



Ledbury Park Childcare Program Parent Handbook

Ledbury Park Child Care Program
95 Falkirk St., Toronto, ON, M5M 4K1
Phone: 416-782-2539 Fax: 416-395-4470
E-mail: info@ledburychildcare.ca

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We offer the following Programs

<i>Program</i>	<i>Teacher: Child Ratio</i>	<i>Licensed Room Capacity</i>
Preschool 2.5yrs-3.8yrs	1:8	24
Kindergarten Before & Afterschool (JK/SK)	1:13	52
School Age Before & Afterschool (Grade 1-6)	1:15	75

We provide a hot catered lunch and 3 snacks daily for Preschool students and 3 snacks for *Kindergarten and School Age children attending both before and after school programs.

Extra-Curricular- Past programs have included

Yoga, Monkeynastics, Martial arts, Music, language, Cooking, Science, Field Trips, Magic, Dance, Scientists in the school, Lego, Multi sports, Coding, robotics and many more!

***Parents are encouraged to participate in meetings, workshops, and events which reflect their culture and interests. Parental involvement is an important element to the success of your child’s experience at Ledbury Park Child Care. Participation also includes verbal or written feedback and sharing information about your child’s development.**

This Handbook is made available to any parent considering whether to register with Ledbury Park Childcare Program and to Parents of Children enrolled. The Parent Handbook will be made available for review when it is modified.

EVERY CHILD BELONGS

At Ledbury Park Child Care Program every child belongs and is welcomed. We are committed to providing full inclusive environments that support the health and well-being of every child in our care to the best of our ability.

For a child who has additional support needs, Resource Educator Consultation Services can be accessed through the Child Care Centre.

QUESTIONS TO ASK A CHILDCARE PROVIDER IN ONTARIO

<https://www.ontario.ca/page/questions-ask-child-care-provider>

**LEDBURY PARK CHILDCARE PROGRAM
FEE SCHEDULE – effective Jan 1st 2022 (Subject to Change)**

Program	Age	Time	Monthly	Daily
Preschool Program	2.5yrs until start of JK	8:30 A.M. – 3:30 P.M.	\$918	\$42.21
Preschool Extended Day Program	2.5yrs until start of JK	7:30 A.M. – 6:00 P.M.	\$1,015	\$46.67
*JK/SK Before School	JK/SK AGE	7:30 A.M. – 8:40 A.M.	\$176	\$8.09
*JK/SK After School	JK/SK AGE	3:15 P.M. – 6:00 P.M.	\$382.50	\$17.59
*JK/SK Before & After School	JK/SK AGE	7:30 A.M. – 8:40 A.M. 3:15 P.M. – 6:00 P.M .	\$558	\$25.66
School Age Before School	6- 12 yrs	7:30 A.M. – 8:40 A.M.	\$173	\$7.95
School Age After School	6 – 12 yrs	3:20 P.M. – 6:00 P.M.	\$375	\$17.24
School Age Before & After	6 – 12 yrs	7:30 A.M. – 8:40 A.M. 3:15 P.M. – 6:00 P.M	\$517	\$24.71
JK/SK & School Age Winter Break	JK/SK age & 6-12 yrs	7:30 a.m.- 6:00 p.m.		\$35.68
JK/SK & School Age March Break	JK/SK age & 6-12 yrs	7:30 a.m.- 6:00 p.m.		\$35.68
JK/SK & School Age PA Day	JK/SK age & 6-12 yrs	7:30 a.m.- 6:00 p.m.		\$35.68

NOTES:***

- A) Preschool program includes Field Trip fees, Holiday and March Break programs
- B) School Age & Kindergarten After School ONLY and Before and After school fee include all PA days
- C) Winter and March break run as a camp and have separate fees for that period for Kindergarten and School age programs
- D) Kindergarten and School Age Before School ONLY programs do not include P.A. days
- E) **Fees paid monthly via Pre Authorized debit on the 1st and require 1 full month notice to withdraw from the program.**

***(Fee schedule is subject to review and change at any time)

Absence from Care: There will be no discounts or refunds for missed days, statutory holidays, sick days, vacations or closures due to snow.

Our Program Statement (Goals)

Ledbury Park Child Care Program is a community based non-profit Centre. Our aim is to fulfill the child Care needs of the community by providing the highest quality care.

Children are naturally competent, capable, curious and rich in potential. Our Educators strive to provide the best experiences and outcomes for children based on the four foundations of Belonging, Well-being, Engagement and Expression.

Our Program uses the document, *How does learning happen?*, A resource about learning through relationships for those who work with young children and their families, as a guide when developing our curriculum, Pedagogy and this program statement.

We believe that learning is an integral part of each activity a child experiences. Therefore, the partnership between Ledbury Park Elementary School and the Childcare Centre is not only practical but also logical and beneficial to both the school and the Centre. We also involve local community partners to provide extracurricular programs.

At Ledbury Park Child Care we believe in providing an inclusive enriched childcare environment, which honors and respects all children's beliefs, culture, language, and experiences acquired from their family and community.

All our staff see fostering the children's exploration, play and inquiry as a key goal in the classroom. We believe capturing and documenting our practice is a form of reinforcement of the learning process for educators, family and children. Staff will support all children's ability to self-regulate, with the goal of this support being that children feel comfortable and confident with the learning environment.

Our play based learning philosophy, emergent curriculum and Pedagogical approach ensures that all children learn with and through material and experiences that have meaning and are important to them. Our Teachers plan learning experiences based on daily observation of not only the group, but individual interest and will foster the children's health and well-being both indoors and outdoors.

We believe in staff forming trusting relationships with children and their families; providing everyone with a sense of belonging. We are committed that children learn to: care about other people; understand other's feelings; cooperate and share; to express their opinions; resolve conflicts; and develop self-competence, self-worth, and self-regulation.

Approaches – How We Will Meet Our Goals

Health, Safety, Nutrition and Well-Being of the children

As a licensed child care operator, Ledbury Park Child Care Program meets and exceeds all health and safety requirements of the Ministry of Education and Toronto By-Laws. We consistently meet or exceed compliance with Toronto Public Health procedures and practices, ensuring we provide physical, instructional, and early learning and care supports for staff to meet or exceed the expectations for nutrition, diapering and toileting routines described in the Preschool and Before and After Care AQL.

Nutrition

Catered meals and snacks, along access to drinking water throughout the day, are provided to all children and staff at Ledbury Park Child Care Program. Our catering company collaborates with a registered dietician to develop a 4 week rotational menu that changes seasonally to reflect in season produce and items to comfort on cooler days and to refresh and energize on warmer ones. Menus that are both nutritious and appealing for young children that follow Canada's food guide and that are diverse. Families can view our menu on the Parent Communication Board outside of the office and on our website. We accommodate dietary or religious food requirements for children in our program.

