

ST. JOACHIM CHILDREN'S CENTRE
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PARENT HANDBOOK



A non-profit Centre

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Our Program

St. Joachim Children's Centre provides quality early learning programs within the Catholic School environment based on our belief that children are competent, capable, curious and rich in potential. The Centre follows the *How Does Learning Happen* document using the four foundations; belonging, well-being, engagement and expression to enhance the programs. The Centre follows the Ontario Early Learning Framework, along with the Ministry of Education Guidelines. The approach of the program is based on supporting children and families as they develop, by providing enriched play based experiences. Through these experiences, children will explore, learn that they are capable and that they can make decisions, as well as solve problems that are meaningful to them. Program staff will support this through their understanding of early childhood development and viewing each child as capable, competent and curious.

Full Day Program

The full day program will provide opportunities for your child to have indoor and outdoor experiences. St. Joachim Children's Centre offers full Daycare programs that operates from 7:30am to 5:30pm, Monday through Friday. The Centre is closed on Statutory Holidays. Full day programs during school P.A days including March Break, Winter and Summer Breaks are offered. The Centre will be closed on the following days:

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- First Week of Summer Holidays
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

The Daycare program is licenced for ages 2 ½ years of age to 12 years of age. Full time and part time programs are available. Part time spots are offered in the Daycare Program on a ½ day basis or 2 or more days a week, depending on the needs of the families. St. Joachim Children's Centre respects that every family situation may be different and we try to accommodate everyone's requirements to the best of our capabilities. Please discuss this with the Centre Supervisor upon registration.

Before/After School Programs

The integrated Before and After school programs focus on complementing what happens during your child's regular day at school. The programs will include a mix of exploration guided and independent activities and outdoor play, which is a 30-minute requirement.

FDLK (Full Day Learning Kindergarten):

Before School – Opens at 7:30am

When dropping your child off in the morning please have your child put their items on their school hook or locker and proceed into the classroom room #2. The children will stay in the classroom until 8:40am and then proceed to go outside for outdoor play. A teacher will be on supervision at this time.

After School – Closes at 5:30pm

The After-school program provides an optional snack for your child/children (peanut free). The program fosters the children's exploration, play and inquiry through child initiated and adult supported experiences. The program starts at 3:20pm when school is dismissed. Program takes place in both room #2 and room #18 depending on what class your child is in.

Primary/Junior and Senior Groups (6-12 years of age):

Before School – Opens at 7:30am

When dropping your child off in the morning please have them put their items in their locker and then proceed to the gymnasium. Primary, junior and senior groups are in the gymnasium until 8am and then will be split into two groups. The primary/junior group and the senior group will switch days either staying in the gym or in the wet area in the school. These space are shared between the groups for

different activities and variety during the week. The children will be provided opportunities to work on homework, participate in activities, visit the gym or library before school begins. At dismissal time at 8:40am the children will proceed outside to their designated areas on the playground, where they will be supervised until the school bell rings to start the school day.

After School – Closes at 5:30pm

The After-school programs begins when the children are dismissed at the end of the day. They will proceed to their area when the school bell rings for dismissal time.

- Primary/Junior Groups runs (Grade 1) -Room #6
- Primary/Junior Groups runs (Grade 2-3)- Wet Room Area
- Senior Group runs in room #15 (Grade 4-7)

The After-school program provides an optional snack for those children who want to participate. A program will be posted in each area of parent's information. A homework area will be available daily. Activities will reflect the children's interest and promote exploration. Outdoor play and indoor activities will be part of the program daily.

Please inform the Children Centre if your child will not be attending the program.

Children's Belongings

Children's clothing, outerwear and any other belongings your child brings to the Centre should be clearly labelled with the child's name. Also, a change of clothing should be left at the Centre in the event of a spill or an accident. We take no responsibility for loss or damages of any item brought from home.

Safe Arrival and Pick Up (January/2024)- Full Program

The Centre opens at 7:30am and closes by 5:30pm. For the full day program, we do ask parents to please have your child arrive to the Centre by 9:00am as the daily routines have started. If your child will be late or not attending, please inform the Centre's office, either by calling 905-648-0072 or email 473cc@hwcdsb.ca by 9:00am. The Centre will call or email if notice of attendance has not been sent.

On arrival, please bring your child into the Centre and inform the staff of your presence. The staff will then sign your child in on the daily attendance sheet. Similarly, when picking your child up in the evening, please make sure that the staff are aware of your departure. Staff will then sign your child out on the attendance sheet.

Unless prior arrangements have been made, children will not be released to any person other than those specified on the admission forms. If someone else is to pick up your child the staff must receive written or verbal authorization before your child will be released. Such persons, (including parents) who are attending the Centre for the first time, will be required to show photo identification. In the event of a disaster, parents who have arrived at the Centre may remain with their child, but may not remove the child without first obtaining permission from the Supervisor, who will then adjust the attendance record. The designated place of emergency shelter for our staff and children is indicated on the parent board.

After School Programs

Staff will meet the children from FDLK groups in the designated classroom area. The Pj programs will meet in the designated areas.

- Staff will take attendance upon arrival
- If a child is not present the staff will contact the following places, centre office, school office, classroom teacher, if the child was present at school. The Centre will follow up with a call or email to ensure the child was picked-up. They will also remind the parent to call the Centre when their child/children are going to be absent from the program.

- If a child is not accounted for or has been put on a bus, the bus driver will be notified to return the child to school and ensure that the child is being supervised. Parents will be notified of the incident.
- If for some other reason a child is unaccounted for after completing the steps above and the reason for the absence is not determined then the Centre will call 911 to report a missing child.

Dismissal

Parents/Guardians **MUST COME INTO** the Centre or play space and inform the staff on site that they are picking up their child. A visual contact must occur for a child to be released.

- **CHILDREN WILL NOT BE RELEASED TO WALK HOME ALONE**

The following steps will be taken if a child is not picked up from the program.

