



## **ACKNOWLEDGEMENTS**

ICSG would like to recognize the traditional territory of the Indigenous Peoples and pay tribute to the many people of African descent.

### **LAND ACKNOWLEDGEMENT – TORONTO**

The City of Toronto acknowledges that we are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

### **AFRICAN ANCESTRAL ACKNOWLEDGEMENT - TORONTO**

The City of Toronto acknowledges all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past – and those of us who came here involuntarily, particularly those brought to these lands as a result of the Trans-Atlantic Slave Trade and Slavery. We pay tribute to those ancestors of African origin and descent.



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*PARENT HANDBOOK UPDATES & REVISIONS > All updates and revisions of this Parent Handbook will be reflected on the ICSG's Website. Parents will be notified of any major updates or revisions to the Parent Handbook through e-mail.*

# INTRODUCTION

This Handbook is an information source for Parents/Guardians of Children enrolled in our Centres. It was produced with input from the Supervisors, Program Managers and the Executive Director.

It describes and provides information about our Program as well as practical information for Parents/Guardians.

## HISTORY

The Ideal Child Services Group operates five licensed Childcare Centres in the City of Toronto. Four of the five Centres, originally commercial operations, were converted to non-profit Centres on January 5, 1995, under the Ministry of Education conversion initiative.

The commercial operations were started when a survey of Toronto communities indicated a definite need for Childcare Centres in certain areas. Currently, three of our five Centres operate in facilities provided by the Toronto District School Board, and they have contributed, toward stabilizing enrolment at the Schools.

Under our experienced Management Team, our Centres have maintained stable enrolment, and have earned excellent reputations, as a result of the unique educational programs that are offered to the Children.

## BOARD OF DIRECTORS

Our Board of Directors includes Parents/Guardians and Community Members. Names of the Directors are posted at each Centre. Parents/Guardians are encouraged to apply to join the Board.

## MISSION STATEMENT

Ideal Child Services Group is committed to:

- ▶ Providing quality Childcare to all Children under its care without bias, in a secure and safe environment.
- ▶ The belief that every Child is unique with individual competencies and all Children are entitled to equal access to resources that will nurture and enrich their physical, intellectual and emotional experiences.
- ▶ Working together with the community to facilitate a Childcare environment that is responsive to the community's diversity.

## PHILOSOPHY

Ideal Child Services Group provides high-quality care and a positive learning environment for all Children.

We strive to enhance all levels of Children's development, with programming geared to every developmental stage. Through play experiences and the guidance of professionally trained Staff, the Children are exposed to challenging educational activities that stimulate:

- ▶ A positive attitude towards learning
- ▶ Decision-making capabilities
- ▶ Interaction with, and respect for, others
- ▶ Physical activity that develops gross-motor skills
- ▶ Communication skills
- ▶ Fine-motor development
- ▶ Curiosity, initiative and independence

We are committed to facilitating an environment that will provide an opportunity for the Parent/Guardian, Staff and Supporting Agencies to access resources for all Children.

We strive to work collaboratively with the Parent/Guardian as we recognize their importance to any approach which may enhance the outcome of a Child's development.

It is the expectation that all Staff of Ideal Child Services Group work together to respect the rights, diversity and dignity of everyone within its community to ensure a harmonious and caring environment.

# PROGRAM STATEMENT

Ideal Child Services Group's (ICSG) program for young Children aligns with the Minister's Policy Statement and the pedagogical document, "How Does Learning Happen?"

Ideal Child Services Group's Program incorporates "Early Learning for Every Child Today" as the framework to guiding Children. Some of the other Ministry documents ICSG refers to and implements in its programming are the "Ontario Early Years Framework" and "Think Feel Act: Lessons from Research about Young Children."

Each of ICSG's programs encourages Children to be actively involved in the learning process. The Programs create rich learning environments for Children to flourish and reach their potentials with activities to nurture the intellectual, physical, social and emotional growth. ICSG believes that Children are unique with individual strengths and competencies therefore they are given the choice to pursue activities of their own interest. This provides the Children with the opportunity to be creative and innovative as they learn. As they pursue their choices and plans, Children explore, ask and answer questions, solve problems, and interact with peers, Staff, Students, Volunteers and other adults. Reference links below.

Ministry of Education

<http://www.edu.gov.on.ca/Childcare/>

How Does Learning Happen?

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

ELECT

<http://www.edu.gov.on.ca/Childcare/oelf/continuum/continuum.pdf>

Minister's Policy Statement

<http://www.edu.gov.on.ca/Childcare/programCCEYA.pdf>

## Implementation

### Staff

The Staff are true professionals who connect with Children, ensure safe environments, plan and extend play, reflect on successes, document the Children's play and learning and communicate regularly with Parents/Guardians.

The Staff construct a curriculum that reflects the interests and needs of the Children in care by taking the knowledge of Child development, knowledge of how Children learn and a well-grounded understanding of Children's play to deliver a live program.

Through continual observation and attention, the Staff support Children in developing strategies and to regulate their emotions while recognizing the effects of their actions on others.

The Staff prepare weekly programming based on the Children's interests and what they are currently learning during the day in a play-based environment. In addition, documentations highlighting the Children's experiences are posted throughout the classroom.

The role of an ICSG Staff is to:

- ▶ Establish a supportive social environment that supports autonomy and self-esteem.
- ▶ Establish positive relationships, friendships, and conflict resolution.
- ▶ Provide responsive care to all Children in the program while meeting their individual needs.
- ▶ Design a supportive physical environment that is conducive to learning.
- ▶ Provide new play possibilities through interest centres.
- ▶ Be an involved play partner.
- ▶ Foster, observe and document significant behaviour/developmental milestones.
- ▶ Incorporate the community.

Our planning process of determining interests and planning play opportunities in all developmental areas is available to the families through recorded observation. This approach celebrates new ideas and supports the spontaneity of the developing Child. The Staff expands the Children's interests by adding materials, asking questions and scaffolding the Children's learning by providing new challenges and ideas.

## Children are Competent, Capable, Curious, and Rich in Potential

Ideal Child Services Group recognizes that each Child is a unique individual who brings his or her own abilities and challenges to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

ICSG provides an environment that fosters curiosity, one that allows Children to explore. We believe that every Child deserves a safe and caring environment in which to grow and develop to their maximum potential.

ICSG understands the importance of taking Children's stages of development into consideration. For each Child, their stage of development is individualized and differs based on developmental factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the Child's development into our program in a holistic way. All individualized plans are incorporated into the program and will be reviewed upon enrolment and annually thereafter by Staff, Students and Volunteers.

ICSG's goals for Children are consistent with the Ministry of Education's pedagogy and include the following:

- ▶ Every Child has a sense of **belonging** when he or she is connected to others and contributes to their world.
- ▶ Every Child is developing a sense of self, health, and **well-being**.
- ▶ Every Child is an active and **engaged** learner who explores the world with body, mind, and senses.
- ▶ Every Child is a capable communicator who **expresses** himself or herself in many ways.

Children play to learn. Play provides the foundations for language and literacy; for mathematics; science and technology; and for the arts.

Daily the Children are engaged in circle time where ideas are shared and concepts are learned. They are involved in play with a variety of construction items learning the concept of size, shape, weight, and texture. The Children explore math concepts by counting and comparing indirectly preparing the Children for future academic programs. Children are exposed to art mediums; drawing pictures, identifying colors for the purpose of creating and self-expression. Children are further exposed to hands on cooking activities which help develop a sense of pride and confidence in the Children's skills and abilities. They are engaged in sensory play which stimulates the senses of touch, smell, taste, sight, and hearing while they play, create, investigate and explore.

Throughout the day, Children use science materials imaginatively and purposefully to discover cause and effect and a different way of seeing the details of all the natural elements in their environment. Children are encouraged and are provided with role playing possibilities that reflect culture and diversity stimulating an awareness of the world through imagination and creativity. Children experience the environment through exploration, investigation, and self-regulation.

Learning is extended to the outdoors from the indoor classroom and reaches out to our community through local community walks, or special guests that visit our programs. The outdoor learning environment provides extended opportunities for all elements of learning; gross motor development, nature exploration, independent and cooperative games. An added feature to the outdoor program includes the Rainbow Fun program which supports the development of physical activity skills for Children ages 3 and up. These programs are implemented and supervised by our teaching staff regularly. The teachers implement physical activities to empower Children to feel good about themselves, provide a platform to release energy and an opportunity to build cooperative skills. When weather is inclement and unpredictable, alternative gross motor activities for the Children are provided indoors.

The Music Program is specifically designed by a professional Music Teacher and implemented weekly for each age group. Children are introduced to rhythm, beat, tempo and a variety of musical styles and genres with opportunities to sing, dance and "move" creatively. Children have the opportunity to learn about and play a variety of musical instruments. This program not only promotes musical awareness but instills listening skills and co-operation.

The iPad Program enhances the educational age appropriate curriculum. The program is a very powerful, creative, interactive tool that provides content for endless learning possibilities. The iPad's apps are tailored to the different Children's learning styles providing an opportunity to have easy access to information making learning fun, engaging and memorable.

The Martial Arts Program is specifically designed by a Master of Martial Arts and is implemented weekly at various sites. The program focuses on teaching and developing fundamental Martial Arts skills. The Children work towards building essential qualities such as self-confidence, team work and sportsmanship. Through the various drills the Children improve their mental and physical strength and become more aware of their surroundings. [*Martial Arts is offered at selected locations*]

The Summer Camp/Program includes various sports activities, interest clubs and special entertainment throughout the summer. [*Summer camps are offered at selected locations*]

The weekly program activities are linked to the Continuum of Development. In the Infant, Toddler, Preschool, Kindergarten and School-Age Programs, play highlights for each individual Child are documented in the Documentation of Children binder to demonstrate to Parents how their Children are developing and learning through play. One of our main goals is to maintain continuous links with families and Parents describing play experiences and how the Child's play is linked to learning through:

- ▶ Daily communication
- ▶ Children's Portfolio's
- ▶ Daily Information Charts
- ▶ Children's Evaluations
- ▶ Parent/Teacher Interviews
- ▶ Open Houses and Concerts

### **To Promote the Well-being, Health, Nutrition and Safety of Children**

#### *WELL BEING*

ICSG understands that the first step in establishing and nurturing health, safety, and well-being for Children in our programs is through the connections they make with the program Staff, Volunteers and Students on placements.

Ideal Child Services Group is committed to acting in the best interest of all Children. In the course of our professional duties, we are required by law to report any suspected Child abuse to the appropriate authorities. Prior to the intervention of the appropriate Child Welfare Agency, we are not authorized to inform the Parent/Guardian or to investigate any allegation/suspicion of Child abuse.

For the well being of Children, ICSG ensures that policies are in place for sanitary/infection control and are reviewed by the Staff on a regular basis. Staff ensure that they wash/sanitize their hands as per Public Health requirements and are responsible to enforce the handwashing procedure with Children as required by the Public Health Department.

#### *SAFETY*

ICSG meets and exceeds all health and safety requirements of the Ministry of Education and local government bylaws and ensures that all Staff are fully trained in Standard First Aid and CPR/AED level C.

Each Centre conducts monthly fire drills including an annual practice evacuation to the assigned emergency shelter as per the posted information. Should an emergency arise requiring evacuation, Parents/Guardians will be notified. Parents/Guardians must ensure that the information [*home, work and emergency contact telephone numbers*] in the Child's file is current.

ICSG's trained Health and Safety Representatives take the necessary steps to ensure that all preventative measures are in place so that the Centre's safety is not compromised. All Staff adhere to safety standards and practices in order to minimize the number and the severity of accidents that happen at the Centres.

An Accident Report is completed, stating the details surrounding the incident and the type of First-Aid that is required. Parents/Guardians will be requested to sign the Accident Report and a copy is provided.

In the event of a serious accident, where further medical treatment is necessary, 911 will be contacted for immediate emergency assistance. The Parent/Guardian will be notified promptly and will be required to pay all expenses incurred due to an emergency involving the Child [i.e. ambulance].

Serious occurrence reporting provides ICSG with an effective means of monitoring the appropriateness and quality of our service delivery. ICSG is responsible for ensuring Program Managers, Supervisors and Staff can identify a serious occurrence, immediate response procedures to an incident that is a serious occurrence and the expected steps in reporting a Serious Occurrence.

Serious occurrences must be reported to the ICSG Program Managers and the Executive Director and are defined as follows:

- Any death of a Child who received Childcare at a home Childcare premises or Childcare centre, whether it occurs on or off the premises.
- Abuse, neglect or an allegation of abuse or neglect of a Child while receiving Childcare at a home Childcare premises or Childcare centre.
- A life-threatening injury to or a life-threatening illness of a Child who receives Childcare at a home Childcare premises or Childcare centre.
- An incident where a Child who is receiving Childcare at a home Childcare premises or a Childcare centre goes missing or is temporarily unsupervised.
- An unplanned disruption of the normal operations of a home Childcare premises or Childcare centre that poses a risk to the health, safety, and well-being of Children receiving Childcare at the home Childcare premise or Childcare Centre.

Serious occurrences are reported to the Ministry of Education. A "Serious Occurrence Report" is completed and filed on the Child Care Licensing System. In addition, "A Serious Occurrence Notification Form" is posted to communicate information to the Parent/Guardian about the incident, outline follow-up actions taken and the outcomes. The form will be posted by the Childcare License and Licensing Summary Chart for Parent/Guardian viewing for a period of 10 days.

### *HEALTH*

All Parent/Guardians must provide proof of immunity for the Child as required by the immunization of School Pupils Act. Children will be refused registration to the Centre if they are not adequately immunized. Parents/Guardians are required to provide updated immunization at the time of admission and must submit the updated record as changes occur.

If a Child has been exempted from any immunization by the Medical Officer of Health, a copy of the Statement of Conscience or Religious Belief as well as the Statement of Medical Exemption must be provided to the Centre. In the event of an outbreak, the Child with the incomplete immunization of a particular outbreak will be required to stay away from the Centre, until the Medical Officer of Health allows the Child to return.

As Children arrive each day, the Staff will conduct a visual assessment of the Child. Staff will alert and notify the Supervisor/Designate for any signs of ill health.

When a Child displays any of the ill health symptoms, arrangements will be made to isolate the Child from the other Children.

Parents/Guardians will be called to pick-up their Child who becomes ill. Parents/Guardians must ensure that they are available or an emergency person [who understands the responsibility involved] to pick-up the Child immediately.

Parents/Guardians should be prepared to either return home with their Child, or to take the Child to the Doctor, should the Staff be concerned about the Child's health. The "Symptoms of Ill Health Form" will be completed by the Staff and signed by the Parent/Guardian. A copy of the form will be provided. The Supervisor/Designate will advise the Parent/Guardian if exclusion from the program will be required. Children will be excluded from the program for at least 48 hours in the event any of the following symptoms are evident:

- Common cold/fever (38.1C/100.5F or higher) especially if temperature remains persistently high, including scarlet fever
- Frequent productive cough/sore throat including strep
- Undiagnosed rash – Impetigo, hand, foot and mouth, fifth disease
- Ringworm of the body or scalp
- Any unexplained bodily discharge – pink eye
- Persistent pain
- Scabies
- Diarrhea and/or vomiting
- Pinworms
- Head lice

Once the Child returns to the Centre after the exclusion period, and his/her health condition does not improve, and/or gets worse, the Supervisor/Designate may request a follow up doctor's note in order to protect other Children.



