

# PARENT HANDBOOK

## Wee Care Educational Services Program Statement (CCEYA 6.2, R014, O Reg 137/15s)

Wee Care Educational Services Inc. is dedicated to supporting and guiding children's learning, development, health and well-being in a safe environment while offering a quality program that is consistent with the Minister's policy statement on programming and pedagogy.

*"How Does Learning Happen?" (2014)* Ontario's Pedagogy for the Early years, is a professional learning resource guide that sets out a shared understanding through relationships with all families, children, educators and the learning environment. Pedagogy is "the understanding of how learning takes place and the philosophy and practice that support that understanding of learning." How Does Learning Happen is organized around 4 foundational conditions that are important for children to grow and flourish. These 4 foundations apply regardless of age, ability, culture, language, geography or setting. They are aligned with the kindergarten program and are conditions that children naturally seek for themselves.

**Belonging** – refers to a sense of connectedness to others, and an individual's experience of being valued, of forming relationships with others and making contributions as part of a group, community and the natural world.

**Well-being** – addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self regulation skills.

**Engagement** – suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking and innovating, which are essential for learning and being successful in school and beyond.

**Expression** – or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and the use of materials, children develop capacities for increasingly complex communications. Opportunities to explore materials support creativity, problem solving and mathematical behaviours. Language-rich environments support growing communication skills, which are foundational for literacy.

Wee Care views all children as being competent, capable, curious and rich in potential. Children are encouraged and supported by our educators to make their own choices, choose their learning materials and interact with our program staff, volunteers, students on placement, other adults they may encounter as well as their peers. Our educators will make positive connections and responsive interactions among children through their play. They will build a sense of belonging with them that will lead to trusting relationships making them feel safe and secure.

### **OUR PROGRAM GOALS**

Wee Care offers a program that fosters children's play through exploration and inquiry by providing an environment rich in content that encourages both adult supported play and child initiated play. Play allows the children to actively construct, challenge and expand their own understandings. They can investigate, ask questions, solve problems and engage in critical thinking.

As a Licensed Child Care facility, we meet and exceed all health and safety requirements set out by the Ministry of Education. We stay current on best practices and regulations in the Early Years throughout our program to promote the wellbeing of our children. Our program staff, volunteers and co-op students will provide a nurturing, healthy and safe learning environment for all children by balancing the diverse needs of each individual family.

Children are able to explore both indoors and outdoors. The outdoor learning environment provides extended opportunities for all elements of learning, from gross motor development, nature exploration, independent and cooperative games. When the weather is increment, our educators will provide indoor gross motor and music and movement activities.

Our program offers a daily resting time. For children that are 18 months and older, they may choose to rest, sleep or participate in quiet activities. For children 18 months and younger, our staff will meet the napping needs of each individual child and expectations set out by their parent.

Our qualified food handlers provide nutritious meals and snacks to each child in our care, with the exception of baby food and formula for infants that are unable to eat from our scheduled menus. Our cooks offer a variety of food choices that follow the Canadian Food Guide. We aim to meet the needs of every child's individual food preferences, life threatening food allergies, food intolerances and cultural food preferences.

Wee Care is committed to offering and supporting ongoing mandatory and voluntary professional learning opportunities. Formal professional learning is vital,

but we also understand that the most valuable professional growth happens day to day, as our staff co-learn with the children and each other as self reflective professionals.

Our educators work together with families to share a mutual understanding about decisions made on behalf of the children. Communication is both cooperative and collaborative. Regular engagement happens with the families through informal documentation, conversations and special events. We embrace opportunities to listen and learn alongside with our families and their children. We are committed to open conversations that are courteous at all times to all parties even if it involves a concern from the family. Together, we will find the best resolution for all parties involved.

