



# Mount Brydges Sunshine Day Care



## Parent Handbook

Mount Brydges Sunshine Daycare Centre  
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Open 6:00 – 5:30 Monday to Friday

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## **YOUR FIRST DAY**

**Welcome to our centre if you have any questions and or concerns, please feel free to call me or drop by the office**

It is very understandable that your first day of childcare and your child's first day of childcare can be a little stressful, or scary.

The childcare staff are here to make everyone feel comfortable.

To make this easier on everyone we do encourage you to visit the centre before your child's start date. This gives you and your child and the staff, lots of time to ask any questions that there may be, before dropping your child off the first day. This can be set up with the centre director. Times of day and amount of visit time that is needed will be discussed.

Separation anxiety is very common when starting daycare. This may not happen the first day. Communication with you child is a great way to help them understand why they are going to childcare.

Having your paperwork in order and making sure we have everything that we need, is very important to make your child feel as comfortable as possible. This also helps us make sure their cubby and cot/crib are prepared so they feel a sense of belonging.

Feel free to bring in that special toy or blanket that your child loves. This will help them in case they need something familiar to them.

And of course, you are always welcome to call or email throughout the day if you want to check up on how their day is going. Make sure to ask the staff about our seesaw app. This will give you direct access to your child's teachers throughout the day.

At your child's room you will find a sign-in / out clipboard and full daily chart at the infant room. Please communicate with the staff if you have any questions.

**Please Bring: please label everything**

Diapers (we can store large bags of diapers)

Wipes

Diaper creams

Change of clothes to leave in their cubby

Bottles and formula if needed



## Mount Brydges Sonshine Daycare

### Mission Statement

The Mount Brydges Sonshine Daycare is a non-profit centre. We are a Non-denominational Christian Childcare centre, licensed under the Childcare Early Years Act for the education, care and guidance for children. We follow the guidelines of Emergent Curriculum and How Does Learning Happen within our classrooms. Using the resources of How Does Learning Happen, to grow and learn with the children.

Our mission is to develop a caring community where all children can grow in a healthy, safe environment supported by qualified staff members. We encourage the parents to be as active in our program as their schedules allow.

### What is Emergent Curriculum?

Emergent curriculum is a way of planning curriculum that is based on the children's interest and passion at a certain point in time. Children thrive and learn best when their interests are captured. Learning occurs naturally.

Planning emergent curriculum requires observation, documentation, creative brainstorming, flexibility and patience on the part of the Early Childhood Educator. Rather than starting with the lesson plan, which is repeated every year regardless of the age, developmental level or interests of the children, emergent curriculum starts with the children's interest. In short, it is a child-directed and teacher facilitated approach to planning the curriculum.



## What is How Does Learning Happen?



<http://www.edu.gov.on.ca/childcare/pedagogy.html>

This is a resource for those working in childcare.

It is a pedagogy (the understanding of how learning takes place and the philosophy and practice that support that understanding of learning) that is designed to support curriculum/program development in early years programs.

How Does Learning Happen is based on four foundations:

- **Belonging:** feeling valued and connected to others while making contributions as part of a group, a community, and the natural world.
- **Well-being:** focuses on the importance of physical and mental health and wellness.
- **Engagement:** the ability to be focused and involved. Children are able to explore and be engaged in the world around them. This type of play helps develop problem solving skills and creative thinking.
- **Expression:** is communication where children can be heard and able to listen. Language-rich environments help children develop communication skills and are the foundation for literacy.





**HOW DOES LEARNING HAPPEN  
ONTARIO'S PEDOPGOLOGY FOR THE EARLY YEARS**

**Program Statement**

Mount Brydges Sonshine Daycare is committed to giving the children and families the best experiences possible throughout the day. We make our centre feel like an extension of your home, a place where you and your child feel welcome and part of our family. We want every family to feel safe and secure while leaving their child in our care each day.

Our caring and responsible Early Childhood Educators are dedicated in supporting the children's learning, development, health and well-being. We focus on active learning, exploration and play. We view the children as competent and able active participants in our programs.

With the resources of **How does learning Happen** and following all the changes in **ministry and the CCEYA** (Child Care and Early Years Act) and **on-going professional workshops that staff attend**, it enriches the educators to learn how to grow and give each child the greatest learning experiences possible. Our Goals as a centre and how we achieve them are as follow.