The Supervisor/Designate can refuse to accept the Child if they, in their reasonable judgment, believe that the Child's illness may compromise the health of the other Children in care.

Prescription drugs or medications will only be administered once the Parents/Guardians have signed the Centre's medication authorization form on a daily basis, as required. The Parent/Guardian must hand deliver the medicine in the original container. Only medication prescribed by a Doctor will be administered.

Non-prescription medication including vitamins are considered a "drug" and therefore require specific written instruction from the doctor. The same procedure for prescribed medications will apply.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the Parents/Guardians.

Inhalers can be necessary when Children have asthma or contract a cold and/or virus. Inhalers prescribed for asthma require an Asthma Action Plan form that must be completed and signed by the Doctor. Inhalers prescribed for colds and/or viruses must be accompanied by a Doctor's note that includes specific instructions for the medication.

Medication for seizures and diabetes can only be administered upon the Doctor's completion of the "Action Plan Form" specific to the medical condition.

The ICSG Management may refuse to administer medications or procedures [e.g. insulin injection, oxygen therapy, suppositories] should they be considered to exceed the expertise or the confidence of Staff members.

At the time of enrolment, the Parent/Guardian must provide written instructions for the Child outlining any food restrictions or allergies, including alternatives. A list of all food restrictions or allergies is posted in each common area, in the kitchen, in each classroom and travels with each group of Children including when the Children are engaged in outdoor play.

For serious allergies, the Parent/Guardian will be required to provide the Centre with all the necessary medical information/equipment including an "Action Plan" completed by the Doctor, and will be responsible to provide training to the Staff and Volunteers as required. Training will include procedures to be followed in the event of a Child having a reaction, recognizing the signs and symptoms and administering medication. All individualized plans will be reviewed upon enrolment and annually thereafter by the Staff, Students and Volunteers.

The Centre does not permit nuts, peanuts, or nut/peanut products to be brought into the Centre, or any food labelled with *"may contain traces of peanuts or nuts"*

Parents/Guardians/Children must ensure that hands are thoroughly washed and teeth are brushed prior to entering the Centre after consuming peanut butter or other such products. Parents/Guardians with Children who may experience an anaphylactic reaction will be required to notify the Supervisor immediately and comply with the ICSG Anaphylaxis Policy.

ICSG's main goal is to ensure the health and safety of all Children in care. In order to protect and maintain the Children's good health, parental support and co-operation is essential in this process. The Centre will continue to provide care for a Child as long as the medical needs of the Child are within the capabilities of the Centre.

If any Child is reported to be ill with any communicable disease, the Public Health Department will be notified. Following a communicable disease, a doctor's note is required to confirm that the Child is well enough to return to the Centre. A sign is posted in each room, informing Parents/Guardians that Children may have been exposed to a communicable disease outlining the symptoms to look for.

Parents can speak to the program Staff at any time to view our complete health and safety policies and protocols.

### *NUTRITION*

ICSG is committed to the development of healthy people. We strive towards educating young Children and their families on nutrition and healthy Child development. By providing Children with healthy eating choices, we are mentoring life-long skills to nutritiously feed and nourish their bodies for optimal health and development. All menus are comprised of an assortment of healthy food items from each of the food groups in the Canada Food Guide, with a focus on reduced sodium and sugar and an emphasis on whole grains and whole foods.

ICSG menus are rich in fruits, vegetables and whole grains which are healthier and provide the body with a high concentration of vitamins, minerals, dietary fiber and are low in fat.

ICSG's full day Infant, Toddler and Preschool programs provide a morning snack, lunch and afternoon snack to the Children. The Kindergarten and the Before and After School Age programs fall under the school nutrition framework however, a morning and afternoon snack is provided by the Centre. On non-instructional days, ICSG provides full day care where morning snack, lunch and afternoon snack are provided to the Children.

ICSG collaborates with a cook and a reputable catering company. The catering company consults with a registered dietician to develop standard menus for all of our programs that are both nutritious and appealing for Children. ICSG menus follow Canada's Food Guide and are culturally sensitive. You can view the menu on the Parent Communication board and samples are provided on the ICSG website. ICSG accommodates dietary or religious food requirements for Children in the program.

### **Relationships among Children, Families, Staff, and Community Partners**

It is one of ICSG's core values to foster collaborative and co-operative relationships among all partners.

ICSG Staff play an important role in supporting families by caring for their Children and increasing their Children's growth, development, and well-being in a comfortable, safe and secure environment. Parent participation and decision making in their Children's program develops personal growth and confidence in parenting.

ICSG provides opportunities for family involvement through; program surveys and ongoing written and face-to-face communications. We use parent input to improve our programs and services.

ICSG strives to promote a sense of belonging for Children and their families in the programs by creating positive interactions and collaboration of families. We understand that relationships of trusts are the basis for learning and co-operation.

Every Child is given the opportunity to develop personal responsibility and social skills, to learn to problem-solve and to learn about diversity and inclusion.

The skills of conflict resolution are important to lifelong learning. As competent individuals, Children are active participants in resolving conflicts. We encourage Children to come up with ideas and solutions to problems that arise.

ICSG extends respect, empathy, trust, and integrity which are the core values in interactions with Children and families. ICSG aims to ensure that families have the support of available, affordable, safe, reliable, high quality licensed Child care for their Children. Licenses are renewed annually upon inspection and approval by the Ministry of Education. Appointed Program Advisors visit the Centres, usually unannounced, to enforce the requirements of the Child Care Early Years Act and to verify that each Centre satisfies all licensing requirements.

Ideal Child Services Group has a "Purchase of Services Agreement" with Toronto Children's Services. Toronto Children's Services approves subsidy for families who qualify for subsidized financial assistance. An appointed Intake Worker takes care of approving Children's placement in our Centres. A Children Services Consultant, assigned to each Centre, monitors, and inspects the site, usually visiting unannounced, to ensure ICSG meets or exceeds the requirements of the City of Toronto's Assessment for Quality Improvement.

Our Centres are inspected by Toronto Public Health Inspectors, who examine sanitary procedures, cleanliness, and the implementation of the health and safety practices in the Centres.

ICSG aims to foster outreach, engagement, and communication with families about the educational program and the Children's learning experiences via daily communication, newsletters, Facebook and ICSG's Website.

ICSG Staff believe that families are experts on their Children therefore, Parents are encouraged on an on-going basis to share their knowledge; this practice is integral to the success of the Children. The Parent /Guardian is encouraged to become involved in the Centre in some of the following ways:

- Become a Member of the Parent Committee
- Attend special events
- Forward suggestions regarding the Centre operations to the Supervisor

The Ideal Child Services Group Code of Conduct sets clear standards of behaviour that apply to Parents, Guardians, Student/Volunteers, Teachers and/or Board Members whether they are on Childcare property, school buses, at Childcare events or activities.

All members of the Childcare community are to be treated with respect and dignity regardless of race, creed, sexual orientation, or disability, especially persons in positions of authority.

Ideal Child Services Group believes that Parents/Guardians play a formative role in the development of a Child's sense of justice, equity and the dignity and worth of all members within our Centres. Parents also act as one of the most influential role models within a Child's life. It is the expectation that all Parents/Guardians model acceptable behaviour at all times within our Centres.

Ideal Child Services Group strives to involve local community partners and engaging those partners in supporting the Children, families and Staff.

ICSG provides learning opportunities and practical work experience, in the areas of programming and administration, to members of the community through the recruitment, placement, training and recognition of Students/Volunteers.

Several ICSG Centres are located in schools, so relationships with principals, faculty and teachers are critical. ICSG is committed to working collaboratively with all of our community partners as we work together on the mutual goal of providing the best possible Child Care service to families.

### **Positive Self-Expression, Communication and Self-Regulation**

At ICSG inclusive programming leads to Children's sense of belonging. Positive learning environments and experiences, focused on active play-based learning, encourage Children's communication, self-expression and self-regulation.

ICSG fosters, supports, encourages, responds to and documents the many ways in which Children articulate their ideas, honouring and reflecting in the program Children's home language and culture.

In our inclusive learning environment, we welcome Children of all abilities. Respect for diversity, equity and inclusion is vital for optimal development and learning. Individualized program plans are developed to ensure that all needs of the Children are met to allow for each Child's individual success. All plans are reviewed upon the Children's enrolment and annually thereafter by Staff, Students, and Volunteers. Here are some of the ways in which we create an inclusive environment in our programs:

- Recognize each Child as having equal rights to participate in program activities and events.
- Recognize and respect the unique qualities of each Child and family, including ancestry, culture, ethnicity, race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment, and developmental abilities and needs.
- Create strategies that value the culture and first language of all Children.
- Establish programming strategies to foster an inclusive learning environment in which every Child can participate.
- View the diversity of Children and families as an asset, and plan programs to reflect differences and enrich the environment.

ICSG programs focus on active play-based learning as the way that Children naturally learn best. 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.

ICSG's program also supports Children's self-regulation, their ability to deal with stress and remain calm, alert and ready to learn. When Children are calmly focused and alert, they are best able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses, and understand the consequences of their actions.

### **Supporting Staff in Continuous Professional Learning**

ICSG is committed to providing the highest quality Child Care through ongoing Staff training and development. It is ICSG's belief that the quality of the program depends on the Staff having knowledge of current theory and practice in the Early Childhood profession. Professional development is the joint responsibility of Staff and Management. Management also encourages Staff to engage in their own professional development.

ICSG is committed to the employment of trained Staff who are registered and maintain good standing with the College of Early Childhood Educators and the continued employment of untrained Staff whose contribution to the team reflects their wealth of experience. Those untrained Staff members who are prepared to undertake external studies in order to gain qualifications will be supported throughout the duration of their study.

All Staff members are required to attend monthly Staff meetings at which:

- Resources, skills, ideas, professional development experiences and expertise are shared.
- Group professional strengths are identified and whole group goals for professional development are set.
- Suggestions are made with regard to seeking support and advice of resource people to further help develop Staff skill and knowledge.

All newly appointed Staff are provided with a Policy and Procedure Manual, Program Statement and Individualized Program Plans that they are expected to review and sign off on prior to commencement of employment which includes the Staff Code of Conduct and all operational details. An orientation session with the new Staff is conducted by the Supervisor which involves a tour of the Centre. The session further provides the Staff member with WHMIS-GHS, Human Rights, Safety Awareness Training and other pertinent information regarding the day to day procedures and Staff responsibilities to be successful in the new role.

New Staff members will participate in a probationary 30 and 60-day informal performance evaluation. A formal performance evaluation will be conducted upon successful completion of the 90-working day probationary period.

Existing Staff members will be involved in a performance evaluation annually to identify individual strengths and to plan for individual professional development.

ICSG promotes the Ministry of Education's "How Does Learning Happen?" and The College of Early Childhood Educators' framework for Continuous Professional Learning (CPL) as a resource to support professional learning for individuals and teams within our organization.

Formal professional learning is vital, but we also know that the most central professional growth happens day-to-day, as our Staff interact with Children and each other as self-reflective professionals.

### **Supporting Students and Volunteers**

ICSG welcomes Students and Volunteers to work with the Children. ICSG supports the training of individuals who are studying or wish to pursue studies in Early Childhood Education.

All Student and Volunteers are provided with a Policy and Procedure Manual, Program Statement and Individualized Program Plans that they are expected to review and sign off on prior to any educational placements which includes the Staff Code of Conduct and all operational details. An orientation session with the Student and Volunteer is conducted by the Supervisor which involves a tour of the Centre. The session further provides the Student and Volunteer with WHMIS-GHS, Human Rights, Safety Awareness training and other pertinent information regarding the day to day procedures and responsibilities to be successful in the new role.

### **Documenting and Reviewing the Impact of ICSG's Learning Program**

Ideal Child Services Group provides high-quality care and a positive learning environment for all Children.

We strive to enhance all levels of Children's development, with programming geared to every developmental stage. Through play experiences and the guidance of professionally trained Staff, the Children are exposed to challenging educational activities that stimulate:

- A positive attitude towards learning
- Decision-making capabilities
- Interaction with, and respect for, others
- Physical activity that develops gross-motor skills
- Communication skills
- Fine-motor development
- Curiosity, initiative and independence

We are committed to facilitating an environment that will provide an opportunity for the Parent/Guardian, Staff and Supporting Agencies to access resources for all Children.

We strive to work collaboratively with the Parent/Guardian as we recognize their importance to any approach which may enhance the outcome of a Child's development.

It is the expectation that all Staff of Ideal Child Services Group work together to respect the rights, diversity and dignity of everyone within its community to ensure a harmonious and caring environment.

Ideal Child Services Group, understands that pedagogical documentation is a way for our program Staff to learn about how Children think and learn.

The Staff make daily observations of Children in the program and use this information for future planning. ICSG's intention is to move beyond reporting of Children's behaviour, to find meaning in what Children do and experience. The purpose of our documentation is also:

- A way to value Children's experiences and help them to reflect on those experiences and what they have been learning.
- An opportunity to make Children's learning and understanding of the world visible to themselves, to other Children, to their Parents and other families, to the program Staff.
- A way to reflect on developmental growth over a period of time.
- A process for program Staff to co-plan with Children about learning.
- A dialogue with families about Children's experience and an invitation for Parents to add their own documentation about their Children's learning.
- A self-reflection opportunity for program Staff, as they participate in continuous professional learning.

Staff reflect and assess the program and environment daily to ensure that the program is meeting the individual needs of the Children and the group and that the environment is set up according to the interests of the group.

Staff meet the individual needs of the Children ensuring that Children attending a full day Infant program rest on their backs, according to the Children's individual schedules. Sleeping arrangements are consistent with ICSG's Supervision of Children Policy and with the recommendations set out in the "Joint Statement on Safe Sleep". Children are assigned an individual crib, cot or mat for rest periods. At the time the Child is enrolled the Parent/Guardian will be consulted respecting the Child's sleep arrangements and at any other appropriate time (transitions, room changes, parental requests). A written recommendation/individualized plan is necessary from the Child's Physician regarding the placement of the Child for sleep if it does not align with the above practices.

Children attending a full day Toddler and Preschool program are provided an opportunity to rest up to two hours per day. Quiet activities are provided to Children as they transition from rest to the afternoon program. Children enrolled in a Full Day Kindergarten or School Age program rest according to their own request.

The Supervisors demonstrate pedagogical leadership by reviewing weekly program plans and pedagogical documentations to ensure that they meet the Program Statement requirements. The Supervisors on a consistent basis observe program implementation and engage in conversation with the Staff and Children to ensure that all individual needs are met in accordance to how Children learn.

Annually, all Supervisors complete a Licensing Checklist assessing the individual Centre's program to ensure that the program quality indicators have been met.

### **Our Extended Day Programs: Before / After School Days, & Full Day PD Day/Camp Programs**

ICSG's extended day program for 4-5 year olds and 6-12 years of age is in keeping with the Ministry of Education's Extended Day program to provide Children and families with a seamless day from Child care to the school day.

At this particular age, Children are looking for challenges and opportunities to help plan their activities all while building self-esteem and discovering their talents through social, emotional, physical and cognitive play. Our goal is to support Children through this discovery and provide environments that are safe, fun, hands-on and play-based which helps build upon Children's self-esteem, interdependence, and social skills to help them reach their full potential, in mind, body and spirit.

### **Behaviour Guidance**

ICSG Staff, Students and Volunteers will ensure that all Children have a sense of belonging, are developing a sense of self, health and well-being, are active and engaged learners who explore the world with body, mind and senses and capable communicators. Staff support Children in developing strategies to remain calm and to regulate emotions while recognizing the effects of their actions on others.