Food allergies and preferences are carefully adhered to. Anaphylaxis policy is available in our policies posted in the front hall outside of the office and available in our Parent Handbook, which is made available to registered families and those interested in enrolling. Allergy and restriction lists, which include any medical conditions along with individual anaphylaxis plans are posted in each room and office/kitchen and reviewed by staff monthly. Staff monitor and document children's health and well-being and communicate concerns immediately with families.

We post all Ontario food recall warnings from the Canadian food inspections Agency on our social media page.

Our standards of food service and preparation include at least 2 staff trained (currently 4), certified food handlers, temperatures of hot items recorded 3 times before serving, food kept in sealed containers, refrigerator and freezer temperatures in compliance with Public Health regulations and staff handwashing monitored daily by Supervisor.

Our staff make food and eating time positive learning experiences that promote social interactions and self-help skills. Staff encourage children to have a healthy respect for food and eating. Using this time to engage and develop relationships with all of the children. We provide age and developmentally appropriate utensils, dishes and furnishings to enable safe, and successful eating times.

Other ways we promote the health, safety and well-being of each child is by providing a clean and safe environment with limited transitions, eliminating any environmental issues that may cause undue stress to the child, unnecessary disruptions to play and reducing hazards that may cause injury. A visual environment created through displays that are inclusive and are changed regularly to reflect recent interests and artwork created by the children promotes their well-being. Staff familiarize themselves with all information concerning any medical conditions, exceptionalities, medical requirements, and parental preferences in respect to diet, exercise and rest.

Rest Period

We ensure cot and bedding is hygienically maintained. Our staff show flexibility with regards to the routine of the room and the cues of the children. Parents are engaged for guidance in sleep routines at time of enrollment and ongoing as required. We pay attention to how we are meeting the needs of the children and what changes need to occur if we are not. We will work with families to ensure sleep routines at home are not disrupted.

Relationships among Children, Families, Staff and Community Patterns

All staff will support positive and responsive interactions among the children, parents and community partners. We understand that relationships of trust are the basis for learning and co-operation.

Staff utilize principles of family centered practice in which families are recognized as experts on their child's strengths and abilities.

The Supervisor and the Board of Directors will support this through the hiring of qualified, responsive and well trained Registered Early Childhood Educators and assistants who support families in their role as primary caregivers and understand the needs of each child as an individual.

Involve local community partners and allow those partners to support the children, their families and staff

Ledbury Park Child Care is committed to working collaboratively with all our community partners, including Ledbury Park Public School and Student Activity Council (SAC), ensuring positive relationships with administration, school support staff and with teaching staff we share space with daily. Ledbury Park Child Care preschool program is included in all school assemblies, emergency drills, library times, special events and fundraising.

We work collaboratively with Holland Bloorview, local libraries, various charities and local businesses who provide extracurricular programming to enhance our daily curriculum.

Ledbury Park Child Care Program is committed to working with all of our community partners with the mutual goal of providing the best possible child care service to our families.

Families are also invited to participate in our annual re-certification First Aid and CPR course each year.

Encourage the children to interact and communicate in a positive way and support their ability to self-regulate

Staff will role-model appropriate social skills throughout the day to support learning and growth. When educators believe that all children have the right to participate and use inclusive approaches, they are more likely to find ways to reduce barriers, understand how each child learns, and create environments and experiences that are meaningful and engaging. All staff will encourage children to interact and communicate in a positive way, and support their ability to self-regulate; acknowledging that each child is competent, curious and rich in potential. Staff will support children in learning concrete strategies to deal with emotions both good and bad. Some of these teaching tools for self-regulation will include having available toys/language materials that display emotions in their environment. Games with rules and songs, weekly (seasonal) martial arts and team sports on site, encouraging children to serve themselves and clean up after themselves (care of self) at meal periods. We encourage dramatic play exercises which engage children with the situational skills to problem solve (social/ emotional) and prepare a daily written and visual schedule which allows for consistency. Having children help hold ice packs on classmate's injuries or for them to celebrate in a friend's or group accomplishments to recognize empathy.

Foster children's exploration, play and inquiry

Our Programs focus on active play-based learning as the way the children naturally learn best. It is their natural response to the environment around them. When children are manipulating objects, acting out roles or experimenting with different materials they are engaged in learning through play. Play allows them to actively construct, challenge and expand their own understandings through making connections to prior experiences, thereby opening the door to new learning. Intentional play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her innate curiosity and creativity.

Materials are provided that reflect sensory, science and nature encourage children to explore through cause and effect experimentation and observation.

We will also provide different creative mediums and materials for self-expression and to reflect individuality.

We provide music and accessories, which expose children to an assortment of cultural music and musical genres, promoting skills such as language development, rhythm awareness, self-regulation and self-concept.

Natural opportunities for language and literacy are provided through books, show and share, role play and music.

All staff will foster the children's exploration, play and inquiry by providing a variety of activities and an environment rich in content, that supported by qualified attentive and interactive Early Childhood Educators.

Provide child-initiated and adult-supported experiences

All staff will provide child-initiated and adult supported experiences. The Teachers will observe the children and utilize that information to plan and create a positive learning environment based on interests of the child. The Teachers are responsible for introducing new ideas, expand on current interests, provide facts, concepts, build on skills and provide experiences to widen the child's knowledge of that interest.

All Early Childhood Educators need to be reflective practitioners who learn about children through listening, observation, documentation, and discussion with others including families. They will oversee and listen to educate themselves how children make meaning through experiences in the work around them and to have meaningful interactions and engagement with children on a daily basis.

Plan for and create positive learning environments and experiences in which each child's learning and development will be supported

Teachers prepare an intentional plan for learning experiences which will expose child and promotes the on-going learning opportunities and developmental growth for all children enrolled in the program. "As defined in Early Learning Framework, early years curriculum is the sum total of experiences, activities, and events that occur within an inclusive environment designed to foster children's well-being, learning, and development and ensure meaningful participation for every child. It begins with an informed understanding of what children are capable of learning and how they learn effectively; it sets out goals for children's learning and development, health, and well-being; and it provides direction for educators." (HDLH, p. 15 Staff are given formal planning time to prepare experiences that supports individual goals which are incorporated in to the plan. Children who do not nap have programming and developmentally appropriate science, sensory, nature, art, dramatic play, language/ listening, cognitive and manipulative, music and movement, construction/ block play and community and special activities are made available and/or experience planned daily and or weekly.

