their employment and every 5 years after. Employees also sign a Declaration of Offense on an annual basis. All our programs support students from various Colleges as they complete their ECE placements. Volunteers are also often part of our programs.

### **SUPERVISION OF VOLUNTEERS AND STUDENTS**

As per the Ministry of Education policy; students and/or volunteers are never left alone with the children, left

unsupervised or included in ratios. All students and volunteers receive a detailed orientation prior to beginning their placement at the nursery school and must abide by and sign off on our Program Statement and all policies and procedures as well as provide us with a criminal reference check with the vulnerable sector.

Students and Volunteers play an important role in supporting staff in the daily operation of children's programs at AFCS. As per the Ministry of Education policy; The supervising employee is responsible to supervise, monitor and ensure that the volunteer/students are never left unsupervised with children or used to meet ratios and that all policies and procedures are followed.

### **DUTY TO REPORT**

Under the *Child Care and Early Years Act* all staff are required to report child abuse under section 72 of the **Child and Family Services Act, 1990** (CFSA) to a Children's Aid Society (CAS). Persons failing to do so are subject to legal action and a fine if convicted. (Child and Family Services Act, 1984, section 68 (2) (3) (4) and section 81 (1) (b))

Child Abuse is a serious occurrence as defined by the Child Care and Early Years Act.

Section 72 of the CFSA imposes a duty to report for everyone, including RECEs, where there are reasonable grounds to suspect one or more of the following with respect to a child:

- Emotional Harm: The child has suffered emotional harm, or there is a risk that the child is likely to suffer emotional harm demonstrated by serious: anxiety, depression, withdrawal, self-destructive or aggressive behaviour, or delayed development.
- There are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- Physical and / or sexual harm, abandonment, acts of criminal nature and exposure to family violence, which can take the form of physical, sexual, emotional or financial harm as well as neglect.

### **OUTDOOR CLASSROOM**

Outdoor play is important for healthy development. Our large fenced in play yard allows the children to explore the play structure, sand box, play houses, gardens, trees, mud kitchen and music wall. We are outside most days, in all seasons unless the weather is extreme.