ICSG's Behaviour Guidance Practices and core values are based on positive control techniques only. Strictly prohibited practices are as follows:

- Corporal punishment of the Child.
- 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.
- Locking the exits of the Centre premises for the purpose of confining the Child, or confining the Child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a Child that would humiliate, shame or frighten the Child or undermine his or her self-respect, dignity or self-worth.
- Depriving the Child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on Children including making Children eat or drink against their will.

Anyone who observes a prohibited practice must make a report to the local Child protection agency as per ICSG's Behaviour Management Policy. All Staff, Students and Volunteers must adhere to the Behaviour Management Policy and cooperate with the Child protection agency.

The Supervisor will ensure that a written record of monitoring Staff, Students and Volunteers is completed two times per year; once in March and once in October or immediately following an observed or reported prohibited practice. As per CCEYA all written records of monitoring will be kept on file for three years. Students or volunteers will not be left alone with Children.

### **Annual Review**

All Staff, Students and Volunteers will review ICSG's Policies and Procedures, the Program Statement, Individualized Program Plans and sign off acknowledging their understanding prior to interacting / working with the Children and annually thereafter or upon any changes or modifications to the Program Statement. All acknowledgements will be kept in a secured file in the Supervisor's Office for three years from the date they are made. Each record is signed by all Staff, Students and Volunteers who conduct or participate in the review.

Annual review of ICSG's Policies and Procedures, Program Statement and Individualized Program Plans ensure the Staff, Students and Volunteers are prepared to handle any situation.

All Staff, Students and Volunteers must adhere to the Ministry of Education, Toronto Children's Services, Fire Department and Health Department requirements.

Lack of compliance with respect to the Program Statement including Individualized Program Plans for Children or requirements set out by governing agencies will be subject to the Corrective Progressive Discipline Policy up to and including termination. (Follow the guidelines set out in Policy #24).

# CENTRE OPERATION

The Centre is open Monday – Friday from 7:00 a.m. to 6:00 p.m., serving Children:

Infant	0 to 18 months
Toddler	18 months to 2.5 years
Preschool	2.5 years to 3.8 years
Kindergarten	3.8 years to 6 years
School Age	6 years to 12 years

## CHILD CARE DAILY FEES

### CANADA-WIDE EARLY LEARNING AND CHILD CARE AGREEMENT (CWELCC)

Ideal Child Services Group has enrolled in the CWELCC System between the Province of Ontario and the Government of Canada.

We believe that childcare provides a strong foundation for early childhood development and well-being of Children while Parents work. We are also committed to providing child care services that meet the needs of Children and families. Participating in the CWELCC System will allow ICSG to continue to provide high quality childcare that is accessible, affordable, inclusive, and sustainable.

Fee reduction through the CWELCC is for Children under six years old and any Child who turns six years old between January 1 and June 30 in that calendar year. In addition, the Ontario Childcare Fee Subsidy program will also continue to be available for eligible families.

BONAVENTURE CHILD CARE CENTRE				CHILDREN ARE PEOPLE CHILD CARE CENTRE			
BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
INFANT PROGRAM	\$71.00 PER DAY	\$49.00 PER DAY	\$22.00 PER DAY	INFANT PROGRAM	\$69.00 PER DAY	\$47.00 PER DAY	\$22.00 PER DAY
TODDLER PROGRAM	\$66.00 PER DAY	\$44.00 PER DAY	\$22.00 PER DAY	TODDLER PROGRAM	\$60.00 PER DAY	\$38.00 PER DAY	\$22.00 PER DAY
PRESCHOOL PROGRAM	\$53.00 PER DAY	\$31.00 PER DAY	\$22.00 PER DAY	PRESCHOOL PROGRAM	\$49.00 PER DAY	\$27.00 PER DAY	\$22.00 PER DAY
EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
INFANT PROGRAM	\$64.00 PER DAY	\$42.00 PER DAY	\$22.00 PER DAY	INFANT PROGRAM	\$62.00 PER DAY	\$40.00 PER DAY	\$22.00 PER DAY
TODDLER PROGRAM	\$59.00 PER DAY	\$37.00 PER DAY	\$22.00 PER DAY	TODDLER PROGRAM	\$53.00 PER DAY	\$31.00 PER DAY	\$22.00 PER DAY
PRESCHOOL PROGRAM	\$46.00 PER DAY	\$24.28 PER DAY	\$21.73 PER DAY	PRESCHOOL PROGRAM	\$42.00 PER DAY	\$22.16 PER DAY	\$19.84 PER DAY

### CENTRES LOCATED IN TDSB SITES

BAYCREST CHILD CARE CENTRE				BEFORE AND AFTER FULL DAY KINDERGARTEN PROGRAM AND ESCORTING FULL DAY KINDERGARTEN			
BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
INFANT PROGRAM	\$86.00 PER DAY	\$64.00 PER DAY	\$22.00 PER DAY	BEFORE AND AFTER SCHOOL	\$31.00 PER DAY	\$16.35 PER DAY	\$14.65 PER DAY
TODDLER PROGRAM	\$50.00 PER DAY	\$28.00 PER DAY	\$22.00 PER DAY	BEFORE SCHOOL ONLY	\$18.00 PER DAY	\$6.00 PER DAY	\$12.00 PER DAY
PRESCHOOL PROGRAM	\$37.00 PER DAY	\$19.52 PER DAY	\$17.48 PER DAY	AFTER SCHOOL ONLY	\$25.00 PER DAY	\$13.00 PER DAY	\$12.00 PER DAY
SCHOOL AGE PROGRAM	\$38.00 PER DAY	-	\$38.00 PER DAY	SUMMER CAMP	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY
SUMMER CAMP	\$46.00 PER DAY	-	\$46.00 PER DAY	WINTER/MARCH BREAK	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY
WINTER/MARCH BREAK	\$46.00 PER DAY	-	\$46.00 PER DAY	P.A. DAYS	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY
P.A. DAYS	\$46.00 PER DAY	-	\$46.00 PER DAY				
EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
INFANT PROGRAM	\$79.00 PER DAY	\$57.00 PER DAY	\$22.00 PER DAY	BEFORE AND AFTER SCHOOL	\$24.00 PER DAY	\$12.00 PER DAY	\$12.00 PER DAY
TODDLER PROGRAM	\$43.00 PER DAY	\$22.68 PER DAY	\$20.32 PER DAY	BEFORE SCHOOL ONLY	\$11.00 PER DAY	-	\$11.00 PER DAY
PRESCHOOL PROGRAM	\$30.00 PER DAY	\$15.82 PER DAY	\$14.18 PER DAY	AFTER SCHOOL ONLY	\$18.00 PER DAY	\$6.00 PER DAY	\$12.00 PER DAY
SCHOOL AGE PROGRAM	\$31.00 PER DAY	-	\$31.00 PER DAY	SUMMER CAMP	\$28.00 PER DAY	\$14.77 PER DAY	\$13.23 PER DAY
SUMMER CAMP	\$39.00 PER DAY	-	\$39.00 PER DAY	WINTER/MARCH BREAK	\$28.00 PER DAY	\$14.77 PER DAY	\$13.23 PER DAY
WINTER/MARCH BREAK	\$39.00 PER DAY	-	\$39.00 PER DAY	P.A. DAYS	\$28.00 PER DAY	\$14.77 PER DAY	\$13.23 PER DAY
P.A. DAYS	\$39.00 PER DAY	-	\$39.00 PER DAY				

PINEWAY CHILD CARE CENTRE				BEFORE AND AFTER FULL DAY KINDERGARTEN PROGRAM AND ESCORTING FULL DAY KINDERGARTEN			
BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
TODDLER PROGRAM	\$55.00 PER DAY	\$33.00 PER DAY	\$22.00 PER DAY	BEFORE AND AFTER SCHOOL	\$31.00 PER DAY	\$16.35 PER DAY	\$14.65 PER DAY
PRESCHOOL PROGRAM	\$37.00 PER DAY	\$19.52 PER DAY	\$17.48 PER DAY	BEFORE SCHOOL ONLY	\$18.00 PER DAY	\$6.00 PER DAY	\$12.00 PER DAY
SCHOOL AGE PROGRAM	\$38.00 PER DAY	-	\$38.00 PER DAY	AFTER SCHOOL ONLY	\$25.00 PER DAY	\$13.00 PER DAY	\$12.00 PER DAY
SUMMER CAMP	\$46.00 PER DAY	-	\$46.00 PER DAY	SUMMER CAMP	\$37.00 PER DAY	\$19.52 PER DAY	\$17.48 PER DAY
WINTER/MARCH BREAK	\$46.00 PER DAY	-	\$46.00 PER DAY	WINTER/MARCH BREAK	\$37.00 PER DAY	\$19.52 PER DAY	\$17.48 PER DAY
P.A. DAYS	\$46.00 PER DAY	-	\$46.00 PER DAY	P.A. DAYS	\$37.00 PER DAY	\$19.52 PER DAY	\$17.48 PER DAY
EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
TODDLER PROGRAM	\$48.00 PER DAY	\$26.00 PER DAY	\$22.00 PER DAY	BEFORE AND AFTER SCHOOL	\$24.00 PER DAY	\$12.00 PER DAY	\$12.00 PER DAY
PRESCHOOL PROGRAM	\$30.00 PER DAY	\$15.82 PER DAY	\$14.18 PER DAY	BEFORE SCHOOL ONLY	\$11.00 PER DAY	-	\$11.00 PER DAY
SCHOOL AGE PROGRAM	\$31.00 PER DAY	-	\$31.00 PER DAY	AFTER SCHOOL ONLY	\$18.00 PER DAY	\$6.00 PER DAY	\$12.00 PER DAY
SUMMER CAMP	\$39.00 PER DAY	-	\$39.00 PER DAY	SUMMER CAMP	\$30.00 PER DAY	\$15.83 PER DAY	\$14.17 PER DAY
WINTER/MARCH BREAK	\$39.00 PER DAY	-	\$39.00 PER DAY	WINTER/MARCH BREAK	\$30.00 PER DAY	\$15.83 PER DAY	\$14.17 PER DAY
P.A. DAYS	\$39.00 PER DAY	-	\$39.00 PER DAY	P.A. DAYS	\$30.00 PER DAY	\$15.83 PER DAY	\$14.17 PER DAY

TUMPANE CHILD CARE CENTRE				BEFORE AND AFTER FULL DAY KINDERGARTEN PROGRAM AND ESCORTING FULL DAY KINDERGARTEN			
BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	BASE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
TODDLER PROGRAM	\$54.00 PER DAY	\$32.00 PER DAY	\$22.00 PER DAY	BEFORE AND AFTER SCHOOL	\$30.00 PER DAY	\$15.82 PER DAY	\$14.18 PER DAY
PRESCHOOL PROGRAM	\$42.00 PER DAY	\$22.16 PER DAY	\$19.84 PER DAY	BEFORE SCHOOL ONLY	\$18.00 PER DAY	\$6.00 PER DAY	\$12.00 PER DAY
SCHOOL AGE PROGRAM	\$38.00 PER DAY	-	\$38.00 PER DAY	AFTER SCHOOL ONLY	\$25.00 PER DAY	\$13.00 PER DAY	\$12.00 PER DAY
SUMMER CAMP	\$46.00 PER DAY	-	\$46.00 PER DAY	SUMMER CAMP	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY
WINTER/MARCH BREAK	\$46.00 PER DAY	-	\$46.00 PER DAY	WINTER/MARCH BREAK	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY
P.A. DAYS	\$46.00 PER DAY	-	\$46.00 PER DAY	P.A. DAYS	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY
EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE	EMPLOYEE RATE	FROZEN RATE	CWELCC REDUCTION	NEW PARENTAL FEE
TODDLER PROGRAM	\$47.00 PER DAY	\$25.00 PER DAY	\$22.00 PER DAY	BEFORE AND AFTER SCHOOL	\$23.00 PER DAY	\$11.00 PER DAY	\$12.00 PER DAY
PRESCHOOL PROGRAM	\$35.00 PER DAY	\$18.46 PER DAY	\$16.54 PER DAY	BEFORE SCHOOL ONLY	\$11.00 PER DAY	-	\$11.00 PER DAY
SCHOOL AGE PROGRAM	\$31.00 PER DAY	-	\$31.00 PER DAY	AFTER SCHOOL ONLY	\$18.00 PER DAY	\$6.00 PER DAY	\$12.00 PER DAY
SUMMER CAMP	\$39.00 PER DAY	-	\$39.00 PER DAY	SUMMER CAMP	\$28.00 PER DAY	\$14.77 PER DAY	\$13.23 PER DAY
WINTER/MARCH BREAK	\$39.00 PER DAY	-	\$39.00 PER DAY	WINTER/MARCH BREAK	\$28.00 PER DAY	\$14.77 PER DAY	\$13.23 PER DAY
P.A. DAYS	\$39.00 PER DAY	-	\$39.00 PER DAY	P.A. DAYS	\$28.00 PER DAY	\$14.77 PER DAY	\$13.23 PER DAY

\*ICSG NON-BASE FEES INCLUDE: LATE PICK-UP FEES, NSF CHARGES, DUPLICATE TAX RECEIPT

The Centre will be closed on the following holidays *[no fee reduction]*:

New Year's Day	Victoria Day	Labour Day	Boxing Day
Family Day	Canada Day	Thanksgiving Day	
Good Friday	Summer Civic Holiday	Christmas Day	

The Centre will also close early on Christmas Eve and New Year's Eve.

Should the Centre be closed as a result of any Labour Dispute or any emergency disaster such as fire, flood, inclement weather etc., Parents/Guardians will be responsible for making alternate Childcare arrangements. In the event of such service disruption the Management will endeavour to provide Parents/Guardians with as much notice as possible.

### **WAITLIST, ENROLMENT AND WITHDRAWAL POLICY AND PROCEDURES**

Ideal Child Services Group is committed to providing clear and concise information regarding waitlist, enrolment and withdrawal protocols. ICSG has developed the following policy and procedures to be followed prior to and upon registering and withdrawing a Child from the Centre. (Reference Appendix A)

### **ADMISSION INFORMATION SPECIFIC TO PARENTS**

An orientation session will be arranged to review Policies and Procedures and to offer program information. This session is for the purpose of familiarizing the Parent/Guardian and the Child with the surroundings by conducting a tour, answering questions, and completing admission forms prior to the start date.

To secure the space the Parent / Guardian must complete the Enrolment Package which includes:

- ▶ Medical Information
- ▶ Consent Forms
- ▶ Documentation of Child's Routines
- ▶ Cultural Observances
- ▶ Allergy Information and requirements

Once the admission is processed, there is no guarantee that the Child will remain in the Centre until the maximum age allowed as per the License issued by the Ministry of Education. Continued enrolment in the Centre will depend upon vacancy being available. Every effort will be made to provide Parent/Guardian with proper notice of impending withdrawal.

If the Parent/Guardian and the Supervisor/Designate [after consulting with the Program Manager/Executive Director] determine that the Centre is unable to meet the Child's needs, then the Child will not be admitted and a referral to other services will be provided including involvement from Toronto Children's Services.

### *Emergency Contacts*

Parents/Guardians are required to provide the Centre with the names, addresses, and telephone numbers of two individuals who may be contacted in case of an emergency. Contact persons must be aware that they will be expected to pick up the Child in the event of an emergency or illness. Emergency contacts must be available during the hours of operation.