Our educators are always learning with the children and engage with them regardless of their abilities and stages of development. We offer an inclusive program meeting individual needs of all children and families. Wee Care uses multiple community supports to enhance our program such as, the Ministry of Education, Halton Region, ROCK, Community Living, Quality First, and our local high schools and colleges for mentoring experiences with co-op students. Each child and family offers individual uniqueness and diversity to our program. We invite each family into our learning environments to contribute to their child's learning and to offer their perspective and knowledge to enrich our program. Our educators will gain a deeper understanding of children's developing skills and will support new learning experiences through shared thinking. "When educators take a purposeful, curious approach to new experiences and ideas rather than acting as experts, children are more likely to engage in creative problem solving and more complex play and inquiry." *How Does Learning Happen*

Our educators will support the children's self regulation through their play, by observing them and being attentive to them. "Self regulation is about how a child is able to deal effectively with the stressors and then recover." Our educators will support and help the child to develop strategies to remain calm and to regulate/recognize their emotions while helping them recognize the effects of their actions on others and within themselves. "When children are calmly focused and alert, they are best able to modulate their emotions, pay attention, ignore distractions, inhibit impulses, assess the consequences of their actions and understand what others are thinking and feeling." *How Does Learning Happen*

## **PHILOSOPHY**

Wee Care Educational Services is committed to providing trustworthy childcare to meet the needs of families with young children. Our qualified and experienced staff will provide your children with a safe, healthy and clean learning environment. Through daily planned and implemented age appropriate activities, our staff will motivate, support and educate your children individually and in small

group settings. Your child will be encouraged to participate in a variety of developmental indoor and outdoor activities, which will foster their social, emotional, intellectual and physical skills. A trusting and professional relationship between our staff, families and volunteers is very important. Working together, we will provide the children with high quality Early Childhood Education.

### **PROGRAM AND STAFF DEVELOPMENT**

Programs are re-evaluated regularly to reflect changes to the Child Care and Early Years Act. Weekly themes are created to stimulate the children through planned age appropriate learning experiences. Our Wings of Discovery Program offers Science exploration monthly. Our monthly newsletter will be sent out explaining upcoming events, themes and special days. Your child will receive an evaluation annually in the Fall to assess the skills and development areas the children exceed in and the areas we as educators must plan for to enrich our programs. If you would like to discuss your child's performance at any time, please book an appointment to meet with the class teacher/supervisor.

Our staff participates in a variety of Professional Development workshops to enhance their skills and knowledge as Early Childhood Educators. Our Wee Care team is a member in good standing with Quality First. Our commitment is to work towards high quality environments and interactions for children in our program. Staff meetings are scheduled to discuss new ideas and to review many areas of our program.

Effective August 31<sup>st</sup> 2015 under the **Child Care and Early Years Act**, new regulations state that, "every licensee shall ensure that every employee working at a child care centre has a valid certification in **Standard First Aid, including Infant and Child CPR**, issued by a recognized training agency."

### **AGES OF CHILDREN**

Wee Care will accommodate children ages 3months – 12 years old

<b>Group</b>	<b>Ages</b>	<b>#Children</b>	<b>#Staff</b>
Infants	3 – 18 months	3	1
Toddlers	1.5 – 2.5 years	5	1
Preschool (including J.K/S.K)	2.5 – 5.5 years	8	1
School Age (grades 1+)	5.5 – 12 years	15	1

### **DAYS AND HOURS OF OPERATION**

Wee Care will operate 52 weeks each year, excluding statutory and civic holidays.

These include:

New Year's Day

Family Day

Good Friday  
Victoria Day  
Canada Day  
Civic Day (Aug)  
Labour Day  
Thanksgiving  
Christmas Day  
Boxing Day

Our centre is open from 7am – 6pm, Monday through Friday.  
Full Time and Part Time care is offered if space allows. Half days are available for all ages excluding Infants.

### **ADMISSION AND DISCHARGE POLICY**

All families are welcome to view our facility. A tour will be arranged to familiarize you and your child(ren) with our centre, to answer any questions you might have and to complete admission forms prior to enrollment. **A non-refundable registration fee of \$50 is required prior to enrollment along with your first weekly fee payment – full or part time.** This fee guarantees your child(ren) with a full-time or part time space at Wee Care.

We offer two trail days free of charge to help orientate your child and yourself with our staff and new learning environment. We encourage you to stay for a short while in the morning of the first ½ day trial and then offer a full day trail at least 1 week prior to enrollment. This will help to reassure your child and minimize any fears they or you may have.

**Written notice of permanent withdrawal must be given two weeks prior to leaving our centre.** Any post dated cheques or cash in Wee Care's possession over and above this two week notice period will be returned. If no written notice is received, full program fees will be charged. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Wee Care may terminate services if our policies are not followed or fees are not paid.

