



Mount Brydges Sunshine Daycare

Allen Road Mount Brydges On,

NOL 1 W0

2026

Parent Handbook

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Welcome

YOUR FIRST DAY

Welcome to our Centre if you have any questions 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 for 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 quite common when starting daycare. This could happen within any of the first bit of starting at the center. Communication with your child, if older, 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 especially 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 QR code to electronically sign your child in and out. The infant room does have a full sheet to fill in of your child's night. Please communicate with the staff if you have any questions.

Please Bring: please label everything.

- Diapers We can store a large bag of diapers
- Cloth diapers, we do need a wet bag, for soiled diapers
- Wipes we can store the refills
- Diaper creams
- Change of Clothes to leave in their cubby (backpack)
- Bottles
- Formula if needed

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This is a fluid document and is subject to change regularly. We meet and exceed all regulations from Ministry of Education and Middlesex Health Unit.

Upon changes a electronic copy will be sent to each parent, staff, and board member by the Centre Director

Mission Statement & Organizational Structure

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 up 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.

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/Supervisors handle the administrative and staffing details of the Centre. As well as overseeing 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 cooks are 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 on request.

We ask that all new foods be tried at home. When you start your infant child with us, you will receive a food list. This is a breakdown of all food/spices and sauces, please fill in the information of the food your child has already consumed.

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 REECE.

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) Alternate age group of school age (7 – 12 years)

Zero Tolerance Policy

Name of Child Care Centre: Sonshine Daycare

Date Policy and Procedures Established: 2025

Date Policy and Procedures Updated: 2025

Policy Against Verbal, Phone, Physical Abuse from Staff and Parents

Introduction

Sonshine Daycare is committed to providing a safe, supportive, and nurturing environment for all children, staff, and parents. To ensure the well-being and security of everyone in our community, we have implemented a comprehensive zero tolerance policy against any form of abuse. This policy encompasses verbal, phone, and physical abuse, and it applies equally to staff and parents.

Definition of Abuse

Verbal Abuse

Verbal abuse includes any language or behavior that is threatening, intimidating, humiliating, or discriminatory. This can include shouting, swearing, derogatory remarks, and any form of verbal harassment.

Phone Abuse

Phone abuse involves the use of telecommunication devices to convey threats, intimidate, harass, or otherwise cause distress to another person. This includes abusive phone calls, text messages, and any other form of electronic communication.

Physical Abuse

Physical abuse is any intentional act causing injury or trauma to another person through bodily contact. This can include hitting, slapping, pushing, and any other form of physical aggression.

Policy Enforcement

Reporting Incidents

Any incidents of abuse must be reported immediately to the daycare management. Reports can be made in person, via phone, or through written communication. All reports will be taken seriously and treated with confidentiality.

Investigation Process

Upon receiving a report of abuse, the management will initiate a thorough investigation. This process will involve interviewing witnesses, collecting evidence, and reviewing any relevant documentation. The investigation will be conducted impartially and with respect for the privacy of all parties involved.

Consequences of Violations

Violations of the zero-tolerance policy will result in immediate and appropriate action. Consequences may include, but are not limited to:

- Verbal or written warnings
- Suspension or termination of staff employment
- **Temporary or permanent exclusion of parents/family from daycare premises**
- Referral to law enforcement or child protective services

Support and

Resources for Victims

Sonshine Daycare is committed to supporting victims of abuse. We provide access to counseling services, support groups, and other resources to help individuals cope with the effects of abuse. Victims will be treated with compassion and respect, and their safety will be our top priority.

For Staff

Staff members will receive regular training on recognizing and responding to abuse. This training will include information on effective communication, conflict resolution, and maintaining a positive environment. Staff will also be encouraged to seek support if they experience or witness abuse.

For Parents

Parents will be informed of the zero-tolerance policy upon enrollment of their child in the daycare. They will be provided with resources and information on how to support their children and maintain a respectful and safe environment. Parents are encouraged to communicate openly with staff and management and report any concerns they may have.

Conclusion

Sonshine Daycare firmly believes that every child, staff member, and parent deserves to feel safe and respected. Our zero-tolerance policy against verbal, phone, and physical abuse is designed to protect our community and ensure a positive environment for everyone. We are committed to upholding this policy and taking swift action against any violations.

Together, we can create a harmonious and supportive space where our children can thrive and grow.

Safe Arrival and Dismissal and Cut off arrival time

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the Childcare Centre as expected, as well as steps to follow to ensure the safe dismissal of children.

Arrival Cut off policy is 10:00 am, if you are not arriving before 10:00 without notifying the Centre (through safe arrival link) with necessary late reasoning you may not be permitted into care. This is to ensure your child is receiving the most out of the program and causing less interruption for the whole classroom and staff

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Arrival

Sonshine Daycare does require parents to let us know on any scheduled day of care if the child/ren will be arriving later than usual, absent for any reason, picked up by someone other than a regular pick up, and or picked up earlier or later than their regular time.

Dismissal

Sonshine Daycare Staff will ensure that any child receiving childcare at Sonshine Daycare is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization to the childcare Centre, may staff release the child too.

If an alone staff member is not sure of who you are they are required to ask for identification, to compare to the information on hand of said child. If multiple staff are together and one of the staff knows the adult the child can be released without identification.

Parents do need to keep the Centre up to date on emergency contacts on the registration list as these people are agreed to be allowed to pick up the children up, with notice from parents.