Incorporate indoor and outdoor play, active play as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.

Staff create areas where children can be exuberant in play or quiet and reflective. Children's individual needs for rest and play are considered and are respected throughout the course of the day. Children in any of our programs will be offered a rest period or nap if they feel the need for one.

A designated cozy area where books and use of tablets (media policy in place), are available for all children to use daily.

We will promote daily active physical play learning experiences for children. "Through active play and physical exploration, children gain increasing levels of independence, learn to persevere and practice self-control, and develop a sense of physical, emotional, and intellectual mastery and competence." (HDLH, pp. 29-30). In support of this, we will deliver physical play learning experiences outdoors at least 2 hours daily in our Preschool program and in our Kindergarten and School Age programs on non-instructional days (PA Days, school breaks, and summer programs). We provide 1 hour of outdoor time during our after care programs for children in JK- Grade 6 during regular school days.

Outdoor equipment is provided to all children and Kindergarten and school age children have daily access to the school field, basketball courts and gym during extreme weather.

Foster the engagement of and ongoing communications with parents about the program and their children

Ledbury Park Child Care Program values engagement and communication with families about our program and their children's learning experience.

It is our directive to provide each family with safe, reliable, high quality licensed childcare. Each family is a part of our community and we strive to make the childcare an extension of each child's home. We do this by displaying family pictures around each classroom, having an open door policy, family events and workshops. We encourage parent volunteers for trips or to show off a special skill in the classroom and most importantly, modeling respectful and caring relationships between staff, administration and Parents.

Families in the Preschool Program can check daily meals and rest information along with checking for important updates through the *Preschool Gazette* app. Parents in all programs have daily interactions with staff and can arrange a meeting when necessary. Weekly emails are sent out to all classes that contain reminders, updates, staff vacation notices, invitations to events, camp/ PA Day information or to share links to online photo albums.

Each classroom will maintain a binder or duo tang for each child containing at least 2- 4 formal observation/interest documentations per month along with art work and/or photographs. Portfolios are assessable to each families to look through at their leisure.

Each Program has an assessable Parent Engagement Binder that contains sections for each of the 11 strategies and how each program puts them into practice.

Supporting staff in continuous professional learning

Ledbury Park Child Care is committed to hiring, training and retaining staff of the highest quality. We hire staff that are kind, creative, positive, hardworking and of course, wonderful with all children.

Ledbury Park Child Care supports the staff in continuous growth and professional learning.

All of our Early Childhood Educators are registered with the College of Early Childhood Educators and must be in good standing. All staff attend mandatory continuing education workshops and certifications through various providers such as Humber College or the City of Toronto throughout the year.

CPR and First Aid training is mandatory before employment and all staff are re-certified annually.

All staff individual certifications added to each program's Parent Engagement portfolio, when possible, with a photo of the staff member putting what they learned into practice in the program.

This Program Statement is reviewed annually to ensure that it is aligned with the Minister's policy statement.

MANAGEMENT OF THE CENTRE

The centre is administered by a voluntary Board of Directors composed of parent users.

The Board of Directors meets once a month. The Supervisor of the Centre attends these meetings to present, discuss and review the activities and concerns of the past month. This meeting provides a forum for assessing whether or not the program statement and goals of the program are being met, and resolving any matters of concern.

Once a year, usually in January, the Child Care Board will hold a General Meeting at which new members will be voted in. All Parents interested in joining the Board may attend.

Parents' suggestions and questions are welcome throughout the year. If a parent wishes to attend any of the Board meetings, please speak to the supervisor so that arrangements can be made. By-laws are available at the centre for you to review.

WAITLIST POLICY

A wait list application can be found on our website www.ledburychildcare.ca

Once filled in, your application will be automatically sent to the centre and you will receive confirmation that your child has been placed on the list as well as your desired program and start date. You will also be given a wait list ID number that is distributed in order of application received.

Families may contact the centre at any time to check the status of their application and how many applications are ahead.

There is no fee to be on the wait list.

We encourage families to arrange a tour of the centre with the supervisor any time before submitting their application or during their time on the wait list. Tours are available by appointment only.

We would appreciate if families could kindly email or call the centre with any changes they would like to make to their application. Such changes may include change of program, preferred start date or removing their child from the list.

Families who have filled out an application will be contacted when a space becomes available. Families will then be asked to come into the centre to complete the required registration package, review policies and provide the first month's fees. Fees are refundable up to one month before the agreed start date.

Our largest intake is September for Kindergarten and School Age programs and July and September for our Preschool program. Families will be contacted around February of their preferred intake year to confirm placement and to start the registration process. At least 1 months' notice will be given to families for start dates that fall during the school year.

Admission of new children into the centre is determined by the amount of spaces available and the position families hold on the wait list, with the exception of the following situations which will be given priority:

- Siblings of children already enrolled in the centre
- Families that live in the boundaries of Ledbury Park Child Care Elementary and Middle school.
- Families that outside of the boundaries of Ledbury Park Elementary and Middle school

Child care operators are encouraged by the TDSB, wherever possible, to give priority to children living in the school's designated attendance area.

Per current TDSB policy, Children enrolled in our Preschool program who live outside the boundaries of Ledbury Park Elementary and Middle School may be able to enroll in the JK program at the school providing they are enrolled each subsequent year in the before and or after care provided by the Child Care until the child is no longer eligible. This demonstrates the need for care to the school.

PROGRAM DEVELOPMENT

The center's staff creates ongoing interaction and communication with parents and caregivers through verbal interaction, *Storypark* Parent Engagement platform (app), Child Portfolios, newsletters, special information notices, posted weekly emergent/interest based program plans, social media pages and parent information boards. Parents are welcome to set up times to meet with staff if they have any concerns regarding their child's development.

STAFF

The Ledbury Park Childcare Program is staffed with qualified teachers trained in Early Childhood Education (RECE) and are all members in good standing with the College of Early Childhood Educators. Each staff member has been trained in our curriculum method suited to the ages of the children in our centre. Occasionally students complete placements at the centre and community members and parents volunteer. Volunteers and students **do not** have unsupervised access to children in our centre and are required to obtain a vulnerable sector search before having contact with the Children.

We work closely with the staff at Ledbury Elementary School to ensure a smooth transition from Child care to School. All staff members are certified and re certified annual in **Standard First Aid and Child and Infant CPR level C**.

ENROLLMENT

We are licensed to admit children 2.5 to 13 years of age. Before admission, all families must complete a registration package. No child will be accepted into the center unless all completed forms have been submitted. Children with exceptional needs will be accepted if the centre has adequate resources to meet their needs. An individual support plan will be in place and will be developed in consultation with the Parent, the Child and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan.