Any changes to the above information must be reported to the Supervisor immediately. Only the Emergency Contacts listed can pick up the Child. Emergency Contacts are not authorized to send other people for pick up.

Under no circumstances will any Child be released to anyone not known to the Centre, without authorization from the Parent/Guardian. Only Parent/Guardian who have legal authority to pick up the Child at the Centre (signed enrolment agreement with ICSG) can provide authorization to release the Child (no third-party authorization will be honoured). For occasional pick-ups Parents/Guardians will be required to provide additional written consent forms. All authorized contacts will require proof of identification.

Under the Child Welfare Act, Children should be 16 years of age and over to supervise other Children.

### *Custody Agreements*

Copies of legal documentation of Child custody [with the appropriate court seal] must be provided to the Centre.



## WITHDRAWAL INFORMATION SPECIFIC TO PARENTS

### *Centre Initiated Withdrawal*

At the time of enrolment, Parents/Guardians are informed that there is no guarantee their Child will remain in the Centre until the maximum age allowed as per the License issued by the Ministry of Education. Continued enrolment in the Centre will depend upon vacancy being available. Every effort will be made to provide the Parent/Guardian with the proper notice of the impending withdrawal.

ICSG will explore all avenues to see what options are available to transition Children and families seamlessly.

Withdrawal will take place according to chronological age. To best accommodate the Children's needs, the oldest Child in the affected age group and/or the oldest Child in the Centre will be given notice. Exceptions to withdrawal may occur in situations where the oldest Child has a younger sibling in the Centre or where a Child requires additional supports and services.

Every effort will be made to provide the Parent/Guardian with a 1 month notice of impending withdrawal.

### *Parent Initiated Withdrawal:*

Written Notice of permanent withdrawal must be submitted to the Supervisor/Program Manager two [2] weeks in advance. This written notice must be addressed to the Supervisor/Program Manager. At the time of the written notice The Supervisor/Program Manager will confirm the receipt of the written notice by initialing and dating the document in conjunction with the Parent/Guardian.

In the event that the Parent/Guardian fails to provide proper notice a full two weeks program fee will be charged.

Subsidized clients must ensure that their Child is present on the last day of withdrawal regardless if sick days are remaining, otherwise Clients will be required to pay full fee for the days not covered by Subsidy.

Once a Child leaves the Centre, the space is offered to the next client. If the Parent expresses an interest for the Child to be readmitted they must request for the Child to be placed on the Centre's waiting list. A permanent space cannot be guaranteed if the parent wishes to temporarily withdraw the Child.

### *Termination of Agreement*

Ideal Child Services Group strives to accommodate the needs of all Children in care. In order to continue receiving care from Ideal Child Services Group, Parent/Guardian participation and co-operation is required.

Ideal Child Services Group reserves the right to terminate services with appropriate notice in the event that the Centre is unable to accommodate the Child's needs or family circumstances. All avenues will be explored by all Supportive Agencies involved including the Toronto Children's Services Consultant, ICSG Program Manager and/or the Executive Director prior to termination of service. All meetings and correspondence will be documented and kept on file.

The Termination of Agreement between Ideal Child Services Group and the Parent/Guardian will occur:

- ▶ Should the Management of Ideal Child Services Group determine that the Child/Parent / Guardian cannot adjust or comply with the Centre's Program or Policies Financial Agreement or Parent/Guardian Code of Conduct.  
(Reference Page 29 of this Handbook)
- ▶ Demonstrates consistent disruptive behavior and / or is physically and verbally aggressive [hits/hurts] or harasses other Children/Staff.

The Child will be withdrawn after two week's notice, and the agreement will be terminated once all attempts are made to assist the Parent to find alternate care by referral to appropriate agencies.

The Centre reserves the right to refuse re-admission of the Child to any Parent/Guardian, who has been asked by Ideal Child Services Group to withdraw his/her Child due to any breach of ICSG Policies, The Parent Code of Conduct and the Financial Agreement.

# FINANCIAL INFORMATION

## FEE PAYMENT

As per ICSG's Financial Agreement, fees must be paid via preauthorized payment. The fees must be paid in accordance to the Fee Schedule that is posted in the Centre as per the age group that the Child is enrolled in at the time. The Fees for subsidized Children will be paid according to the Parent/Guardian Subsidy Agreement.

A two-week deposit of the assessed fee must be paid at the time of enrolment. The two-week deposit is non-interest bearing. In case of any fee adjustments, the Parent/Guardian will be responsible to adjust the deposit accordingly. The deposit amount will be included in the tax receipt for Child Care services rendered in the year where the 2 week withdrawal notice occurs. Any fee reimbursement as a result of fee changes will be non-interest bearing.

Should the Centre be closed as a result of any emergency disaster such as fire, flood, inclement weather etc, Parents/Guardians will be responsible for full payment of fees for each day the Centre is affected.

Regardless of illness, vacation, and days off, full payment of fees for each week is mandatory.

A fee adjustment will apply when a Child transfers to the next age grouping on the 1st day of the next month following the Child's birthday.

The Centre cannot guarantee a subsidized space/s for Children already in care under the full fee paying status in the event that a full fee paying client becomes eligible for subsidy, and the Centre has exceeded its allocated number of subsidized spaces approved by Toronto Children's Services, a withdrawal notice may apply.

If the preauthorized payment is unable to be processed due to lack of sufficient funds, a late payment charge of \$15.00 per week will be added.

Any fee reimbursement as a result of fee changes including deposit will be non-interest bearing. Fee reimbursements will only be issued for amounts of \$15.00 or greater. Parent reimbursement cheques that have been issued and require re-issuance as a result of being stale dated, will incur a charge of \$15.00 to replace. Parent reimbursements will only be issued once the Centre receives the final from Toronto Children's Services for the month in which the fee change or withdrawal occurred.

Requests for duplicate tax receipts will be subject to a \$25.00 surcharge per receipt.

In the event that fees are in arrears, the Centre reserves the right to refuse care until the outstanding balance is paid in full. The Parent will be given a grace period of 5 business days to bring the account up to date. There will be no space guarantee if the outstanding fees are not paid in full by the due date. Regular Fees will continue to apply for the duration of the Child's absence.

The Toronto District School Board stipulates that if the Child is suspended from School for any reason, the Child may continue to attend the Centre only if the School Principal and the Supervisor do not believe that the Child's attendance presents a risk of harm to any person. In the event that the accommodations for the suspended Child will not be permitted at the Centre, Parents will still be liable to pay assessed fees for those days.

In the event of permanent withdrawal of the Child the Parent/Guardian must provide the Centre with two [2] weeks written notice. If this notice is not provided, two [2] weeks additional fees in lieu of notice will be charged. Only written notices initialled by the Supervisor will be honoured.

## FEE INCREASES

The Budget process takes place in the fall to allow Toronto Children's Services to review and approve the financial plan. One month's notice of any fee increase will be provided. The Centre's Fee Schedule is revised on January 1 of each calendar year.

## **ATTENDANCE POLICY**

ALL SUBSIDIZED CLIENTS ARE ALLOWED UP TO 35 ABSENT DAYS PER CALENDAR YEAR [January -December]. ABSENCES ARE NOT TO EXCEED 20 CONSECUTIVE DAYS.

Prior to the Child exceeding the allowable number of absent days, the Supervisor will communicate regularly with the Parent, via Written Notices, indicating the specific number of absent days claimed including the balance of days off for the remainder of the year.

As per Toronto Children's Services Policy the PARENT/GUARDIAN IS RESPONSIBLE TO PAY A FULL FEE for any absent days that exceeds the allowable number of absent days; therefore NON PAYMENT OF FULL FEES for any additional absent days could result in immediate TERMINATION OF THE CHILD CARE SERVICE.

When the annual maximum number of absent days are exceeded in accordance with Toronto Children's Services requirement, the Bank Account on file will be debited the balance owing for every absent day over and above the approved number of absent days (*this applies to subsidized clients*).

The Parent/Guardian can appeal to Toronto Children Services for additional days of absence beyond the 35 allowable days. The appeal process MUST BE APPROVED by Toronto Children Services PRIOR to taking the additional time off.

In the event that the approval for additional time off is NOT granted by Toronto Children Services prior to leaving, Ideal Child Services Group will not be able to guarantee a space for the Child unless the Parent/Guardian pays IN ADVANCE THE FULL CHILD CARE FEE for the duration of the absence.

## **LATE PICK-UP CHARGE**

As per our Financial Agreement, Parents/Guardians must arrive to pick up the Child prior to 6:00 p.m. otherwise; a late pick-up charge will apply. A late pick-up fee of \$ 20.00 [by cash] per Child for anytime within the first fifteen [15] minute period [after 6:00 p.m.] as per the designated Centre Clock and an additional \$ 1.00 per minute thereafter. The late pickup charge is to be paid directly to the Staff at the Centre.

In the event that a Parent/Guardian is continuously late picking up their Child, the Centre reserves the right to give withdrawal notice. Any outstanding balance needs to be paid in full prior to leaving the Centre.

If the Staff is unable to contact the Parent/Guardian or Emergency Contact person by 6:30 p.m., the Appropriate Child Welfare Agency will be called.

## **TERMS OF THE FINANCIAL AGREEMENT**

ICSG reserves the right to alter the terms of the Financial Agreement [signed by the Parent/Guardian at the time of admission] with two [2] weeks notice.

*For more information with direct reference to the Financial Agreement, refer to the Parent Enrolment Package / Agreement signed by the Parent / Guardian at the time of enrolment.*

# DAILY PRACTICES

## SAFE ARRIVAL AND DISMISSAL POLICY AND PROCEDURES

ICSG is committed to ensuring the Safety and Well-Being of all Children enrolled in our Childcare program. In order to further enhance safety measures, ICSG has developed the Safe Arrival and Dismissal Policy to be implemented during days that the Centre is in operation. (Reference Appendix B)

## SIGNING IN AND OUT

Parents/Guardians are expected to bring the Child into the building and ensure that the Child is under direct supervision of ICSG Staff before leaving the premise. When picking up the Child, Parents/Guardians must ensure that the Staff are aware of the Child's departure.

When the Child is not under the direct supervision of ICSG Staff, Parents/Guardians are responsible to supervise the Child while on the Centre premise.

## DUTY TO REPORT

Ideal Child Services Group is committed to acting in the best interest of all Children. In the course of our professional duties, we are required by law to report any suspected Child abuse to the appropriate authorities.

The Child and Family Services Act (Section 72)

In Ontario, a Child is defined as a person under the age of 16 [i.e., up to and including 15 years of age]. [C.F.S.A. 37 (1)]

1. Every person in Ontario, including a person who performs professional or official duties with respect to Children is required under the Child and Family Services Act to report his/her suspicion that a Child may have been abused or is at risk for abuse (i.e., in need of protection). The suspicion and the information upon which that suspicion is based, must be reported to the Appropriate Child Welfare Agency immediately; included and defined specifically are the "operator or employee of a day nursery". This definition includes all Centre Staff.
2. The individual who suspects that a Child may have been abused or is at risk for abuse must report directly to the Appropriate Child Welfare Agency and cannot rely on anyone else to report on his/her behalf.
3. Any additional suspicion and information must be reported, even if previous reports with respect to the same Child have already been made to the Appropriate Child Welfare Agency.

Prior to the intervention of the Appropriate Child Welfare Agency, we are not authorized to inform the Parent/Guardian or to investigate any allegation/ suspicion of Child abuse.

## SEXUAL HEALTH EDUCATION

ICSG is committed to raising sexually healthy Children by providing opportunities through programming and daily interactions. Sexual Health is an important area of development which includes physical, social, and emotional growth in all Children.

Staff are trained in Child development, as such they are aware of typical behaviours for Children's exploration and play. Staff act as positive role models for Children and families and teach proper terminology for body parts. Children are clearly and directly told what is and what isn't appropriate without feeling ashamed. Staff encourage open dialogue and address Children's questions and comments by providing honest, factual information, based on the chronological and social emotional age of the Children. Parents are notified on a case by case basis when issues or questions arise by their Children, so that they can further facilitate discussions at home or when there is a behaviour that raises concern.

The Centre provides toys that are non-biased and non-gender specific. Ample opportunities are provided for Children to play with toys, books and other educational materials and to take part in play situations that are traditionally associated with the other gender. Children have the right to learn and grow in a biased free, sexually healthy environment.

## **VULNERABLE SECTOR CHECK**

All Staff, Students, Volunteers will be required to obtain a Vulnerable Sector Check which will include contact with the Toronto Police Service. This practice will ensure the safety and well being of all Children.

Prior to the commencement of work all Applicants will be required to review the Vulnerable Sector Check Policy and annually thereafter.

A Conditional Offer of Employment will be extended to potential applicants who will be able to work providing that the ICSG's "Conditional Offer of Employment and Acknowledgement" form is signed and that the original receipt is submitted confirming that the Vulnerable Sector Check has been initiated.

While awaiting the results of the Vulnerable Sector check the Staff will not be able to be left alone / unsupervised with the Children.

ICSG considers all information collected in the Vulnerable Sector Check Policy as confidential and will not disclose to the extent possible documentation collected in this process. Information will be handled discreetly and sensitively. All documentation with respect to the Policy review will be kept on file for 3 years.

## **STUDENTS/VOLUNTEERS**

Ideal Child Services Group accepts placements of Students from a number of Community Colleges, High Schools, Family Studies, and Co-Op Programs. Students/ Volunteers provide a valuable additional resource for the Centre. Parents/Guardians will be informed via newsletters/postings the dates and duration of time the Students/Volunteers will spend in the assigned classroom.

Students/ Volunteers work under the direct supervision of ICSG Staff who provide ongoing guidance and expertise in the daily operations and functions of the Centre. Students/Volunteers are not counted as part of the Staffing ratio and will not have unsupervised access or be left alone with the Children in the Centre.

Students/Volunteers are part of an orientation process which includes completing ICSG's Student/Volunteer Package prior to commencing placement, training with respect to individual plans for Children with Anaphylactic reactions and for Children who have medical conditions or Special Needs. Student/Volunteers will be required to participate and assist the Staff throughout all daily routines / programs.

Ideal Child Services group will ensure that Student Volunteers will review, date, and sign off confirming the understanding and the agreement to comply with ICSG's Policies and Procedures, in specific, Program Statement, Behavior Management, Code of Conduct and Ethics, Supervision of Student and Volunteers Policy and other applicable documentation specific to the Site and annually thereafter.

## **PARKING**

A limited parking area is provided for Parents/Guardians for picks up/drop-off times. The Supervisor must be notified if the Parent/Guardian anticipates staying at the Centre for more than 10 minutes.

Children are never to be left unattended. Parents/Guardians cannot block restricted zones or other parked cars.

## **BUSING GUIDELINES**

A busing agreement must be made by the Parent/Guardian for school/home transportation with independent bus companies.

Parents/Guardians must provide the Centre with the bus route number, pick up/drop off times, the bus contact number as well as the alternate School address and phone number.

In the event that the Child should miss the School bus, the Parent/Guardian shall make arrangements for the Child's transportation to School.

In the event that the Child will be absent from School, it is the responsibility of the Parent/Guardian to inform the transportation company.

Ideal Child Services Group is not responsible for the supervision of Children while they are being transported to and from School in the School bus.

## **FIELD TRIPS**

Throughout the year Ideal Child Services Group brings the entertainment to the Centres to enhance all programs and on occasion, trips are made to places of interest. Information outlining the destination, time and date for each trip will be provided. The Parent/Guardian will be required to sign a permission slip authorizing the Child's participation.