Procedures- Arrival

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - greet the parent/guardian and child.
 - Parent dropping off must make contact with a staff member when arriving so that the staff member knows they have arrived for care each day.
 - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure.
 - (i.e., someone other than the normal parent/guardian, picking up).
 - Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on [where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - document the change in pick-up procedure in the daily written record.
 - sign the child in on the classroom attendance record.



Parents of children Infant, toddler, Preschool

Parents are expected to have the safe arrival form filled out by 10:00 am notifying the Centre of any change in your child's schedule. This includes: Any absence, late drop-offs, early or later than regular pick- up someone different than normal is picking up your child.

If Staff receive a message from the parent, please let the parent know to fill out the safe arrival form

You can request the link by emailing the Centre or by scanning the QR code If we don't hear from you through the link, by 10:00 am you will receive an email from safearrivalsonshine@gmail.com stating they have been marked absent and you will be requested to complete the safe arrival link

Parents of School age children

Parents are expected to contact the Centre through email. By 7:30 am Monday – Friday, safearrivalsonshine@gmail.com please leave a detailed message of why your child is not in care today. Again before 3:00 pm if they will not be getting off the bus for after school care.

If Staff receive a message from the parent, please let the parent know to email the safe arrival line.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the childcare Centre and the parent/guardian has not communicated a change in drop-off by contacting the safe arrival link (QR CODE ABOVE)
 - Classroom staff must notify the office by 10:00 am if a scheduled child has not arrived for the day.
 - The office staff will contact the parents and the emergency contacts in the child's registration information. Parents will always be contacted first.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Procedures Dismissal

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the childcare may release the child to.
2. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
 - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
 - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before the Centre closes)

- If an emergency has happened and a parent cannot be to the Centre before the set time of closure, 5:30 pm the **parent is expected to call the Centre and notify them of whom will be arriving to pick up the child, and when.**
- If a child has not been picked up before the time of closure of the Centre, (5:30 Pm) The staff working closing shift will call the parent(s) if a parent cannot be reached the emergency contacts will be phoned.
- Staff will wait till a parent or authorized person is able to pick the child up. **A late fee of \$1.00/ minute after 5:30 pm will be charged, this is to be paid in cash to the staff that are closing that evening. Staff members will notify the Childcare Director and or supervisor of the late arrival.**

- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 1 hour past time of closure of the Centre the staff shall proceed with contacting the Childcare Director and or Supervisor and they will help the staff contact local Children's Aid Society (CAS) Staff shall follow the CAS's direction with respect to next steps

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the childcare program staff in writing can pick-up their child from care.

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the childcare Centre

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each childcare centre it operates and each premises where it oversees the provision of home childcare has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the childcare Centre or home childcare premises,

(i) to individuals indicated by a child's parent, or

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the Centre or home childcare premises, or

(ii) a child is not picked up as expected from the Centre or home childcare premises.

Disclaimer: This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the *Childcare and Early Years Act, 2014* (CCEYA) and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each childcare Centre it

operates and each premises where the licensee oversees the provision of home childcare.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact on the Ministry's authority to enforce CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

If your child is going to be absent or late, cut off arrival time is at 10:00 am please email.

safearrivalsonshine@gmail.com

[for the goggle link](#)

<https://docs.google.com/forms/d/1AEAJHVqicAXW0K1fnaJk8PgBCTzWC0FB7YBauVKnEU/>



Early Drop Off

If you require care before 7:00 am you need to email the Centre 24 hours before, as we need to ensure we have the correct number of staff on Site to maintain ratio.

Drop off By Adult

When you arrive to the Centre you need to accompany your child to the classroom. Your child should not be running through the building. A minor child is not allowed to bring your child to their classroom

College of Early Childhood Education

<https://www.college-ece.ca/>

<https://www.college-ece.ca/members/resources/>

<https://www.college-ece.ca/members/code-and-standards/>

Early Childhood educators must abide by rules and regulations that are put in place by the College of ECE. We can have our license to be an Early Childhood Educator revoked if we are found to not abide by our Code Of Ethics

Sonshine Daycare, holds any employed Non ECE's, volunteers and Supply Staff to the same standards.

Safety within the Centre

Controlled Entry

At the front door of the Centre, we do operate with a controlled entry system. Upon registration you will fill in the form to provide the Centre with a 5-digit code that will provide access to the Centre. We ask that you not provide that code to anyone that the staff do not know.

Having the controlled entry does help the Centre provide a safe environment for your Children.

Septic Tank Safety

Being a rural Childcare Centre we do have 2 Septic tanks on the premises. One is located within the Preschool 2 yard; this tank does have locked heavy manhole covers. Each manhole cover has a wood cover over top of it. These covers cannot be moved off the manhole covers.

The second septic is outside of the play yards; this tank does have septic safety lids installed inside of the manhole cover. Neither tank is accessed within the presence of children, regular cleaning is completed while children are inside in a different yard or after Centre hours. No tank is left unsecure.

Drills

Within the Centre we do have procedures of

- monthly fire drills,*
- annual tornado drills*
- Missing Child drills*

This is to ensure that all staff are trained to handle an emergency within the Centre.

It is the responsibility of every staff within Sonshine Daycare to ensure the safety of the Children that we care for every day.

It is the responsibility of every parent to respect and follow all guidelines that the Centre has put in place for Sonshine Daycare.

How Does Learning Happen

<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>



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. We Learn through hands on engaging creative play

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 can 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.

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.

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.

Our Program Statement

Mount Brydges Sonshine Daycare is committed to giving the children and families the best experiences possible throughout the day. With the resources of **How does learning Happen** and following all the changes in **ministry and the CCEYA** (Childcare 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 experience possible. Our Goals as a Centre and how we achieve them are as follow.

