

# Andrew Fleck Children's Services



## Riverview Parent Handbook

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# Andrew Fleck Children's Services Kindergarten and School Age Programs

## PARENT INFORMATION HANDBOOK

Welcome to Andrew Fleck Children's Services, Riverview Program. We are located in Riverview Alternative Public School, at 260 Knox Crescent, and are licensed for 26 Kindergarten (3.8 -5.7 years) and 45 School Age children (5.8 – 12 years of age). Our School Age Extended Day Program (EDP) is offered in classroom #1 and the gymnasium, while our Kindergarten Extended Day Program (EDP) is offered in a shared classroom #10.

Andrew Fleck is a non-profit, multi-service organization established in 1911 to serve children and families in the Ottawa area. 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.

This handbook is designed to assist you, the parents, in understanding the procedures, policies, and regulations involved with the operation of our Centre. Should you have any questions please feel free to speak with a staff, or the Program Coordinator Tammy Linder who is onsite daily but can also be reached at 613-526-1541 /613-799-4275 or [tlinder@afchildrensservices.ca](mailto:tlinder@afchildrensservices.ca). Alternatively, you can also contact the Kathy Knight-Robinson, our Program Director at 613 737-6369 or [kkrobinson@afchildrensservices.ca](mailto:kkrobinson@afchildrensservices.ca)

### LICENSING/REGULATIONS

Our Centre is licensed under the *Child Care and Early Years 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 as 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, employee training, program quality and compliance with the *Child Care and Early Years Act*. The License and Summary of License are posted in the Centre for your information.

### HOURS OF OPERATION

The Centre is open on school days Monday to Friday; from 7:30 – 9:00 AM and 3:00 – 6:00 PM, and on non-school days (PA days/March Break/Summer) Monday to Friday; from 7:30 AM- 6:00 PM. We do request that you please call us if your child is going to be absent.

- The Riverview Kindergarten EDP operates as a 12-month program

- The Riverview School Age EDP operates as a 10-month program, with options available for families requiring care during the summer months

### OPTIONS FOR CARE

We have the following options for care:

- Full time: AM & PM care with optional full day care on non-school days
- Part time: AM and/or PM care with no full day care on non-school days
- Part time: Full day care on non-school days only

Should parents of children in part time spaces; morning / afternoon only, require care on an upcoming non-school day, please inform the Program Coordinator by email, prior to the billing date for the two-week period in which the non-school day falls. If spaces become available, they will be offered to parents on a first come first served basis. Please note that care on non-school days for children in part time spaces is billed at the school holiday rate.

### 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, families and our employees who also need to travel home and may also need to pick up loved ones. 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) the Centre may be deemed unsafe and the AFCS Board of Directors may make the decision to close the program. Parents will be notified of the closure and required to make alternative arrangements until official notice is given of the Centre reopening.

The centre will also close if the City of Ottawa declares a “State of Emergency”.

No fee rebate will be given due to emergency closures.

### EMERGENCY MANAGEMENT POLICY

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. Programs also conduct monthly fire drills. 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 located at **OMS Montessori 335 Lindsay Street Ottawa, ON K1G 0L6**

As indicated in the AFCS Emergency Management policy, the manager of the program or designate will notify parents/guardians of an emergency situation, evacuation and the location to pick up their children. 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, and include the details of the evacuation site location and contact information in the message.

### **WAITING LIST POLICY**

All families must be registered on the City of Ottawa Child Care Registry and Wait List tool. <https://onehsn.com/Ottawa>. To fill available spaces, we contact families whose child is age eligible for the space available. For subsidized spaces we must follow the City of Ottawa's Priority List. For 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 at our location. There is no fee for using the City of Ottawa Child Care and Registry Wait List tool and we do not collect a fee/ deposit for the placement of a child on a waiting list for admission. To ensure we are providing you and your child with the best early learning and care experience as possible, a conversation will occur to ensure we can meet your child's needs and your expectations before a space is confirmed.

When requested by a parent/guardian the Program Coordinator will provide the parent/guardian with where they are at on our waiting 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 Manager. All identifying information such as names and date of birth would 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.

### **ADMISSION POLICY**

***Subsidized spaces are available in these programs.*** 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 <http://www.ottawa.ca/daycare>

Should the family be requiring a child care subsidy, confirmation from the City of Ottawa Subsidy Office must be received by the program a minimum of 48 hours to the child being enrolled. Before confirming a space or enrolling your child in the program, an interview

time will be arranged for you and your child to tour the program, meet the staff and review all of the enrolment papers with the Program Coordinator. A space will not be offered until the program has met with the family and child. Spaces will be granted based on the registration date and subject to the following criteria:

1. Children must be 4 to 12 years of age as of December 31<sup>st</sup>
2. All children must be completely toilet trained
3. Up to date children's records of immunization must be provided prior to admission for all Junior Kindergarten children.
4. All enrolment documents must be completed at least 1 week prior to the child starting in the program.

