



Updated December 2019

GODERICH MUNICIPAL CHILD CARE CENTRE

PARENT INFORMATION HANDBOOK

Our programming is guided by *How Does Learning Happen?* Ontario's Pedagogy for the Early Years Document (2014).

Goderich Municipal Child Care Centre welcomes your child and family to a warm, caring, enthusiastic and respectful atmosphere. Our Educators provide a quality learning environment for all children with daily opportunities to extend individual learning needs based on their natural curiosity, current interests and real-life experiences.

Program Statement

This program statement was developed to be consistent with the recommendations from the Minister's statement and to be based on programming and pedagogy. Staff will reflect on this statement and it will be reviewed by staff annually. To ensure this statement meets the on-going needs of staff children and families within Goderich Municipal Childcare Centre it will be reviewed annually to ensure it is relevant and current.

As such, this program statement is a living document that continually evolves with the ongoing engagement of the staff and families in our program. Annual and ongoing review of the program statement with staff, students, volunteers and families ensures its continued relevance. Ensuring that the strategies set in place are providing a positive impact and are reflective as a whole.

Staff are supported to make meaningful contributions to the ongoing development and evolution of the program through professional learning provided in the form of onsite pedagogical leadership, attendance in training, workshops and conferences, and support with education.

To support positive and responsive interactions among children, families, and child care staff

We value the family as a whole and invite parents/caregivers to be active participants and contributors throughout all areas of the program. Open communication enables us to share valuable information regarding all aspects of the child's development. Being respectful of family values and beliefs allows us to learn and grow together and therefore, create a caring family centered environment. Staff communicate daily with families and families have access to the HiMama App. This app allows staff to stay in contact with families, upload documentation and provide information throughout the day. As well as an easy way to send messages or questions.

We are genuinely interested in children's lives and encourage families to share experiences and ideas. Allowing all children to participate in all areas of programming, will allow a positive learning environment and encourage diversity. Each child will be supported in a positive way which encourages learning and experiences, which is inclusive of all children including children with individual plans. All areas of learning and development will be supported in a positive manner.

Children are viewed as resourceful, competent, and capable of complex thinking and rich in potential

Educators are co-learners and will collaborate with the children to gain an understanding of children's current interests. We value their thoughts about the world around them and encourage children to be active contributors to our classroom learning. We offer open ended activities that encourage thinking by providing invitations and provocations within the classroom and in our outdoor environment.

To incorporate indoor and outdoor play, as well as active play, rest, quiet time into the day, and consider the individual needs of children receiving child care

Educators provide indoor and outdoor environments and experiences that invite children to investigate, imagine, think and create. Open ended materials, sensory, loose parts and activities that permit reasonable risk taking allow children to engage in meaningful play through active exploration and inquiry. The educator will allow the children the freedom to seek out areas of play, rest or engage in quiet activities. Supporting families while providing a creative experience, supporting the children throughout various parts of the day and support nap time while being mindful of parent request and children's needs.

Children interact and communicate in a positive way to support their ability to self-regulate

To support the development of individual self-regulation skills the educator will help model, guide and support the child in expressing their emotions in a calm, relaxed, and positive way. Guidance can include setting expectations, limits and rules but also by providing techniques that will help the children develop confidence in themselves and their abilities. Providers will support the children's development through positive and consistent interactions designed to promote problem solving skills and self-regulation. The programs will allow children the opportunity to rest or engage in quiet activities to meet their individual needs for self-regulation. Encouraging all children to identify and acknowledge feelings and how to regulate them.

Fostering the children's exploration, play and inquiry

By providing a vast array of learning materials we will encourage the children's exploration play and inquiry. Adding learning materials as their interests evolve. These items may include but are not limited to nature items, items from home or the community. Offering various areas for the children to engage in, such as creative, literacy and cognitive. We will inquire, share, observe, and document the interests of the children while providing materials that challenge and inspire. The documentation process will assist us in reflecting on ourselves and the effectiveness of our programs.

Providing child-initiated and adult supported experiences

By observing and documentation, experiences we will further extend the learning by providing various opportunities to expand ideas and thoughts. By providing materials that foster the learning. Educators support all children in the programs and allow for all children to participate. Being flexible in programming and following the children's lead by providing choices and expanding on the learning opportunities. By creating a positive learning environment all children's learning and development will be supported.