**Learning and growing with the children**

Goals	Approach	Expectations
Promote the Health and Safety, nutrition and well being of the children	<ul style="list-style-type: none"> <li>To have a safe and healthy environment for staff and children</li> <li>To provide healthy food and nutrition for the children and staff</li> </ul>	<ul style="list-style-type: none"> <li>We follow the Canada Food guide to make sure that our menus are current and provide proper nutrition for the children.</li> <li>We involve physical activity inside and outside, through music and free style dance, as well as morning and afternoon walks and activity in the playground.</li> <li>Providing the children with the time and cots/cribs to have an adequate rest period during the day.</li> <li>Always staying within Ratio and having the extra staff encase of emergency</li> <li>Keeping the playgrounds and classrooms safe, noting and repairing anything properly</li> <li>Conducting head counts and visual checks regularly</li> <li>Documenting findings when needed, during daily health checks</li> </ul>
Support Positive and responsive Interactions and Negative interactions among children, parent's providers and staff	<ul style="list-style-type: none"> <li>To create a positive environment where children are able to express themselves. Where parents and staff always feel warm and welcome</li> </ul>	<ul style="list-style-type: none"> <li>Let children initiate the activity /play. Staff are to ask them questions and positively encourage them to follow through and lead you.</li> <li>Speak with the children at their level and not above them</li> <li>DO NOT make negative comments around the children</li> <li>When speaking with parents always talk about the positive aspects of the day, if a negative needs to be spoken about then a private conversation without the child needs to be had</li> </ul>

<p>Foster the children's exploration, play and inquiry</p>	<p>Ensuring that the children have the correct atmosphere inside and outside to give them the material to explore and create.</p>	<ul style="list-style-type: none"> <li>• Set up the environment inside and outside to encourage the children to ask, explore and develop on their own.</li> <li>• Always refer to the How does Learning Happen, to have discussions with the children of likes and dislikes. To speak with parents and learn what their child's interests are.</li> <li>• Ask the children question to encourage them to investigate a little more, always be there to help discover the answers</li> </ul>
<p>Provide child imitated and adult supported experiences</p>	<p>Make every part of the child's space for the child and interesting to catch their interests</p>	<ul style="list-style-type: none"> <li>• Craft, sensory, dramatic, etc. set up these areas to give the child the independence to explore the areas independently</li> <li>• Be there if the child has questions or needs assistance.</li> </ul>
<p>Plan for and create positive learning environments and experiences in which each child's learning and development will be supported</p>	<p>To create an inclusive environment to helps each child feel welcome and foster acceptance of all diversities and needs</p>	<ul style="list-style-type: none"> <li>• Our educators will need to learn how each child expresses their feelings. With the different age groups each child learns differently</li> <li>• Adapt the program to fit each child's needs and wants. Listen to the children and get to know their interests.</li> <li>• By encouraging the children and teaching the children how to work through situations on their own rather than problem solving for them.</li> <li>• Showing the children that it's great to be an individual and accepting of other people's differences at a young age, by having different cultures as part of the room.</li> </ul>
<p>Incorporate indoor and outdoor play, as well as active play, rest and quiet time into the day giving consideration to the individual needs of children receiving care</p>	<p>Having a schedule of the day that allows the needs to be meet</p>	<ul style="list-style-type: none"> <li>• Have a schedule with Lunch time that gives the children enough time to enjoy their meal</li> <li>• Have a schedule that incorporates indoor and outdoor play that is exciting for the child</li> <li>• Provide the children with proper bedding and cot or crib to make them comfortable to allow their bodies to rest</li> <li>• Setting the atmosphere in the room to settle their bodies to a relax state</li> <li>• <b>Knowing that all children have different needs and adapting to them</b></li> </ul>
<p>Foster engagement of and ongoing communication with parents about the program and their children</p>	<ul style="list-style-type: none"> <li>• To make every child feel that they are part of the class</li> <li>• Include the families into their child's day</li> </ul>	<ul style="list-style-type: none"> <li>• Speak with all the children during class discussions</li> <li>• Ask all of them questions and encourage the whole class to listen</li> <li>• Include everyone</li> <li>• Speak with the parents daily and involve them with everyday activities and updates</li> <li>•</li> </ul>
<p>Local Community and Outside Centre</p>	<p>To get our name into the community</p>	<ul style="list-style-type: none"> <li>• Encouraged Parents to attend and participate in the annual events, including the Dinner and Silent Auction and The Breakfast and Vendors Sale.</li> <li>• Outside organizations available to parents: All Kids Belong and Tyke Talk are two organizations available freely to parents, a trained educator will come to the Centre to help support families.</li> <li>• Tyke Talk is available for concerns involving a child's speech. The first consult with speech does need to be completed by a parent, and then the therapist can attend the centre.</li> <li>• Staff are to attend and interact with parents during fundraisers</li> <li>•</li> </ul>