- Call the parent/emergency contact to find out the reason for the late pick-up.
- If a child after 60 minutes has not been pick-up or any direction has not been given then the Centre Supervisor will be notified. The Supervisor will follow up on phoning and if no one is contacted then the Supervisor will contact the Chair of the Board to notify them of the situation. Children's Aid Society (905-522-1121) or Catholic Children's Aid Society (905-525-2012) or After hours (905-525-8053) will be notified.

Fee Payment and Schedule

- St. Joachim Children's Centre is enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) program that supports, quality, accessibility, affordability and inclusivity in licensed Child Care programs. It is funded by the Government of Canada with the CWELCC program as a five-year plan to reduce the cost of Child Care fees. Currently fees are reduced by 52.75% for children effective December 31/2022 in the Pre-school program and for children enrolled in the before/after and full day programs offered to registered children in FDLK (full day learning kindergarten). The Centre will keep families up-to date on current reductions as the rates continue to change, this will be through email and show on your installment letter as well as updated in the Parent Handbook.

Installment periods are:

- September – December 31st (it will start on the first day of school in September)
- January 1st – March 31st
- April 1st – June 30th
- July 1st – August 31st The Centre has E-Transfer information will be provided once registered.

Fees effective December 31/2022

- Daily fee Pre-School -\$20.79/ weekly \$103.95
- Before/After Care Fdlk- \$12.00/weekly \$60.00
- Before Care Fdlk- \$12.00
- After Care Fdlk- \$12.00
- Full day Fdlk- \$19.85
- Before Care Primary Junior (PJ)-\$6.00 (2023-2024) *piolet project fees may change
- After Care Primary Junior (PJ)- \$9.00
- Before/After Care Pj- \$15.00
- Full day Primary Junior (PJ)- \$41.00

Registration Fee Please inquire amount of registration fee upon registering.

Late Fee Charges

Where a parent is unable to complete a pick-up prior to the closing time due to exceptional circumstances, it is the obligation of the parent to:

- Contact an emergency back-up to arrange for alternate pick up and advise that person to bring photo identification to show Centre staff
- Contact staff to advise of the change in routine

If the child is picked up past the time of Centre closure, the parent will be charged a late pick up fee of ten dollars for each five-minute period of part thereof. The clock at the Centre shall be used as the official time. Late fees are to be paid to the staff on duty at the time of the late pick-up. After three late pick-ups the board of directors will be notified.

Discounts

A family that has two children registered full time in the programs will receive a 5% discount.

Vacation Time

A child who attends full time will receive 2 weeks at no charge, vacation days can also be used toward statutory holidays.

Withdrawal of Child

A policy of two weeks written notice to the supervisor prior to the withdrawal of a child must be given prior to withdrawal or fees will be owing.

Fee Subsidy

St. Joachim Children's Centre works along with the City of Hamilton to support families who need fee assistance. Families can apply for fee subsidy from the City of Hamilton, www.hamilton.ca

Absenteeism

If a child will not be attending the Centre, please notify the staff at the Centre, or leave a message on the Centre phone line at (905)-648-0072, fees are still owing if your child is absent.

Waiting List Policy

At St. Joachim Children's Centre, we do our best to accommodate each child who needs a spot at the Centre. Families can call the Centre and request a spot and according to licence capacity if a spot is available it will be given to the family upon request. However, if the Centre is at full capacity the Centre Supervisor will take the required information:

- Date of call
- Child's name
- Child's birth date
- Required schedule of days requested

The determination if a spot is given is factored on the family requirements. Example: part-time or full-time spots that are available. Every accommodation will be made to provide your child a spot at St. Joachim Children's Centre.

Field Trip/Activities off the Premises

St. Joachim Children's Centre offers field trips throughout the school year and during March Break and Summer Programs. Field trips are planned to enhance the program and to extend ideas presented by children's inquiry. The Centre Supervisor along with staff will plan the field trip and make the necessary arrangements.

The Centre only uses School Buses for transportation and trips forms must be signed prior to any child attending the field trip by a parent or guardian. If there is an added cost for the field trip this will be indicated on the trip form and cash or cheque will be required.

If a child does not have permission to attend a field trip or off-site activity, parents will be expected to find alternative care for their child for that day. If a parent wants to volunteer to help during a field trip, they must check with the Centre Supervisor and staff on availability, and must hold a current vulnerable sector police check.

The permission form for walks is a part of the registration package and must be signed by a parent or guardian. Staff at St. Joachim Children's Centre may take the children for a walk outside of the playground. The walk may consist of around the school property or around the neighbourhood.

Inclement Weather Policy

The Inclement Weather Policy is as follows:

- If St. Joachim Catholic School is closed, then the Children Centre is also closed.
- Announcements of the school and bus cancellations will be made on local media outlets, the school website and the Centre's answering machine.
- When the bus transportation is cancelled, but the school is open, the Centre will remain open for the pre-school program with hours of operation the same as school hours between 8:45am-3:20pm. It will be the responsibility of parents to decide whether they can safely transport their children to and from the Centre.
- When the bus transportation is cancelled before/after programs will not be offered and families will be provided a credit if payment was made along with if schools are closed for a snow day families will be provided a credit for no service provided.
- If conditions worsen during the day so much so that the Centre must close early, parents will be notified through email. If a parent cannot be reached, the emergency contact person will be notified.

Immunization Requirements for Children

St. Joachim Children's Centre shall ensure that before a child who is not in attendance at a school or private school, within the meaning of the Education Act, is admitted to the Children's Centre it operates and from time to time after, the child is immunized as recommended by the local medical officer of health.

If a parent objects to the immunization of their child on the grounds that it inflicts with the parent's religion or a legally qualified medical practitioner gives medical reason as to why the child should not be immunized, an objection documentation is required.

Objections and medical reasons shall be submitted in a form:

- Statement of Medical Exemption
- Statement of Conscience or Religious Belief

Forms must be completed by the parent of the child objecting immunization alongside a regulated health professional. These forms can be obtained from the Centre Supervisor or can be retrieved from the Ministry of Education's website. Once completed this will be kept in the child's file.