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 with our program to

- promote the health, safety, nutrition, and well-being of the children.
- support positive and responsive interactions among the children, parents, childcare providers, and staff.
- encourage the children to interact and communicate in a positive way and support their ability to self- regulate.
- foster the children's exploration, play and inquiry.
- provide child-initiated and adult-supported experiences.
- plan for and create positive learning environments and experiences in which each child's learning and development will be supported, and which is inclusive of all children, including children with individualized plans.
- incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and we consider the individual needs of the children receiving childcare.
- foster the engagement of and ongoing communication with parents about the program and their children.
- involve local community partners and allow those partners to support the children, their families, and staff.
- support staff, home childcare providers or others who interact with the children at a childcare Centre or home childcare premises in relation to continuous professional learning.

We view children as competent, independent, able active participants in our programs.

Goals, Approaches and Expectations

Goals	Promote the Health and Safety, nutrition and well-being of the children.
Approach	To have a safe and healthy environment for staff and children To provide healthy food and nutrition for the children and staff
Expectations	<ul style="list-style-type: none"> ● We follow the Canada Food guide to make sure that our menus are current and provide proper nutrition for the children. ● 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. ● Providing the children with the time frame and cots/cribs to have an adequate rest period during the day. ● Always staying within Ratio and having the extra staff in case of emergency. ● Keeping the playgrounds and classrooms safe, nothing, and repairing anything properly ● Conducting head counts and visual checks regularly <p>Documenting findings when needed, during daily health checks</p>

Goals	Support Positive and responsive Interactions and Negative interactions among children, parent providers and staff
Approach	<ul style="list-style-type: none"> ● To create a positive environment where children can express themselves. Were parents and staff always feel warm and welcome
Expectations	<ul style="list-style-type: none"> ● Let children initiate the activity /play. Staff are to ask them questions and positively encourage them to follow through and lead you. ● Speak with the children at their level and not above them. ● DO NOT make negative comments about the children. <p>When speaking with parents always talk about the positive aspects of the day, if a negative need to be spoken about then a private conversation without the child needs to be had</p>

Goals	Foster the children's exploration, play and inquiry and to self-regulate during
Approach	Ensuring that the children have the correct atmosphere inside and outside to give them the material to explore and create. Ensure you provide the right materials and knowledge and space to help a child self-regulate.
Expectations	<ul style="list-style-type: none"> ● Set up the environment inside and outside to encourage the children to ask to explore and develop on their own. ● 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. ● Ask the children questions to encourage them to investigate a little more, always be there to help discover the answers. ● Set the environment with a quiet space if a child needs" alone" space speak calmly and reassure a child they are ok. Learn what each child needs during a time of self-regulation, is it space is it soft material is it talking

Goals	Provide children imitated and adult supported experiences
Approach	Make every part of the child's space for the child interesting to catch their interests.
Expectations	<ul style="list-style-type: none"> ● Craft, sensory, dramatic, etc. set up these areas to give the child the independence to explore the areas independently. ● Be there if the child has questions or needs assistance.
Goals	plan for and create positive learning environments and experiences in which each child's learning and development will be supported
Approach	To create an inclusive environment to help each child feel welcome and foster acceptance of all diversities and needs
Expectations	<ul style="list-style-type: none"> ● Our educators will need to learn how each child expresses their feelings. With the different age groups each child learns differently ● Adapt the program to fit each child's needs and wants. Listen to the children and get to know their interests. ● By encouraging the children and teaching the children how to work through situations on their own rather than problem solving for them. ● Showing the children that it's great to be an individual and accept other people's differences at a young age, by having different cultures as part of the room.
Goals	Foster engagement of and ongoing communication with parents about the program and them children
Approach	<ul style="list-style-type: none"> ● To make every child feel that they are part of the class. ● Include the families into their child's day.
Expectations	<ul style="list-style-type: none"> ● Speak with all the children during class discussions. ● Ask all of them questions and encourage the whole class to listen. ● Include everyone. ● Speak with the parents daily and involve them with everyday activities and updates.
Goals	Local Community and Outside Centre
Approach	To get our name into the community
Expectations	<ul style="list-style-type: none"> ● Encouraged Parents to attend and participate in the annual events, including the Fun Fair and The Breakfast and Vendors Sale. ● 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. ● 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. Staff are to attend and interact with parents during fundraisers
Goals	Prohibited practices
Approach	The policies are put in place to create a safe environment for all children and families to enjoy. Any inappropriate behavior will not be tolerated
Expectations	<p>The following practices will not be permitted in the Centre</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 highchair, 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 childcare Centre or home childcare 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, or student who on educational program with licensee shall engage in any prohibited practices set out in subsection with respect to a child receiving care.</p>
Goals	Document and review the impact of the strategies set out in clauses a to j on the children and their families
Approach	Ensure that all staff is aware of any changes. In all policies
Expectations	<ul style="list-style-type: none"> ● Staff collectively, as a team reflective on how the daily documentation and daily activities work within the Centre. During regular staff meetings as a team we collaborate and work through all the new and old policies. ● 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. ● All ECE's are required to keep in good standings with the College of Early Childhood Educators, and all staff are required to keep their CPR and first Aid current. ● Current Criminal record check with Vulnerable Sector Check ● Any volunteers, students or new staffs are to read and sign off on policies and procedures prior to working with the children ● When changes are made to the parent handbook, a copy will be emailed to all parents for viewing.
Goals	Non-compliances
Approach	To keep our Centre and staff to the best of their ability
Expectations	<ul style="list-style-type: none"> ● Staff will read the policies annually and if there are any changes. ● Staff meetings help to keep all staff on the same page to help staff work as a team ● Staff will have a verbal warning with write up if warranted depending on the non-compliance. ● Prohibited practices will not be tolerated and Staff will be writing up and terminated.
Goals	Staff Support and professional workshops
Approach	To ensure the staff are happy and secure within their role of RECE. to prevent Burnout to help support all ongoing education and workshops
Expectations	<ul style="list-style-type: none"> ● Staff are to maintain and attend complete 2 workshops a year. ● We will help find and encourage us to provide workshops for our staff. ● We help with support and training and mentoring when needed. ● Bring in AKB support to help with training and support classrooms needs

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 workforce.