<p>Prohibited practises</p>	<p>The policies are put in place have a safe environment for all children and families to enjoy. Any inappropriate behaviour will not be tolerated</p>	<p><b>The following practises will not be permitted in the centre</b></p> <p>(a) Corporal punishment of the child, which may include but is not limited to, hitting, spanking, slapping, pinching).</p> <p>(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;</p> <p>(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;</p> <p>(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.</p> <p>(e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.</p> <p>(f) Inflicting any bodily harm on children including making children eat or drink against their will.</p> <p>No employee volunteer of the licensee or student who is on an educational placement with the licensee shall engage in prohibited practises set out in subsection 1 with respect to a child receiving childcare.</p>
<p>Document and Review the impact of the strategies set out in clauses a to j on the children and their families</p>	<p>Ensure that all staff is aware of any changes In all policies</p>	<ul style="list-style-type: none"> <li>• Staff collectively, as a team reflective on how the daily documentations and daily activities work within the Centre. During regular staff meetings as a team we collaborate and work through all new and old policies.</li> <li>• Staff are required to sign that they are up to date on each policy new and old. The Centre Board members work closely with each staff member to help in any way possible.</li> <li>• All ECE's are required to keep in good standards with the College of Early Childhood Educators, and all staff are required to keep their CPR and first Aid current.</li> <li>• Any volunteers, students or new staffs are to read and sign off on policies and procedures prior to working with the children</li> <li>• When changes are made to the parent handbook, a copy will be emailed to all parents for viewing.</li> </ul>
<p>Non - compliances</p>	<p>To keep our centre and staff to the best of their ability</p>	<ul style="list-style-type: none"> <li>• Staff will read the policies annually and or if there are any changes</li> <li>• Staff meetings help to keep all staff on the same page to help staff work as a team</li> <li>• Staff will have a verbal warning with write up if warranted depending on the non-compliance.</li> <li>• Prohibited practises will not be tolerated and Staff will be written up and terminated.</li> </ul>



## Registration

Upon admission to the Day Care the following are required:

1. Completed registration forms for the centre
2. Copy of child's immunization record
3. Parents signature on all consent forms and financial policy terms.
4. We do require an enrolment fee of \$100.00 once you have accepted a space. This deposit is to secure your space within the centre and is NOT refundable, if you don't start at the centre. But will be used towards your last invoice within the centre.
5. **Waitlist** -There is no charge to be placed on the waitlist –  
How to be on our waitlist

### Policy General

- Sonshine Daycare will strive to accommodate all requests for the registration of a child at the childcare centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

### Additional Policy Statements

The Director will make available to all staff, to have the correct form to have filled in by parents accessing the centre looking for care. All forms are dated and placed into the waitlist, by the director or supervisor.

### Procedures

#### Receiving a Request to Place a Child on the Waiting List

1. The licensee or designate will receive parental requests to place children on a waiting list via phone call, email (sonshinedaycare@live.ca) walk in's and current parents within the centre. One list.

#### Placing a child on the Waiting List

1. The Director will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, the Director will inform parents of their child's position on the list.

## **Determining Placement Priority when a Space Becomes Available**

When space becomes available in the program, priority will be given to:

- Children belonging to staff
  - Siblings of children currently enrolled at the centre.
  - Per age grouping of space and schedule needed, and date inquiry was made
1. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

## **How It works Offering an Available Space**

2. Parents of children on the waiting list will be notified via phone or email that a space has become available in their requested program.
3. Parents will be provided a timeframe of 1 – 2 weeks in which a response is required before the next child on the waiting list will be offered the space. A Follow up phone call or email will be placed to ensure families are not missed.
4. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

5. The Director will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
6. The Director will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

7. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
8. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

**Confidentiality-** All your information is kept safe, locked in the office and will not be shared with anyone outside the staff members.

### **Change of Address and Phone Number**

It is extremely important that we have up-to-date information concerning work and home phone numbers and addresses. If this information changes, please advise us immediately. The Day care guarantees confidentiality of phone numbers and address

### **Organizational Structure**

The daycare is a registered not for- profit, charitable organization administered by a board of directors. As a non-profit centre, Sonshine Daycare it is our policy to host at least two fundraisers per year.

Our director handles the administrative and staffing details of the centre. As well as oversees the parent handbook / registration packages for the centre and policy and procedures for the staffing.

The centre is adequately staffed according to the provincial regulations. Our cook who is responsible for the preparation of all snacks and lunches. Our menu follows the Canada's Food Guide, and we work with a dietician to create healthy meals and snacks for the children. The menu is posted on the parent board outside the kitchen. Any changes that may happen are also posted on the board. Copies of the menu are available upon request.

Within our team of staff, we employ Registered Early Childhood Educators and Apprenticeship Educators, (Child Development Practitioner/ in school) and Non-ECE that work with a RECE.