### **FEE POLICY**

Wee Care accepts payments made by cheque or cash or email transfers. Cheques should be payable to, **Wee Care** and dated for each Monday. Receipts for income tax purposes will be issued by the end of February for the prior year.

**NSF cheques are subject to a \$20 charge.** If your child develops a lengthy illness or must leave the centre for a short period of time, you may wish to take some vacation time (up to two weeks for full time students). Part time students must only pay for the days they sign up for. **If your child misses a day for any reason, you must pay for the days you sign up for. These days may not be switched without the supervisor/director's approval. Part time**

**students do not pay for statutory holidays, and are not entitled to vacation time.** Part time and full time rates are as follows:

<b>Age Group</b>	<b>Full Time Fee</b>	<b>Part Time Fee</b>	<b>Half Day</b>
3 – 18 months	\$392	\$80 daily	N/A
1.5 – 2.5 years	\$331 weekly	\$72 daily	\$53
2.5 – 5 years	\$285 weekly	\$62 daily	\$47

JK/SK, Grade 1+ \$48/day Before and After school Including Transportation  
\$19/day Before School Care \$22/day After School Care  
\$8/trip for transportation

School Age (Grade 1+) \$285 weekly for Holidays/Summer Camp  
\$65/day P.A Day/Holidays

### **LATE FEE**

If you are going to be late (after 6pm), we would appreciate a phone call. The first time you are late picking up your child(ren) you will get a verbal warning. If you are late a second time, you are to pay cash directly to the staff member who was detained that day. A late form will be made out by the staff and must be signed. You will be charged \$5 for the first five minutes and \$2 for every five minutes after that until someone arrives. Please note that if you have not arrived by 6pm, every effort will be made to contact you and your emergency contacts.

### **WAITING LIST**

At Wee Care Educational Services we will not charge or collect a fee or deposit for the placement of a child on a waiting list for admission in our facilities.

If we cannot meet the needs of the potential client, and must put them on a wait list for a future space for their child(ren), our supervisors are to NEVER charge an additional fee on top of our administration fee to hold an unsecured spot in our facilities for their child(ren).

### **VACATION TIME**

Full time students are entitled to a two weeks' vacation/sick leave per year, where no payments are required, because you will pay for statutory and civic holidays. You may take a total of two weeks' vacation in a year after the first six months of enrollment.

Part time students are not required to pay for statutory and civic holidays and are not entitled to vacation time. If you choose to go on a vacation, you are still required to pay for your child(ren) on the agreed days of care.

## **EMERGENCY PROCEDURES**

The staff and children will practice a fire drill monthly to familiarize themselves with the procedure. In case of a real emergency (fire or life threatening), Wee Care has protocols set in place that we feel will best guide and support our staff and children in an emergency situation. In the event of an evacuation, children enrolled at our Howard Ave. location will walk to our safety shelter located at **Park Avenue Manor, 924 Park Avenue West, Burlington, ON** . Our Downsview location's safety shelter is **Financial Planning Services, 355 Plains Rd E, Burlington, ON L7T 4H7**. Parents will be notified of the evacuation immediately by phone, after the proper emergency authorities have been contacted.

## **COMMUNICATION**

Wee Care staff will offer opportunities to verbally communicate with each parent upon arrival and departure times. Staff are to use written communication with parents in the child's "Daily log book" as well as with co-workers in the classroom daily log Book. iPads are implemented in our Infant and Preschool classrooms should the staff need to send quick email messages to parents, with consent, using updated personal email addresses.

It is encouraged that parents can call the centre throughout the day to check in to see how their child is doing. Wee Care staff will call the parent for any questions about their child or for informing the parent of any change in their child's usual behavior/health.

Staff are encouraged to offer positive means of communication with each family so they can both share a mutual commitment in providing the best Quality care to the child.

## **PARENT COMPLAINTS/CONCERNS**

### **POLICY:**

Wee Care Educational Services has an open door policy for all parents, staff, volunteers and co-op students to voice any concerns they may have. All issues and concerns that have been brought to the attention of the staff or supervisor/director will be taken seriously and addressed in a timely manner.