Children have a strong sense of self health, safety and well being

Our kitchen staff and some staff are trained in Safe Food Handling. Healthy food choices for our menu are reflective of the Canada Food Guide recommendations. All staff and parents work together to ensure any dietary concerns or restrictions are addressed and monitored. An Allergy and or Parental Food preference list is posted on the wall of each classroom and in the kitchen. Any allergies or food intolerances are highlighted on a menu so staff, students and volunteers are aware of the lunches that contain dietary restrictions. Daily food consumption for infant and toddlers will be documented in the Hi Mama app and parents will receive the information nightly.

Meal times parallel a home environment in which the children engage in conversations with their friends at the table during lunch and snack times. Educators sit with the children at the table to demonstrate table manners and promote self- help skills. Children are allowed to make choices about the food being offered and the amount of food they wish to eat. Once children are developmentally ready, they are encouraged to serve themselves and participate in part of our clean up routine. It is our belief that regular daily routines foster strong, secure, capable and competent children.

Children have the opportunity for outdoor play and to expand their gross motor skills and staff will expand learning to encourage thinking in all areas of the programs.

The safety of the children, staff and families is important to us, educators ensure all equipment and materials are in good repair, and all staff are trained and current in First Aid and CPR. As well, educator's complete visual health and emotional checks of each child upon arrival, and communicate daily with the parents and caregivers to ensure the health and well-being of the children as well as daily sleep, and playground checks as well as monthly fire drills are all a part of our commitment to a safe environment.

To support child care educators in relation to continuous professional learning

To support each staff in their professional development, Educators participate in a variety of scheduled and voluntary learning opportunities throughout the year. Staff are encouraged to share their learning journey with other staff and families but also reflect upon their personal growth and the direction they wish to take next. Several times yearly, staff work together to share program observations and ideas that strengthen our learning community.

To involve local community partners and allow those partners to support children families and staff

We will work alongside our community partners and agencies to better support our children and families. If a child care educator or parent have a question or concern with regards to child development they will consult with our Growing Together Early Learning Resource Consultant Program. Other referrals may be required based on the needs of the child and family.

In-Centre supports from the following Service Agencies are also available in centre to help with specialized programming: Small Talk (Speech and Language), Thames Valley Children's Centre (Physiotherapy and Occupational Therapy).

At Goderich Municipal Childcare Centre, we strive to create a home like atmosphere for children and families. Being reflective of the "How Does Learning Happen" Document we view the children as competent, capable and rich in potential.

Centre Information

The Centre is licensed for:

10 Infant (3 months-18 months)

30 Toddler (18 months-2 ½ years)

64 Preschool (2 ½ years-6 years)

Registrations forms can be picked up at the Child Care Centre at 376 Cambridge Street.

Please call in advance to arrange any tours at 519-524-7441.

Children cannot start at the Centre until a Registration Package is complete. All forms need to be completed and a copy of the child's immunization is required

Parents will be notified of a start date from the Director.

Our Centre currently subscribes to the HiMama App. You will receive updates on your child's activities to your email and/or smartphone. Everything from health and nutrition to learning and development will be sent to you nightly at 6pm

Fees

Payment of fees is required in advance of care in order to guarantee a space for the child.

Fees must be paid in full on the 1st day of each week for the upcoming week of scheduled care. Payment may be by debit, cheque, e-transfer or cash.

Payment of the child's scheduled space is required when the child is absent due to illness.

Enrolment in the Centre and the guarantee of a space for the child is conditional on full and timely payment of all fees.

There is a \$25.00 bank administration charge for any payments returned by the bank to the Child Care Centre. After two returned items, payments must be made by cash or debit.

Payment of fees, in whole or in part by the County of Huron will proceed according to policy set out by the County.

Rates 2020-Effective Jan 1, 2020

Infants	Full Day	\$57.00
	Half Day	\$46.50
Toddlers	Full Day	\$51.50
	Half Day	\$38.00
Preschooler	Full Day	\$46.50
	Half Day	\$34.00

Half Day AM: 7:30am-12:30pm Half Day PM: 12:00pm -5:00pm

*Fees will be increased annually by the CPI rate, effective January 1 of each year, unless otherwise approved by Council. Said CPI rate to be the average CPI rate for the previous 12 months on or about December 15 of each year.