We are a teaching centre, we welcome students from colleges within the area, as well as from All Kids Belong. All Students and Volunteers are monitored by a staff member and are never alone with the children. All Students and Volunteers are expected to follow all the same policies and procedures as the staff.

Sonshine Daycare is licensed for 10 (Infants Birth – 18 months) 25 Toddlers (18 months to 2.5 years) 48 Preschool (2.5 years – 5 years) 13 kindergarten age grouping (4 -7 years)



## Teaching Centre – students and volunteers



Sonshine Daycare is a teaching centre, which means we do allow students from area High schools and Colleges to complete co-op education with us.

We also allow volunteers to join us throughout the year, this is a great way for high school students to earn their volunteer hours.

During the summer months, we apply to the Ontario Summer Student Work Program for government funding. This program gives a high school student an opportunity to assist our staff in everyday routines and learn about the work force. Students and Volunteers follow the same policies that all staff do.

Every person reads and reviews with the supervisor all the policies before starting work with the children. Each Student/Volunteer over 18 years of age will produce a Criminal Reference Check and Vulnerable Sector Check to the Supervisor before starting placement.

Every Student/Volunteer is assigned to a class and staff member. They are NOT left alone with the children and are NOT counted in ratio.

They are NOT to change diapers or help in bathroom or diapering routines.

### Termination Notice

Written notice of permanent withdrawal is required to be given 2 weeks in advance. **If notice is not received** the full Program Fee of 2 weeks amount will be charged to your account.

### Hours of Operation

Our Hours are from 6:00am – 5:30pm, Please make every effort to pick up your child by 5:30 pm. In case of an emergency please call the centre to let the staff know when you will be arriving or if someone different will be coming.

If your child is picked up later than 5:30 you will be charged a \$1.00/ minute past the closing time. This is out of respect to our staff and their families.

### Types of Care

**We offer Full time, Scheduled Part time, Flex Care and half days with and without lunch**

#### Flex Care:

Parents are required to submit their flex time schedule one week prior to the beginning of each month by email or dropping a copy off to the office. This is to allow us to staff accordingly. Please note all booked days will be charged.

Last minute changes may or may not be accommodated; we try to be as flexible as possible

**Invoices/ Payments:**

Invoices are sent out at the beginning of each month by email. Payment's are due 15 days after receiving your invoice. It is expected that your account is to be kept up to date. If your account is in arrears for longer then a 2-month period, a notice will be sent, and your child will no longer be allowed in program until the amount is cleared up.

**Flex care families:** Any additional days added to your submitted schedule will be added to the following months invoice.

**We only accept: Email Transfer to [sonshinedaycare@live.ca](mailto:sonshinedaycare@live.ca), cheque or cash.**

**NSF payment**

In event of your cheque being returned NSF, we shall apply a \$45.00 processing fee to your account. Further payments will need to be received in cash or certified cheque. This is standard licensed care policy.



We do offer Before/ After school care, PA day, March Break, Christmas and Summer camps with limited spaces. If you require this service, please see the office to add your name to the list. We will provide a morning and afternoon snack as well as lunch on PA day, March Break, Christmas and Summer camps. We do have to abide with the childcare regulations due to allergies. **No outside food will be allowed within the centre.** All backpacks and outer wear will be left at the front entryway before entering the centre.

The school bus companies that pick up at the centre are

1. J.S. Buchanan French Immersion
2. St. John's French Immersion
3. Caradoc Public School
4. Delaware Central Public School
5. Strathroy Community Christian School
6. Our Lady of Lords Catholic Elementary, Delaware

**When we have a space available for your child it is the Parents responsibility to notify the correct bussing company for pick up / drop off at the centre.**

**Southwestern Ontario Student Transportation Services For all TVDSB & LCSB  
519-649-1160**

**Strathroy Community Christian School Buses – 519-245-1934**

**Cost of Before and After School – FOOD IS SUPPLIED**

	Kindergarten Grouping
<b>Before and After</b>	\$30.00
<b>Just Before Care</b>	\$15.00
<b>Just After Care</b>	\$15.00

**Extra Care and Full DAY CARE**

Camp	Part time	Full time Every day
<b>March Break</b>	\$45.00	\$40.00
<b>Summer Camp</b>	\$45.00	\$40.00
<b>Christmas Break</b>	\$45.00	\$40.00
<b>PA Day Camp</b>	\$45.00	-

**All scheduled days are charged**, even if absent due to weather, bus cancellation, illness or change in schedule. PA Day camp, March Break camp, Summer camp and bus cancellation care are available if space permits within the centre. Please speak with the office to book your space.