**NOTE:** All issues will be treated confidentially and every effort will be put forth to protect the privacy of parents, children, staff, students and volunteers, unless information must be shared due to legal reasons (Ministry of Education, CAS, College of ECE)

**Reference:** O. Reg 137/15

### **PROCEDURE:**

1. When an issue/concern is brought up to a staff member, they are expected to address the issue with sincerity and understanding. If the concern is not

something a staff member can solve, the issue will then be discussed with the supervisor/director as soon as possible.

2. If the supervisor/director has left for the day, depending on the nature of the concern, the staff will call the supervisor/director at home. If the issue does not need to be discussed right away, the staff will inform the supervisor of the complaint the next working day.
3. Once the supervisor/director has been made aware of the complaint, depending on the seriousness of the subject, the supervisor may contact the parent at home after hours. In the event that the complaint is not of a serious nature, the supervisor will discuss with the parent the next programming day, that the issue has been brought to their attention and that a resolution is trying to be reached.
4. The supervisor will connect with the parent once the issue has been resolved.
5. The supervisor will then need to follow specific protocol based on the seriousness of the issue. (eg. reporting to the ministry)

**NOTE:** If the complaint is related to the centre’s compliance with requirements set out in the CCEYA, it should be reported to the Ministry of Education.

**NOTE:** If the complaint has to do with suspected abuse or neglect of a child, the parent will be advised to contact Children’s Aid Society directly. Staff who become aware of the parent’s concern of suspected abuse or neglect, have a responsibility to report this information to the Children’s Aid Society as well.

6. The following are guidelines to follow when reporting an issue/concern:

<b><u>Nature of Complaint</u></b>	<b><u>Where/Who to Report Complaint</u></b>	<b><u>Steps for responding to an issue/concern:</u></b>
<b>Program Room – Related Issues</b>  E.g: toilet training, diapering, program activities, nap time etc.	Classroom staff directly Or Supervisor/Director	<ul style="list-style-type: none"> <li>• Address the issue/concern at the time it is raised</li> <li>Or</li> <li>• Arrange for a meeting with the parent/guardian</li> </ul>
<b>Centre or operating Related Issues</b>  E.g: fees, staffing, menus etc.	Supervisor/Director	Document the concern in detail: -Date and time -Name of person receiving complaint -Name of person reporting the complaint -details of complaint -any steps that were initially taken to resolve the issue or any
<b>Staff, supervisor, or licensee related Issues</b>	The staff Or Supervisor/Director	-details of complaint -any steps that were initially taken to resolve the issue or any



	<p>Or Ministry of Education</p> <p>All issues or concerns about the conduct of the adult interactions that put the health and safety of a child at risk should be reported to the supervisor immediately.</p>	<p>information that was shared regarding next steps</p> <p>Provide information to supervisor/director</p> <p>Ensure the enquiry of the complaint is initiated and a resolution is provided in a timely manner</p>
<b>Student or Volunteer Related Issues</b>	<p>Staff responsible for supervising student/volunteer</p> <p>Or Supervisor/Director</p>	

### **ARRIVAL AND DEPARTURE**

Young children depend on regular routines for their own sense of security. We ask that you try to establish fixed hours to pick up and drop off your child. Please do not drop off and pick up your child(ren) at the front of the building. You must accompany your child to and from the centre. You must sign your child in and out in your child's daily log book. We ask that you inform a staff member of your arrival or departure before leaving. If your child will not be attending the centre until after 9am we would appreciate a phone call. We also would appreciate a call if your child will be absent for any reason from care.

No child will be sent home with anyone other than someone specified on his or her emergency or admission forms. If you cannot pick up your child and are having someone else come, please fill out the "Change of Pickup" section in your child's daily log. If our staff is unfamiliar with anyone picking up a child, our staff is required to ask for identification.