Medication

The Centre Supervisor and a designated staff member will only administer prescribed medication, non-prescription medication and topical creams that are in their original container. In accordance with the Child Care and Early Years Act and procedures, the prescribed medication and non-prescription medication must be affixed with the label indicating the name of the child, the medication prescribed, dosage and expiry date, as well as how the medication or cream should be stored. In addition, parents must complete a parent authorization form to administer the medication.

Topical cream, such as polysporian, sunscreen, etc. will be applied at the request of the parent. Topical agents must be in their original container and be labelled with the child's name. An authorization of administration form giving clear instructions, signed by the parent will need to be completed.

With the administration of asthma and other emergency medications a written procedure outlining where the medication is to be stored and how the medication is to be administered is required (e.g. self-management and administration will be developed in consultation with the child's parents and doctor). An individual plan to support children with medical needs that include strategies and steps to reduce the risk of exposure to any situation that may exacerbate the medical condition. This includes medical conditions such as asthma, seizures, diabetes, anaphylaxis, etc. Training would be required on procedures to be followed in the event of a child having a reaction or experiencing medical distress.

In the case of Epinephrine-Auto-injector (Epi Pen), all staff will receive training on how to use the epipen annually, by a professional certified trainer. Parents will be asked to sign a form indicating that they agree with the training and have been made aware of the date that the service took place. The medication will be stored in the Supervisors office. A medical bag will also accompany staff when the program is outside or away from the Centre.

Ill Child Policy

Communicable diseases can be spread quickly in a setting where children play closely together. It is very important to assess your child prior to bringing him/her to the children care Centre. When your child is ill he/she must be kept at home. Sending your child to the Centre when they are ill exposes other children and makes them vulnerable to the illness.

This policy on illness has been developed in consultation with the Public Health Department.

You should not bring your child to the Centre if he/she has:

- **Vomiting or Diarrhea** (diarrhea is 3 or more loose, watery bowel movements within 24 hours)
- **Fever** (temperature above 37.5 degrees Celsius or 98.6 Fahrenheit)
- **Earache** or any drainage from the ear
- **Eye Irritation** with discharge or redness
- **Rashes or Skin Irritations** should be looked at by a doctor
- **Sore Throat**
- **Excessive Coughing**
- **Lice** (that has not been treated)

In addition, if your child is given a prescription by his/her doctor, the child should be on the medication for at least 24 hours, free of fever, diarrhea and vomiting before he/she returns to the Centre.

Each child's situation will be reviewed individually by the Centre Supervisor.

Should your child become sick while at the Centre, you will be notified and suitable arrangements **MUST** be made for returning him/her home. If you are unable to pick your child up, then your designated contact person will be notified.

A school-aged child who becomes ill during school will not be permitted to attend the After-school programs. Either school staff or the Centre's Supervisor will be responsible for contacting parents regarding the child's illness.

Lice Policy

St. Joachim Children's Centre is committed to ensuring that all reasonable efforts are made to protect the health and well-being of our children by creating awareness of head lice and preventing and/or minimizing that spread of head lice in the Children's Centre.

Based on medical recommendations, it is essential that head lice be treated with two applications of an approved treatment seven days apart. It is also essential that nits (lice eggs) be picked out of the hair to ensure that they do not hatch into live lice.

- Parents will be notified if your child has been identified with lice and asked to be picked up from the Centre to administer the proper treatment needed to treat lice.
- Parents are required to complete the first application of an approved treatment prior to the child coming back to the Centre.
- Parents are to complete a Verification of Treatment form and return it to the Centre when the first application has been completed.
- The Centre will post a note on the front door of the Centre letting parents know that a case of lice has been identified and to please take the necessary precaution and check their child's hair weekly. The confidentiality of all cases will be respected.
- The Centre also requires families who do identify that their child has lice to report this to the office so that procedures can be taken to ensure that no outbreaks will occur.

The Centre will work along with Bayshore Home & Health Professionals, and have monthly or when needed lice checks. Notification on when this occurred will be placed on the front door of the Children's Centre.

Serious Occurrence

St. Joachim Children's Centre is responsible for delivering services that promote the health safety and well-being of each child in our care. One of the ways that the Centre supports children's well-being and safety is by complying with the Ministry of Education requirements regarding Serious Occurrences.

The Serious Occurrence Policy is reviewed by staff annually with the Supervisor. A report is made to the Ministry regarding the type of Serious Occurrence and then a Serious Occurrence Notification Form is posted at the Centre for 10 business days, located on the office door at the front of the Children Centre.

Discussion with the program staff and parents regarding the incident will be planned for between the family and staff. The Centre promotes open-communication between the families that we serve and want to foster a positive relationship.

Accessibility

St. Joachim Children's Centre is committed to providing services to students, parents/guardians, the public and staff that are free of any barriers and biases. We strive to ensure that key principles of independence, dignity, integration, inclusiveness and equality of opportunities are reflected and valued in the learning and working environment.

In compliance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07, created under the Accessibility for Ontarians with Disability Act, 2005, St. Joachim Children's Centre is committed to providing services in a way that is accessible to all customers.

Inclusion Policy

St. Joachim Children's Centre fosters the belief that all children have rights. These rights of all children include everyone and their families, and that each child is an individual that is unique and should be cared for and respected with a sense of belonging.

St. Joachim Children's Centre provides an enriched learning environment that will foster the needs of all children including children that require support and assistance. Every child is entitled to a safe, caring environment that will provide opportunities for growth and development. Through the activities the

Centre will promote a child's emotional, physical, social and intellectual growth and development. Each child is recognized as a unique individual and should be given the opportunity to demonstrate this potential.

If a child has been enrolled and the program and the behaviours become dangerous to themselves, other children and staff, this includes physical or verbal abuse, violent actions, fighting, or abusive language, will be reviewed and may lead to withdrawal from the program. Children who show flight risk or that the program is not meeting the needs of the child, will be monitored and reviewed by staff and Supervisor. Parents will be notified daily and information will be shared to try and meet the needs and the safety of the child and all the children in the program.

Parent Issues and Concerns Policy and Procedures

St. Joachim Children's Centre believes in the strong relationship with the parents that we serve. These relationships are fostered by the open communication between the Centre and parents/guardians on a daily basis. The purpose of this policy is to provide a process for parents/guardians and the Centre to use when parents/guardians bring forward issues and/or concerns.