**Due to limited spaces available, we do not offer part time for Before and After School care. We do not apply any vacation days to Before and After School care as well as to PA days, March Break, Summer and Christmas Camps. A minimum of 2 weeks notice is required for cancellation of ALL care/camps or you will be charged fees according to your booked schedule.**

## Ratios/ Schedules

We are a licensed childcare centre, that follows strict ministry regulations. We accommodate a regulated number of children as well as meet specific staff to children ratios. These policies are designed to help us run a quality centre.

Room	Staff/ Child	Licensed for
Infant	1/3	10 Children
Toddler	1/5	25 Children
Preschool	1/8	48 children
Kindergarten	1/13	22 children

## Authorised Alternate Pick up

Unless we have authorization from the parent, we cannot allow any child to leave with anyone other than the parent. If you must have someone different pick up your child you need to contact the centre either by phone, email or in person. If we don't have this information and you cannot be reached your child will not be allowed to leave. Identification will be required if the person is unknown and they will be asked to sign the release form.

<b>Sonshine Daycare Alternate Release Form</b>	
_____	_____
Child's Name	Class room
Date of Change _____	
Parent Authorized change in person or on Phone	
_____	
Parent name and or signature	
Name of Alternate Pick _____	
_____	
Signature of Alternate Pick up	
ID Required ____	
Staff Initials _____	

**Please see Before and After School section for prices and Regulations  
Childcare Fees Parents will be given plenty of notice of any fee increases**

<b>Infants</b>	Cost per day
Full time	\$56.00
Part time	\$58.00
Half day (6 hours or less) with lunch	\$35.00
Half day (6 hours or less) without lunch	\$29.00
<b>Toddlers</b>	
Full time	\$46.00
Part time	\$50.00
Half day (6 hours or less) with lunch	\$30.00
Half day (6 hours or less) without lunch	\$23.00
<b>Preschool</b>	
Full time	\$40.00
Part time	\$45.00
Half day (6 hours or less) with lunch	\$29.00
Half day (6 hours or less) without lunch	\$24.00

Receipts are given for cash payments. Tax receipts are filed and distributed in February of the following year.

### **Child Vacation Time**

A **full-time child** of 4 or 5 scheduled days per week is allotted 10 vacation days to use throughout the calendar year.

A **part time child** of 3 or less scheduled days per week is allotted 5 vacation days to use throughout the calendar year.

**It is at the director's discretion as to your child's initial start date within the calendar year: as to the number of days you will receive the first year. Unused vacation days will not be carried over to the next year.**

### **Statutory Holidays**

We **do charge for stat holidays** if they land on regular scheduled days.

You are more than welcome to apply your vacation days towards the holidays.

#### **We Are Closed on the following Holidays:**

New Years Day,

Family Day,

Good Friday and Easter Monday,

Victoria Day,

Canada Day,

Civic Holiday,

Labour Day,

Thanksgiving,

Christmas Day and Boxing Day. Also close at 3:00pm Christmas and New Years Eve





## SICK DAYS

**Within the centre we do follow many ministry guidelines and regulations. This is in accordance with the Childcare and Early Years Act, As well as the Middlesex London Health Unit.**

**We charge for any scheduled days that your child becomes ill.**

**Health Care and Nutrition Public Health Nurse** – We are assigned a Public Health Nurse that assures that required sanitary and safety procedures are being carried out correctly.

### **Illness**

If your child is ill, even on a non-scheduled day please contact the centre, as we need to be made aware of the illness and of the symptoms that could be within the centre. If it is their scheduled day, please contact the centre so we know why they are absent.

**A parent will be phoned and asked to pick their child up from the centre if any of the below illnesses arise during the day.**

- Fever (38°C or 101°F) or higher
- Diarrhea (twice in one day)
- Vomiting
- Undiagnosed rash/ skin condition
- Communicable disease (other than mild respiratory tract infection)
- Obviously infected discharge from eyes – green /white/ reddish in colour
- Lethargy and / or irritability not feeling well enough to participate in program
- Persistent Pain
- Cough – that leads to choking or vomiting
- Head Lice or nits

It is important for children who have been sick to stay away from the centre for an adequate length of time to protect the others and to help prevent the centre from going into outbreak.

When a child has had two bouts of diarrhea or single bout of vomiting, 24 hours is required from the time of the last episode before returning to the centre. When a child has multiple bouts of either a longer period away will help prevent the spread of infection.

If the health unit declares an outbreak, exclusion from the centre is generally increased to symptom-free for 48hrs.

**The child is NOT to return to the centre for 24 Hours after the last episode / and 24 hours fever free without the use of medication (i.e. Advil, Tylenol, Motrin, etc.)**



We are a **NUT FREE CENTRE**, to keep all the children safe.  
We do ask that:

### **NO OUTSIDE FOOD**

is brought into the centre, except for infants that are not on solid foods, and children with special diets. Please discuss with the centre staff as to what foods are safe and unsafe to bring in.