Please call the Centre or send a message in HiMama if your child is going to be absent. A call will be placed to the parent if the child is absent and we have not been notified.

The Centre hours are 7:30 am to 5:30 pm sharp. If a child is late the late fee policy will come into effect. Late Pick- up Fee: The Centre is closed and the doors are locked at 5:30 pm. If a child is still in attendance after 5:30 pm, the Child Care Teacher will call the parent whose name is on the Child's Enrollment Form to inquire how long they will be before they arrive at the Centre for pick up.

If you are late, the Child Care Director will forward one written late notice warning letter to the affected family, and subsequent late pickups will be subject to a charge in accordance with the Town of Goderich Fee By-Law No. 60 of 2018. "The Child Care Centre Secretary will invoice the family a minimum of 2 hours labour and benefits rate for a Step 5 ECE Teacher."

Illness

Payment of the child's scheduled space is required when the child is absent due to illness.

If your child has suffered from vomiting, diarrhea, or any other communicable illness, we ask that they must not attend the Centre for **24 hours after the last episode.**

Vacation

Vacation time must be booked a minimum of 2 weeks in advance, in writing on a Vacation Request Form. No fees will be charged for scheduled vacation.

Statutory Holidays

No fees will be charged for statutory holidays

Payment During Inclement Weather

If the Centre has not closed, payment of the child's scheduled space is required. If the Centre has closed, payment of the child's scheduled space is not required.

Centre Information

Two weeks' notice must be given to the office when withdrawing a child from the center.

Parents must drop and pick up their children directly from a teacher.

Meals include 2 snacks and a hot noon meal. The weekly menu is posted in the classrooms and the hall way.

We ask that if your child brings a blanket or small stuffed toy, that it be placed in your child's locker until rest time to prevent items from being misplaced.

Please label all belongings with your child's name.

All children are expected to participate in all aspects of the program.

Excursions

If your child will be participating in any offsite field trip adventures or having special classroom theme days you will be notified in advance through the HiMama app to ensure that your child is prepared to participate.

Children may be taken on walking excursions within the community when parents have signed the authority contained in the Enrolment Form.

Administration of Medications

Non-prescription drugs (ie. Tylenol, Advil) will not be administered unless there is a Doctor's note.

Prescription drugs must have written consent and instruction from a parent or guardian for the administration of medication. The medication must be in the original container with the child's name and the correct dosage. The medication and written instructions must be hand delivered to the appropriate staff member.

If diaper cream is required, a parent or guardian must complete a Diaper Cream Form that states the type of cream to be used and the instructions for administering the cream.

Any other over the counter medications, the parent or guardian must fill out a Parent Instruction Form detailing their request.

*Please do not leave any prescription medication or over the counter medication in the children's backpacks

Emergency Management

An Emergency Management Policy and Procedure has been developed to ensure the safety of the children and staff at the Goderich Municipal Child Care Centre. The children and staff will participate in emergency preparedness training and drills throughout the school year.

If there is an emergency situation that requires parents/caregivers to be contacted, Child Care staff or another Town of Goderich employee will call the parents. If the parents cannot be contacted, the emergency contact will be called.

Prohibited Practices

In accordance with the Ontario Child Care and Early Years Act list of Prohibited Practices, Goderich Municipal Child Care Centre shall not permit the following:

- (a) corporal punishment of the child;
- (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; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 126/16, s. 34

Wait List Policy

It is the policy of the Goderich Municipal Child Care Centre that wait list is maintained in a positive and efficient manner. Huron County has a centralized on-line Child Care wait list available (One HSN-Huron) Registration for the GMCCC wait list is done through this application webpage <https://onehsn.com/huron>. There will be no cost associated with placing a child on this wait list or having them removed.

Once parents have completed the on-line wait list, families are contacted in order of application registration date to discuss requested care requirements and eligibility of space/availability for Child Care. All parents will be informed at the time of the Director reviewing their application form: the registration process, the status of admission and the estimated wait time.

Once admission has been established, the parent/guardian will be required to fill out a Centre Registration Package and return it to the Centre. The child will be placed in the One HSN application and the start date required. Parents will be contacted 2 months prior to confirm a start date and to arrange a Centre visit. Infants must visit the infant room (at least) 2 times before their start date.