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.

They are **NOT** counted in ratio.

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

Schedules of Care

We offer Infant -Birth- 18m Toddler, 18m – 2.5 years Preschool 2.5 – 6 years Full time, Full Time 5 Days a week Only in our regular School Age 4 – 13 years Before and After non educational PA DAY and school holidays

All scheduled days are charged, even if absent due to weather, bus cancellation, illness or change in schedule. All Camps are booked on a weekly basis

- PA Day camp,
- March Break camp,
- summer camp
- Christmas Break

Bus cancellation care is available if space permits within the Centre.

Please speak with the office to book your space.

. 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.

Our Waitlist – No Fee Required

Procedure

The licensee or designate will receive parental requests to place children on a waiting list by applying to the City of London & County of Middlesex One list <https://london.onehsn.com>

When a parent applies to the Centre using the one HSN website, an automatic email is sent to us showing your child's application and all the information required.

The Office Administrator will place a child on the waiting list in chronological order, based on the date and time that the request was created.

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

- Staff children.
- Siblings of children that are currently enrolled at the Centre.
- Per age grouping of space and date inquiry was made.
- If we need to hold a space for a sibling, parents may need to pay the daily fees to hold the space. Financially the Centre cannot hold the space for long period of time.

Keep in mind that while there is priority given to some children, that does NOT guarantee that we will have a spot available at your requested start date.

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's application was created.

Parents of children on the waiting list will be notified via phone or email that a space has become available in their requested program.

Parents will be provided with a timeframe of 2 days 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.

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

The Office Administrator will respond to parental inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the Centre.

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 – Please keep update to date going forward
3. Parents signature on all consent forms and financial policy terms.
4. **Waitlist** -There is no charge to be placed on the waitlist.
5. **Early Drop Off** -If you require care before 7:00 am you need to email the Centre 24 hours before, as we need to ensure we have the correct the number of staff on site to maintain ratio.
6. **Drop off** -When you arrive to the Centre you need to accompany your child to the classroom. Your child should not be running through the building. A minor child is not allowed to bring your child to their classroom

Maintaining Privacy and Confidentiality

1. 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.
2. 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.

Termination Notice- 2 weeks

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 and Late Fee

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 **\$1.00/ minute past** the closing time. This is out of respect to our staff and their families. This is to be paid in cash to the closing staff.

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. Daycare guarantees the confidentiality of phone numbers and address.**



Canada Wide Early Learning – CWELCC

Mount Brydges Sonshine Daycare Is part of the Canada Wide Early Learning Childcare Program.

Meaning all children under the age of 6 years are entitled to the lower cost of care. Based on our childcare rates of March 2022

Base fee this is the childcare fees as of March 27, 2022

Non-Base fees – these are fees that the Centre does charge over above our regular childcare fees. These are not regulated by the CWELCC amounts but by the childcare Centre.

Non-Base fees any fundraisers or craft payments amounts, class photos, grad photos, and NFS fee. \$1.00 /minute after closing.

The Canada Wide Early Learning Program is always changing, and I will update as we receive information.

On all closure days, parents will be charged their normal daily fee. This is a Centre, Board decision

Closures - *Normal parent fees are charged these days.*

Some closures do become last minute, and notice is given to parents asap.

When the Centre is closed for inclement weather, the Centre will be charging parents their normal daily parent fee.

When the Centre must close to accommodate staffing issues, the Centre will be charging parents their normal daily fee

Parents will be notified of all closures through seesaw and mass emails. Please notify the Centre if you find you aren't receiving these emails

Possible closures but not limited to; Illness, inclement weather, staffing issues, septic tank issues any unplanned disruption of normal operations of the Child Care Centre included by not limited to utilities water hydro Gas and listed stat days. Normal parent fees are charged these days.

If enrollment is low over Christmas break period, the Centre may close extra Days. Notice will be put out in advance. Normal parent fees are charged these days.

Professional Development Days -Usually in November

Plenty of notice is sent to the parents through email and Seesaw as well as posted on the Centre doors. This is Childcare wide through London and county. No charge will be sent to the parents for this day.

Staffing

Under Ministry regulations we must follow staffing guidelines for adult to child ratio. We do have some supply on-call staff to help, but we do not have access to any temp agencies for supply staff for times of serve illness of staff.

Invoices /Payments

Invoices are sent out at the beginning of each month by email. Payments are due 15 days after receiving your invoice. It is expected that your account is to be kept up to date, parents are welcome to set up payment schedules if required of weekly, bi-weekly or monthly.

If your account is in arrears for longer than a 1-month period, or if you carry a balance a notice will be sent, and your child will no longer be allowed in program until the amount is cleared up.

**We only accept: Email E -Transfer to sonshinedaycare@live.ca, cheque or cash.
NSF payment**

In event of your cheque being returned to NSF, we shall apply a \$10.00 processing fee to your account. Further payments will need to be received in cash or certified cheque. This is standard licensed care policy.