For infants that are breast-fed, or formula fed we ask that the proper number of bottles be supplied for the day. Powdered/ liquid formula can be brought in dry and staff will mix it. There is a freezer and fridge in the infant room for your child's food to be kept in. If frozen bags of breast milk are brought in, they must be in correct serving size, as we cannot refreeze them after thawed. For any foods or liquids coming in we, ask that they be labeled with the date and your child's name. Please speak with the staff or director when supplying foods, as we need to make sure all allergies are followed.

Our menu is in accordance with the Canada's food guide - copies of the menu are available upon request as well as posted outside the kitchen. We do not serve juice; children are provided with water which is always available to them and milk at morning snack and lunch.

**Milk Allergy** - Please provide us with the **original carton** of the brand of milk that your child can have.

**Almond milk is not allowed as we are a NUT free centre.**

**Vegan and Vegetarian Diets** – parents need to supply; proteins and some snacks children will be served all our fruits and vegetables.

**Complex Allergies & Diets** – Children with more complex allergies or diets you may be requested to provide meals for the day. Please speak to the director for guidance.



**Hand Washing** – It is mandatory for all staff to follow the correct guidelines provided within the centre. Children are encouraged to wash throughout the day and have a daily routine for washroom. They are supervised during washroom and encouraged to use proper procedure. Role modeling is used if needed.

**On Site laundry** - All laundry / bedding and washcloths are washed weekly if not needed before. We use an all-natural cleaning detergent on the laundry. Cots and cribs are cleaned with bleach and water solution (guidelines are followed for the mixture)

## Medication

For staff to dispense any prescribed medications to your child we need to have written consent from the parent (form in centre). Any medication brought to the centre must come in the **ORIGINAL CONTAINER** from the pharmacy. It must be clearly labeled with the child's name and directions.

**When a child is starting a new medication, in case of reaction, we ask they not return to the centre for 24 hours of starting the new medication.**

**Non- prescription medication (Tylenol) will not be permitted unless accompanied with a doctor's note prescription –**

- in the child's name and age
- Dated,
- Stating the correct amounts to be given.
- Reason to be given (ex: fever over 100)


It will be on director decision and communication to the parent(s) when Tylenol is given. This only provides the child comfort, if the director requests the child to be picked up the parent will have to arrange for this.

## Storing of Medication

All medication is stored at the centre according to instructions.

Non-refrigerated medication is stored in each classroom in the locked bags. For any medication that needs to be refrigerated, Toddler and Preschool medications are to be kept in the locked box in the kitchen and infant medication is kept in the locked box in the infant fridge.

Example of  
Medication Form



Child's Name \_\_\_\_\_  
Name of medication \_\_\_\_\_  
Amount & Time \_\_\_\_\_  
Reason for Administration \_\_\_\_\_  
Start Date \_\_\_\_\_ End date \_\_\_\_\_  
Parent/ Guardian Signature \_\_\_\_\_

## Epi-pens, Inhalers & Emergency Medications

When a child has an epi -pen, inhaler or emergency medication these items are readily available to the staff to administer. They are placed in a fanny pack and/or backpack that the staff keep close at hand, in case of an emergency.

We follow certain protocols within our policy and procedures. We are trained with Epi-pens, as part of our first aid training. All forms are filled out by staff and parents and posted in the centre for the certain allergy and or medical procedures.

Medication is administrated by trained full time staff.

Medicated creams can be applied with a prescription and medical chart filled out with the staff.

## Minor Accidents within the Centre

Any type of accident, scrapes or bumps that your child may get throughout the day does get documented by the staff and signed by the centre director and explained to you upon arrival. If the accident does seem more serious you will receive a phone call from the centre director during the day. A copy of the signed report will be emailed to you and or copied and given to you.

Example form of an  
accident report

<p>Sonshine Daycare Accident Report</p> <p>Child's name _____ Staff Present _____ Date &amp; Time _____</p> <p>Describe what happened _____</p> <p>What actions were immediately taken: _____ What follow up actions will take place _____</p> <p>Who notifies the centre director &amp; when _____</p> <p>Who notified the parents &amp; when _____ _____</p> <p>Parents comments _____</p> <p>Parents Signature &amp; Date _____</p> <p>Completed By: _____</p> <p>Director Signature &amp; Date: _____</p>
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## **Outside Play - Please Label ALL Clothing**

The children within our care and staff are to have 2 hours a day of outside time, weather permitting. Parents are responsible to have weather appropriate clothing for their child. We do not always have extra clothing available.

During winter months we do not go outside in weather that is -15°C or colder including wind-chill. Even at this temperature the time frame outside will be shortened if needed.