If there are no spaces available, the Director will refer to the wait list priority once a space becomes available. If a parent declines the space, the Director will call the next family on the waitlist according to space availability and family priority. Parents will be encouraged to call in periodically to check availability if they are waiting for space.

When registering please note that priority is given in the following order to our families: Families with siblings currently enrolled at the Centre

Full time care

Part time care (same days weekly)

Flex care (varied days weekly) -Will be based on space availability

Parent Issues and Concerns

We value the individual needs of our children and families at our Centre. We respect this partnership and foster on-going communication with parents, school personnel and community partners to meet these needs. Open communication daily with parents, children and staff is essential for a quality child care experience. Our staff will discuss your child's day with you and will ask for your feedback to ensure your child has a positive experience in our program.

All issues and concerns will be addressed in a timely manner and every effort will be made to resolve these concerns. If the program Director or Supervisor are contacted, they will follow-up and make contact within 2 business days. In concerns regarding an allegation of abuse, the response to the concern will happen within 24 hours of the concern being reported.

- If there is a concern regarding Program Activities/Room(ie programming, schedules, toileting, or nutritional concerns), please address the concern directly with the program staff. If the issue cannot be resolved, contact the Director or Supervisor.
- If there is a concern with day to day operations (ie wait list, fees, menus), contact the Director or Supervisor.
- Any concerns surrounding students on placement (Co-Operative Education/College placements), address the concern with the program staff. If needed, they will discuss the issue with the Director and the Director may follow up with the Field Placement Supervisors if required.

- All issues or concerns regarding individual staff conduct that puts a child's health, safety and well-being at risk should be reported to the Director immediately.
- Concerns regarding the Director should be directed to the Town of Goderich.

Every discussion will be treated as confidential, except when information must be disclosed for legal reasons (ie: CAS, Ministry of Education, College of Early Childhood Educators). The duty to report is an ongoing obligation. If there are reasonable grounds to suspect that a child may need protection, by law, a report must be made to the Children's Aid Society. The duty to report overrides the provision of any other provincial statute.

Should parent express an issue or concern directly with a staff member, the staff member will:

- Listen attentively to gain a full understanding of the issue or concern.
- Problem solve together.
- Document the situation, which will include the issue/concern and the steps taken to resolve it.
- Follow up with the parents to ensure that the plan/ supports are being met and manageable.
- Contact their Program Director for support if a resolution cannot be found.

Sleep

Rest Periods

A rest period is an important part of the day for all children. Rest times vary greatly among children. Preschoolers and Toddlers may sleep up to 2 hours daily. Once the classroom sleepers are settled, if a child is unable to fall asleep, the child may leave their cot and participate in quiet activities until the end of the rest period. If a child does not regularly sleep at the Centre, they will be provided with quiet activities on their bed until they are able to leave their cot.

Please consult the classroom teacher with respect to any changes in sleeping behaviors or sleeping patterns. Our goal is to help keep sleep routines consistent between home and school. A special blanket and/or soft toy is always welcome.

Infant sleep room

Staff will inform parents with children 12 months and under of the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada.

Infants less than 12 months of age will be placed on their backs for sleep in accordance with the recommendations set out in the Joint Statement. This requirement for an infant sleep position can only be waived with a letter from a Doctor/Physician stating that an alternate sleep position is recommended.

Infants who regularly sleep at the Centre

An electronic sleep monitoring device will be used in the sleep room to detect and monitor the sound. The monitoring device will be checked daily upon staff arrival to ensure that it is functioning properly. This check will be logged, signed and dated. If the device is not working properly the Director/Designate will be informed immediately.

Infants will have a direct visual check every 15 minutes while they are sleeping. The staff member will be physically present beside the sleeping child and look for indicators of distress or unusual behaviors. The staff conducting the visual check will initial under the time the check was performed and the name of the child observed.

Lighting in the sleep area will be dimmed to provide sufficient light for staff to perform a direct visual check of each sleeping infant.

All children will have assigned individual cots or cribs. The cots/cribs will have a photo of the child for labelling/identification purposes. If a child shares a crib/cot it will be disinfected and sheets will be changed before the other child arrives.