St. Joachim Children's Centre encourages parents/guardians to take an active role in the Centre and regularly discuss their child(ren) and what they are experiencing with our program. As supported in our program statement, we are committed to providing a strong relationship with the families and work directly with families in order to provide the best possible experiences for their child(ren). This also includes our before and after school programs. This collaboration is a very vital and a strong component of all our programs we run at St. Joachim Children's Centre.

Open communication on a daily basis between the Centre and parents/guardians is encouraged. Centre staff and Supervisor are always available to communicate with parents/guardians to ensure that any information regarding their child(ren) is given. The Centre also has a parent board, which is kept up to date with current information.

All issues and/or concerns raised by parents/guardians are taken seriously by the Centre Supervisor and will be addressed. To resolve any issues or concerns, every effort will be made to satisfy all parties involved and done as quickly as possible.

Issues or concerns can be brought forward both verbally to the Centre Supervisor or in writing, which can be placed in the Centre's mailbox where only the Centre Supervisor has access too. Responses and outcomes will be provided verbally or in writing upon request. The level of detail provided to parents/guardians will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern will be provided to parents/guardians within one business day. The parents/guardians who raised the issue or concern will be kept informed throughout the process to resolve the issue or concern. Any investigation of the issues or concerns done by the Centre Supervisor will be fair, impartial, as well as respectful to all parties involved.

Any issues or concerns will be treated confidentially. Also, every effort will be made to protect the parents/guardians, children, staff, students and volunteer's privacy. The only exception to this is when information must be disclosed for legal reasons to the Ministry of Education, law enforcement and authorities, etc.

St. Joachim Children's Centre maintains high standards for positive interaction, communication and role-modelling for children. Therefore, harassment and discrimination will not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Centre Supervisor.

Concerns about the Suspected Abuse or Neglect of a Child:

Everyone, including members of the public and professionals who work closely with children, are required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses this concern, the parent/guardian will be advised to contact the local Children's Aid Society (CAS) directly. Also, anyone aware of this concern are also responsible for reporting this information to CAS as per the "Duty to Report" under the *Child and Family Service Act*.

Nature of Issue or Concern and Procedures:

Any issue or concern that is program room related such as a child's schedule, sleeping arrangements, toileting, food arrangements, etc. can be reported to either a staff member or the Centre Supervisor.

- The staff member or the Supervisor who was informed of any of these changes in a child's daily routine will document this in the program communication book, which is where all staff will be aware of such change.

Any issue or concern that is Centre or operations related such as fees, hours, waiting list, staffing, etc. can be reported to only the Centre Supervisor.

Any issue or concern that is about staff, another parent/guardian, or anything licensee related can be reported to only the Centre Supervisor.

- All issues or concerns about the conduct of the staff, other parents, volunteers and students, etc. that puts a child's health, safety and well-being at risk should be reported to the Centre Supervisor as soon as the parent/guardian becomes aware of this situation.

Any issue or concern about a student or volunteer can be reported to only the Centre Supervisor.

Responding to the Issue or Concern:

The Centre Supervisor will either address the issue or concern at the time it is raised or arrange for a meeting with the parent/guardian within one business day.

Supervisor will document the issue or concern in detail, which will include:

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

Ensure the investigation of the issue or concern is initiated by the Centre Supervisor within one business day or as soon as reasonably possible thereafter. Document any reasons for delays in writing. Provide a resolution or outcome to the parents/guardians who raised the issue or concern.

Escalation of Issues or Concerns:

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, the Board of Directors will hold a meeting to discuss and review the issue or concern. The Board will take three business days to go over the issue or concern. Once a solution for the issue or concern has been reached the parent/guardian has the choice to either get the response in writing or a meeting between the Board, the parent/guardian who raised the issue or concern, as well as the Centre Supervisor will be set up to discuss possible solutions.

If a resolution cannot be resolved, parents/guardians may choose to withdraw their child from the program with or without a fee penalty as decided by the Board of Directors.

Issues or concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch. Contact information 1-877-510-5333 or childcare_ontario.ca.

Issues or concerns may also be reported to other relevant regulatory bodies such as the local police, health department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers, etc. where appropriate.

Animal Visits and Pets Policy

St. Joachim Children's Centre understands the benefits of children engaging and interacting with animals. Both animal visits and having pets serve as emotional development and even physical health of children. Children and animal benefits from each other's company. However, the Centre also recognizes the risks of both animal visits and having pets. St. Joachim Children's Centre *Animal Visits and Pets Policy* outlines guidelines for animal visits and resident animals as well as including infection prevention and control measures and plans on mitigating any risks.

Before the Centre decides whether to allow a visit or take a resident animal in, risks that include allergies, infection and injury, along with parent/guardian consent must be considered. Parents/guardians will be provided a consent form in their registration package if a resident animal is already at the Centre and/or prior to any decisions made on any resident animal or visits. Parents/guardians wishes will be respected and if these are concerns of housing an animal or having a visit, the Centre will not proceed.

The Centre has a resident care plan for pets which is filled out weekly by staff and kept on record, documenting the pet's daily requirements, grooming and health screening. Along with part of the Centre's *Sanitary Practices Policy* is a cleaning schedule for any pet cages or tanks. The sanitary practices, resident care plan and proper handling of any animal are always performed to ensure the well-being of the children.

Infection Prevention and Control Measures

To ensure that any animal that is housed at the Centre is healthy, routine daily checks will be conducted by staff members. This will be done by checking for any bumps, cuts, examining their ears, eyes and mouth, including their teeth, as well looking at any changes in behaviour. If there is any concern a veterinary examination will take place. Everything will be recorded on the resident care plan.

Every animal that comes to the Centre either for animal visits or as a pet has been vaccinated against rabies. All mammal bites to humans are immediately reportable to Public Health and rabies reports can be made by calling Hamilton Public Service at 905-546-2489.