HOURS OF OPERATION

The Centre operates from 7:30 a.m. until 6:00 p.m., Monday through Friday. We are closed on the following holidays

Labour Day	Thanksgiving Day	Christmas Day	Boxing Day	New Years Day
Family Day	Good Friday	Easter Monday	Victoria Day	

The Preschool Program runs as a **12 month program**.

The Kindergarten & School age program will run during **the summer months based on demand** (survey each December).

The centre may also be closed on some additional days during the December holiday season (caretaker lieu stat holiday days). The centre will not operate if custodial staff is not on the premises. You will be notified in advance if the centre must close on any additional days due to Board of Education policy.

GOVERNMENT SUBSIDY

Ledbury Park Child Care Program holds a purchase of service agreement with Toronto Children's Services. Families can apply for fee subsidy by contacting TCS at 416-392-5437

PAYMENT OF FEES

Fees are set according to the ongoing cost of the centre. Fees are calculated by averaging costs over the year and are prorated into monthly amounts. There is no daily fee offered. All programs are 5 days a week. No refunds can be provided for days your child misses due to vacation or illness.

To keep fees low, Holiday and March Break fees are not included in our Kindergarten and School Age fees.

Full day care on these non-instructional days is optional and will be an additional charge.

A Pre Authorized Debit Agreement (PAD) form must be filled out and submitted to the Supervisor before your child will be admitted into the Centre. Monthly fees are debited on the first of each month unless alternative arrangements have been made with the Supervisor. A charge of \$15.00 will apply to NSF transactions or returned cheques. Fees are subject to change.

Income tax receipts are issued by the end of February of each year.

*COVID-19 Recovery Period

1. **No refund** of fees will be issued when a child is awaiting COVID-19 testing results or isolating for 5 days or longer if waiting on symptom resolution.
2. Refunds/credits **will be** issued to families in the event of a **mandatory** closure of the child's room or entire centre due to a COVID-19 outbreak in the childcare or school.
3. Refunds/credits **will be** issued to individuals required to self-isolate who are identified by TPH or childcare as close contacts of a case within the daycare (not school), that does not involve the closure of an entire room or the center.
4. Refunds/ credits will **not** be issued to families with children **not** identified by TPH or childcare as close contacts when the child's program can remain open for operation.

EXCURSIONS

Excursions and community outings are part of our childcare program. Permission forms will be required. Parent participation on these excursions is not permitted due to requirements of the CCEY act.

In the event that all of our Programs are participating in the same excursions the centre will be closed until our return.

ARRIVAL & DEPARTURE

All Children attending the Child Care in **any program** must enter and exit through the Child Care entrance (5) and not the main school doors. No Child is permitted in any hallway before or after the bell other than in the childcare area. The parking lot is closed between 8:30-8:45 a.m. Please plan drop off accordingly if driving.

All children must be escorted into the centre. Parents are responsible for staying with their children until they are ready to come into the classroom. Our responsibility begins once the child enters our classroom, and a staff has acknowledged their arrival. All children, regardless of age, must be signed in and out by a staff member.

Exceptions can be made for older children to arrive unescorted with a parental written request and Management approval.

If your child attends the **Kindergarten or School Age program** and leaves prior to the afternoon school bell for appointments or illness, they must be signed out at the main school Office and exit through the school doors. Families **must** contact the Childcare by email, through *Storypark* or by phone to inform us that their child is not to be expected at Childcare that afternoon. The school does not communicate this information with us.

If Children are enrolled in afterschool activities, religious programs, or attend tutoring after the bell and plan on returning to the childcare afterwards, families must inform the childcare by email, through *Storypark* or phone. Please state the expected return time or the Child, name of program, room number they will be in and the duration of the activity if ongoing..

****New...** Children in the **Kindergarten and School Age programs** must report to the childcare after the bell to be signed in when they have a planned playdate. The person picking up the Child for the playdate **must pick up from the Childcare** and present ID. Parents must inform the Childcare by email or through *Storypark* about the playdate arrangements and include the date and the full name of the person authorized to pick up their child.

If a response is not received from the Childcare confirming receipt of the arrangements then the child must report to the childcare and remain there until authorized to leave by a staff member.

If your **Preschool** child will absent or running late, please notify the centre by 10:00 a.m. by email, through *Storypark* or by phone.

LATE FEES

Children enrolled in the full day Preschool program or in KG or SA after school care must be picked up no later than 6:00 p.m. Parents who are picking up their children later than 6:00 p.m. will be charged a late fee of \$1.00 per minute after the first five minutes. This fee is directly payable to the staff member on duty and a late pick up agreement will need to be signed. Our responsibility ends once you have notified the teacher that you have arrived to pick up your child. Please ensure for the child's safety that they do not run in the halls, leave the building or go into the parking lot unattended. For children enrolled in the shorter Preschool program (3:30 pick-up), the above late fee will also apply for late pick up and will start to be charged if you are more than five minutes late. If you know you will be late, please notify the center.

Parents picking up at or close to closing time must quickly exit the Centre and are not permitted to enter classroom, bathrooms or any hallways after 6p.m.

AUTHORIZED PICK UPS

Children will not be released in taxi's, sent home alone, with a staff member, or with any unauthorized person. Only those people listed on the registration form are allowed to pick up your child. No child will be released to anyone under the age of 14. Exceptions can be made with written parental authorization and approval is at the discretion of the Director. If someone other than those authorized will be picking up your children, then the parent must contact the childcare in writing by email or through *Storypark* with note of consent stating the person's full name. Authorized people will be required to show identification.

WITHDRAWAL FROM PROGRAM

A minimum notice of **1 month** must be given in writing to the supervisor before a child is withdrawn from the program.

A child may be asked to withdraw from the program if the supervisor, after consultation with the Board of Directors, determines that the needs of the child cannot be met by the program and the following steps will be taken.

1. The Supervisor will document the support strategies that have been implemented to date
2. A meeting will be held with all parties who are providing support to develop and action plan. The meeting may include the Supervisor, Special needs consultant and Parent. Alternate care options which may be better suited to support the child needs will be discussed.
3. If it is determined that the centre is unable to accommodate the child's needs, the Supervisor in conjunction with the Board of Directors will determine the communication strategy, and arrange for other appropriate and available child supports. A minimum of 1 month's written notice will be given.