Receipts are given for cash payments, upon request.

Tax receipts are filed and distributed in February of the following year.

Statutory Holidays – see CWELCC for other closures

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

We are CLOSED the following Stats.

- | | |
|--------------------------------|---|
| 1. New Years Day | 2. Family Day |
| 3. Easter (Good Friday) | 4. Easter Monday |
| 5. Victoria Day | 6. Canada Day |
| 7. Civic Day | 8. Labour Day |
| 9. Thanksgiving Day | 10. Christmas Day |
| 11. Boxing Day | 12. Close at 3pm Christmas Eve and
New Years Eve |

Christmas Break changes

During the weeks of Christmas Break if enrollment is low between the holidays, the Centre may add in an extra Day to Close.

The Centre does charge parents their normal parent fee for these days.

Notice is given way in advance of these changes.

Child Care Fees

2023 Fee Reduction

To support continued savings for parents, and as the next phase of fee reductions is implemented, starting December 31st, licensees who opted in and reduced their fees by 25% in 2022 will receive funding to further reduce their fees by an additional 37% to a minimum daily rate of \$12.

- **Example 1:** For a participating licensee whose fee was \$50 per day in March 2022, implementing the 25% reduction in 2022 would have reduced their daily fee to \$37.50 from April to December. Starting December 31, 2022, the daily fee would be \$23.63.

- **Example 2:** For a participating licensee whose fee was \$25 per day in March 2022, implementing the 25% reduction in 2022 would have reduced their daily fee to \$18.75 from April to December. Starting December 31, 2022, the daily fee would be \$12 (minimum daily rate).

Daily Rate 2022 Jan – March 31	2023 CWELCC	2026 CWELCC
Infant Full day - \$57.00 Part time - \$59.00 Flex care - \$60.00 ½ day with lunch - \$35.00 ½ day without lunch - \$29.00	Infant Full day - \$26.93 Part time - \$27.88	Infant \$22.00/day
Toddler Full day - \$49.00 Part time - \$51.00 Flex care - \$52.00 ½ day with lunch - \$30.00 ½ day without lunch - \$23.00	Toddler Full day - \$23.15 Part time - \$24.10	Toddler \$22.00 / day
Preschool Full day - \$45.00 Part time - \$46.00 Flex care - \$47.00 ½ day with lunch - \$29.00 ½ day without lunch - \$24.00	Preschool Full day - \$21.26 Part time - \$21.73	Preschool \$ 21.26/day

Before and After-

**This is a separate waitlist from the rest of the Centre Waitlist
Limited space within program, it is not a continuation from the childcare.**

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 by the childcare regulations due to allergies.

No outside food will be allowed within the Centre. All backpacks and outerwear will be in the school area.

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. Strathroy Community Christian School
5. 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 busing 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 & Primary/Junior Grouping	CWELCC Rates 2023 under 6 years of age	CWELCC Rates 2026 under 6 years of age
Before and after	\$30.00	\$14.17	\$14.17

Extra Care and Full DAY CARE (PADAYs, March break, Summer Camp Christmas break)

Camp	Per Day Over 6 years	Per Week Over 6 years	CWELCC RATES 2023 6 and under	CWELCC RATES 2026 6 and under
Non-Educational Camp days	\$46.00	\$230.00	\$21.73	\$21.73

Please see Before and After School section for prices and Regulations

Childcare Fees are controlled by Canada Wide Early Learning Childcare Program

Sick Days Illness/ Outbreak / Temperature

We are required to meet or exceed all guidelines in place by Middlesex London Health Unit. Any rules and regulations that the health unit tells us to follow. We must abide by these rules and guidelines.

We do Charge for all scheduled days that your child becomes ill.

No use of fever reducing medication is permitted within the Centre. Do not medicate your child before arriving at the Centre, you will not be permitted to stay the day.

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. This needs to be done through our safe arrival link. Please tell us the symptoms your child has

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

- Fever (38.4°C or 101°F) or higher
- Diarrhea (twice in one day)
- Vomiting (once in one day)

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.

- 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 a single bout of vomiting, **48 hours are required from the time of the last episode before returning to the Centre.** When a child has multiple bouts of a longer period away, it will help prevent the spread of infection.
- If the health unit declares an outbreak, exclusion from the Centre is generally increased to 72 hrs. symptom-free.

The child is NOT to return to the Centre for 48 hours home after the end of symptoms, without use of medication

- (no fever reducing or gastro type medication) example Tylenol, Advil, Gravol
- The child is NOT to return to the Centre 48 hours fever free without the use of medication (i.e., Advil, Tylenol, Motrin, etc.)

Use of Fever reducing Medication at the Centre is not permitted

Your child will be sent home if you have medicated them before arriving too the Daycare.

Example but not limited to acetaminophen (Tylenol) or ibuprofen (Advil, Motrin)

Attendance at the Centre under the influence of fever reducing medications is **not permitted** at the Centre.

If you feel that your Child needs to be medicated for any reason, then they do need to be at home.

This includes but is not limited to.

- Teething
- Rash
- Hives
- Immunizations
- Stomachache
- Cough
- Runny nose
- Lack of sleep
- Pain (any kind)
- Headache
- Allergies
- Superficial injuries

If your child is having mild teeth discomfort, staff will do their best to keep them comfortable with cold items like teething rings to help with any pain.

If your child is experiencing stuffiness from the common cold symptoms, we will do the best we can to keep your child comfortable through the day.