Personal Care Routines Policy

Toileting Policy:

- Children will be expected to wear regular undergarments for the purpose of this policy. Pull-ups or any likeness are not considered regular undergarments.
- Children must have the ability to verbalize their need to use the washroom facilities to staff.
- Staff will assist when necessary for example: proper hygiene, buttons, zippers, overalls, etc. The Children's Centre is not equipped to accommodate diaper changes and cleansing needs on a daily basis.
- Should frequent accidents occur your child would be reassessed at the discretion of the Supervisor.

The Centre will make exceptions where needed due to each individual child's needs. (Exceptions may include pull-ups at rest-time).



Program Statement

St. Joachim Children's Centre is committed to providing quality early learning programs within Catholic School Environments based on our belief that children are competent, capable, curious and rich in potential.

Our programs strive to plan for and create positive learning environment and experiences that:

- Support each child's learning and development
- Encourage children to interact and communicate in a positive way and support their ability to self-regulate
- Foster the children's exploration, play and inquiry through child initiated and adult supported experiences
- Incorporate indoor, outdoor, active and quiet play to promote the health, safety, nutrition and well-being of the children.

We will employ caring supportive staff who are committed to continuous professional learning and to working together with the families, the school, the parish and community partners to better support our children and their families. The staff will be required to be Registered Early Childhood Educators and have a valid First Aid Certificate and Infant Child CPR, along with having a Vulnerable Sector Criminal Reference Check.

Our Child Care programs are in keeping with the fundamental characteristics and objectives that distinguish Catholic Schools and complement the programs of Hamilton Wentworth Catholic District School Board.

Our goals for children, consistent with the Ministry of Education pedagogy, that reflect the view that children are competent, capable, curious and rich in potential. Our view of the child is as follows:

- 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/herself in many ways.

Health, Safety, Nutrition and Well-Being of Children (a)

Goal: The Centre will review annually the health and safety procedures to ensure expectations are met.

Approach: The Centre recognizes that in establishing a nurturing health, safety and well-being for children in the programs will be through the connections they make with the program staff, volunteers and students. We promote well-being in our programs by providing parents a Parent Board which displays certain policies and procedures that the Centre uses to promote the health and safety and well-being of the children in our care. Parents are also encouraged to communicate with staff concerning policies and protocols used by the Centre and to go over any individual plan that their child may require.

Implementation Policy:

- Each staff member will sign annually any child who has an individual plan, and will review any needs of a child that is in the care of the Centre.
- Parent Board will include any information regarding the health, safety, nutrition and well-being of the child.
- The Centre will keep child records up to date to ensure information is current, a form letter will be given out annually to all families at the Centre to check information or to change information.

- Fire Drills will be done monthly at the Centre and recorded. A total evacuation drill will be completed three times during the fall and spring term, during the program hours.
- Emergency Lockdown will be practiced and recorded twice a year. This will be done by having the children join in a safe place which will be in the middle room of the Centre where we will all go and stay until the Centre Supervisor comes to inform us the drill is over.
- In case we are outside and there is an emergency lockdown we will proceed to the designated area posted on the parent board.

Nutrition

Goal: The Centre will follow the Canadian Food Guide but still respect the individual needs of each child. The cook will maintain up to date certification.

Approach: St. Joachim Children's Centre promotes healthy eating by providing nutritious and safe foods in a supportive environment, by role modelling healthy eating behaviors, by including healthy foods in creative play and teaching activities for children and by engaging, supporting and educating parents and staff.

Nutritious and safe meals follow the Canada Food Guide and are planned and prepared by the Centre cook. The Cook has experience with meal planning and cooking and holds a Food Handlers Certificate. The Cook is responsible in ensuring that food allergies are posted and precaution is taken to ensure the safety and well-being of each individual child has been taken into consideration. The staff will monitor how the children eat so that parents are aware of portion sizes. Children will be allowed to decide whether to eat and how much to eat. Foods and beverages will not be used as rewards. Menus are posted for parent's information and reviewed monthly by staff and cook. St. Joachim Children's Centre is a Peanut Free Environment.

Implementation Policy:

- The Centre cook or any staff member handling food will be certified with a Food Handlers Certificate.
- Staff will role-model to all the children healthy eating behaviors through snack and lunch routines and in creative play activities, such as dramatic play in the kitchen area.
- Allergy list of all children will be posted by the kitchen by the Centre Supervisor.
- Staff will monitor and post for parents how children did during lunch and rest time. This will be posted on the parent board.
- Children will be asked how much they would like to eat and will be respected by all staff.
- Children may choose when to eat snack as we have an open table concept.
- Each side of the room will serve 16 children for lunch with one RECE teacher at each table.
- Peanut Free Signs will be posted on and near the Centre entrance.

Well-Being of the Child

Goal: The Centre will ensure that each child is supported according to their individual needs and development in a positive manner.

Approach: St. Joachim Children's Centre respects the importance of physical and emotional health and wellness of each and every child in our care. We will promote self-care, sense of self, and self-regulation skills, throughout our daily program.

Implementation Policy:

- Each child staying for a full day will receive a rest time period that does not exceed two hours.
- Each child staying 6 or more hours will be provided with a cot and bedding who is 30 months or older but younger than six years old.
- Each child who does not rest will be given the opportunity to rest quietly on their cot with books and puzzles.
- Upon arrival, the teacher will do a health assessment on each child and record any findings on the health check form. On an ongoing basis a record of the number of all children who were ill and the number of symptoms reported will be kept.

- A record of all signs of illness or any absence due to illness will be recorded on the Child Care Centre Staff & Student Line Listing monthly and kept in a binder in the Centre Office. This will be used to compare records from previous months as well as the same month of the year(s) before.
- If there is a higher than normal number of children with similar signs and symptoms of illness, the Centre Supervisor will contact Public Health Services.
- Lice checks will be given by Bayshore Home & Health and parents will be informed of the visit and any findings by a note posted on the front door of the Centre.
- The program will provide enriched play based experiences for children to explore, learn that they are capable, and that they can make decisions and solve problems that are meaningful to them.
- Children will be supervised by an adult at all times.
- Children will be guided in a positive manner that is appropriate to their age and development.
- Guidance will assist the children to learn how to self-regulate and express feeling.
- Children will be given predictable routines.
- Limited transitions for children.
- Safe and stimulating outdoor spaces for active play, offering challenges that are within each child's ability.
- Children will be offered a quiet area in the room if they need time to relax or re-group.
- Regular staff intervention will be in the form of praise, hugging, encouraging comments and reminder to children of positive behaviors.
- Limit activities where children are sedentary for an extended period of time.
- Comply with the Ministry of Education requirements regarding Serious Occurrences.

