

*WeeCare Educational Services, Inc.*

## **PROGRAM STATEMENT**

### **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

Group	Ages	# of Children	# of Staff
Infants	3 – 18 months	3	1
Toddlers	1.5 to 2.5 years	5	1
Preschool (J.K. and S.K.)	2.6 to 5.5 years	8	1
School Age (Grades 1+)	5.5 to 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 \$45 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 trial 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 trial 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 postdated 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 followed:

Age Group	Full Time Fee	Part Time Fee	Half Day
3 – 17 months	\$318	\$66 daily	
1.5 – 2.5 years	\$265 weekly	\$57 daily	\$44
2.6 – 5.5 years	\$225 weekly	\$49 daily	\$39
5.6 – 12 years	\$26/day <i>Before and After School Care</i>  \$7/trip <i>Transportation Daily</i>  \$245 weekly <i>Holidays/Summer Camp</i>	\$13/day <i>Before-School Care</i>  \$18/day <i>After-School Care</i>  \$56/day <i>P.A Day &amp; Holidays</i>	

### LATE FEE

If you are going to be late (after 6pm), we would appreciate a phone call. The first time you are late from picking up your child(ren) you will get a verbal warning. If 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 by that parent. 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.

## 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.

## EVACUATION PROCEDURE

The staff and children practice a fire drill monthly to familiarize themselves with the procedure. In the event of a real emergency (fire or life threatening), children enrolled at our Howard Ave. location will walk across the street and down Plains Road to LaSalle Park Road.

Our designate place of shelter is located at **Park Avenue Manor, located at 924 Park Avenue West.** Our Downsview location will walk across the street and down Plains Road and travel to **Tim Hortons, located at 434 Plains Rd East.** You will be notified of the evacuation immediately 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 communicate using written daily logs in the child's "Daily log books" as well as each classroom daily Log Books. I pads are being implemented in September of 2015 to send quick email messages to parents with consent, using updated personal email addresses.

It is suggested that parents can feel comfortable calling 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.

## 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 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 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.

## BEHAVIOUR MANAGEMENT

Children are disciplined in a positive manner. They need to have the security of knowing what they can and cannot do. Our Wee Care staff are there to mediate and help to problem solve conflicts when needed. "NO's" are kept to a minimum. Our disciplinary methods encourage self-control, self-discipline, self-esteem and cooperation.

*The following will **not be permitted** at our centre under any circumstances:*

- spanking or other forms of corporal punishment of a child
- deliberate harsh or degrading measures used on a child that would humiliate or undermine a child's self-respect,
- deprivation of a child's basic needs including food, shelter, clothing or bedding
- locking a child in a room for the purpose of confinement

All staff and volunteers are required to read and sign our centre's Behaviour Management 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.

## 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 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.**

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
- heavy mucus
- red or irritated eyes
- unusual, infectious looking sores
- loose bowel movements
- vomiting
- head lice or nits
- fevers of 100 degrees Fahrenheit or 37.8 Celsius

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.

Please review our **Periods of Exclusion Policy** inside this package. 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.

## **HEALTH AND ADMINISTRATION OF MEDICATION**

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

When bringing **prescribed medicine** into the centre, a medication form must be filled out by the parent/caregiver to ensure that staff members administer proper doses to that 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 on how to administer the medication, and it must be accompanied by a receipt or label of purchase.

***Wee Care Staff will not administer non prescribed medication for fever related purposes.  
If your child is being treated for a fever, you must keep your child home  
for 24 hours after the onset of the fever.***

## **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 surgical 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 cloths. Toilet seats are disinfected after each child's use.

The children will wash their hands after using the washroom. If the staff need to use a wash cloth on a child, when finished the cloth will go into a sealed container labeled "dirty." 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.

## **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 in which there is a section to be filled out regarding "Napping" 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, i.e.: 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. If an infant does not have sleepwear provided by their parent, staff will use the centre's sleep sac for the duration that individual infant will require it. Staff will use a clean, washed sleep sac for each individual child when needed.

**Blankets, pillows and stuffed sleep toys are not permitted and not to be placed in the crib with the infant.**

All infants will be placed on their backs to nap. 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.

Staff will actively supervise and monitor children who are put into the nap room and will physically assess the infants at 15minute 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 the staff's hand. While assessing the child, staff are to look, listen and feel the child for signs and symptoms of a child to be too cold, sweating or fever. (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
  - temperature is below regular body temperature of 98.5 degrees Fahrenheit or 36.9 Celsius
  - shivering
  - lack of appetite
- 
- ✓ Staff will alert the supervisor if there is any suspicion that a child is not well and will 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. i.e.: coughing, restless, fever, sleeping as usual, awoke from loud noises...
  - ✓ 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 as needed.
- ✓ These records will be retained for 3 years after the child is discharged.
- ✓ Once the infant is ready to transition to 1 nap a day, staff will verbally notify the parents and confirm this is their child's new napping routine. A written record will be documented in the daily log book as well as the child's individual "My day at Wee care" log.

### **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 rest on. Please bring a blanket or small sleep toy if your child uses one at home. With parental permission your child may not require a rest after the age of 4.

It is required that these children participate in a 1 hour rest/quiet time on their cot. These children will then be welcomed to participate in quiet supervised activities during 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 physical activity, the weather and the season. 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 labelled 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. 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 seasonal 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 EGG FREE environment.***

Please do not bring in any outside food or wrappers into our centre. When bringing desserts for the children's celebrations into the centre, we require a full ingredient list. Weekly menu plans will be posted for the current and following week to assist you in meal planning at home.

## PARENTAL/VOLUNTEER INVOLVEMENT

Wee Care encourages parental 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. They will not be counted as 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!

**Authority for Review/Revision:**

**Date of Last Revision: July 2015**

-----

\_\_\_\_\_ has reviewed the **Program Statement** with me/us.

***I fully and completely understand the policies stated throughout the Program Statement and 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