If a parent fails to follow their responsibilities under Ledbury Park Childcare's policies and procedures, they may be asked to withdraw their child from the program. The parent failing to follow the agreed upon policies and procedures will be spoken to and given a written notice. If after thirty days a change has not taken place, the parent will be asked to withdraw their child and their contract with the center will be terminated. The centre's Children's service Consultant will be notified.

FOOD AND NUTRITION

Good nutrition is essential for healthy growth and development. The 2.5 – 3.8 year old children (Preschool) receive a hot, nutritious lunch and two- three snacks daily. School age and Kindergarten children will have a morning and afternoon snack(s) provided by the centre.

Weekly menus are posted in the centre along with Caterer's Public Health inspection report and menu description/approval report developed by a Registered Dietitian.

All meals, snacks and beverages must meet the recommendations set out in the Health Canada documents "Eating Well with Canada's Food Guide".

Nutrition criteria scores available on the Toronto Children's Services website.

Please inform the supervisor of any allergies, restrictions or religious observances.

Outside Food

Outdoor food and drink is not permitted other than water, to be brought into the childcare from home. Food left over from a School Age child's lunch cannot be consumed while in childcare. A catered lunch and snacks are provided for all children attending non-instructional days during the school year e.g. PD days and School breaks.

Exceptions are made for Children with documented medical conditions that require accommodation.

To support families further, if a registered kindergarten or School Age child forgets their lunch they're welcome and encouraged to come to the Childcare for a meal.

SPECIAL CELEBRATIONS

We love to celebrate the children's birthdays with them! For our Preschool Program we order cupcakes from our caterer and choose one day each month to celebrate all of the children with birthday during that month. Birthday celebration date is listed on the monthly Preschool Calendar distributed each month. We do not permit entertainers, decorations from home, treats from home our loot bags in effort to make sure each child's celebration is equitable.

Rest Period

The centre will provide a rest/quiet time following lunch for Preschool age children that does not exceed more than 2 hours of length. It is during this period that the children can regain their energy after a busy morning.

Children in our Preschool and Kindergarten group (non- instructional days) are permitted to sleep, rest or engage in quiet activities based on the child's needs.

Some children who are tired may take a relatively long 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.

The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children. This provision allows for a period during which quiet activities are encouraged and children can nap if required.

Rest time at the child care center should be of such duration that normal sleep patterns at home are not disrupted and we're happy to work with each family to find a balance that meets the Child's needs.

OUTDOOR PLAY

Preschool children spend at least 2 hours outside each day weather permitting. Kindergarten and School Age children who attend on non-instructional days will spend time outdoors for at least 1 hour, weather permitting, unless a physician or parent of the child advises otherwise in writing.

On regular instructional days, Kindergarten and School Age children will spend time outdoors for at least 30 minutes weather permitting, unless a physician or parent of child advises otherwise in writing.

All programs stay indoors when temperatures are above 30 degrees Celsius including humidex or below -10 degrees Celsius in our Preschool and -15 degrees Celsius including wind-chill in our Kindergarten and school age programs.

CLOTHING

A full change of clothing should be on hand in case of any unforeseen emergencies. Please mark all belongings with your child's full name. Indoor shoes must be worn at all times. The center is not responsible for lost clothing, personal items and lost or broken toys.

According to Ministry regulations, all children must spend a portion of their day outside. Please ensure that your child has the proper clothing, boots, hats, mittens, warm coat, and snow pants. Sunhat and sunscreen are necessary once the weather becomes warm.

Activities off Premise

On occasion the center staff and children may participate in neighborhood excursions such as a walk to the library or neighborhood park as part of our program.

A consent form signed at Registration gives us permission to allow your child to participate in these activities.

Any activity requiring transportation such as a School Bus out of the neighborhood will require a separate permission form and advance notice. Ordinary walks in the immediate neighborhood will not require a separate permission form or advance notice.

Off premise activity/Field trip permission forms will include trip information such as activity, address, departure time, return time, mode of transportation, emergency numbers, lunch information if applicable.

A full description of what each child is wearing, their height as well as eye and hair colour will be recorded along with any distinguishing features and taken by staff on the trip.

TOYS FROM HOME

Please keep all toys other than those used during nap time at home to avoid loss or damage. Toys arriving from home will be placed in your child's cubby until the end of the day.

TELEVISION WATCHING AND TABLET USE

The use of TV in the classroom will be kept to a minimum. Videos may be used to extend the interest observed by the children. Videos may also be used in exceptional cases where the programmed activities may not be able to be carried out due to circumstances beyond the teacher's control, such as prolonged periods of inclement weather. When video watching is used under the above instances, it will not exceed 1 hour a week and will be documented on the program plan with the name and length of video. Videos may also be used during special holiday times like Winter Break, March Break and PA Days. Notice will be sent home during those times.

There are tablets for children to use in each program. Our Tablet use policy includes a 15 minute maximum usage time, assessable turn taking chart, no crowding or group play, all games rated appropriately for those in program and periodic screen checks. Children are not permitted to bring in their own devices on non-designated days.

PARKING

Families of the childcare can use the school's Parking lot located off St.Germain Ave.

There is designated drop off and pick up zones around the west and south perimeter of the lot. Children must be accompanied to their classroom.

All day parking is not permitted in the lot; the parking spots are for Ledbury Park E &MS staff and support staff only. The parking lot gate is locked daily at 8:30 and re-opened at 9a.m.

SPACE LIMITATIONS

Ledbury Park Child Care Program has the right to manage enrollment which may result in the rare situation that LPCC not being able to accommodate your child care needs for the next school year. Priority will be given to younger children and children who attend Ledbury Park School. In situations where capacity is limited and expansion is unavailable or not viable, LPCC will provide you with written notice.

SERIOUS OCCURRENCE REPORTING

Ledbury Park Child Care Program has the responsibility to report serious occurrence incidents to the Ministry of Education Child Care Quality Assurance and Licensing within 24 hours and post information regarding the incident within the child care on a Serious Occurrence notification form for 10 days.

A Serious Occurrence incident can include incidents that may require third party medical attention, disasters on premises such as closing due to extreme weather, concerns over operations of the program and others. For full definitions and procedures please visit [http://www.edu.gov.on.ca/childcare/offcies.ghtml.\(reg.38\)](http://www.edu.gov.on.ca/childcare/offcies.ghtml.(reg.38))

Amendment to SERIOUS OCCURRENCE REPORTING – COVID 19 Recovery- July 6, 2020

- 1.1 Childcare programs have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The Director will contact Toronto Public Health to report a child suspected to have COVID-19. Toronto Public Health will provide specific advice on what control measures should be implemented to present the potential spread and how to monitor for other possible infected staff members and children.
- 1.2 Where a child, parent, or staff member is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, The Director will report this to the Ministry as a serious occurrence.
- 1.3 The Director will post the serious occurrence notification form as a required under the CCEYA, unless Toronto Public Health advises otherwise.