Parents/Guardians who volunteer on the field trips will be required to complete all necessary documentation as required by the CCEYA.

Any Child who displays lack of compliance with the established rules of the Centre may participate in special excursions, only if the Parent/Guardian attends.

## **OUTDOOR PLAY**

As per the Child Care and Early Years Act, all Children are required to go outside daily for two hours except during inclement weather conditions. Parents must dress the Child accordingly. Our general rule is that if a Child is well enough to attend the Centre, the Child is well enough to play outside and attend the School.

## **REST PERIOD**

Children will be given an opportunity for a rest period daily. Programming for this period is provided as per the posted Lesson Plan.

## **CLOTHING AND POSSESSIONS**

All Children should be dressed in washable clothing that is appropriate for physical activity, the weather and the season. The Parent / Guardian is responsible to provide the Centre with a second set of clothing to be kept at the Centre. All Children's clothing must be labelled with the Child's name.

Parents must provide Children with closed toe and heel rubber soled shoes for indoor and outdoor use.

Any belongings from home cannot not be brought and/or stored at the Centre except on "Show And Tell" days. The Centre will not be responsible for any lost items.

## **PROHIBITED PRACTICES**

*Prohibited practices are as follows:*

- ▶ Corporal punishment of the Child.
- ▶ 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.
- ▶ Locking the exits of the Centre premises for the purpose of confining the Child, or confining the Child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- ▶ Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a Child that would humiliate, shame or frighten the Child or undermine his or her self-respect, dignity or self-worth.
- ▶ Depriving the Child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- ▶ Inflicting any bodily harm on Children including making Children eat or drink against their will.

Anyone who observes a prohibited practice must make a report to the local Child protection agency as per ICSG's Behaviour Management Policy. All Staff, Students and Volunteers must adhere to the Behavior Management Policy and cooperate with the Child protection agency.

## **BEHAVIOUR GUIDANCE**

Children are redirected in a positive manner at a level that is appropriate to their actions and their ages in order to promote self-discipline, ensure health and safety, respect the rights of others, and maintain equipment.

Challenging behaviours [*i.e. biting, hitting, pushing, verbal brutality etc.*] will be dealt with according to the Centre's Policies. The Parent/Guardian will be strongly encouraged to work closely with the Staff and other outside Agencies, if necessary. Lack of Parent/Guardian co-operation could result in the termination of this agreement.

In some extreme situations of challenging behaviour, *[wherein a Child is endangering his/herself or others]* Staff may find themselves having to respond to a crisis by defusing and/or de-escalating a Child 's volatile situation. In such cases, as per the Supervisor's/Designate discretion, Parents/Guardians will be required to pick up the Child. If necessary, follow up meetings will be set-up between Staff, Supervisor and the Parent/Guardian.

## **SERIOUS OCCURRENCE**

In the event of a serious accident 911 will be contacted for immediate emergency assistance. The Parent/Guardian will be notified promptly and will be required to pay all expenses incurred due to an emergency involving the Child [i.e. ambulance]

Serious occurrences are defined as follows:

- Any death of a Child who received Childcare at a home Childcare premises or Childcare Centre, whether it occurs on or off the premises.
- Abuse, neglect or an allegation of abuse or neglect of a Child while receiving Childcare at a home Childcare premises or Childcare Centre.
- A life-threatening injury to or a life-threatening illness of a Child who receives Childcare at a home Childcare premises or Childcare Centre.
- An incident where a Child who is receiving Childcare at a home Childcare premises or a Childcare Centre goes missing or is temporarily unsupervised.
- An unplanned disruption of the normal operations of a home Childcare premises or Childcare Centre that poses a risk to the health, safety, and well-being of Children receiving Childcare at the home Childcare premise or Childcare Centre.

A "Serious Occurrence Report" will be completed and filed with the Ministry of Education.

In addition, "A Serious Notification Form" will be posted to communicate information to the Parent/Guardian about the incident, outline follow-up actions taken and the outcomes. The form will be posted by the Childcare License and Licensing Summary Chart for Parent/Guardian viewing for a period of 10 days.

## **NUTRITION**

Weekly Menus are posted for the current and following week to assist the Parent/Guardian in menu planning at home. Nutritious mid-day meals, including morning and afternoon snacks will be provided in accordance with Canada's Food Guide.

At the Supervisor's discretion, special dietary requirements will be accommodated for health reasons including religious or special diets. The Parent/Guardian will be required to provide written instructions [listing ingredients] of substitute foods that they will provide for either snack or lunch for the Child. Food substitutions that are provided by Parents / Guardians must meet the nutritional requirements set out in the Canada's Food Guide Children will not be permitted to share food. Staff will ensure that all substitutions provided by the Parent / Guardian are labelled with the name and date that the food substitution is provided. Should a Parent / Guardian fail to provide a food substitution on any particular day, the Centre will immediately contact the Parent / Guardian requesting for the Child's food to be provided. If the Parent / Guardian is unable to provide the necessary foods, the Parent / Guardian will be required to pick up the Child from the Centre.

Although we provide lunch and snack for Children attending our programs, any food brought to the Centre that is not listed on our menu, must be peanut/nut free. This includes Parents/Guardians who provide snack for the Child who attends School. All snacks sent to School must be consumed exclusively during School hours.

## **TDSB SCHOOL SUSPENSION** *(for Centres located in TDSB Buildings)*

The Toronto District School Board [T.D.S.B.] stipulates that if the Child is suspended from School for any reason, the Child may continue to attend the Centre only if the School Principal and the Supervisor do not believe that the Child's attendance presents a risk of harm to any person. In the event that the accommodations for the suspended Child will not be permitted at the Centre, Parents will still be liable to pay assessed fees for those days.

## **SMOKE FREE**

The Smoke Free Ontario Act prohibits persons from smoking in enclosed and public places, to protect workers and the public from the hazards of second hand smoke. Smoking, handling of a cigarette or use of an e-cigarette is prohibited in the centre and playground, near entrances and playground areas whether Children are present or not.

## **CELL PHONE**

Cell phone use is prohibited on premise unless authorized by the Management of ICSG.

# HEALTH PRACTICES

ICSG's main goal is to ensure the health and safety of all Children in care. In order to protect and maintain the Children's good health, parental support and co-operation is essential in this process.

## CHILD HEALTH AND SAFETY

In order to reduce the risk within the Centre, ICSG would like to inform Parents that the following are some examples of items that have been swallowed or placed in body cavities according to articles related to Children's Safety.

- ▶ Coins
- ▶ Safety Pins
- ▶ Loose Buttons
- ▶ Hair Accessories including barrettes, bobby pins, hair beads/bobbles, small clips etc.
- ▶ Jewelry including gold, silver, and other metals, as well as string necklaces/bracelets
- ▶ Button batteries
- ▶ Magnets (smaller than a "Loonie")
- ▶ Nails, screws
- ▶ Bottle Caps
- ▶ Toothpicks

ICSG would like to remind Parents that items, such as the ones listed above, are not permitted in the Centre. We encourage Parents to check Children's pockets and bags prior to drop off at the Childcare.

## ANAPHYLAXIS POLICY

ICSG is committed to taking a pro-active position regarding the prevention of Anaphylaxis. The objective is to provide a process for dealing with anaphylaxis in the Centre and to minimize the risk of an anaphylactic reaction occurring while the Child is in care. In addition, ICSG will ensure that all Staff as well as other relevant members of the service community, such as Volunteers, Students and visiting Specialists respond appropriately to an anaphylactic reaction. (Reference Appendix C)

## MEDICATION ADMINISTRATION

ICSG will ensure that the administration of prescription medication is in accordance with the Child Care and Early Years Act and the Toronto Public Health requirements.

Written authorization from a Parent/Guardian will be required for all prescription medication. The Supervisor will authorize administration of the medication by signing the "Medication Authorization Form" and forms required for other medical conditions.

The Parent/Guardian must deliver the medication in its original container with the Child's name. Any medication that is not prescribed, outdated, or not in the original container will not be administered by the Staff.

Inhalers can be necessary when Children have asthma or contract a cold and/or virus. Inhalers prescribed for asthma require an Asthma Action Plan form that must be completed and signed by the Doctor. Inhalers prescribed for colds and/or viruses must be accompanied by a Doctor's note that includes specific instructions for the medication.

Medication for seizures and diabetes can only be administered upon the Doctor's completion of the "Action Plan Form" specific to the medical condition.

If a Child requires an EpiPen, the Child's individual Emergency Anaphylaxis Plan will be followed. All Parent/Guardian authorizations and Doctor consents must be in place on or before the Child's start date.

Non-prescription medication including vitamins are considered a "drug" and therefore require specific written instructions from the doctor. The same procedure for prescribed medications will apply.

**NOTE:** The administration of any other medications that do not fall within this policy will be assessed on an individual basis.



## SYMPTOMS OF ILL HEALTH

As Children arrive each day, the Staff will conduct a visual assessment of the Child. Staff will alert and notify the Supervisor/Designate for any signs of ill health.

The Supervisor/Designate will advise the Parent/Guardian if exclusion from the program will be required.

Parents/Guardians should be prepared either to return home with their Child, or to take the Child to the Doctor, should the Staff be concerned about the Child's health.

### *Exclusion*

Children will be excluded from the program for at least 48 hours.

Once the Child returns to the Centre after the exclusion period, and his/her health condition does not improve, and/or gets worse, the Supervisor/Designate may request a follow up doctor's note in order to protect other Children.

The Supervisor/Designate can refuse to accept the Child if they, in their reasonable judgment, believe that the Child's illness may compromise the health of the other Children in care.

Parents/Guardians will be required to comply with the minimum days of exclusion as per the chart below and as required by Public Health.

<b>The Child must stay away from the Centre for 48 hours i.e. will be excluded for at least 48 hours</b>		
<b>Communicable Diseases</b>	<b>Signs and Symptoms</b>	<b>Exclusion – 48 Hours</b>
Diarrheal episode and/or Vomiting	Increase in frequency of stools and/or unformed loose or watery stools. May be accompanied with abdominal pain, mucous or blood in stool, fever, nausea	Until Symptom free for 48 hours
Pink Eye Conjunctivitis	Redness, itching, pain and discharge from the eye	Until appropriate medication is taken for at least 48 hours
Common Cold/Fever (38.1 C/100.5 F or higher)	Runny nose, sore throat, cough, fever, loss of appetite	If common cold accompanied by fever – 48 hours
Impetigo (Streptococcal)	Pustules or crusted rash on face and exposed parts of body	Exclude until appropriate medication is taken for at least 48 hours
Fifth Disease – Slapped Cheeks Syndrome	Possible mild fever, sore throat, facial rash (slapped face appearance), possible lace-like rash on trunk and extremities that fades but may occur for 1-3 weeks on exposure to sunlight	48 hours
Pinworms	Itching of the anal-are, disturbed sleep, irritability, diarrhoea, and abdominal cramps – may be symptom free	48 hours
Ringworm of the Scalp and Body	A fungal disease of the skin. Usually appears as flat, spreading ring shaped lesions on trunk and extremities. Lesion may be reddish, pustular and dry, scaly or moist and crusted	Until appropriate medication has been taken/applied for at least 48 hours and all exposed rashes must be covered
Strep Throat	Sore throat accompanied by fever	Exclude until appropriate medication is taken for at least 48 hours
Scabies (Mite)	Red, very itchy rash, often between fingers, on palms, underarms, wrists, elbows, head and neck.	Until 48 hours after treatment applied
Hand, Foot & Mouth – Coxsackie A 16	Characteristics rash: red spots, often with small blisters on top, appears on hands, feet and in mouth. Lack of energy, fever, headache, sore throat	Until after 48 hours
Scarlet Fever	Form of streptococcal disease. Sore throat, fever, enlarged nodes on the neck, widespread bright red rash. Red rash commonly seen on neck, chest, axilla, elbow, groin and inner thigh, strawberry tongue. May also experience nausea and vomiting	Until appropriate treatment with antibiotics for at least 48 hours

**The Child must stay away from the Centre for longer than 48 hours**

<b>Communicable Diseases</b>	<b>Signs and Symptoms</b>	<b>Exclusion</b>
Chicken Pox – Varicella Zoster Virus	Rash with small blisters on top which become crusted. Itching, malaise, mild fever, headache	Must be excluded for 5 days or more until all scabs are dry before Child can come back to the centre
Measles	High fever cough, runny nose, cold-like symptoms, sensitive eyes, rash which begins on face and spreads down body, large red spots which often join together, headache	Exclude until at least 4 days after onset of rash
Pertussis – Whooping Cough	Usually begins as a cold with runny nose, low fever and cough. Cough becomes progressively worse and may result in a high pitch whoop sound. Loss of breath and vomiting after coughing bouts may occur. May last 6-10 weeks.	For 5 days after appropriate treatment begins, or for 3 weeks from onset of rash
Rubella German Measles	Symptoms may not be detectable or can present mild fever, sore throat, and swollen glands in neck without rash. Rash resembles red spots which start on scalp and quickly cover entire body. Transient red rash starting on scalp and face and spreads over entire body	For 7 days after onset of rash
Head Lice	Many Children have no symptoms. Sometimes itchy scalp	Exclude until appropriate treatment is COMPLETED
Mumps	Enlargement of salivary glands, possible swelling of cheeks and face. May include fever, headache, abdominal pain or sometimes no apparent symptoms	Must be excluded for 9 days after first sign of swelling

# EMERGENCY MANAGEMENT

ICSG is committed to having policies in place ensuring that appropriate plans and arrangements are in place for emergency situations. ICSG's policy outlines the response to emergencies to ensure that critical functions are maintained or restored in a timely manner.

Should any of the following situations occur, ICSG will endeavour to inform Parents/Guardians via Email, ICSG Website and/or the Centre Facebook page, the status of the situation.

## EMERGENCY CLOSURE

In the event of closure due to emergency conditions/inclement weather, Parents/Guardians are encouraged to access local news stations for the most up to date information. Ideal Child Services Group will post updates on the Website as they become available.

### *Emergency Condition Days*

An emergency condition day is a day (partial or full) designated as an emergency because of the breakdown of essential services (such as hydro, heat, and/or water) or other conditions whereby the safety of the Children and Staff would be compromised. An emergency conditions designation may be given to an individual Centre or group of Centres depending on the circumstances of the emergency and could result in short or long-term closure.

### *Inclement Weather Days*

An inclement weather day is defined as a day where road or weather conditions can affect the operation of the Centre but does not result in Centre closures unless deemed so by Governing Agencies, the School Board, Landlords and / or the Media.

During periods when the TDSB sites are not operating, i.e. Winter Break, March or Summer Break, and after hours, it will be the responsibility of the Supervisor / Designate in consultation with the Program Manager / Executive Director to determine whether the Centre will remain open or closed.

## DISRUPTION OF SERVICE

Should Ideal Child Services Group be closed as a result of ANY Labour Dispute or ANY emergency disaster such as fire, flood, inclement weather etc. Parents will be responsible for making alternate Childcare arrangements. In the event of such service disruption the Board of Directors will endeavor to provide you with as much notice as possible.

## PANDEMIC

A Pandemic is an outbreak of a new virus for which there is little or no immunity. The virus spreads rapidly and affects the world on a global scale. The World Health Organization (WHO) determines when and where a Pandemic begins. The Government then determines whether closures are necessary and for how long.