### **PROHIBITED PRACTICES**

Wee Care staff, volunteers and coop students forbids physical punishment and any other harmful disciplinary practices to protect the emotional and physical well-being of children. This provision sets out clear direction regarding prohibitive practices to support the overall well-being of children. The following practices are never permitted in our childcare centre;

- **Corporal punishment** of the child
- **Physical restraint** of the child such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purposes of preventing a child from hurting himself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- **Locking the exits** of the child care centre for the purpose of confining the child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of our emergency management policies and procedures
- **Use of harsh or degrading measures or threats** or use of derogatory language directed at or used in the presences of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- **Deprive a child of basic needs** including food, drink, shelter, sleep, toilet use, clothing or bedding
- **Inflicting and bodily harm** on children including making children at or drink against their will

All staff and volunteers are required to read and sign our centre's Prohibited Practices Policy yearly. If a serious behaviour occurs with your child, the staff/supervisor will inform you as soon as possible of the circumstances and consult with you in every attempt to help solve the problem.

Young children benefit from an affirming approach that encourages positive interactions with other children and adults, rather than from a negative or punitive approach to managing unwanted behavior.

## **SERIOUS OCCURENCES**

The safety and well-being of our children in our programs is our highest priority. We strive to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, Serious Occurrences can sometimes take place. A Serious Occurrence could include; serious injury to a child, fire or other disaster on site, complaint about a service standard.

Wee Care is required to report a Serious Occurrence to the Ministry of Education who is responsible for our child care licensing as well as Halton Region Children's Services. Effective November 1<sup>st</sup> 2011, we are required to inform our clients of any Serious Occurrences and post this on our parent information board in the front hall in front of the office.

This posting will give our clients information about the incident, any follow up actions and the outcome while respecting the privacy of the individuals involved.

Many factors may lead to a Serious Occurrence report. A Serious Occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that the children are at risk in the child care program.

## **ILLNESS**

Our centre's policies on illness are firm. When your child has an infectious illness, we ask that you keep your child at home for 24-48 hours or until they are no longer infectious.

### **Signs and Symptoms of Illness:**

- \*Unusual or Irregular behavior of the child
- \*Sleepiness
- \*fever of 100 Fahrenheit (37.8 Celsius)
- \*Cough
- \*Poor appetite
- \*Red eyes
- \*Pale skin
- \*Rash anywhere on the body
- \*Diarrhea
- \*vomiting
- \*Cranky/Irritable

Staff to complete daily **Health Checks** of all children upon arrival and throughout the day if changes occur. Staff will document in the classroom daily log book as well as the individual child's daily log.

**A child who is suffering from a fever of 100 F or 37.8 C, diarrhea, vomiting or a communicable disease, may not attend the program. They may return 24-48 hours after the last symptom has disappeared without the aid of medication.**

Please review the **Halton Regions' Period of Exclusion Policy** located on the Halton Region website, <http://www.halton.ca/cms/One.aspx?pageId=11694>. If your child is too ill for school, please inform the centre with a phone call for attendance purposes. All children must be able to participate in regular daily indoor and outdoor activities. If your child becomes ill during the day he/she will be separated from their group until their parent/caregiver can pick them up. A call will be made at first signs of symptoms. Wee Care follows strict guidelines set by the Health Department.

## **SANITARY PRACTICES**

At Wee Care, cleanliness and personal hygiene are very important to us. Keeping the staff and children's hands clean will minimize the potential spread of germs. The children's toys and tables are disinfected weekly using a water/bleach solution and or through our sterile dishwasher. Cot linens are washed weekly by the centre. We do ask that you take your child's blanket or stuffed animal home to be washed weekly. If your child wears diapers, please only bring disposal diapers to

our centre. Each family must supply all diapers, wipes and bum creams. Reminders will be sent home when the supplies get low. Staff will change children with diapers on a change table, disinfecting after each child's use. Our staff will wear gloves for their protection against possible communicable disease and bodily liquids. All waste is discarded in sealed plastic bags. We will assist with toilet training with parent's request. Please be sure to send many pairs of spare clothes when your child begins toilet training. Toilet seats are disinfected after each child's use with bleach and water. The children will wash their hands after using the washroom. If your child has an accident, you will be informed upon pick up, and the soiled clothes will be tied up in a bag to go home. We are not responsible for cleaning the soiled clothes at the centre.

### **HEALTH AND ADMINISTRATION OF MEDICATION**

Each child must be immunized as recommended by the local medical officer of health or parents may obtain a letter of consent from your doctor stating your child will not be vaccinated for medical or religious reasons.