Disinfecting Toys and Equipment:

1. Cleaning and disinfecting is done weekly, usually during sleep time spraying and cleaning the toys.
2. Classrooms. Cleaning must occur prior to disinfecting. Follow any recommendations made by Public Health. St. Joachim Children's Centre uses *Oxivir Five 16 Concentrate*, which is a one-step disinfectant cleaner.
3. Fill up sink with warm water and pour in intermediate level disinfectant.
4. Begin with shelf toys:
 - a. Empty container of toys
 - b. Rinse out containers
 - c. Continue until all the toys are done
5. Wipe down all puzzles and puzzle racks with a damp rag of warm water and disinfectant
6. Also, wipe down books and bookshelves with a damp rag
7. Also, wipe down with a damp rag all dramatic play equipment, building blocks and large toys.
8. Wipe down shelves that hold toys, building blocks, etc.
9. Stuffed toys and pillows are to be laundered weekly.
10. Sheets and blankets used for rest time will be washed and laundered weekly.
11. As well as the cots will be wiped down.
12. Water/Sensory Tables:
 - a. The water tables must be filled with fresh water for every use and then cleaned and sanitized at the end of each day the water table is used.
 - b. Child with cuts, sores, etc. on their hands should not be permitted to use a communal water or sensory table.
 - c. Children must be supervised at all times during water-based activities.
 - d. Sensory tables must be cleaned and sanitized after a week of use.
13. Any pet cages or tanks will be cleaned weekly.
 - a. A designated staff member will be in charge of making sure that pet cages or tanks will be cleaned weekly.

- b. If this staff member is away they must make sure to make alternate arrangements with their back-up to ensure that pet cages and tanks are cleaned.
 - c. If there is an outbreak of illness within the Centre cleaning and disinfecting will be done daily.
 - d. Cleaning any tanks or cages in any area where human food or drink is stored, prepared, served and consumed is not allowed.
 - e. A cleaning and disinfecting schedule will be kept on the staff attendance board for staff members to sign off weekly.
14. Handling pets.
- a. When handling any Centre pets staff members must ensure that children are not to feed animals directly, do not put any animal close to their face and avoid kissing any animals.
 - b. Hand hygiene must be done by staff and children after handling any animals and also after touching any toys that the animal has contact with.

Disinfecting Bathrooms After Accidents:

- Once you have assisted a child in the bathroom after an accident you must sanitize.
- Toilet seat must be cleaned and sanitized. Using *Oxivir Five Concentrate* which is a one-step disinfectant cleaner. A spray bottle will be located in the cabinet above the bathroom sink.
- Wash your hands again after you have finished sanitizing.
- Any accidents that happen on the floor of the bathroom/Centre, a school custodian will be called for assistance.
- Make sure that you check daily to make sure you have all the supplies you need to assist you after an accident, as well as sanitizing after. This includes having a supply of gloves, and that the spray bottle of *Oxivir Five 16 Concentrate*.

Before and After Care Programs:

- Classrooms are to be assessed by staff prior to commencing program to ensure the classroom is in clean and sanitary condition.
- This includes washrooms and ensuring that washroom is supplied with soap, paper towel and toilet paper. If this is not available, staff must notify the caretaker prior to the start of the program.
- Each classroom must have a supply of disinfectant and cleaner (*Oxivir Five 16 Concentrate*).
- Tables are to be cleaned and sanitized prior to having snack, as well as after having snack.
- The toys used in the before/after care programs are from the daycare which are cleaned and disinfected weekly.

Prohibited Practices Ontario Regulations 137/15 Section 48

No licensee, employee or volunteer of the licensee, or student who is on an education placement with the licensee with respect to a child receiving child care at a child care Centre it operates or at a premises where it oversees the provision of child care shall engage in any of the prohibited practices,

- a) Corporal punishment of the child;
- b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose 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;
- c) Locking the exits of the child care Centre or home child care 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;
- d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

- f) Inflicting any bodily harm on children including making children eat or drink against their will.

Support Positive and Responsive Interactions Among the Children, Parents and Staff (b)

Goal: Each staff member will remain calm and responsive to each child and situation that may arise, while keeping communication amongst staff and parents open.

Approach: St. Joachim Children's Centre staff use *How Does Learning Happen* Ontario's Pedagogy for the Early Years as the basis of the program. The staff plan activities that facilitate learning through play and provide a balanced program that supports development. The staff are required to be Registered Early Childhood Educators or have Director approval followed by the Ministry of Education Guidelines.

Implementation Policy:

- Teachers will acknowledge the child's feelings
- Teachers response to misbehavior will be in a soft supportive voice
- Teachers remain neutral, rather than taking sides
- Teachers will gather information and ask questions
- Teachers will engage with the children to develop child-initiated solutions
- Teachers will encourage children to share their success, give praise, show understanding and enthusiasm
- Teachers will be patient, allow children to stop their activity, give children warnings before it is time to transition from one activity to another. Children will be streamed in small groups to the washroom, cloakroom and sleep room.
- Teachers will use natural consequences. Consequences should be logical, reasonable immediate and consistent. Always provide an honest and real learning situation. It allows the child to develop independence and self-regulation.

Community Partners

Goal: The Centre will welcome families and members of the community to participate in our program.

Approach: At St. Joachim Children's Centre, we provide opportunities for Co-op placement that include College and High School students. Volunteers may also participate in the Centre.