At any point that we feel your child is too unwell to be in program we will call you to pick them up

- **Teething** The reference that the Early Years team provided is this: https://caringforkids.cps.ca/handouts/healthy-living/healthy_teeth_for_children
- Alternatives to help with teething are also listed in the above resource:
 - *How can I help my teething baby?*
 - *When your child is getting their teeth, their gums may be swollen and tender. Some things can help:*
 - *Rub the gums with a clean finger.*
 - *Offer them something to chew on. A wet facecloth placed in the freezer for 30 minutes can be helpful, or a teething ring made of firm rubber.*
 - **Do not rub anesthetic/numbing gels on your child's gums. Your child may swallow it.**
 - **Do not give them teething biscuits, which may contain sugar.**
 - **Do not ignore a fever. If your baby is younger than 6 months call a doctor. Older children with a mild fever can be treated at home, as long as they get enough liquids and seem well otherwise.**

Medical Plans

If your child has a medical need or allergy that requires medication on site, with your help we will create a medical plan stating when and why the medication needs to be administered. This plan is then in each classroom and Kitchen, for all staff to know.

We have medical plans that do have the use of fever reducing medications. Within these plans parents are still required to pick up their child after they have been medicated with the emergency medications.

If your child does have to receive Tylenol under a medical plan, you are still required to pick up your child as soon as possible.

This Tylenol is in a locked container in the Childcare office.

Outbreak

When we have multiple cold/flu GI symptoms come into the Centre. We do have to contact Health. They decide based on information that we send them on every child and symptom. Health decides if we are in an outbreak and they provide the rules and regulations that we meet or exceed.

We must have a minimum of 5 days of NO symptoms in children or Staff to come out of Outbreak.

When we are in Outbreak, we must follow Middlesex Health Unit Outbreak rules

Temperature taking

When we feel that your child has a fever, we do take everything into consideration. The regular temperature we go by for a Fever (38.4°C or 101°F) or higher. If we are in an outbreak the temperature guideline is subject to change. Health notifications are posted and sent out to parents.

Temperature protocol – We must go by the temperature taken by our thermometers when sending home

- we look for all signs of any abnormal behaviour to start with, if they are not themselves during that day.
- If a child is upset, either drop off we do wait for the child to be calm and relaxed before temping them
- We also go on touch to see if they are warmer to touch than normal
- We do not temp while outside running around
- we do not temp if they are inside running around
- we do watch the temperature of the classroom they are in
- We do watch the amount of clothing they have on, when we get a very high fever, we will remove some clothing to help bring higher temperatures down
- we wait at least an hour after they have woken up from their nap /unless the child is visually unwell
- We do follow many different protocols when we feel a child is not feeling well, below is the protocol from Health of how we are supposed to hold the thermometer in the ear of the child, as sitting the thermometer just at the base of the ear won't give the actual reading.

We only use ear and underarm thermometers

Middlesex Health Guidelines for Ear Thermometer Use

- **Age:** Suitable for children 6 months and older; avoid for younger infants due to small ear canals.
- **Accuracy:** Less accurate than rectal; best used if child is agitated or for quick checks in older toddlers.
- **Preparation:**
 - Use a clean probe or new disposable cover for each reading.
 - Ensure the child isn't just coming in from the cold (wait 15 mins).
- **Technique (for children over 1 year):**
- **Position:** Gently pull the earlobe **up and back** to straighten the ear canal.
- **Insert:** Aim the tip towards the opposite eye, gently into the ear canal until sealed.
- **Measure:** Press the button and wait for the beep.
- **Read:** Remove and read the temperature.

Our Guide to common childhood infections and illnesses and discomfort

We must follow the guidelines in place by Middlesex London Health Unit. We must provide a safe and Healthy environment for the Children and the Staff that our part of our Centre.

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.healthunit.com/wp-content/uploads/2025/10/guide-to-common-infections.pdf

Medication

For staff to dispense any prescribed medications for your child we need to have written consent from the parents (form in the 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.

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.

When a child starts a new medication, in case of reaction, we ask them not to return to the Centre 24 hours before starting the medication.

All first Dose of Medication be given at home and child given 24 hours out of our care.

Non- prescription medication (Tylenol fever reducing) will not be permitted unless required alongside a medical plan with a doctor's prescription –

- Child's name and age
- Dated,
- Starting with the correct amounts to be given.
- Reason to be given (ex: fever over 100)
- It will be on the director's decision and communication to the parent(s) when Tylenol is given.

Storing Medication and Emergency Medications

All medication is stored at the Centre according to instructions the medication

Non-refrigerated medication is stored in each classroom in the locked bags.

For any medication that needs to be refrigerated, all classrooms have their own refrigerator with a locked box for medication.

Epi-pens, Inhalers

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.

Emergency Medication is locked up when the child is not in the program.

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

All emergency medication, Tylenol fever reducing medication on Medical Plan is kept in the Main Office Always available when required. If given the parent is to be called immediately and the child must be sent home. Child will be monitored for health reasons till parent arrives

No Outside Food

We are a **NUT FREE CENTRE**, to keep all the children safe.

We do ask that:

NO OUTSIDE FOOD



No food is to be brought into the Centre outside, 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.

We can only accommodate allergies and food sensitivities.

Food preferences won't be accommodated.

- 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 dry, and staff will mix it.
- There are 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 thawing.
- 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 food, as we need to make sure allergies are treated correctly.