Infection prevention and control has always been an integral part of ICSG's culture. ICSG has adapted and enhanced policies and procedures in response to any Pandemic situation, to mitigate risk and ensure the health and safety of all Staff, Parents/Guardians and Children.

*The following practices will be in place:*

- ▶ Policies and procedures have been developed specific to a Pandemic in order to increase the health and safety of Staff, Children and Parents/Guardians.
- ▶ Staff, Parents and Children will complete a health check prior to entering the Centre.
- ▶ A screening station will be located at the entrance of the Centre, as a result, there may be a longer waiting period before Parents/Guardians can access the Centre.
- ▶ Only one Parent/Guardian will be permitted to enter the screening area with Children.
- ▶ Children will be excluded from care if at the time of screening they show any signs or symptoms and/or if throughout the day they develop any signs or symptoms related to the Pandemic.
- ▶ Staff will monitor the Children to ensure that infection prevention and control practices are prioritized throughout the day.
- ▶ Staff will receive thorough enhanced infection prevention and control, and health and safety training. Training will be frequently updated and provided to ensure best practices and consistency.
- ▶ Regular communication on health and safety and infection, prevention and control practices will be shared with families for use at the Centre and at home; and
- ▶ Procedures will be updated and revised regularly to ensure best practices in accordance with Public Health authorities.

### *Operating Hours*

Operating hours may be adjusted as per Governing Agencies' directions. ICSG will endeavor to provide Parents/Guardians with as much notice as possible should the opening and closing of the Centre be affected.

### *Drop-Off and Pick-Up Procedures*

To ensure health and safety, as well as stringent infection prevention and control practices, Children will be received at the front entrance of the Centre. ICSG Staff will greet and health screen the Children. This practice may be unsettling; however, this step will ensure that the Centre setting remains free of infection. ICSG strongly recommends that only one Parent/Guardian be responsible for dropping off and picking up the Children.

### *When the Child is Sick*

Staff will complete a basic health check and screening to ensure the Children are asymptomatic upon arrival. Children will also be monitored throughout the day.

If a Child becomes sick at the Centre, the Child will be separated into an isolation room and supervised by one of the Staff. The Parent/Guardian will be notified to pick up the Child. If it is appropriate and feasible, a mask will be placed on the Child. If the Child requires immediate medical attention, the Child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner.

All Staff/Parents/Children who display any Symptoms of Ill Health, will be excluded from the Centre as per TPH requirements and must be symptom free for 48 hours prior to returning to the centre. A doctor's note must be provided upon return to the Centre.

Any Staff/Parents/Children being managed by Toronto Public Health, must follow instructions as per TPH to determine when to return to the Centre. Appropriate supporting documentation must be submitted in order to be accepted into care.

### *Clothing and Personal Belongings*

Parents/Guardians must provide the respective classroom with everything the Child requires on a daily basis. The laundering of blankets will be done exclusively at the Centre and only soiled clothing will be sent home. At this time no toys, including soft toys, will be accepted at the Centre.

Ideal Child Services Group is committed to having each Centre open every working day throughout the fiscal year. Recognizing that emergencies such as the breakdown of essential services, inclement weather or any event that may affect the safe operation of the Centre, the safety of the Children and Staff shall be the prime consideration when decisions are made.

***NOTE:*** *In the event of closure, ICSG strongly recommends that Parents/Guardians pick up Children's medication and belongings required during this time.*

# PARENT/GUARDIAN CODE OF CONDUCT

All participants involved in the Childcare community have the right to be safe and feel safe in our Centres. The Ideal Child Services Group Parent/Guardian Code of Conduct sets clear standards of behaviour that apply to Parents, Guardians, Volunteers, Teachers and/or Board Members whether they are on ICSG property, school property, building property, school buses, or attending Childcare events and/or activities.

All members of the Childcare community are to be treated with respect and dignity regardless of race, creed, sexual orientation, gender identity or disability, especially persons in positions of authority.

Ideal Child Services Group believes that Parents/Guardians play a formative role in the development of a Child's sense of justice, equity and the dignity and worth of all members within our Centres. Parents also act as one of the most influential role models within a Child's life. It is the expectation that all Parents/Guardians model acceptable behaviour at all times within our Centres.

## **Ideal Child Services Group upholds ZERO TOLERANCE for:**

- ▶ Threats, perceived threats, acts of violence, bullying, harassment or intimidation
- ▶ Verbal abuse, swearing, name calling, or degrading responses or behaviour such as gossiping and public criticism
- ▶ Any behaviour that impacts or affects the Staff's ability to do their job
- ▶ Families taking discipline of Children, Staff or Parents into their own hands
- ▶ Insults, disrespect and other hurtful acts
- ▶ Handling of cigarettes, vape pens or recreational marijuana on the premises including the parking lot
- ▶ Use of substances (alcohol, drugs) on the premises including the parking lot
- ▶ Smoking on the premise (cigarettes, vape pens, recreational marijuana) including the playground areas and parking lot
- ▶ Use of any audio/video recording devices including cell phones in the presence of Children
- ▶ Possessing a weapon on ICSG property

## **Parents have a responsibility to:**

- ▶ Be courteous to others
- ▶ Use acceptable language
- ▶ Conduct him/herself in a manner which allows others to feel safe from verbal and physical abuse
- ▶ Respect the building and equipment as well as the personal property of others
- ▶ Communicate regularly with the Centre Staff
- ▶ Ensure that their Child attends the Centre regularly and on time
- ▶ Promptly report to the Centre their Child's absence or late arrival
- ▶ Inform the Centre immediately of any communicable health concerns
- ▶ Become familiar with the Code of Conduct and Centre directives
- ▶ Encourage their Child in following the rules of behaviour
- ▶ Assist the Staff in dealing with behaviour/disciplinary issues
- ▶ Adhere to the Toronto District School Board's Code of Conduct (for centres located in TDSB sites). The Code of Conduct is posted on the Childcare Parent Bulletin Board and is also available on TDSB's website at [www.tdsb.on.ca](http://www.tdsb.on.ca)
- ▶ Adhere to all policies and procedures as set forth by the building Landlord

## **Interactions between Parents and Staff:**

- ▶ Expressing concerns in the presence of the Children, other parents or disrupting the classroom program is not permissible
- ▶ Differences of opinion and personality clashes shall be resolved in a professional manner.
- ▶ Issues between parties are to be resolved as per our Complaints and Resolution Policy

## **The Supervisor in conjunction with the Management Team reserves the right to take immediate action as the situation may warrant. This may include the following:**

- ▶ The person may be directed to leave the property/premise immediately and may be barred from coming onto or in the property/premise
- ▶ The Police may be called for direction/assistance
- ▶ Children's Aid may be called for direction/assistance

## **Failure to meet the above expectations will result in any of the following consequences:**

- ▶ Verbal warning
- ▶ Written warning
- ▶ Legal action could be taken
- ▶ Termination of provision of care
- ▶ Refusal of re-admission

ICSG is in compliance with Bill 168 legislation regarding Workplace Violence and Harassment, therefore all members of the ICSG community are required to adhere to the legislative requirements.

# COMPLAINTS AND RESOLUTION PROCEDURES

In order to uphold a professional environment free of bias at each site, ICSG is committed to taking a proactive approach whenever dealing with a complaint lodged by any individual including Managerial Personnel, Staff/Students/Volunteers, Parents/Guardians and Visitors.

Concerns and/or complaints may be brought forward verbally or in writing. Responses and outcomes will be provided verbally. The level of detail provided to the person reporting the concern or complaint will respect and maintain the confidentiality of all parties involved.

Any concern or complaint regarding Managerial Personnel, Staff/Students/Volunteers, Parent/Guardian, Children, or Classroom Operation should first be discussed with those involved to arrive at a mutually agreeable solution as soon as possible. Concerns should be resolved at this stage through mutual agreement.

Any unresolved concerns or issues should be addressed as follows, based on the categories listed below:

## *Managerial Personnel:*

If the complaint or concern is about the Supervisor/Designate, the Program Manager will be informed and will consult with the Supervisor/Designate. Recommendations for resolution of the complaint will be forwarded to the Executive Director. In most instances, concerns should be resolved at this stage.

In cases where the concern or complaint is about the Program Manager the Executive Director will be informed and will consult with the Program Manager. Recommendations for resolution of the complaint will be determined by the Executive Director. In most instances, concerns should be resolved at this stage.

Where the complaint or concern is about the Executive Director the President of ICSG's Board of Directors will be informed.

All documentation will be kept on file.

## *Staff Member / Children / Classroom Operation:*

- ▶ The individual that has a concern should first approach the Teacher(s) involved;
- ▶ If the concern is not resolved, the Lead RECE Teacher should be informed;
- ▶ If the concern is still not resolved, the individual will report to the Supervisor;
- ▶ If required, the Supervisor will consult and forward her recommendations for resolution of the complaint to the Program Manager;
- ▶ In most instances, concerns should be resolved at this stage.

## *Administration, Operational, Physical or Safety issues:*

- ▶ The individual that has a concern should first approach the Supervisor;
- ▶ The Supervisor will arrange a meeting with the individual involved to review the issue and if required she will develop a "Plan of Action" to resolve the concern;
- ▶ If required, the Supervisor will consult and forward her recommendations for resolution of the complaint to the Program Manager;
- ▶ In most instances, concerns should be resolved at this stage.

Complaint of a serious nature:

## *Supervisor:*

- ▶ If the concern cannot be satisfactorily resolved through discussion, the Program Manager will submit the individual's formal written complaint to the Executive Director.
- ▶ Executive Director and/or Program Manager will investigate the complaint and discuss it with the individuals involved.

## *Program Manager:*

- ▶ If the concern cannot be satisfactorily resolved through discussion, the Executive Director will submit the individual's formal written complaint to the President of ICSG's Board of Directors.
- ▶ Executive Director and/or Board of Directors will investigate the complaint and discuss it with the individuals involved.

## *Executive Director:*

- ▶ If the concern cannot be satisfactorily resolved through discussion, the Board of Directors will investigate the complaint and discuss it with the individuals involved.

## *Staff:*

- ▶ If the concern cannot be satisfactorily resolved through discussion, the Supervisor will submit the individual's formal written complaint to the Program Manager who will then forward this on to the Executive Director.
- ▶ Executive Director and/or Program Manager will investigate the complaint and discuss it with the individuals involved.
- ▶ If necessary, the issue will then be brought forward to the President of the Board by the Executive Director.

#### *Students/Volunteers:*

- ▶ The individual that has a concern should first approach the Staff responsible for supervising the Student/Volunteer involved;
- ▶ If the concern is still not resolved, the individual will report to the Supervisor;
- ▶ If required, the Supervisor will consult and forward her recommendations for resolution of the complaint to the Program Manager;
- ▶ In most instances, concerns should be resolved at this stage.

#### *Children:*

- ▶ The individual that has a concern should first approach the Teacher(s) involved;
- ▶ If the concern is still not resolved, the individual will report to the Supervisor;
- ▶ If required, the Supervisor will consult and forward her recommendations for resolution of the complaint to the Program Manager;
- ▶ In most instances, concerns should be resolved at this stage.

#### *Parent/Guardian:*

- ▶ If the concern cannot be satisfactorily resolved through discussion, the Supervisor will submit the individual's formal written complaint to the Program Manager who will then forward this on to the Executive Director.
- ▶ Executive Director and/or Program Manager will investigate the complaint and discuss it with the individuals involved.
- ▶ If necessary, the issue will then be brought forward to the President of the Board by the Executive Director.

#### *In all cases:*

- ▶ Concerns/complaints will be fair, impartial, and respectful to all parties involved.
- ▶ An initial response to the concern or complaint will be provided within 7 working days from which the complaint is brought forward. Reasons for delays will be addressed in writing.
- ▶ Where the person reporting the complaint is not satisfied with the response or outcome of concern or complaint may escalate the concern or complaint verbally or in writing to the Executive Director.
- ▶ Every attempt will be made to reach a solution that is mutually agreeable to all parties involved.
- ▶ The decision of the Board of Directors will be final.
- ▶ Concerns/complaints 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.
- ▶ Concerns/complaints may be also be reported to other relevant regulatory bodies (e.g. Toronto Public Health, Police Department, Toronto Children's Services, Ministry of Environment, Ministry of Labour, Fire Department, College of Early Childhood Educators etc.) where appropriate.

#### *Confidentiality:*

Every concern and complaint will be treated confidentially, and every effort will be made to protect the privacy of Managerial Personnel, Staff/Students/Volunteers, Parents/Guardians, Children, and Visitors, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, Toronto Children's Services, College of Early Childhood Educators, Law Enforcement Authorities or a Children's Aid Society.)

#### *Conduct:*

ICSG maintains high standards for positive interaction, communication, and role modelling for Children. Harassment and discrimination will therefore not be tolerated from any party.

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

All meetings and agreed upon courses of action must be documented and signed by all parties concerned.

#### *Documentation should include:*

- ▶ The date and time the concern or complaint was received.
- ▶ The name of the person who received the concern or complaint.
- ▶ The name of the person reporting the concern or complaint.
- ▶ The details of the concern or complaint.
- ▶ Any steps taken to resolve the concern or complaint and/or information given to the Parent/Guardian regarding next steps or referral.

# **AGREEMENT**

All Parents/Guardians are required to comply with ICSG Policies that are posted in the Centre including all terms of all signed agreements as set forth by ICSG and Governing Agencies that are not listed in this Parent Handbook.





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## **WAITLIST, ENROLMENT AND WITHDRAWAL POLICY AND PROCEDURES**

Ideal Child Services Group is committed to providing clear and concise information regarding waitlist, enrolment and withdrawal protocols. ICSG has developed the following policy and procedures to be followed prior to and upon registering and withdrawing a Child from the Centre.

### *WAITLIST*

ICSG maintains an independent waitlist for each site. To gain access to the waitlist, families must contact the Supervisor of the desired Centre and provide the required information for the waitlist registration:

- ▶ The date
- ▶ Child's name
- ▶ Child's date of birth
- ▶ Classroom
- ▶ Name of Parent/Guardian
- ▶ Contact information
- ▶ Subsidy file number (if applicable)

There is no fee to place the Child's name on the waitlist. In the event, any changes are made to the information originally submitted, Parents/Guardians are responsible to notify the Centre Supervisor/Designate.

The Children's placement will take place in accordance with the waitlist registration sequence. However, priority will be given to children as follows:

- ▶ Children of ICSG Employees
- ▶ Siblings of the children currently enrolled
- ▶ Returning families
- ▶ Children enrolled in the program for sites located in TDSB school
- ▶ Children who are transferring from another Centre or Program
- ▶ Children from the surrounding community

### **Special Consideration:**

Special consideration may be given to families on the waitlist who risk losing their newly granted fee subsidy if they do not secure a child care space within a specific time frame, and to children referred to ICSG by support organizations with which it has a partnership. This means that a first place on the waitlist may be pushed down by a new waitlist family with a higher priority.

\* Specific to Bonaventure Child Care Centre, ICSG will provide priority placement to any current resident of the apartment building.

### **Availability:**

Parents/Guardians can inquire which position their Child holds on the waitlist. Upon request, the Supervisor will provide this information to the Parent/Guardian verbally in order to maintain the privacy and the confidentiality of the Children listed on the waitlist.

### **Waitlist Management:**

To ensure that families gain access to ICSG's programs in the shortest time possible, the following practices are put in place:

- ▶ The date of registration on the waitlist will reflect the date the information was received and entered by the Supervisor;
- ▶ A family who refuses a space the first time it is offered or fails to return a first call within one week will be placed at the end of the wait list;
- ▶ A family will remain on the Centre's waitlist until the Parent/Guardian will request to be removed.