### WITHDRAWAL / DISCHARGE POLICY

- Should spaces not be available in the school age program, senior Kindergarten children will be discharged at the end of the summer. Any child discharged for this reason will be given first priority on the waiting list and will be given priority and assigned spaces based upon the criteria set out in the waiting list policy.
1. Children may stay in the program until the end of the school year when they have turned 12 years old.
  2. 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 given fees will be charged in lieu of the notice period.

The following are the exceptions to the above policy for our **Kindergarten and School age children**:

- Filling spaces mid-year is difficult and not always an option based on space requirements for the next school year. Therefore, **after January 1<sup>st</sup> of each calendar year we require 3 months' notice for withdrawal** from the program. If the required notice is not given, fees will be charged in lieu of the notice period.
  - For school age children who have pre-registered for the next school year, a two weeks payment is required to secure a space. After August 1<sup>st</sup>, should you decide you no longer need the space for your child, you will be charged a notice period of 2 weeks of fees.
3. 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 are able to successfully remain in care. If a child that is enrolled in the program demonstrates challenges (developmentally and/or behaviorally), the program will seek to access additional supports 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.

4. The program also reserves the right to give notice of withdrawal of service if the parent does not abide by all policies and procedures.
5. If the centre's programs are not meeting the needs of your child or family we will discuss possible solutions and provide assistance in finding alternatives, please note this does not eliminate the notice period requirement

#### **ARRIVAL AND DEPARTURE PROCEDURES**

From September to June, children are dropped off at the Centre before school starts. The School-Age and Kindergarten children are then accompanied to the school playground where a teacher is in attendance (or to their classroom in adverse weather conditions) until school commences. Kindergarten children are met in the school playground at the end of the day (or in the gym in adverse weather conditions) where they transition from school into the program. The School-Age children are accompanied by their teacher to the Program room after school, where staff is waiting to greet them.

On full days of care (i.e. PA days / Summer Program), we encourage parents to try and drop off their children by 10:30 am to ensure they can participate in all of the activities provided, including outdoor play. Please notify us if you will arrive later than 10:30 am.

No child will be released to a person other than the parents without written permission, given to the Centre in advance. When dropping off and picking up your children, please:

- Observe the drop off area and one-way signs at the front of the school; observe the signage in the parking lot, and please ensure that you have parked in an appropriate spot. Vehicles parked in the handicap zone without a permit may be ticketed. The Program is not responsible should parents receive a ticket.
- Accompany your children to and from the Program room, ensuring staff are aware of your children's arrival and departure;
- Ensure you and your children's wet/dirty footwear are removed before entering the room
- The staff will sign your children in and out every day, indicating the time and their initials.

- Children must be accompanied by an adult when arriving to the program and are not permitted to arrive to the program independently.
- Anyone who picks up or drops off a child must be 16 years of age or older unless written agreement has been made with the Program Coordinator. All alternate individuals will be requested to show photo I.D.
- 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 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.

### LATE PICK UP POLICY

We encourage you to arrive by 5:45 pm to pick up your child; this ensures you have an opportunity to connect with your child's educator and the time for an unrushed ending to your child's day.

It is recognized that due to exceptional circumstances, parents might occasionally be late in picking up their children. When this occurs, parents must notify the Centre, at the earliest opportunity. The purpose of this policy is to detail the procedures to be followed in the event of late pick-ups.

Every person responsible for picking up a child arriving later than 6:00 pm, based upon the Program Cell Phone, will sign the late fee book.

The programs end at 6:00 PM. If a parent 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. Should a parent be late more than 3 times, the late fee will double. Should there be reoccurring instances of late pick up, this may result in the family being discharged.

Late fees are now being taken out of Non Childcare Fee Accounts. The policy is for the payment of any fees due and payable to AFCS that are Non Child Care Fees, i.e. any Late fees, payment for an extra door fobs or parking pass fees (if needed at your childcare location), etc. This policy does not include your regular daily childcare fee or any daily subsidized fee paid to the City of Ottawa, for your childcare services.

If you are a full fee client, any Non Child Care Fees invoiced within any given month, will be added to a regular by-weekly payment following the month the fee was incurred. If you are a subsidize client, the payment of any Non Child Care Fees will be processed according to the Non Child Care Fee schedule following the month the fee was incurred. Any late fees not paid may result in discharge from the program

Late pick up occurrences are based per family.