When bringing medicine into the centre, a medication form must be filled out by the parent/caregiver to ensure that staff members administer proper doses to their child. Medication must be given directly to a staff member and must not be left anywhere else. Medicine must be in its original container, must be dated and labeled with your child's name and instructions, and must be accompanied by a receipt if it is a non-prescription (**Wee Care only stores non-prescription medication for children 18 months and younger**).

All staff are required to carry out **Visual Health Checks** on all children and follow the Health departments regulations. Your child may be refused admittance, or require a doctor's note for re-admittance if any of the following are observed:

- unusual skin rash
- unusual, infectious looking sores
- vomiting
- head lice or nits
- red or irritated eyes
- loose bowel movements
- heavy mucus
- fever of 100F (37.8 C)

If your child is too ill to participate in all aspects of the program, including outdoor times, your child should stay home. If your child requires one on one care, your child should stay at home.

### **NAP TIME FOR INFANTS**

At Wee Care, we follow your child's napping schedule. Each family is required to complete a "**Caring of My Infant**" form on their child's first day and update it monthly. It states parents direction on how to put the child down for a nap and what form of sleep accessories should be used for their infant, ie: a pacifier, lightweight one-piece sleeper, an infant sleep sac, as per Health Canada Direction or to leave the infant in their regular day clothes. **Blankets, pillows and stuffed**

**sleep toys are not permitted and will not placed in the crib with an infant.**

All infants will be placed on their backs to nap. This will be communicated to families prior to their child beginning care with Wee Care. Once an infant is able to roll over on their own, the infant is not required to be placed back onto their back during their nap.

Pacifiers must be labeled with the child's name and when not in use, they will be stored in individual labeled containers in the child's cubby box. Pacifiers should not have cords or clips that might be strangulation or choking risks.

**NOTE:** Wee Care Staff will inspect pacifiers daily, checking for tears and holes. Staff will check to see the nipple and handle stays together when pulled on forcefully. Any pacifier showing signs of breakdown should be thrown out right away. Broken or loose pieces are choking hazards.

Infants will never be put to nap with a bottle in their crib. They will be offered their bottle in a calm supervised area.

If an infant shows signs of discomfort, or wakes prematurely, the staff will try every effort to soothe the infant back into a nap. If the infant cannot settle to continue his/her nap after the staff has tried to comfort the child, the staff will remove the child from their crib, document the behaviour/pattern on the **Infant Napping checklist**, as well as the infants daily log book and classroom log book. Staff will call or email parents to inform them of the change of their infants regular nap schedule and to discuss their child's nap routine for the rest of the day (try napping again in 2 hours, no nap needed, etc.) and document this in the classroom log book.

Staff will actively supervise and monitor children who are put into the nap room and will physically assess the infants at 15 minute intervals while napping. Staff will complete the **Infant Napping Checklist** for each child.

Once the child is asleep, staff will physically assess each child by gently touching the child's back or chest to feel the rise and fall of the back or chest, or by feeling the child's breath from the child's mouth using the back of their hand. While assessing the child, staff are to look, listen and feel the child for signs and symptoms of potential illness.(See below for signs and symptoms)

**Signs and Symptoms that an Infant is too hot or feverish:**

- \*heat rash around their neck or face
- \*feels sweaty to touch (bare back/chest)
- \*damp hair
- \*red ears

- \*lack of appetite
- \*pale skin/lips
- \*flushed skin (red face, cheeks, chest, arms)
- \*rapid pulse
- \*a temperature of over 100 degrees Fahrenheit or 37.8 Celsius
- \*rapid breathing

**Signs and Symptoms that an Infant is too cold:**

- \*feet, hands and bare chest feel cold to touch
- \*shivering
- \*lack of appetite
- \*temperature is below regular body temperature of 98.5 degrees Fahrenheit or 36.9 Celsius

**Note: Staff will alert the supervisor if there is any suspicion that a child is not well and the supervisor will then determine next steps, which may include calling parents.**

Staff are required to document comments regarding typical and unusual sleeping patterns and behaviours every time a child is napping. ie: coughing, restless, fever, sleeping as usual, awoke from loud noises, etc.

Staff will document these comments on **the Infant Napping Checklist** and **My Day at Wee Care** daily journal for each infant.