*****Amendment to serious occurrence policy & procedure - COVID-19 recovery related
November 9, 2020***

1. SERIOUS OCCURRENCE REPORTING

- 1.1 Childcare programs have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The Director will contact Toronto Public Health to report a child suspected to have COVID-19. Toronto Public Health will provide specific advice on what control measures should be implemented to present the potential spread and how to monitor for other possible infected staff members and children.
- 1.2 Where a child, staff member or student has a confirmed case of COVID 19, the Director will report this to the Ministry by submitted a serious occurrence under the category of suspected/confirmed case of COVID-19.
- 1.3 Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual test positive for a confirmed case, the Director will update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual is confirmed as a case and there is not an open serious occurrence report under this category, the Director will submit a NEW report.
- 1.4 Should the entire child care, part of the child care (i.e. a program room) close due to a “confirmed or suspected case” (as defined above), a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. The Director will include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.
- 1.5 A serious occurrence is required to be submitted under the category “Unplanned disruption of service”, with the subtype “Other emergency relocation or temporary closure” when: the entire child care (i.e one or some of the program rooms) close for reasons that may be related to COVID-19 that do NOT include a confirmed or suspected case (as defined above). For example, where a program room closes due to an individual who is exhibiting only 1 symptom is being tested for COVID-19 a serious occurrence for an “unplanned disruption” would be reported. ** A second serious occurrence under the category “suspect/confirmed case” is required to be reported should the incident develop into a “confirmed case” of COVID-19. The “unplanned disruption of service” serious occurrence will then be closed by the Program Advisor. Where a serious occurrence has been reported for a suspected case (as defined above), and the individual’s tests results are positive, the Director will update the original serious occurrence report submitted and add the information.

MINOR ACCIDENTS REPORTING

Minor accidents and illnesses are common occurrences with children. LPCC staff have been trained in standard first aid and infant and child CPR to enable them to handle minor and more serious injuries that may occur. LPCC staff have the responsibility to report minor accidents and share the LPCC Accident Report with families by the end of the day the occurrence happens. A copy must be given to the Parent.

Parents will be contacted by phone or email should any incident involving the face or head occur no matter how minor.

BEHAVIOUS MANAGEMENT – PREFERED PRACTICES

In the Child Care setting there are acceptable and unacceptable behaviours. We need to ensure the children are protected, safe and healthy, and to ensure that the rights of others and the Centre are protected.

Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages. Staff will discuss and explain the actions and discipline methods when appropriate. In summary, the staff provides a kind and understanding atmosphere that involves helping children to develop self-control and self direction skills. A balance of fairness, flexibility and firmness are necessary in achieving positive behaviour management.

The first process in our behaviour management strategy is understanding child development. This enables us to know the level of understanding that the child has and helps us to determine the strategies to use. Staff, students and volunteers are expected to use the following behaviour management practices when necessary. Staff are required to review this procedure on an annual basis and a behaviour management review is completed annually by the program Supervisor.

1. The teachers set clear limits for the children. The limits are consistent, relevant to the developmental stage of the child, and fair. Once stated, they must be followed through.
2. Expectations for a child are clearly and positively stated. It is our belief that having these clear expectations ensures that children feel secure in their environment.
3. A child should be offered choices, when he/she needs to make a decision.
4. All staff will use the same method using a team approach. The child's needs are discussed and a procedure(s) put into place.
5. Different approaches will depend on different situations and different children, for example:
 - **In the Preschool Program**, the focus is on allowing the children to problem-solve for themselves and using lots of verbalization: redirection, act as a mediator to help children solve their problems, explain why behaviour is inappropriate, make a choice for the child and/or offer other choice alternatives, ignore inappropriate behaviour (when possible), remove the child from the situation until he/she can interact appropriately, and to follow up to discussing the problem with the child before he/she returns to the activity, hold child's hand (i.e. on outings), etc...
 - **In the Kindergarten and School-Ager Programs**, the focus is on self-control and self-direction: use positive verbal and non-verbal reminders in regards to inappropriate behaviour, redirection, act as a mediator to help children solve their problems, verbal problem-solving, peer-mediation, offer other choice alternatives, etc..

Discipline Steps:

1. The teacher will explain to the child that this type of behaviour is inappropriate.
2. The teacher will re-direct the child to a different activity within the room.
3. If aggressive or inappropriate behaviour continues, the child will sit away from the group to calm down and think about his/her actions with a staff member. After a short period of time, the teacher will have a discussion with the child with respect to his/her actions, and then the child will return to play.

Prohibited Practices:

1. Corporal Punishment of a Child
2. Physical restraint of a 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.
3. Locking the exits of the child care centre premise 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 Child care's emergency management policies and procedures.

4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of the child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
6. Inflicting any bodily harm on children including making children eat or drink against their will.

DUTY TO REPORT

Ledbury Park Child Care Program has a legal obligation to report any suspicions of child abuse to the Children's Aid Society.

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Ledbury Park Childcare Program

Date Policy and Procedures Updated: March 5, 2020

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator). Board of Directors or Executive Director.

Staff: Individual employed by the licensee (e.g. program room staff).

Policy

General

Ledbury Park Child Care Program values engagement and communication with families about our program and their children's learning experience.

It is our directive to provide each family with safe, reliable, high quality licensed childcare. Each family is a part of our community and we strive to make the childcare an extension of each child's home.

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Ledbury Park Childcare 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 1 business day. The person who raised the issue/concern will be kept informed throughout the resolution process. The concern and any follow up or resolution will be documented on the Supervisor's report and presented to the Board of Directors at the next meeting of the Board.

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

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the Director or supervisor. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 2 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the Director or Supervisor. 	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Staff, Supervisor-, and/or Director, Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or Director. <p>All issues or concerns about the conduct of staff, Supervisor etc. that puts a child's health, safety and well-being at risk should be reported to the Director as soon as parents/guardians become aware of the situation.</p> <p>Issues with Director should be brought to the Board of Directors attention. Contact information is listed on board outside of childcare office.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Student- / Volunteer-Related	Raise the issue or concern to <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student or <ul style="list-style-type: none"> - the supervisor and/or Director. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the Director as soon as parents/guardians become aware of the situation.	