During Spring /Summer months we do not go outside when temperature is 30° C or over with the humidex.

Due to a lack of shade in our playgrounds we do keep a close eye on the temperature, and children have plenty of water available to drink during play.

## **Sleep /Rest Time**

Toddler and Preschool rest Periods do not exceed 2 hours in length. During this time, the children do not have to sleep but need to rest quietly while other children in the group are falling asleep. Any children still awake will be offered quiet books or activities, at the tables. During this time frame the staff have their lunch breaks, leaving one staff with the resting children. There is always another staff available if needed.

**Joint Statement for Safe Sleep for All** <https://www.canada.ca/en/public-health/services/health-promotion/childhood-adolescence/stages-childhood/infancy-birth-two-years/safe-sleep/joint-statement-on-safe-sleep.html>

We are obligated under the Ministry of Education to follow the guidelines of the statement. It is the centres policy to follow all ministry regulations in regard to Safe sleep. All infants will be placed on their backs to sleep.

**If a parent requires a child that is under 12months of age to have alternate sleep other then on their back, a doctor's note is required**

In the registration papers in your package please fill in any information for how you would like your child to sleep.

**Monitoring during sleep-** Infants have visual checks done every 15 minutes during sleep. If the staff feel that a physical check is needed a light hand can be placed on the child's stomach, back for older children to ensure they are ok.

The check is recorded and if any changes need to be noted.

Toddler and preschool children are monitored continuously during sleep for any changes in sleep pattern. This is documented in daily logbooks for each classroom.

## **Toilet Training**

Parents are responsible in providing all diapers, wipes and creams needed for your child throughout the day. When your child is ready to toilet train the staff are willing to work/help your child in regular trips to the washroom. To make this a success we need full co-operation from the parents.

We do allow cloth diapers at the centre as long as the proper guidelines are followed to assure everyone's health.



## Field Trips



Due to our location and Insurance cost we do not leave the centre. Instead we look for ideas and interesting things to bring to the centre. i.e. visit from the local Fire station, 2 hands clay. We are always looking for new ideas if you have any. During these special days parents are welcome to join us at the centre

## Emergencies

### Fire Drills

We do fire drills once a month. During a drill the teachers explain to the children that the loud sound of the whistle is nothing to be afraid of. The lights get shut off and teachers guide the children to the closest exit.

Our meeting spot is a tree marked with a red ribbon in the far yard. During an actual emergency we would continue on to proceed to our evacuation locations.

**Evacuation locations: Due to no other business in our area Neighbours have been asked.**

Cooper's  
22254 Allen Rd  
Mt. Brydges  
**Parent at the  
Centre**

Crookshank's  
22303 Allen Rd  
Mt. Brydges  
**Staff on site**

Staff have a full evacuation plan in place, and we carry it with us along with any medication for the children and all contact cards. Parents will be notified by phone immediately, in case of an emergency.

### Tornado Drills

We do two of these a year. The Supervisor blows the whistle and the children are directed to the specified washrooms for each group. Washrooms have flashlights in them in case of power loss. Children are instructed to sit quietly under the counters. Until the supervisor says they can return to their rooms. Attendance of staff and children are taken during drills.

Infants and Kitchen Staff – Wheelchair Accessible Washroom  
Toddlers – Men's Washroom  
Preschool – Women's Washroom  
Preschool/Kinder/School Age – Old Section Inner Hallway.



## First Aid Kits

Each classroom, kitchen, toy shed, and office has a First Aid Kit. Each staff is certified with current First Aid and CPR.

### **Serious Occurrence**

Definitions "serious occurrence" means, **must be reported within 24 hours to Ministry of Education**

(a) The death of a child.

(b) Abuse, neglect or an allegation of abuse or neglect of a child while receiving childcare at a home childcare premises or childcare centre,

(c) A life-threatening injury to or a life-threatening illness of a child who receives childcare at the centre,

(d) An incident where a child who is receiving childcare at a home childcare premises or childcare centre goes missing or is temporarily unsupervised, or

(e) An unplanned disruption of the normal operations, Fire, Flood, Gas leak, Detection of Carbon Monoxide, Outbreak, Lockdown, Other Emergency Relocation or Temporary Closure.

## Activities and Centres

Young children are active learners who touch, feel, experiment and create. Centres are designed to encourage them to get involved and try out different ideas. Within the centres they are encouraged to develop pretend play and social skills. Loose parts are included throughout the classroom to help and encourage the children to use their imitation, and creativity

**Creative:** Having craft materials readily available to the children will encourage them to use their imagination, as well as helps develop the natural skills needed in their fine motor.

**Circle time/ Discussion time:** this encourages the children to develop a sense of communication and gives the time to tell the stories that are important to them, while also listening and interacting with the staff and other children.