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 / Supervisor 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 all-natural cleaning detergent on the laundry. Cots and cribs are cleaned with bleach and water solution (guidelines are followed for the mixtur

Outside Play – Please Label All Clothing

The children within our care and staff are to have minimum of 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 may go out for a shorter time frame 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 may go out for shorter times 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.

Part of our curriculum is the outside classroom; we take advantage of the wide-open space that we have available to us. The children enjoy nature walks learning about bugs, birds, wildlife and plants

Sunscreen

The children within our care and staff are to have a minimum of 2 hours a day of outside time, weather permitting.

During Spring /Summer months we may go out for shorter times 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

You are required to provide your child's educators with sunscreen for your child.

Please see the office if you do not wish for your child to have sunscreen applied throughout the day. You will be asked to sign the sunscreen waver.

Your child will still be expected to participate in the outside program.

Rest/Sleep time

We DO NOT offer an awake room for older children that don't sleep.

Kinder and school age do not nap at the Centre.

Infant Children,

parent input is required and our staff will do their best to accommodate your infant child's nap schedule

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

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>

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

Toddlers and Preschool Children

We will take into consideration parental requests around sleep, but we need to follow all Centre policies and procedures. All Preschool children preparing for school are still required to follow the rules and regulations of the childcare Centre.

Toddler and Preschool rest Periods do not exceed 2 hours in length. During this timeframe the staff have their lunch breaks, leaving one member of staff with the rest of the children. There is always another staff available if needed for emergencies. This is counted as part of our reduced ratios.

We do require children to be quiet while on their cots while other children are falling asleep. Any children still awake will be offered quiet books or activities, at their bed /tables. Children are only able to be at the tables if numbers allow and if safe to do so. Staff cannot be out of ratio during sleep and must have full control of the classroom. An extra staff member is available for emergencies.

Our staff do their best to accommodate every parent request, but if a child does fall asleep then a child is showing us that is what he/she needs.

Childcare resources

Child Care licensing Manual

<https://www.ontario.ca/document/child-care-centre-licensing-manual/part-2-canada-wide-early-learning-and-child-care-cwelcc>

How Does Learning Happen

extension://efaidnbmnnnibpcajpcglclefindmkaj/https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf

part 4.8 Equipment and Furnishings

There is a cot for every child who is 30 months or older but younger than 6 years old who receives care for six hours or more.

Part 7.7 Program Requirements for Rest

Program requirements re activity, rest, sleep, outdoor play, etc.

47. (1) Every licensee shall ensure that the program in each childcare centre it operates is arranged so that,

Every licensee shall ensure that the program in each childcare centre it operates is arranged so that,

(a) each child in a licensed toddler or preschool group who receives childcare for six hours or more in a day has a rest period each day not exceeding two hours in length; and

(b) each child in a licensed toddler, preschool or kindergarten group is permitted to sleep, rest or engage in quiet activities based on the child's needs. O. Reg. 126/16, s. 33 (4); O. Reg. 51/18, s. 18 (2).

<https://www.ontario.ca/document/child-care-centre-licensing-manual/part-7-program-children#section-6>

Intent

Subsections 47(2) and 47(2.2) are in place to make sure that a portion of children's day at a childcare Centre is reserved for rest and relaxation to balance all of the activities and play that children do during the rest of the day.

Clarifying guidance

While the need for rest and sleep varies greatly at different ages, and even among children of the same age, rest is an important part of the day for all children.

While not all children need a midday nap, young children benefit from periods of quiet rest and relaxation to balance all the active play they do at the Centre. Some children who are tired may need quite a bit of time to relax and sleep, while others only require a short rest period. Children's needs may also change from day to day or week to week. While children should be provided with the opportunity to rest and sleep if needed, they should never be forced to remain on their cots for a specific length of time.

Programs should take into consideration instructions given by parents regarding their child's sleep and rest period. These instructions should be followed as closely as possible, but the licensee also needs to take into consideration the needs of the individual child.

Where a parent indicates that the child does not need to sleep, the staff should respect these directions but may wish to remind the parent that the program is required to allow the child to sleep rest or have quiet time according to the child's needs.

Infants have their own sleep schedules so licenses are not to implement one specific rest period for infants; this is why only infant rooms and family groups with children who require a crib or cradle must have a separate sleeping area.

How Does Learning Happen page 29

Well-Being: Nurturing Healthy Development and Well-Being Goal for children: Every child is developing a sense of self, health, and well-being. Program expectation: Early childhood programs nurture children's healthy development and support their growing sense of self.

Diapers and Toilet Training

Parents are responsible for providing for your child all of the following

- diapers,
- wipes
- creams.

When your child is ready to toilet train the staff are willing to work/help your child on regular trips to the washroom.

Children need consistency, we ask that if toilet training is starting here that you are doing the same at home

To make this a success we need

- full co-operation from the parents
- Staff and Parent Communication
- Easy clothing that the child can pull on and off
- Use of actual words and not nick names of body parts and bathroom items

Cloth Diapers

We do allow cloth diapers at the Centre if the proper guidelines are followed to assure everyone's health.

We do require a Wet bag for soiled diapers to ensure health and safety reasons

Ratios and Group Sizes

<https://www.ontario.ca/document/child-care-centre-licensing-manual/part-3-ratios-and-group-size>

Age group	Maximum number children per group	Employee to child	Reduced ratio
Infant	10	1-3	Never reduced
Toddler 1	10	1-5	1-8
Toddler 2	15	1-5	1-8
Preschool 1	16	1-8	1-12
Preschool 2	16	1-8	1-12
Preschool 3	16	1-8	1-12
Kinder /School age	13	1-13	Never permitted

Reduced ratios are only allowed during three different periods of time during the day:

- arrival periods: reduced ratios are allowed because in most centres, children arrive at the childcare centre at different times so attendance can fluctuate
- departure periods: reduced ratios are allowed because in most centres, children leave the childcare centre at different times so attendance can fluctuate
- rest periods: reduced ratios are allowed because the children are not very active during rest period, so they need less supervision than during other times of the day

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, police, dentists. We are always looking for new ideas if you have any. During these special days parents are welcome to join us at the Centre

Emergences & 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 to proceed to our evacuation location.