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 **board@ledburychildcare.ca**.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Executive Director: Christine File 416-782-2539 info@ledburychildcare.ca or christine@ledburychildcare.ca

Assistant Supervisor: Cheryl Ludgate 416-782-2539 info@ledburychildcare.ca or cheryl@ledburychildcare.ca

Board of Directors: Board@ledburychildcare.ca

Ministry of Education Consultant: Hazel Tervit-DiMillo 905-251-0151

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Toronto Children's Services Consultant: Arynne Crosbie 416-392-5676

College of Early Childhood Educators: 416 961-8558 or info@college-ece-ca

Confidentiality

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

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

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

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

Health Policy

Ledbury Park Child Care's Health Policy follows the provincial Child Care and Early Years Act Regulation and Toronto Public Health guidelines for Day Nurseries. The Policy also contains guidelines that ensure the smooth operation of the Centre and the well-being of the children and staff. The main objective of the Policy is to minimize the spread of illness. It is not the responsibility of the Centre to care for sick children. Parents are expected to co-operate in full with this policy for the protection of their own child, the health of all the other children at the Centre and the Centre's Staff.

Prior to your Child's Admittance to the Centre

1. Parents' Responsibilities:

- Before your child starts at the Centre you will be required to have a medical history and immunization record which includes annual Influenza vaccine (deemed appropriate by Toronto Public Health), for your child completed. Any child that does not have the above in their file before starting child care will not be accepted until we have said forms in the child's file. *An objection in writing is accepted if a child is not immunized for reasons of religion, conscience or health exemption. In the case of a medical exception, a legally qualified health practitioner such as a doctor must provide the licensee with written documentation. A Ministry-issued form must be completed for both medical and religious/conscience exemptions for immunization. An objection based on religious/conscience grounds would need to be sworn or affirmed before a commissioner for taking affidavits (e.g. licensed paralegals, justice of the peace, etc.). Both the parent of a child or adult seeking an exemption and the commissioner would be required to sign the ministry-issued form.*
- Exempt students will not be suspended from school, but will be excluded if there is an outbreak or case of a vaccine preventable disease (e.g., measles). Children and staff who are not up to date with their immunizations will be excluded from the child care to minimize the risk of spreading the disease.
- Inform the Supervisor about any known allergies (food, medicine, or animals)
- Adhere to the childcare's and Public Health guidelines for Exclusion times from childcare.

LEDBURY PARK CHILDCARE PARENT HANDBOOK & POLICIES

- When your Child is returning to care after having a confirmed communicable disease, we may require a Physician's note to confirm that your child is free from infection and is no longer contagious. This will be at the discretion of the Supervisor.
- In untreated cases of both reportable and non-reportable diseases, for reason due to religious, conscious/personal beliefs, Professional recommendation or medical reasons, a Physician's note will be required either stating that the child is not contagious or the date which the child will no longer be contagious and can return to care. In the case of Strep Throat or Scarlet fever, infectious period can range between 10-21 days in untreated cases.
- A Physician's note will be required to confirm your child is free of infection and is no longer contagious for ALL reportable diseases which include measles, Mumps, Pertussis, Norwalk, Chickenpox and Rubella.
- Should a Parent opt out of treatment for a confirmed reportable or non-reportable disease, Child to remain excluded from Child Care until no longer infectious as determined by a Public Health Nurse or Doctor.

2. Centre's Responsibilities:

- Maintain accurate immunization and allergy records for each child (based on parents' submissions)
- Inform all Parents about all known allergies in Centre
- Post all known allergies and Individual emergency plans in the Centre (kitchen and classrooms)
- Contact Toronto Public Health to report any suspected or confirmed Reportable Communicable Diseases and outbreaks
- Provide fact sheets to families of any communicable diseases occurring in the childcare
- To isolate sick children with staff member out of classroom until Parent/ Guardian arrives
- Disinfect toys in Preschool and Kindergarten program weekly and monthly in School Age programs
- Professional clean carpets/rugs twice per year where laid
- In the case of biting incidents, Guidelines set by Toronto Public health will be followed. The wound will be cleaned and a cold compress will be applied. It is the Centre's policy to provide an accident report to the Parent of the child bit and an Incident to the Parent of the Child who bit. If the skin was broken, and if any blood, the wound will be allowed to bleed, will be cleaned carefully with soap and water. Both families involved will be contacted within 2 hours and will be advised to contact their health care provider regarding post- exposure immunization and advice. The Centre will provide a fact sheet to both families involved about "biting Incidents". If either child has hepatitis B, C or HIV, the Centre will report the incident to Toronto Public Health as soon as possible and ensure confidentiality of the children and parents is respected.

ANAPHYLAXIS

Parents of children that have been diagnosed with an anaphylactic allergy have the responsibility to provide a detailed individual emergency plan done in consultation with a Physician. The Parent is to train the Program Supervisor on their child's emergency plan prior to the first day of care who will then train all staff, volunteer and student. It is the Parent's/Guardians responsibility to inform the Program Supervisor of a child's allergy at the time of registration and provide an annual update of any allergy changes.

DRUG ADMINISTRATION

In accordance with The Child Care and Early Years act, all medication must be placed in a lockable container. We ask that you place the medication in the locked medicine box in the refrigerator. Should the medication be required in the evening, it is the parent's responsibility to take it home at the end of the day. Any medication that is not to be refrigerated will be placed in the medication box in the kitchen.

- The Centre will administer medication when it is required during program hours.
- A physician must prescribe all prescription medication.

LEDBURY PARK CHILDCARE PARENT HANDBOOK & POLICIES

- All products containing Drug Identification Numbers (DIN) require a schedule of administration and applicable record keeping. Requirements apply to medicated ointments, vitamins and over the counter medication. Due to their frequent use, Sunscreens, lip balms and hand sanitizers can have a blanket authorization from a parent on the enrollment form and can be administered without a medication form as long as they are non – prescription and / or they are not for acute (symptomatic) treatment, whether they have a drug administration number or not.
- Medication will be administered to a child only from the original container. The container must be clearly labeled with the child's name, name of medication, the dosage, the date of purchase, and instructions for storage and administration. Documentation is required from a physician for medications that are non-prescription.
- Parents must complete a signed 'Medication Authorization Form' indicating the times the medication is to be given, as well as the dosage.

**** For use of Epi-pens and Anaphylactic Shock – A separate Policy with regards to this will follow. Please speak to the Supervisor if your child suffers from Anaphylactic Shock and uses an Epi-pen****

SMOKE & VAPE FREE

In accordance with the Smock- Free Ontario Act, no person shall smoke tobacco or hold lighted tobacco or vape in or around the child care center whether or not the children are present. This includes playground, school property and surrounding areas.