**Block Centre:** the block centre will help your child learn many important things. They use their imagination to construct objects and buildings, that represent the real world around them. They use problem solving skills as they build. They can incorporate other centres together to make things work for them.

**Sensory Play Centres:** (Sand, Water, Paint...) Allowing a child to discover their senses in different ways within play gives them the opportunities to explore natural materials while learning. While experimenting with, objects (sink/float sifters/funnels, solids and liquids).

**Book Centre:** - Children are encouraged to look and discover the book centre while incorporating books throughout all centres as well as having a quiet /comfortable space to read.

**Science Centre:** - Within this centre the class can discover and create to see what happens next. Children can experiment and examine and ask questions.

**Dramatic Play:** - This centre encourages every type of play social and emotional as well as parallel and co-operative play with a child's peers. While pretend playing they develop language and co-operative skills, as well as problem solving. It is amazing what a child's imagination can bring to life



## **Behavioural Rules and Regulations**

### **The following methods are acceptable**

**Positive Reinforcement:** This will always be communicated to the children. Verbal praise for a child will strengthen their self-esteem, acceptance and self worth.

**Modelling:** Children watch and learn from everything we do. Always acting in appropriate positive actions will show them how to treat others.

**Providing Choices:** - Outlining appropriate choices and encouraging children to make decisions for themselves, this will build their self-help skills and give them a sense of security within the centre and around the staff.

### **Prohibited Practices within the Centre**

None of the following practices are observed in the program:

Any Staff /student /volunteer at the centre are to follow, this policy forbids the use of punishment and other harmful disciplinary practices to protect the emotional and physical wellbeing of children.

- (a)** corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching)
- (b)** physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
- (c)** locking the exits of the childcare centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency.
- (d)** use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their 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.

## Communication

We offer the same courtesies and respect to all the children as we do to the adults. Children are very alert to what is being said even if it appears that they are not listening.

Comments made by adults about a child's behaviour tell the child what we think of him or her, helping to shape their self-image. Making sure that every comment made is in a positive manner.



To add to our communication with our parents we use an app called Seesaw. This allows the staff to share updates and photos through the day and parents can enjoy and comment on the beautiful photos.

## Parent Issues and Concerns

**Policy:** Parents/guardians are encouraged to take an active role in our centre and regularly discuss what their child(ren) are experiencing with our staff and at home.

As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

All issues and concerns raised by parents/guardians are taken seriously by the Director and Staff and will be addressed.

Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing.

Responses and outcomes will be provided verbally, or in writing upon request.

The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within the day the concern arises to 1 business day(s).

The person who raised the issue/concern will be kept informed throughout the resolution process, through in person, phone or email.

Investigations of issues and concerns will be fair, impartial and respectful to all parties involved

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/concern:
<p><b>Program-Related</b></p> <p>E.g.: schedule, toilet training, indoor/outdoor program activities, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- Supervisor/ director</li> <li>- Ministry of Education</li> <li>- Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised; or</li> <li>- arrange for a meeting with the parent/guardian within 1 business days, to address and discuss in full of what the issue or concerns are.</li> </ul>
<p><b>General, Agency- or Operations- Related</b></p> <p>E.g.: fees, placement, etc.</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> <li>- Supervisor / Director</li> <li>- Board of directors</li> </ul>	<p><b>Document the issues/concerns in detail.</b></p> <p><b>Documentation should include:</b></p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received.</li> </ul>
<p><b>Staff-and/or Licensee-Related</b></p> <p>E.g.: agency head office staff, etc.</p>	<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 licensee.</li> </ul> <p>All issues or concerns about the conduct of the provider or staff that puts a child’s health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	<ul style="list-style-type: none"> <li>- the name and position 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><b>Student- / Volunteer-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the person responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the licensee.</li> </ul> <p><b>Note:</b> All issues or concerns about the conduct of students/volunteers that puts a child’s health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <ul style="list-style-type: none"> <li>• Ensure the investigation of the issue/concern is initiated by the appropriate party within 1 business days or as soon as reasonably possible thereafter.</li> <li>• Document reasons for delays in writing.</li> <li>• Delays could be due to issue /concern being brought to the board.</li> <li>• Parents will be kept up to date if a solution is taking longer the expected.</li> </ul> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to our childcare board members, our parent rep on the board or to our Ministry of Education Childcare representative

**Contacts:** Alex Kim- Middlesex London Health unit 519-663-5317

College of Early Childhood Educators – [www.college-ece.ca](http://www.college-ece.ca)

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

Police, 519-245-1250 Fire, 519-245-1990 for emergency calls please call 911

All phone numbers are posted on the parent board at the centre