Evacuation locations: Due to no other business in our area neighbour's have been asked.

1. 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
- Bottled Water
- Snacks

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 – split between men's and women's washroom.

First Aid Kits

Each classroom, kitchen, toy shed, and office has a First Aid Kit. Each member of 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**

The death of a child.

Abuse, neglect or an allegation of abuse or neglect of a child while receiving childcare at a home childcare premises or childcare Centre,

A life-threatening injury to or a life-threatening illness of a child who receives childcare at the Centre,

An incident where a child who is receiving childcare at a home childcare premises or childcare Centre goes missing or is temporarily unsupervised, or

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

Confidentiality

All Childcare employees are held to strict confidentiality policy of all happenings within the Centre.

We do need to keep private of different information to ensure that we keep all parental information private.

During an illness, we cannot share which child/children are sick within the building.

No employee is to share any information of another child to a parent that does not belong to that said child.

Activities and Centre's

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 centre's 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 children will encourage them to use their imagination, as well as help 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 them 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 around them. They use problem solving skills as they build. They can incorporate other Centre's together to make things work for them.

Sensory Play Centre's: (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 at and discover the book Centre while incorporating books throughout all center's 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 pretending to play they develop language and co-operative skills, as well as problem solving. It is amazing what a child's imagination can bring to life

Behaviour 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 highchair, 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.

Child Needs and Behaviours and Safety

Support for Childcare and Parents

<https://www.merrymount.on.ca/all-kids-belong-program>

<https://www.tvcc.on.ca/tyketalk>

Within the Centre we support all children and families in respect to all behaviours in a developmentally appropriate way. We do require the support and co-operation of families while working with all children. Children that experience uncontrollable behaviours that include but are not limited to hitting, kicking, biting punching, require the support of parents throughout the day. We may need to send home depending on the situation per day.

All Kids Belong promotes the inclusion of children with diverse needs into licensed childcare settings.

All Kids Belong will come into the Centre to help with supports for the educators to help on a case-by case basis.

Communication by staff and Parent

We offer the same courtesies and respect to all the children as we do to 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 them 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 throughout the day, and parents can enjoy and comment on the beautiful photos.

Negative and rude behaviour from parents will not be tolerated towards our staff with the Centre. If a parent has an issue of concern you need to speak with the office.

Right to Disconnect

Every member of staff has the right to disconnect after the end of their scheduled shift
No parent should be contacting a staff member outside of the Childcare Centre regarding childcare issues.

No staff, other than Director or Supervisor, should be contacting a parent on personal devices regarding childcare issues

All Parental Concerns should be brought to the office in person or through email to the Centre Director or Supervisor or to the Board of Directors.

Directors Cell number is available if needed

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:
Program-Related E.g.: schedule, toilet training, indoor/outdoor program activities, menus, etc.	Raise the issue or concern to Supervisor/ director Ministry of Education Board of Directors
General, Agency- or Operations-Related E.g.: fées, placement, etc.	Raise the issue or concern to: Supervisor / Director Board of directors
Staff-and/or Licensee-Related E.g.: agency head office staff, etc.	Raise the issue or concern to the individual directly or the licensee. 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.
Student- /Volunteer-Related	Raise the issue or concern to the person responsible for supervising the volunteer or student or the licensee. Note: All issues or concerns about the conduct of students/volunteers that put 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.

Steps for Provider, Staff and or licensee in responding to issue/concern.

Address the issue/concern at the time it is raised; or

- arrange for a meeting with the parent/guardian within 1 business day, to address and discuss in full what the issue or concerns are.

Document the issues/concerns in detail.

Documentation should include:

- the date and time the issue/concern was received.
- the name and position of the person who received the issue/concern.
- the name of the person reporting the issue/concern.
- the details of the issue/concern; and
- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

Provide contact information for the appropriate person if the person being notified is unable to address the matter.

- Ensure the investigation of the issue/concern is initiated by the appropriate party within 1 business day or as soon as reasonably possible thereafter.
- Document reasons for delays in writing.
- Delays could be due to issues /concern being brought to the board.
- Parents will be kept up to date if a solution is taking longer the expected.

Provide a resolution or outcome to the parent(s)/guardian(s) who raised the **issue/concern.**

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: Middlesex London Health unit 519-663-5317

College of Early Childhood Educators – www.collge-ece.ca

Ministry of Education, Licensed Childcare Help Desk: 1-877-510-5333 or 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.

Not for Profit – Fundraising

We are a not-for profit Childcare Centre. We do require extra financial assistance through our fundraising to raise money for extra items for the Centre.

Support is not mandatory but is appreciated throughout the Center. Fundraisers will be sent out to parents and advertised in the Centre

Parent Board / Health and Safety Board /Ministry Board

Our parent board is in the hall by the kitchen.

Parent board contains

- Weekly menu
- Board contact info
- Infant Feeding
- Early on Information

Health and safety Board

- Health and safety information
- joint health and safety meetings
- Workplace inspections
- Violence and harassment policy

Ministry Board

- Childcare license
- Ministry required information