## ENROLMENT

The Supervisor/Designate will:

- Meet with the Parent/Guardian and Child to conduct a Centre Tour;
- Inquire if the Child requires any special accommodations and/or support;
- If the Parent/Guardian is registering as a full fee enrolment, provide the Enrolment Package including Emergency Information page and Lillio Registration Information;
- If the Parent/Guardian has applied for Subsidy, contact Toronto Children's Services to confirm placement. Once placement is approved, provide Parent/Guardian with the Enrolment Package including Emergency Information page and Lillio Registration Information;
- Review the submitted Enrolment Package, including Emergency Information page and ensure completion of all sections. Packages are to be received and reviewed no later than 5 days prior to admission. **No Child is to be admitted with an incomplete package;**
- Upon reviewing the Enrolment Package, determine if a Child requires any special accommodations and provide Parents/Guardians with the necessary forms if required (i.e. Anaphylactic/Medical etc.). Forms are to be received and reviewed no later than 5 days prior to admission. Provide two copies of forms to all classrooms for posting and to place in attendance binder;
- Ensure Staff review any Individual Plans and Medical Forms prior to the Child's first day in care. Staff are to sign off confirming they have reviewed the documents;
- Ensure all Medications are received prior to accepting Child into care;
- Confirm Start date with Parent/Guardian;
- Input information on the Fee Change Report, Bank Information Change Report and Upload Banking Information prior to date of admission;
- Input Child on Centre Enrolment Spreadsheet;
- Input Child contact information on Children's Emergency Information Spreadsheet;
- Provide two copies of the signed Emergency Information page to the classroom on the first day Child is in attendance;
- File Child's Emergency Information page in the office Emergency Information Binder;
- Update Allergy and Food Restriction list and provide two copies to all classrooms for posting and to place in the attendance binder;
- Update Facebook/Photo/Audio/Video list and provide copy to all classrooms for posting and to place in attendance binder;
- Upload the Facebook Authorization form on shared drive;
- Create Lillio profile for the Child;
- Inform Catering of allergies, food restrictions, special dietary restrictions and/or change in number of lunches;
- Provide Kitchen Staff/Cook updated Allergy and Food Restriction and advise of change in number of lunches/snack if required;
- Inform the Lead RECE/Designate of the new enrolment and the expected start date and document this in the room's daily journal and in the Centre Communication Log;
- Inform the Morning Designate of the new enrolment and the expected start date and document this in the room's daily journal and in the Centre Communication Log;
- Ensure Child is added to Classroom Attendance for the applicable week and indicate start date;
- Assign and provide the Parent/Guardian with the door access code if required;
- Provide classrooms with the Child's Medication on the Friday prior to admission if required.
- Remind the Parent/Guardian to provide the Centre with diapers, wipes, diaper cream, extra clothing, indoor/outdoor shoes, sunscreen, bottles, formula, sippy cup, blanket on first day of admission;
- Review Transition Plan with the Parent/Guardian.

Staff will:

- Review classroom attendance sheet for the following week to take note of any new enrolments;
- Activate the profile for the Child on Lillio upon arrival on the Child's first day in attendance;
- Ensure two copies of the Child's Emergency Information Page has been received;
- Prepare the Child's cubby prior to admission;
- Label the Child's bed prior to admission;
- Update Sleep Room/Bed Plan prior to admission;
- Ensure to review any Individual Plans and Medical Forms prior to the Child's first day in care. Staff are to sign off confirming they have reviewed the documents;
- Ensure the updated Special Care Forms, Anaphylactic/Medical Forms, Allergy List, Facebook/Photo/Audio/Video list are posted in the classroom and placed in the attendance binder on the Friday prior to admission;
- Ensure all medications are received in the Classroom on the Friday prior to admission if applicable;
- Kitchen Management to review the updated Allergy and Food Restrictions List and accommodate the changes in the snack menu when required;

- Upon accepting a Child into care on the first day of enrolment, ensure to refer to the Child's Information Page to verify the name of the Child and the Parent/Guardian name;
- Refrain from accepting a Child into care if the Child is not listed on the Classroom attendance. In these circumstances, Staff are to inform the Supervisor/Designate and follow the directions given. Should the Supervisor/Designate not be on premises, the Morning Designated Staff is to contact the Supervisor/Designate for further direction;
- Ensure Parents/Guardians provide diapers, wipes, extra clothing, indoor/outdoor shoes, sunscreen, bottles, formula, sippy cup, blanket on the first day of admission.

#### *WITHDRAWAL*

The Supervisor/Designate will:

- Ensure the Parent/Guardian has provided a two-week written notice of withdrawal;
- Input the withdrawal date on the Fee Change Report;
- Inform the Lead RECE/Designate of the Child's withdrawal date and document this in the room's daily journal and in the Centre Communication Log;
- Inform the Morning Designate of the Child's withdrawal date and document this in the room's daily journal and in the Centre Communication Log;
- Remove the Child from the Allergy and Food Restriction list, if required, and provide two copies to all classrooms for posting and to place in the attendance binder;
- Remove the Child on the Centre Enrolment Spreadsheet;
- Remove the Child's contact information on the Children's Emergency Information Spreadsheet;
- Remove the Child's Emergency Information Page Card from the Emergency Information Binder and place in the Child's File;
- Indicate withdrawal date on the front of Child's File;
- Remove the Child from Facebook/Photo/Audio/Video list and provide copy to all classrooms for posting and to place in attendance binder;
- Deactivate the Child's profile from Lillio;
- Inform Catering of changes to allergies, food restrictions, special dietary restrictions and/or number of lunches;
- Provide Kitchen Staff/Cook updated Allergy and Food Restriction List and advise of change in number of lunches/snack if required;
- Remove Child from Classroom attendance for the applicable week. If withdrawal occurs mid-week, ensure withdrawal date is indicated on the Classroom Attendance and block off spaces where applicable;
- Remove the Parent/Guardian door access code if required;
- Return Medications to Parent/Guardian upon departure on the Child's last day in care. Ensure the Parent/Guardian signs off confirmation on the original Medication Authorization Form;
- Ensure Staff return all Child's documents to the office and ensure items are shredded such as copies of Emergency Cards, Allergy/Medical forms and Individual Plan of Actions.

Staff will:

- Review classroom attendance sheet for the following week to take note of any new withdrawals;
- Remove the Child's identifying information from the cubby;
- Collect the Child's personal items such as artwork, family photo, diapers, wipes, extra clothing, indoor/outdoor shoes, sunscreen, bottles, formula, sippy cup, blanket. Items are to be given to the Parent upon departure on the Child's last day in attendance;
- Remove label from the Child's bed;
- Update Sleep Room/Bed Plan;
- Ensure any documents regarding the Child are returned to the office for shredding, including Special Care Forms, Anaphylactic/Medical Forms, Allergy List, Facebook/Photo/Audio/Video list, and copies of Emergency Card;
- Ensure all medications are submitted to the office;
- Kitchen Management to review the updated Allergy and Food Restriction List and accommodate the changes in the snack menu when required.



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## **SAFE ARRIVAL AND DISMISSAL POLICY AND PROCEDURES**

ICSG is committed to ensuring the Safety and Well-Being of all Children enrolled in our Childcare program. In order to further enhance safety measures, ICSG has developed the Safe Arrival and Dismissal Policy to be implemented during days that the Centre is in operation.

### *DROP OFF PROCEDURES*

ICSG will ensure that all Children are under direct supervision at drop off times in order to maintain the safety and well-being of Children.

Staff will:

- ▶ Greet each Child and Parent/Guardian at the door;
- ▶ Conduct a visual Health Check on each Child prior to the Parent/Guardian leaving;
- ▶ Document each Child's arrival time promptly on the Classroom Attendance and in the Lillio App;
- ▶ Document all messages given by the Parent/Guardian in the classroom log.

### **Before and After School Program Dismissal to School**

Staff will:

- ▶ Escort Children to the assigned School door and wait until the Children have entered the building with the School Teacher;
- ▶ Escort Children to the bussing area and wait until the Children have entered the bus;
- ▶ Document each Child's dismissal time on the Classroom Attendance and in the Lillio App.

### **Before and After School Programs Pick Up From School**

Staff will:

- ▶ Greet each Child;
- ▶ Conduct a visual Health Check on each Child;
- ▶ Document each Child's arrival time promptly on the Classroom Attendance and in the Lillio App;
- ▶ Document all messages given by the School Teacher in the classroom log.

**Note:** If an injury or illness is observed when the Child is picked up from School, the Staff must follow-up with the School Teacher and/or School Office. All information must be documented in the classroom log.

### *SAFE ARRIVAL PROCEDURES*

The Safe Arrival Procedures include a sequence of processes which are performed together to verify a Child's attendance or absence from the Childcare program. Although Parents/Guardians are solely responsible for the safety of their own Child when not in care, the Centre will support families by verifying that a Child's absence from the program is expected and will keep documentation of the reason for the Child's absence via the Lillio application.

In order to ensure that the Safe Arrival program is effective and fulfilling its purpose, all parties are required to work collaboratively and consistently in implementing the duties and responsibilities outlined in this policy.

The Supervisor will:

- ▶ Review the Safe Arrival and Dismissal Policy with Parents/Guardians at the time of Registration when providing the Parent/Guardian with the Enrolment Package;
- ▶ Ensure all required information is inputted into the Lillio Profile for each Child prior to admission;
- ▶ Contact all Parents/Guardians who have not verified a Child's absence on the Lillio application by 10:00am on a daily basis. The Supervisor will first confirm the Child's absence with the Classroom Staff prior to initiating a reminder;
- ▶ Issue a reminder via the Lillio application requesting Parents/Guardians to verify a Child's absence between 10:00am-11:00am. Parent/Guardian will receive a notification via the Lillio Application and SMS (text) message that the Child is not in attendance at the Centre;

- ▶ Provide an accommodation request to any Parent/Guardian requiring an alternate method of communication when necessary. The accommodation must be agreed upon and the method of communication must be consistent. Accommodations must be put in writing and kept in the Child's File. Accommodations are at the discretion of the Supervisor.
- ▶ Contact all Parents/Guardians via phone to notify that the Child is not in attendance at the Centre in the event that there is a technical problem and/or unexpected circumstances where communication platforms may not be accessible (ie. Email, Lillio). An attempt will be made to reach both Parents/Guardians and leave a voicemail when available. The call will be recorded in the daily journal indicating which Parent/Guardian was contacted and the status of the call.

The Staff will:

- ▶ Ensure to keep accurate Attendance records for all arrivals and departures of Children at all times including Classroom Attendance Forms, as well as recorded attendance on the Lillio application. (Follow the guidelines set out in Policy #3 and Policy #14);
- ▶ Advise the Supervisor/Designate if a Child has been absent for more than three days.

The Parent/Guardian will:

- ▶ Ensure to download the Lillio application on the personal mobile device and ensure this method of communication is accessible;
- ▶ Ensure to activate notifications for Lillio for the purpose of being immediately notified if a Child is absent;
- ▶ Ensure to notify the Centre on a daily basis regarding the Child's absence, or notify of late arrival, no later than 10:00am via the Lillio application;
- ▶ Ensure to indicate the reason for the Child's absence via the Lillio application (ie. Sick, Home, Vacation etc.);
- ▶ Ensure to inform the Centre of any planned absences (ie. Vacation) ahead of the scheduled time away as this will be recorded as absent by the Childcare Staff. There will be no follow up notification via the Lillio Application and SMS (text) message) if a Parent/Guardian has already advised the Centre of a Child's absence via the Lillio application;
- ▶ Ensure to provide updated contact information to the Centre and advise the Centre immediately of any changes via the Lillio application. Updated contact information must be provided for all parties listed in the Child's file, including Authorized Pick-Up Persons and Emergency Contacts.

**Note:** For Children who attend school the FDK and/or School Age Program, the school board implements its own Safe Arrival Program. Parents/Guardians must still notify the Centre of their Child's absence via the Lillio application, however they will not receive a Reminder Notification that there is not in attendance at the Centre, with the exception of non-instructional days where Children would normally be expected to attend Childcare for the full day (ie. PA Days, School Breaks etc.).

Due to the limited resources available, in the event that a Parent/Guardian fails to notify the Centre regarding a Child's absence and does not reply to the Reminder Notification sent by the Centre via the Lillio Application and SMS (text) message), there will be no further follow up with the Parent//Guardian for the remainder of that day. It is the Parent/Guardian's sole responsibility to ensure they are checking the Lillio Application and SMS (text) message) notifications and replying to them promptly via the Lillio application in order to verify their Child's absence from the Centre on a daily basis.

#### *DISMISSAL PROCEDURES*

Children cannot be released to anyone not listed or known to the Centre without authorization from the Parent/Guardian under any circumstances. Only the Parent/Guardian who has legal authority to pick up the child at the Centre can provide authorization to release the child. Any Parent/Guardian request for Children to be released from the Centre without the supervision of an authorized person at any point in the day will not be permitted. No third-party authorization will be honoured. Emergency contacts are not authorized to send or provide consent for another individual to pick up the Child.

During pick-up times, various steps need to be implemented to ensure the safety of the Children.

The Staff must ensure:

- ▶ To reference the Child's Emergency Card to confirm that the individual is authorized to pick up the Child;
- ▶ To check the individual's Photo I.D. to confirm identity (NOTE: Pictures or copies of Photo I.D. cannot be accepted);
- ▶ To confirm with the Supervisor/Designate, where there is a custody agreement with restricted access, that the person is authorized to pick up the Child;
- ▶ To report any changes to the pick-up information to the Supervisor/Designate immediately;
- ▶ That Children are not released to individuals under the age of 16;

- ▶ There is written authorization from the Parent/Guardian confirming an individual not listed on the Emergency Card is authorized to pick-up the Child;
- ▶ That the Children have gathered any personal belongings needed;
- ▶ To sign in /out Children as per attendance documentation requirements;
- ▶ To conduct a head count when picking up and dropping off Children to and from the designated area and immediately notifying the Supervisor/Designate if any Children are missing;
- ▶ That the Children are waiting at the designated area for the allocated time;
- ▶ That all Children are left under the direct supervision of an adult at all times.

**The Supervisor must ensure:**

- ▶ That all Parents/Guardians of Children attending school, sign the following documents at the time of the admission and annually thereafter before the date of school commencement:
  - The ICSG Drop-Off and Pick-Up Policy;
  - All authorization forms, e.g., Authority for release for School and Transportation on School Bus, School Age Children Level of Supervision;
- ▶ That all schedules for dropping off and picking up Children are current and posted in rooms, as required;
- ▶ That a Staff is assigned to escort Children to and from the designated area;
- ▶ That, if required, additional guidelines are set to meet the specific needs of each site;
- ▶ That any additional guidelines set by the Supervisor are adhered to.

*LATE PICK-UP PROCEDURES*

In the event that a Child is not picked up by a Parent/Guardian/Authorized Person by 6:00 p.m. and the Parent/Guardian has not notified the Centre, the following procedures must be adhered to:

*Prior to 6:00pm*

The Staff will:

- ▶ Confirm with the Supervisor/Designate by 5:50pm the names of the Children still in attendance.