Staff to directly communicate the information to the parent or designate pick up person upon the child's departure or sooner, if needed.

These records will be retained for 3 years after the child is discharged.

**NAP/REST TIME FOR CHILDREN 18<sup>TH</sup> MONTHS AND OLDER**

Children will be given a two-hour resting period, between 12pm-2pm. Children will be given their own labeled cot to for nap time. Children are welcome to bring in a blanket or small sleep toy to help make napping transitions smoother. All children under the age of 5 are required to have a minimum "rest" period of 1 hour per day. If your child does not require a nap, they will be encouraged to participate in quiet activities from 1pm-2pm. If your child requires the use of a pacifier, please label it and it will be stored either on our "soother rack" located in the classroom or in an individual labeled container in your child's cubby or classroom cupboard.

**CLOTHING AND POSSESSIONS**

Your child should be dressed in clothing that is appropriate for the weather and physical activity. A second set of clothing is required in your child's cubby in case of any spills or messes. All children's clothing and toys should be labeled on an inside tag. On show and tell days, please limit your child to one toy.

On October 1<sup>st</sup>, 1999 the Ministry of Community and Family Services introduced a new Playground Safety Policy. Among recommendations, they included a specific foot wear policy which states:

- No slip-ons, flip-flops, jelly shoes or dress shoes with unsafe soles

### **FIELD TRIPS/SPECIAL EVENTS**

Field trips and special outings are planned throughout the year. A notice will be sent out in advance of the excursion informing you of the destination, time and date. It will also include a permission slip to be signed and returned before the trip. The staff will supervise all outings. Parents are always welcome to accompany us if they have a recent criminal reference check. For security reasons, all children and staff are encouraged to wear school WEE CARE t-shirts or green wrist bands. Walking trips to Hidden Valley Park or LaSalle Park will be held periodically, weather permitting.

### **SMOKING**

Smoking is not permitted anywhere on Wee Care property by staff, students, volunteers or parents.

### **NUTRITION**

Meals and snacks are prepared daily by our Certified Food Handling staff. We follow a 4 week rotating menu. We ensure good food handling practices and correct food preparation according to public health regulations. Meals will be modified to meet the needs of children with allergies or dietary/religious restrictions. **Wee Care is a PEANUT and RAW EGG FREE environment.** Please do not bring in any outside food or wrappers into our centre. Weekly menu plans will be posted for the current and following week to assist you in meal planning at home.

**NOTE:** Wee Care will provide all meal substitutes, if needed, when deemed satisfactory by parents. For families that will be providing substitute meals, the director/supervisor will clearly set out the centre's expectations.

1. Parents will not bring in items that may trigger an anaphylactic reaction – *This will vary based on the medical needs of the children enrolled in the daycare*
2. Parents must label all containers
3. Parents are encouraged to provide items in its original packing when possible
4. In the event it is not possible to bring in its original packaging, parents must provide an ingredients list for the food items (ie. Dinner leftovers)
5. Items that have "may contain" on the label and mentions a specific food allergy will need to be discussed with the director/supervisor prior to bringing it into the facility. As noted above, Wee Care does provide food that contains cooked eggs, but does not provide food that "may contain nuts."

## **PARENT/VOLUNTEER INVOLVEMENT**

Wee Care encourages parent and community volunteers. Co-op students from local colleges and high schools will be placed at our centre to learn about Early Childhood Education. All volunteers and co-op students are required to complete a **Criminal reference check including vulnerable sector check**. Volunteers and students do not have unsupervised access to children at any time in our facility and they will not be counted as a part of ratio.

We are open to suggestions and are grateful for everyone's support. Working together, we will provide our children with high quality Early Childhood Education!

**Date of Last Revision: May 2021**

I, \_\_\_\_\_ have reviewed this **Parent Handbook** fully and completely understand the policies stated. I will keep a copy for my/our own records and reference.

I understand that the Program statement may be revised by the operator as regulations or policies change, and I will review the changes and sign off on all/any changes

\_\_\_\_\_  
Director/Supervisor/Designate in Charge

Date: \_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Parent/Guardian Signature:

Date: \_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Parent/Guardian Signature:

Date: \_\_\_\_\_  
Month/Day/Year