VOLUNTEER AND STUDENT SUPERVISION

All volunteers and Students are supervised by an Employee at all times and are not permitted to be alone with any child who receives child care at Ledbury Park Child Care Program.

LPCC is required to have written policy and procedure regarding volunteers and students that set out the roles and responsibilities of the Child Care and Supervising employees; and the roles and responsibilities of Volunteers and Students.

Please speak to the Supervisor if you would like a copy of these policies and procedures.

PLAY IN STANDING AND RECREATIONAL BODIES OF WATER

Play in standing and recreational bodies of water in a licensed childcare setting (Best Practice)

The Ministry of Education and Ledbury Park Childcare support play-based learning and sensory explorations and encourages the use of on – premise splash pads, sprinklers, hoses or water tables.

*Children will be under close supervision of adults at ALL times

MINISTRY REQUIREMENT- Effective June 1, 2013

***Prohibited** access to and use of standing and recreational bodies of water (e.g., ponds) and recreational in-ground / above-ground swimming, portable / “kiddie” / inflatable wading-type pools

Policy Review:

Policy shall be reviewed by all staff, Volunteers and students before starting at Ledbury Park Childcare and annually thereafter.

Ledbury Park Childcare may have children attend and use public splash pads.

*Use of regulated public facilities only

*There is to be a qualified life- guard(s) on duty at all times in accordance with Reg 565 (Public Pools)

*The rules splash pads are followed

*The children are accompanied and directly supervised by adults at all times (person who is 18 years or older)

*CCEYA child /teacher ratios are met or exceeded

LEDBURY PARK CHILDCARE PARENT HANDBOOK & POLICIES

*Parents/ Guardians are advised of the field trip and have signed a consent form

EXTREME WEATHER

During extreme weather alerts, including, heat, smog, wind chill advisories, children will not participate in the outdoor program and an alternative gross motor activity will be implemented.

Ledbury Park Childcare will follow the direction of the Toronto District School Board (TDSB) regarding weather to close the center before the end of a regular operating day. If the TDSB and/or the principal of Ledbury Park Elementary and Middle School determine that the school will be closing, the Supervisor or Designate of Ledbury Park Childcare will inform parents by phone or email and social media that they must come immediately to pick up their children.

Please refer to local news or social media for direction from the TDSB. Ledbury Park Childcare **will NOT** open should the TDSB close schools due to severe weather.

Ledbury Park Childcare **WILL** open if school busses are cancelled and if the school remains open to receive children.

When severe weather warnings are issued the staff of Ledbury Park Childcare may request that if possible parents pick up their children as early as possible in order to enable the staff to leave for home earlier than usual. We ask that parents of children attending Ledbury Park Childcare be sensitive to the needs of the childcare staff that have to commute home during dangerous weather. Also, parents may be required to stay with their children first thing in the morning until enough staff arrive to meet required ratios.

EMERGENCY MANAGEMENT

Ledbury Park Child Care Program has emergency management policies and procedures.

Please see our Fire Procedure located in the front entry posted by the office and Ledbury Park E&MS Emergency Procedures located in the Child Care Office posted on the Health and Safety Board.

Individual Medical and Anaphylaxis Emergency plans are located in each classroom and in the Child Care office.

In the event of an emergency evacuation, families will be notified by staff to their child's location by phone when settled at the designated emergency shelter.

In the event of an emergency where evacuation is not prohibited, families will be notified by phone or email when all clear is declared.

PRIVACY OF INFORMATION

All staff and volunteers understand that they will have access to confidential information about children and families. They agree to keep this information in strictest of confidence. Before sharing information about the children with outside agencies or the school, staff will obtain parental consent. All documentation of consent to share information will be kept on site in the child's file (if applicable)

LEDBURY PARK CHILDCARE PARENT HANDBOOK & POLICIES

Sleep policies and supervision

- Children's cots are placed in the Preschool room staff ratios always followed and Student and Volunteers are never left unattended in the sleep room
- There is sufficient light in the sleeping area or room to conduct direct visual checks
- Children will be assigned to individual cots which are labeled with the child's name in accordance with Ontario regulation 137/15 33.1
- A labeled bed plan is displayed on the classroom wall and assessable to all staff, parents and other individuals and any changes will be communicated verbally to the parent or reported on the child's daily report.
- Parents will be consulted respecting a child's sleeping arrangements and preferences at the time the child is enrolled and asked to fill out information regarding rest on the registration form. Parents to be consulted at any other appropriate time or upon a parent's request.
- Registration form which includes information regarding rest and sleep preferences, reviewed and kept with the staff in the classroom binder for each child.
- Parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding children's sleep, the policy is included in the Parent Handbook
- Observations of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to Parents either verbally or on the daily online report and logged on a chart in the classroom and will result in adjustments to the manner in which the child is supervised during sleep time.
- Blankets, bedding, pillow cases and comfort toys sent home each Friday or more often if needed for washing.
- Sleep times are recorded in each child's daily online report upon Parent request

LEDBURY PARK CHILDCARE PARENT HANDBOOK & POLICIES

FULL LIST OF POLICIES AND PROCEDURES

Please speak directly to the Supervisor should you wish to see the centre's Policies and Procedures which are located in the front hall.

1. Sanitary Policy
2. Serious Occurrence Policy
3. Medication Policy
4. Behaviour Management Policy
5. Police Reference Check Policy
6. Playground safety policy
7. Ill child Policy
8. No Smoking Policy
9. Flushing for Lead (safe drinking Policy)
10. Anaphylaxis Policy
11. Seat Belt, car seat policy
12. Media Use
13. Volunteer and Student Supervisor
14. Staff Training and Development
15. Emergency Preparedness
16. Financial Policies
17. Occupational Health & Safety Policy & AODA customer service policy

*Ledbury Park Childcare is in compliance with AODA, please speak to us about any accommodations you may need for you or your child.

AODA Feedback forms are located by the main entrance of the childcare.

DOCUMENTS REFERENCED AND LEGISLATION

Some of the Ministry documents we reference in our program include the following:

How does learning happens? Ontario's Pedagogy for the Early Years

<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

Early Learning for Every Child Today (ELECT)- Ontario's framework for early childhood settings. <http://www.cfcollaborative.ca/wp-content/uploads/2010/10/ELECT.pdf>

Toronto Children's Service AQI assessment criteria that we're evaluated annually against.

<http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=c9a0391869c63410VgnVCM1000071d60f89RCRD&vgnextchannel=922e8ed34ce9e310VgnVCM10000071d60f89RCRD>

The Early Years and Child Care Act 2014- Ontario's Child Care legislation

<https://www.ontario.ca/laws/regulation/r1>