The Supervisor/Designate will:

- ▶ Check for all messages including the Centre log, Centre emails, room logs and Lillio;
- ▶ Attempt to Contact the Parent/Guardian of the Child(ren) still in attendance to determine whether or not someone will arrive by 6:00pm to pick-up the Child(ren);
- ▶ Assign one RECE and one additional Staff to stay with the late Child(ren) in the event the Parent/Guardian does not arrive by 6:00pm;

*At 6:00pm*

The Supervisor/Designate will:

- ▶ Ensure the Staff assigned to stay with the Child(ren) have the Emergency Contact information;
- ▶ Ensure the Staff assigned know the Centre specific closing procedures;
- ▶ Notify the Program Manager if a Child has not been picked up by 6:30 p.m. and no contact has been established with the Parents/Guardian and/or Emergency Contacts;
- ▶ Direct Staff to contact CAS and follow their instructions.

The Staff will:

- ▶ Attempt to reach the Parents/Guardians at all listed numbers if the Supervisor/Designate was unable to speak to someone;
- ▶ If unable to reach the Parents/Guardians proceed to call all contact person/s listed on the Child's emergency card.

**Note:** The emergency contact person named on the Child's Emergency Card is the only person (other than the Parent/Guardian, Police, or C.A.S.) to whom the Staff can legally release the Child without explicit instructions directly from the Parent/Guardian.

- ▶ Notify the Supervisor/Designate if unable to reach any of the listed contact persons;
- ▶ If the Child is not picked up by 6:30 p.m. and no contact has been established with any of the people listed on the Child's emergency, card Staff will contact the Supervisor/Designate and follow their directions;
- ▶ Late charges will apply to the Child's Parent/Guardian;
- ▶ Ensure Parents/Guardians/Authorized Person signs off on the late pick-up charge sheet to acknowledge that a late charge has been applied;
- ▶ Sign the Child(ren) out on the attendance, verify Staff attendance and complete the Centre specific closing procedures;
- ▶ Contact the Supervisor/Designate to confirm all Children have been picked up and everyone has exited the Centre.

### Late Pick-Up Charges- *Inclement Weather*

On days when the general public is affected by snow-storms or major traffic mishaps (when most people are affected and can not pick-up their Children on time from the Centre), the late pick-up fee will be waived at the discretion of the Supervisor in consultation with the Program Manager. In such cases, one RECE and one additional Staff will be assigned by the Supervisor/Designate to stay late and supervise the Children. The Staff who stay late will be paid at the regular hourly rate.

### **Monitoring and Evaluation**

Supervisor/Designate will:

- ▶ Ensure all Parents/Guardians who have not verified a Child's absence on the Lillio application by 10:00am are contacted to confirm whether or not the Child will be in attendance for the day;
- ▶ Perform unannounced visits to ensure Attendance records for all arrivals and departures of Children are accurate on the Classroom Attendance Forms, as well as recorded attendance on the Lillio application;
- ▶ Ensure up to date contact information is on file for all Children;
- ▶ On a monthly basis conduct Licensing requirement checks and discuss the outcomes with the Staff, Students and Volunteers to achieve full compliance;
- ▶ Conduct Staff meetings on a monthly basis to train Staff, Students, Volunteers, discuss Centre operations, Policies and Procedures and any current legislative developments and requirements;
- ▶ Retain all records in a secured file in the office for 3 years.

Lack of compliance with respect to the Late Pick-Up Policy or requirements set out by governing agencies will be subject to the Corrective Progressive Discipline Policy. *(Follow the guidelines set out in Policy #24).*

The Licensee appoints the Supervisor to ensure that all Policies and Procedures are reviewed upon commencement of work and annually thereafter with all Staff, Students and Volunteers or when substantive changes have been made.



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## **ANAPHYLAXIS POLICY**

ICSG is committed to taking a pro-active position regarding the prevention of Anaphylaxis. The objective is to provide a process for dealing with anaphylaxis in the Centre and to minimize the risk of an anaphylactic reaction occurring while the Child is in care. In addition, ICSG will ensure that all Staff as well as other relevant members of the service community, such as Volunteers, Students and visiting Specialists respond appropriately to an anaphylactic reaction.

### **Definition**

Anaphylaxis is a severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems resulting in circulatory collapse or shock. This is a serious medical emergency that must be treated immediately. The allergy may be related to food, insect bites, medications, latex etc.

### **Management:**

ICSG Management will ensure that all current information as per Legislative requirements is implemented universally at all Centers with respect to anaphylaxis.

### **Communication Plan for the Dissemination of Information:**

- ▶ The information package that is specific to the site will be implemented by the Supervisor and communicated with Parents, Staff, Students and Volunteers via newsletters and current postings on life-threatening allergies which will be placed at the entrance of the Centre.
- ▶ Via the established communication source, the Supervisor will ensure that Parents, Staff, Students and Volunteers are advised of the Children who are at risk of potentially life-threatening allergies and the causative agents that should be avoided.
- ▶ A formal letter informing all Parents will be sent home annually which they will be required to sign and return to the office. The document must be kept on file at the Centre.
- ▶ Prior to enrolment the Parents with Children that have anaphylaxis will be required to provide information specific to the Child's allergy in order to develop an Individual Plan. Individual Plans will be reviewed on an annual basis. Parents will be required to provide an updated Individual Plan signed by the Child's Physician confirming that the Individual Plan of Action will remain in place or whether the Child no longer requires an individualized plan.
- ▶ Consent by the Child's Parent is required for any Child carrying an Epi-Pen.
- ▶ The catering company will be informed by the Supervisor in writing annually that peanut/nut and any other causative agents are not permitted in the Centre.
- ▶ The Child's Emergency Anaphylaxis Action Plan will be posted with the Child's picture in the designated classroom, Staff room, office and any other applicable locations.
- ▶ The Parents of the Children already enrolled at the Centre will be advised not bring or send allergens to the Centre.

### **Strategies to reduce the risk of exposure to anaphylactic causative agents**

- ▶ All allergies are posted as required including the specific Individual Plans for Children who have anaphylactic reactions.
- ▶ Copies of the Individual Plans are in each Child's file, classroom outdoor bag and are also posted in every room operated by the Centre, including the office.
- ▶ All posted information is updated as necessary in accordance to the life threatening allergies of the Children enrolled.
- ▶ Every Staff/Student and Volunteer will sign off that they understand the Child's Individual Plan posted.
- ▶ All first-aid supplies are allergen-free (non-latex gloves, non-latex band aids).
- ▶ The catering company/cook is informed in writing about all Children's allergies in the Centre, as needed.
- ▶ The Centre provides meals and snacks for all Children enrolled at the Centre, including the Before and After School programs. If the Centre cannot accommodate or supply food for Children with extreme allergies or dietary needs, the Parent will be required to provide the Centre with food substitutions.
- ▶ Food Substitutions that are provided by Parents must meet the nutritional requirements set out in the Canada's Food Guide.
- ▶ All food substitutions provided by Parents must include an ingredient list to help ensure that allergens are not brought into the Childcare Centre.
- ▶ All containers with the food substitutions provided by the Parent/Guardian must be labeled by the Staff once the food is received which must include the Child's name and date that the food substitution is provided.



- ▶ Should a Parent fail to provide a food substitution on any particular day, the Centre will immediately contact the Parent requesting for the Child's food to be provided. If the Parent is unable to provide the necessary foods, the Parent will be required to pick up the Child from the Centre.
- ▶ Foods with "may contain nut" warnings will not be served.
- ▶ All labels are read by all Staff prior to serving any foods.
- ▶ All outside food for special occasions must be approved by the Supervisor prior to serving. Children are to be closely supervised at meal and snack times when any food is being served that is not included in the Centre's approved menu.
- ▶ All sanitary procedures are adhered to. (Follow the guidelines set out in Policy #5)
- ▶ All food and food containers, boxes and packaging in crafts, sensory, cooking and science experiments are restricted depending on the allergies of the particular Children enrolled in the Centre.
- ▶ All cleaning supplies, medicines, and any other products that may be of danger and/or commonly produce allergic reactions will be stored out of the reach of Children.
- ▶ Playground areas are checked as required and monitored for insects such as wasp nests. The Staff must immediately report to the Supervisor if observed. Playground area cannot be used until it is cleared of any potential danger.
- ▶ Parents will be required to send an extra Epi-pen for off-site trips.
- ▶ Children with anaphylaxis will sit within view of a Staff member on the bus during field trips.

### **Individual Plan**

The Supervisor will:

- ▶ Meet with the Parents and Staff to gather medical information related to the Child's condition, including: a description of the Child's allergy, casual factors, severity of allergy, past incidents of an anaphylactic reaction, and other health considerations (specific directions to follow when participating in a field trip or an evacuation).
- ▶ Inform the Parents that they will be required to complete the Anaphylaxis Consent Form and with the Supervisor's assistance develop an Emergency Action Plan. The Action plan will include emergency contact information, monitoring and avoidance strategies and action to be taken by Staff in the event the Child has an anaphylactic reaction.
- ▶ Ensure that upon registration, Parents/ Guardians will be required to supply information on life threatening allergies. This will include the signs and symptoms of an anaphylactic allergy and detailed instructions on procedures to be followed, signed by an accredited Medical Doctor.
- ▶ Request that Parents provide a Medical Alert Bracelet.
- ▶ Ensure that Parents provide an Epi-pen to the Supervisor. At least two Epi-pens are recommended. One will be located in the classroom and one will travel with Child.
- ▶ Ensure that no Child/Staff/Student/Volunteer who has been prescribed an Epi-pen is permitted to attend the Centre or it's programs without that Epi-pen.
- ▶ Ensure that all Staff, including supply Staff is aware of the locations of the stored Epi-pens. Epi-pens should be kept in locations where they easily accessible to Staff and this location must be labeled as required.
- ▶ Train the Staff and the supply Staff, Students and Volunteers based on the training they received from a physician and/or a Parent on procedures to be followed if a Child with a severe allergy has an anaphylactic reaction. The Staff will be mandated to read the classroom log to familiarize themselves with the directions for that particular day.
- ▶ Review the Individual Plan for the Child, the anaphylactic policy and the emergency procedures with all new Staff members, Volunteers and Students before they begin employment and annually thereafter.
- ▶ Obtain written confirmation from Staff/Student/Volunteer's indicating that they have received training and have reviewed all the information included in the Individual Plan. This document will be kept on file at the Centre.
- ▶ Inform the Parents that they are required to advise the Supervisor of any changes to the Child's allergies and/or if the Child develops a new allergy and require medication. Parents will also advise the Supervisor if the Child's Individual Plan or if any guidelines' regarding their treatment requires revision.
- ▶ Suspend/alter any aspect of operation if made aware of an immediate danger to any Child/Staff/ Student/ Volunteer as a result of the acquired allergy.

The Staff will:

- ▶ Establish on-going communication with the Parents of the anaphylactic Child.
- ▶ Adhere to established procedure/s that is included in Child's anaphylaxis Individual Plan.
- ▶ Ensure that the Epi-pen kit for each Child at risk of anaphylaxis is carried with the Child at all times including outdoor play or on excursions.
- ▶ Ensure that the Epi-pen location is labeled and kept where it is easily accessible to all Staff (including supply Staff), however, inaccessible to Children and away from direct sources of heat.
- ▶ Ensure that the Epi-pen is regularly checked for the expiry date.
- ▶ Ensure that all labels are read prior to serving any foods.

- ▶ Ensure that all containers with food substitution provided by the Parent/Guardian are labelled with the name and date that the food substitution is provided.
- ▶ Ensure that all prohibited products are not brought into the Centre by reviewing all food ingredient labels prior to purchasing items for the Centre.
- ▶ Ensure that Volunteers and Students understand that they are not permitted to administer medication unless under extreme circumstances (i.e. ICSG Staff member is unconscious).
- ▶ Conduct a check to confirm Children have their required medication with them before each transition (i.e. moving from the class to the gym, leaving the school etc.).
- ▶ Ensure that garbage bins are removed from the room and emptied after lunch.
- ▶ Ensure that outdoor garbage containers are covered / removed and that still waters are emptied to reduce the risk of insect-induced anaphylaxis.
- ▶ Conduct educational sessions with Children addressing food safety discussions.
- ▶ Immediately report to the Supervisor any danger that the Child/Staff/ Student/Volunteer could be exposed to as a result of the acquired allergy.

#### **Training:**

- ▶ The Supervisor will be trained by the Parent/Guardian or Physician of each Child with anaphylaxis enrolled in the Centre prior to Child's admission and at least annually afterwards.
- ▶ The Supervisor will train Staff/Student and Volunteers at least annually afterwards.
- ▶ Volunteers and Students will be instructed that they are not permitted to administer medication unless under extreme circumstances [i.e. ICSG Staff member is unconscious].
- ▶ Training will include procedures to be followed in the event of a Child having an anaphylactic reaction, recognizing the signs and symptoms and administering medication.
- ▶ All Staff/Students and Volunteers will be required to sign and date that they have received training.
- ▶ Each Centre will keep a log on file of all training dates, trainers and Staff signatures.

#### **Emergency Procedures:**

**The emergency response to an anaphylactic condition is the administration of epinephrine, usually with an Epi-pen auto-injector at the first sign of a reaction. A single injection of the Epi-pen may not be sufficient to stop an anaphylactic reaction but will normally give the sufferer 10 – 20 minutes of relief –often sufficient time to reach an emergency room.**

Steps to be followed:

- ▶ Get Epi-pen or other applicable medication and administer immediately.
- ▶ Call 911 and advise the operator of the urgency of the phone call.
- ▶ Lay the Child down, and elevate legs.
- ▶ Cover Child with a blanket and keep the Child calm.
- ▶ At least one person must stay with the Child at all times.
- ▶ Record the time at which the Epi-pen was administered.
- ▶ Have someone call the Parent / emergency contact. Provide the contact person with the details of the location of the hospital where the Child has been taken. Ask them to meet you at the hospital.
- ▶ If the ambulance has not arrived in 10-15 minutes, and breathing difficulties are present, administer a second Epi-pen.
- ▶ Even if symptoms subside, the Child must be taken to the hospital immediately by ambulance any time an Epi-pen is administered.
- ▶ The Supervisor/Designate will appoint a Staff (who will bring the Child's file / medical information) to accompany the Child to the hospital.
- ▶ Provide the ambulance and or hospital personnel with a copy of the severe allergy alert form for the Child and the time at which the Epi-pen was administered.
- ▶ Administered Epi-pen is to accompany Child to hospital and must to be given to hospital Staff or Child's Parent for disposal.
- ▶ The incident is recorded and treated as a serious occurrence. (Follow the guidelines set out in Policy #13)

#### **Monitoring and Evaluation**

Supervisor/Designate will:

- ▶ Perform unannounced visits to review all required and necessary documentation ensuring that forms are current and up to date
- ▶ On a monthly basis conduct AQI and Licensing requirement checks and discuss the outcomes with the Staff, Students and Volunteers to achieve full compliance.

- ▶ Conduct Staff meetings on a monthly basis to train Staff, Students, Volunteers, discuss Centre operations, Policies and Procedures and any current legislative developments and requirements.
- ▶ Retain all records in a secured file in the office for 3 years.

Lack of compliance with respect to the Anaphylaxis Policy including Individualized Program Plans for Children or requirements set out by governing agencies will be subject to the Corrective Progressive Discipline Policy. (Follow the guidelines set out in Policy #24).

The Licensee appoints the Supervisor to ensure that all Policies and Procedures are reviewed upon commencement of work and annually thereafter with all Staff, Students and Volunteers or when substantive changes have been made.