## FEES FOR SERVICES

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. Please see the attached fee schedule.

Parents 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.

Families using a full childcare subsidy are usually entitled to 36 absent days per calendar year; any extra absent days will be billed to the family at the full fee rate. Please see the Program Coordinator to discuss special circumstances.

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.

**Please note:** The Centre may close at other times when OCDSB custodial staff are not available.

**The centre is closed on the following Statutory Holidays:** New Year's day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving, Christmas Day, Boxing Day, and between Christmas and New Years in lieu of being open on Remembrance Day.

The annual cost to deliver the program is calculated over the number of billable days in a year, including the days we are closed due to school holidays. If we were to not charge families for 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 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.
- E. Parents of the kindergarten and school age children who have chosen only morning or afternoon care are asked to confirm requests for care on PD days prior to the billing date for the two-week period in which the PD day falls.

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 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 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 736-1913 ext. 225 for questions or information concerning your account.

- 3) **Credit Card** - Parents 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.

### NUTRITION

The centre provides nutritious morning and afternoon snacks as well as a noontime drink and supplements, as necessary. The menu will consist of dairy products (such as milk, cheese and yogurts), whole grain breads, cereals, and crackers, and a variety of fresh fruits and vegetables. On occasion our menu will include meat alternatives such as soy butter and hummus.

Our weekly menus for the current and following week are posted on the parent boards and in each cooking and serving area of the Centre, along with any dietary restrictions, allergies and / or anaphylaxis. All programs will keep Menus for 30 days after the last day for which they are applicable.

Substitutions and specific food choices are noted on the posted menus and all menu planning follows the recommendations set out in the Health Canada documents "Eating Well with Canada's Food Guide", "Eating Well with Canada's Food Guide – First Nations, Inuit and Métis" or "Nutrition for Healthy Term Infants". Special dietary and feeding arrangements are to be carried out in accordance with the written instructions of a parent of the child. Careful menu planning is essential to meet children's nutritional needs and to expose them to a wide variety of foods.

Providing a calm eating area with low lighting, and engaging conversations where we eat meals family style supports a positive approach to meal times. We support children's self-help skills by offering utensils for self-serving: tongs and having children pour their own milk and water. Please feel free to provide input into our menu planning at any time.

During school days, Kindergarten and School Age children will eat lunch with their classmates in the school. On non-school days all children will eat their lunch in the program. Bag lunches from home should include a variety of foods from the four food groups. An ice pack must be

included in bag lunches. Children's lunch bags must be labeled with their names. A microwave is available. However, we encourage you to send any hot foods in a vacuum sealed thermos. Any food that does require heating must be fully prepared and placed in a separate microwavable container. Staff is expected to be vigilant regarding the content of bag lunches. Children will be limited to one "treat" choice from their bag lunch per sitting. We are a nut safe zone and request that food with any traces of nuts not be brought into the Centre. Please ensure that your child's lunch is nut-free.

Please be aware that there may be children in our programs with severe life-threatening allergies (anaphylaxis) to certain foods i.e. nuts, eggs, and shellfish. Anaphylaxis is a medical condition that causes severe reaction to specific agents and can result in death in seconds.

For this reason, it is imperative that aside from your child's nut-free lunch, you **DO NOT bring any food into the centre**, unless otherwise arranged with the Program Coordinator of the program.

### HEALTH

If your child contracts any communicable disease, you must notify the Centre 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 disease while present at the centre, you will be given a City of Ottawa Public Health Department Assessment form. Your child will need to be taken to their doctor/clinic for an assessment and a medical certificate for re-entry will be needed for your child to return to the centre. To prevent outbreaks, the City of Ottawa Health Department requests that child care centres 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 Program Coordinator (or designated staff) may judge that a child is "not well enough" to attend the Centre. 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. Vomiting
3. Diarrhea (at least 2 episodes)
4. Croupy cough and green discharge from the nose
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 readmission)
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 at childcare 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 Centre 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.

Please call the Centre should your child become ill and provide us with their symptoms so that we may track all illnesses as per regulations. Should your child become ill while in the program, you will be contacted to please pick up your child immediately. All symptoms of illness are documented by the staff.

If you feel your child is too ill to go outside, then your child may not attend the program. The children must be able to participate in all facets of the program.