Staff/Child Ratios will not change during sleep time and a designate will not be used.
If the child does not have a sleep sac a light blanket will be used

Parents will provide information about their child's sleep patterns in the completed registration package. If staff notice any obvious changes in the child's sleep patterns, this change will be documented in the Infant Daily Report and the parent will be informed by the staff member when the child is picked up or by phone earlier if required.

Toddler/Preschool who regularly sleep at the Centre

All children will have individual assigned cots with a name label for child identification purposes. If a child shares a cot it will be disinfected and sheets will be changed before the other child arrives.

Staff will visually supervise the sleep room at all times during the 2-hour rest period. A direct visual check of each sleeping child will be completed once (1) during the rest period. The staff member will be physically present beside the sleeping child and look for indicators of distress or unusual behaviors. The visual check will be documented in the Classroom Log Book noting the time the check was performed. A direct visual check will be performed by 1:30 pm daily.

If staff notice any obvious changes in the child's sleep patterns, this change will be documented in the Classroom Log Book and the parent will be informed by the staff member when the child is picked up or by phone earlier if required.

The classroom will have sufficient light for staff to visually supervise sleeping children and to perform a direct visual check.

Parents addressing sleep concerns will be recorded in the Classroom Log Book. If a parent requests that staff wake a child after a specified amount of sleep (for example: 1 hour) it will be posted in the classroom for consistency.

If staff notices any obvious changes in a child's sleep patterns the parent will be informed by the staff member when the child is picked up or by phone earlier if required.

Toddler staff will document child sleep and wake up times daily

Clothing

Clothes, which are comfortable, easy to get on and off, and are washable, are most suitable for the children to wear. Running shoes or rubber-soled shoes should be worn. Boots should be large enough to slide on and off easily. **TWO PAIRS** of warm mitts should accompany your child each day during the winter months along with snow pants, hat, safety scarf and snow boots. No gloves please. Scarves will not be allowed at the Centre. Please send a neck warmer or safety scarf.

RECOMMENDED: No Flip Flops or Crocs for inside and outside gross motor play.

All clothing and personal belongings should be clearly labeled with your child's full_name. Please be sure to send an extra complete change of clothing in a bag with your child's name clearly marked on it.

Volunteer Policy

The Director/Designate will ensure that the child care supervision for volunteers and student policy is reviewed by all new employees, students and volunteer before commencing placement.

No child is supervised by a person under the age of 18. In the Child Care Centre, only employees of the Town of Goderich will have direct unsupervised access to the children unless the child is registered in Growing Together, Small Talk or receive therapy from Thames Valley Children's Centre and any other agency that may have direct therapy with the child.

It is the policy that the Goderich Municipal Child Care Centre that all volunteers will require a recent Vulnerable Sector Check (VSC) that will be completed at their expense. High school students who participate in the Co-operative education course are not required to have a criminal reference check unless they are 19 years old. College students will be able to use the criminal reference check from their course, before commencing placement.

Volunteers and students will be orientated by the Director/Designate and will review all Centre Policies, Emergency Plans, Individual Plans and Anaphylactic Procedures. Students and volunteers will be required to sign off/date once these policies are reviewed. Volunteers and students will adhere to all of the policies and procedures and Health and Safety Procedures of the Goderich Municipal Child Care Centre and the Town of Goderich.

Volunteer and students will be directly supervised by the classroom teacher and overall supervision by the Director/Designate. No students (High School, College, University) or volunteers will be allowed to be alone with any child in the Child Care Centre. Students and volunteers will always be supervised by a staff member. Volunteers or students will not be counted in the staffing ratios at any time.

The Centre will be closed

Good Friday & Easter Monday

Victoria Day (May)

Canada Day (July)

Civic Holiday (August)

Labour Day (September)

Thanksgiving Day (October)

Remembrance Day (November 11-If it falls on a week day)

Family Day (February)

Christmas closure will vary on the need in the present year.

Access to information about licensed child care programs/inspection findings can be found on the Ontario Licensed Child Care Website at: <http://www.ontario.ca/ONT/portal61/licensedchildcare>

All Serious Occurrences will be posted for 10 days outside the office door for parents to view.

If you have any concerns, please do not hesitate in contacting the Director at 519- 524-7441 or just stop in at the office.