Implementation Policy:

- Centre Policies will be reviewed and signed by all students
- Volunteer/Student policy will be signed
- Standard First Aid and Infant Child CPR certification required
- Vulnerable Sector Police Check required
- All community partners will meet with the Centre Supervisor prior to working to ensure all requirements are met

Families as Partners

St. Joachim Children's Centre believes in a strong relationship with the families and community that we serve. These relationships are fostered by open communication on a daily basis. A website has been created to keep parents informed along with Parent Information Board posted directly in the Children Centre. The Centre staff want to work directly with families in order to provide the best possible experiences for their child. The collaboration is a very important and strong component of the program and this information will be shared among program staff and families regularly. The Centre welcomes families into the program at any time and during special events such as Christmas etc. families will be invited to share the special moments with their child.

Implementation Policy:

- Upon enrolling your child into the Centre, the Supervisor will meet with each family and provide a tour of the Centre.
- Registration package will be provided to each family upon registration and will be reviewed with the Supervisor.

- Any concerns or health issues will be discussed and policies will be put into place to provide for the well-being of the child.
- Parents will be welcomed into the program and we support open communication with all parents.
- Staff will greet parents every day to ensure that any information regarding their child is given to the teacher.
- Parent board will be located near the front door of the Centre and will be kept up to date with current information.

Encourage Children to Interact and Communicate Support Self-Regulation Centre Programs (c)

Goal: The Centre will create an environment that encourages independence, self-expression and will continue to provide ongoing opportunities for each child in a free flow environment.

Approach: The programs at St. Joachim Children's Centre will provide environments and experiences that will engage children in active, creative, and meaningful exploration, play and inquiry. Teachers will encourage children to communicate and engage in communication by viewing the child as a capable communicator who expresses himself or herself in many ways. Staff will participate in meaningful interaction and communication with peers, children and adults.

Implementation Policy:

- Centre provides an environment that is free flowing, allowing the child the choice on where they would like to play.
- Large outdoor play area for children to run and explore.
- Equipment and toys that are creative, challenging and promote curiosity are provided for children.
- Experiences reflect true life events so that children can make connections to the real world around them.
- Limited transitions so that children can have time to play and explore without interruptions to their day.
- Teachers will participate as co-learners/planners to encourage and support children's exploration.
- Teachers will document children's play and learning so that it is visible for the children and families to view.
- The Centre provides a literacy Centre for children to read and tell stories.
- Explore different languages and cultures through books and materials.
- Teachers will use sign language or visual cards to enhance communication needs with children.
- Creative Expression will be encouraged through open art activities, such as art easel and art Centre.
- Work with families to weave different cultures and customs to the daily program.
- Teachers will allow time to listen and document children's communication.
- Staff will be provided time during the day to network and meet with staff to go over observations.
- Children will be provided the opportunity to express their emotions freely in a supportive and safe environment.
- Room set up fosters independence and encourages children to flow from one Centre to another.
- Bulletin boards are kept plain as the background for children's artwork to be displayed and be the focus of the board.
- The Centre provides real materials, plants etc. to promote a comfortable setting.
- Transitions are limited so that children are not rushed and feel they can take their time to explore and play.

Foster Children's Exploration, Play and Inquiry (d)

Goal: The Centre will provide an open environment where the children have the opportunity to use material that fosters their developing interests to support active learning.

Approach: St. Joachim Children's Centre will provide an environment that will value the child and respect a child's exploration through play and inquiry. The environment and the approach will be one that fosters and promotes children to engage in play, and be active learners. Children will have many opportunities to explore using open-ended materials. The environment will be set-up so that toys,

materials are available at all times of the day. Children will have access to all learning Centre's and space will be provided for children to have room to explore.

Implementation Policy:

- Teachers will provide experiences by observing and finding out what is meaningful to the child, observations and documentation will be recorded on a daily basis and shared with other staff members.
- The environment will promote children's exploration by providing materials that will encourage inquiry.
- Different learning centers and provocations will be set up around the room for the children to explore.
- All areas of the room will be set up for children to explore at any time of the day.
- Teachers will ask questions and challenge children during activities to promote inquiry.
- Staff will be educated and understand child development to provide experiences that challenge children.
- Teachers will have a reflection time during the day with children to encourage children to think about what they have done and reasons why they have may have done what they have done.
- Program will allow for uninterrupted play, with few transitions.
- Furniture will be arranged so that children feel comfortable and natural in the environment.
- Materials will be open-ended so that children can explore how they want to play.
- Teachers will listen, and be co-learners to engage children in problem solving and more complex play and inquiry.

Child-Initiated and Adult-Supported Experiences (e)

Goal: The Children and staff will work together as co-learners in creating an environment that is rich with opportunities using the P.C.C.E.S. model (P for physical, C for cognitive, C for communication, E for emotional, and S for social).

Approach: St. Joachim Children's Centre provides quality early learning programs within the Catholic School environment based on our belief that children are competent, capable, curious and rich in potential. The Centre follows the *How Does Learning Happen* document using the four foundations, belonging, well-being, engagement and expression to enhance the programs. The Centre follows the Ontario Early Learning Framework, along with the Ministry of Education Guideline. The approach of the program is based on supporting children and families as they develop, by providing enriched play based experiences. Through these experiences, children will explore, learn that they are capable, and that they can make decisions and solve problems that are meaningful to them. Program staff will support this through their understanding of early childhood development and viewing each child as capable, competent and curious.

Implementation Policy:

- Daily Activities and provocations will be provided for every child to participate if they desire too
- Music, dance and creative movement Centre
- Physical and gross motor/indoor and outdoor experiences
- Language and Literacy Centre
- Construction and Building Area
- Science Exploration
- Sensory Experiences
- Creative Expression Activities
- Fine Motor Stimulation
- Reflection Time
- Centre's and areas of interest will be monitored by staff and new materials that are authentic and meaningful may be introduced or added according to the needs and interest of the child

Plan for and Create Positive Learning Environments and Experiences to Support Child's Learning and Development (f)

Goal: The staff will continue their professional development and empower the children by providing provocations and experiences with children and families, as well as reflecting through post documentation.

Approach: St. Joachim Children's Centre strives to provide an enriched program that will support child's learning and development in a positive environment. We view the child as capable, competent and curious and will provide play based opportunities to support this learning.