We provide sunscreen for all children in the program. However, parents may choose to send their own. Parents/guardians will need to sign a permission form allowing the application of said sunscreen. The sunscreen is stored out of the children's reach, and sunscreen from home is labelled with the child's name. The child care staff will assist the children in applying sunscreen when needed, however we do ask that parents apply sunscreen to their child in the morning prior to drop off time. All children must wear a sun hat and proper footwear during outdoor play. Please do not send flip flops.

### 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 Centre.

### IMMUNIZATION

It is recommended by the Local Medical Officer of Health, that all children be immunized. Parents/guardians 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.

### ALLERGIES AND ANAPHYLAXIS

In order 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 Anaphylaxis, there is a detailed Ministry Policy which must be adhered to and parents/guardians must fill out all appropriate papers which include 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 Centre without their auto injector you will not be able to drop them off until their auto injector is onsite. We do ask that parents provide an extra auto injector to be kept at the centre. We strive to be a **nut safe and 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 in to contact with an allergic substance.

This policy and all paper work will be reviewed with you at time of the tour and prior to your child enrolling in the program.

Some children in our programs have life-threatening food allergies (Anaphylaxis) and, for this reason, it is imperative that you **DO NOT bring any food into the centre**, unless otherwise arranged with the Program Coordinator. Anaphylaxis is a medical condition that causes severe reaction to specific agents and can result in death in seconds. All staff is trained in the use of an Epinephrine auto injector.

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.

### **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 Centre. 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, creams, lip balms and hand sanitizers 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 Centre 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.

If your child will start a new medication or will experience a change in dosage/schedule of an ongoing medication, that you feel may result in changes to their behaviour/energy or appetite, please let us know, so that these aren't misinterpreted as symptoms of illness. Of course, any changes in dosage or schedule of a medication that your child receives while in our program, must be documented in writing on a new Medication Authorization Form.

### **SELF-ADMINISTRATION**

Should parents/guardians wish for their child to carry and self-administer medication for asthma and/or anaphylaxis, they must complete the Consent Form.

### **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 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 the next day care is provided. 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, has been to report incidents to the Ontario Ministry of Education Child Care Quality

Assurance and Licensing Offices. The type of incidents that we must report include any life-threatening injury 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/guardians 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 action taken. There will be no identifying information 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>	Raise the issue or concern to - the Manager or Designate.	

<b>E.g.: General AFCS Operations Related</b>		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. Document the issues/concerns in detail. Documentation should include:
<b>Employees, students or volunteers</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the manager or designate.</li> </ul>	<ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>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</p> <p>When appropriate, it is the responsibility of the manager to inform the Executive Director.</p>

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**

Field trips support a sense of community and are designed and organized to support the children’s on-going inquiries. Parent/guardian volunteers are always welcome to come along for the fun. Parent/guardians are always informed of any activities off premises. Should circumstances (e.g. health) prevent a child's participation in a field trip, it is the parents’ responsibility to arrange alternate care.

**PARENT PARTICIPATION IN PROGRAMS**

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

### **APPROPRIATE CLOTHING**

Children should wear comfortable clothing, and which you do not mind getting dirty. Shoes must be worn in the program at all times. Proper foot wear is required i.e. running shoes, or sandals with heel straps. No slippers/flip flops/high heels. (Croc sandals are only permitted if worn securely with heel strap.)

There are usually one or two outdoor play periods a day (weather permitting) and we ask that the children be dressed accordingly: very warm, water-resistant clothing for winter; cool clothing with **sun hats** and sun screen for summer. It is extremely important that a complete change of clothing (mitts, hat, pants, shirt, socks, underclothes, and shoes) is provided to be kept at the Centre.

**Please label all your child's belongings including clothing. We cannot be held responsible for lost or missing items**

### **VULNERABLE SECTOR CHECK POLICY AND STANDARD FIRST AID AND INFANT/CHILD CPR**

All of our Early Childhood Educators (ECE) are registered with the College of Early Childhood Education and our ECE Assistants support our ECE's in providing a nurturing, developmentally appropriate, healthy and safe environment to meet the needs of children in the group setting. All employees have Standard First Aid & Infant / Child CPR qualifications. All Employees of Andrew Fleck Children's Services must provide a Police Record Check with the Vulnerable Sector prior to their employment and every 5years after. Employees also sign a Declaration of Offense on an annual basis.

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

Students and Volunteers play an important role in supporting staff in the daily operation of

children's programs at AFCS. All students and volunteers will abide by AFCS policies and engage with the children, colleagues, and parents in a positive manner.

As per the Ministry of Education policy; students and/or volunteers are never left alone with the children, left unsupervised or used to meet ratios. All students and volunteers receive a detailed orientation prior to beginning their placement at the Centre and must abide by and sign off on our Program Statement and all policies and procedures.

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.