Implementation Policy:

- Teachers will meet to discuss observations and plan for activities to extend on ideas directly from the child when applicable.
- Critical reflection and discussion with staff about pedagogy documentation.
- Learning Centre's will be created by using natural materials and real life objects to show the relationships between families.
- Indoor and outdoor activities will be part of the daily program at the Centre.
- A large area will be created for gross motor activities along with visiting the gymnasium in the school to promote the well-being of the child.
- Children will choose freely where they want to explore and be provided lots of time to enhance this exploration.
- The environment will be child and family oriented with documentation to support the child's learning.
- Teachers will make available different uses of materials for children to explore and keep a running record of supplies etc.
- Field trips will be planned to complement the child's interest and parent involvement will be encouraged to support this learning.
- Sensory experiences will be available by using the sensory area for water or other materials available to the children.
- Special occasions will be celebrated and family involvement will be supported. Such as inviting parents to join in for Christmas concerts etc.
- Staff will join in on professional development opportunities to keep up on current Ministry guidelines.

Incorporate Indoor and Outdoor Activities, Active Play, Quiet Time and Individual Needs of the Children Receiving Child Care. (g)

Goal: The Centre will be responsive to the needs of the children encompassing active and quiet play both indoors and out.

Approach: At St. Joachim Children's Centre, each child's individual needs will be valued and respected. Opportunities will be given for indoor and outdoor activities, play based experiences, and quiet time during the child's day.

Implementation Policy:

- Each child staying for a full day will be provided outdoor play two or more hours each day as set in the Early Years Act. If opportunities do not allow for outdoor play due to weather, indoor physical activities will be provided either in the Centre or the school gymnasium.
- The playground will be shared with the FDLK class and times will be worked out with the teachers to ensure the space is used at different times to ensure the safety and well-being of all the children.
- The Centre provides a large area for children to run and play including equipment such as mats to be brought and used in the Centre.
- Riding toys are available for children inside the children Centre.
- Riding toys and outdoor equipment is available and stored in the outdoor sheds.

- Children may choose the equipment and what they want to do when outdoors.
- Exploration will be promoted by teachers and documented.
- Staff may take children on a walk around the school or neighborhood to provide outdoor activities.
- Each child staying for a full day will also receive a rest time/quiet time that does not exceed two hours.
- A child who does not rest will be given the opportunity to rest quietly on their cot with books and puzzles.
- Each child will receive a cot, which will be numbered and have the child's name and picture on the label to identify their cot.
- Children will be encouraged to bring in any item from home to support rest time, such as a blanket or stuffy.
- All bed sheets will be washed by the Centre weekly.
- Teachers will post to parents if their child slept or not which is recorded on the parent board.
- Each individual child's needs will be taken into consideration and respected.
- We encourage parents to have open communication and inform staff of any changes or concerns that their child may be experiencing.
- Supervision during rest time will be monitored by staff on duty at all times.

Engagement Between Parents about the Program and their Children (h)

Goal: The staff at the Centre will continue to build a strong relationship with the parents and children while maintaining a positive, nurturing approach, the Centre will support the family's needs.

Approach: St. Joachim Children's Centre believes in a strong relationship with the families and community that we serve. These relationships are fostered by open communication on a daily basis. Web site has been created to keep parents informed along with a Parent Board posted in the Centre. The staff want to work directly with the families to provide the best possible experiences for their child. The collaboration is a very important and strong component of the program it will demonstrate to the child the relationship between home and school.

Implementation Policy:

- Documentation to show and demonstrate visually what a child is exploring and learning.
- Open communication with families.
- Staff to greet parents at the beginning and the end of the day.
- Inviting parents to come and join their child on special occasions, birthdays, holidays.
- Parents are welcome to join on field trips (vulnerable sector reference check required).
- Parent surveys.
- AGM meeting annually all parents welcome to come and be informed on the Centre information.
- Parent board with information on the program and documentation.
- Information sheets will be given out annually to ensure family information is kept up to date and staff are informed of any changes that may affect the child.

Community Partners & Support Staff (i) & (j)

Goal: The Centre will work in partnership with high schools and colleges to keep up with current practices resulting in a high standard of care for the children.

Approach: At St. Joachim Children's Centre, we offer the opportunity for students in High School, College, University or Apprenticeship students to have co-op experiences. We invite these relationships which promote a community awareness and keeps the Centre current on new and up-coming programs. Support staff are welcomed at the Centre to enhance the program and provide for the families and children of the Centre with the best possible care.

Implementation Policy:

- Current Standard First Aid Certification and Infant Child CPR required.

- Any volunteer over the age of 18 must have a vulnerable sector police check.
 - Volunteer Policy form filled out.
 - Centre policies reviewed and signed.
 - All paper work required for students will be done by staff or supervisor.
 - Supervisor will meet with students to go over policies and procedures.
-

Documentation (k)

Goal: The Centre will provide the staff with sufficient time to network with each other and appropriate materials to create a cohesive environment that supports and extends further learning through documentation.

Approach: The staff at St. Joachim Children's Centre are dedicated in learning how children think and learn. Through the pedagogical documentation, the staff learn how to observe and use this information for their program planning. "Pedagogical documentation supports educators in both including child development in their view, but also looking beyond development to capture broader aspects of experience for reflection"

Implementation Policy:

- Staff can join as a team to discuss and reflect on the experiences that the children have created themselves, if applicable.
 - Staff are co-learners and co-planners who take the time to listen and observe what is meaningful to the child.
 - The Centre provides all staff with iPads to use for documentation.
 - The Centre provides to all staff a printer for their documentation.
 - Time is given to staff for programming.
 - Parents and families are encouraged through this visual documentation to add or to give insight on their interpretations which then can lead to extended learning experiences.
 - Inviting parents to share or be part of the planning brings together the partnership between child, family and Centre.
 - Teachers are to participate in workshops and to keep up to date with current Ministry guidelines.
 - Plan and evaluate program daily.
 - Observations and reflections will lead to deeper critical thinking allowing the staff to extend their planning.
 - Team meetings will be lead monthly/every other month by staff when applicable.
 - All staff to keep up with their RECE certification.
-