



Jean Hamlyn Day Care Centre

Family Handbook

Jean Hamlyn Day Care Centre
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Our Values and Beliefs at Jean Hamlyn

Jean Hamlyn offers a play based, emergent program. Research shows that there is a strong link between play and learning. Children are competent, curious and capable of complex thinking, rich in potential.

Play:

- Allows children to explore and practice skills
- Enhances Learning
- Helps children connect to the world around them
- Develops problem solving, relationship building, communication and collaborations
- Encourages self-regulation

We believe and strive to practice the four foundations to ensure optimal learning and development:

- Belonging
- Engagement
- Expression
- Well being

Teachers listen, observe, document play, and work collaboratively with the children. With this investigation the curriculum emerges. They work together to develop questions, hypothesis, research, and document their thinking in a variety of ways.

Because outdoor environments are critical to children's well-being, our program includes one hour outside in the morning and one hour in the afternoon, weather permitting. When outdoor play is unavailable due to weather, alternate active indoor activities are planned.

Jean Hamlyn Day Care Centre is a Participant of Raising the Bar:

Raising the Bar is an initiative that was developed to promote and support observances of community standards in a variety of early learning and child care programs. The program provides a framework for best practices to guide early learning and child care operators in delivering high-quality services for children and families. Raising the Bar helps to ensure practices are current and responsive to family and community needs.

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JEAN HAMLYN DAY CARE CENTRE'S PROGRAM STATEMENT

Jean Hamlyn Day Care Centre is committed to providing children, families, community partners and educators with current knowledge regarding the implementation of Early Learning Practices. Such practices follow "How Does Learning Happen?", *Ontario's Pedagogy for the Early Years*, a Ministry resource about learning through relationships. It is intended to support curriculum/program development in the early years. We value and recognize the importance of delivering a high quality program with emphasis on relationships, the environment as the third teacher (space, furnishings, materials, organization of time, etc. all communicate a powerful message and contribute to shaping the actions that can be taken within it) and pedagogy (the understanding of how learning takes place). We take the privilege of caring for and spending our days with the children in our care seriously. We believe that children are competent, capable, curious and rich in potential and as such, it is our responsibility to provide them with the opportunities to develop in all areas. We focus on The four foundations of "How Does Learning Happen?", *Ontario's Pedagogy for the Early Years*: Belonging, Well-Being, Engagement and Expression; respecting the individual needs of each child and family.

WELL-BEING OF THE CHILDREN (HEALTH, SAFETY AND NUTRITION):

Meals:

Jean Hamlyn's goal is to assist every child in developing a sense of self, health and well-being. Children are provided with a healthy meal plan that is adapted to meet the nutritional needs of each child. Great time and expertise is put into providing meals that give the most nutritional value (vegetables are routinely incorporated into children's favourites). Children can make choices within the daily routines of meals and snacks to develop a sense of self. Homemade meals and snacks are prepared, appealing to the children's tastes and dietary needs.

Health and Safety:

At Jean Hamlyn, our goal is to implement a flexible daily routine that addresses children's physical needs by providing a variety of active opportunities and quiet activities. This includes rest, as well as supporting their individual self-care efforts. Individual activity levels, appetite and need for sleep will be addressed. To promote healthy movement and relaxation, children are provided time each day for physical exercise (both indoors and outdoors) as well as the opportunity for rest. Flexibility based on the needs of the children and of the room are focused on each day. Through modelling and active listening by educators, children are encouraged to show their feelings, allowing expression, choice and self-care. The needs of each child as a whole are met by providing a safe and stimulating environment. The Centre and educators are diligent on adhering to all Ministry and Public Health requirements regarding health and safety.



SUPPORT POSITIVE AND RESPONSIVE INTERACTIONS AMONG CHILDREN, FAMILIES, COMMUNITY PARTNERS AND EDUCATORS:

Children:

Jean Hamlyn's goal is to encourage positive communication and interactions on a daily basis with everyone involved in the child(s) life, and to enhance a sense of belonging. We support positive interactions with the children by allowing them the freedom to express their thoughts, feelings and ideas. We focus on the abilities and successes of each child. We celebrate them by displaying and documenting children's creations, having a classroom news board, engaging in small and large group time and using open-ended questions to provoke thought. We instill empathy, and support children in problem solving and self-regulation skills. We do this by providing tools, materials and a safe place to express emotion. Educators model empathy throughout the day.



Families:

Our goal at Jean Hamlyn is to strive to continue to build caring relationships and connections by creating a sense of belonging with the children and their families. Open communication with parents and families is fostered through information sharing (emails, newsletters, Parent Board, family activities outside of Centre hours). We recognize the important role families' play, and we are partners in their child's learning. Strong, supportive and responsive relationships are established between educators and families by inviting them into program rooms and asking for their input. We believe that families are the "experts" on their children. We welcome information so we can provide the best care for their child. At the end of the day, we engage with families to provide feedback on their child's experience.

Educators:

Jean Hamlyn's goal is for every educator to be given opportunities to develop through professional learning and they are supported along the way. Educator collaboration and peer support is mentored and fostered through open lines of communication (emails, information sharing, staff meetings, PD development, team planning time). They are supported through the County of Dufferin Children's Services, the College of Early Childhood Educators, Raising the Bar Dufferin, and our Quality Assurance Program.

Community Partners:

Our intention at Jean Hamlyn is to give children, families and educators a sense of belonging and well-being within the community and their world. The Centre advocates for children and families by

providing community resources. Relevant information is shared and resources are made available to families. The Parent Information Table and Parent Board offer parents/guardians information and contacts to various community programs and services. We facilitate having “special guests” come into the Centre as well as visiting local businesses and services. Sharing early learning practices with home care providers and offering resources and support is another way we build positive relationships within the early learning community.

ENCOURAGE POSITIVE INTERACTION AND COMMUNICATION TO SUPPORT CHILDREN’S ABILITY TO SELF-REGULATE:

Positive communication and interactions are the basis of social living. At Jean Hamlyn our goal is for children and adults to feel a sense of well-being and community. To encourage positive interactions, educators will model positive interactions with children, each other and encourage open communication amongst the children. Educators interact with the children by getting down on their level when speaking or listening to them. This is important in creating positive and nurturing relationships and forming the bond of trust. Educators create a positive learning environment by leading by example, fostering the children’s development and their ability to self-regulate.



FOSTER THE CHILDREN’S EXPLORATION, PLAY AND INQUIRY:

Engagement with the environment, peers and adults is essential for children to develop skills such as problem solving, creative thinking and innovation. These skills are essential for learning and future success. Our goal at Jean Hamlyn is to support children’s engagement through exploration, play and inquiry. By observing the children in their play we will foster and create an environment for learning experiences rich in potential. Early Learning practices will be implemented by providing the children the opportunity to manipulate play materials (loose parts and nature based), offering enough materials for every child as well as being cognizant of the children’s interests. Educators will engage the children with “open ended” questions to inspire creativity and problem solving skills. They will continually document, plan and reflect to acknowledge the children’s successes and challenges.

PROVIDE CHILD-INITIATED AND ADULT SUPPORTED ACTIVITIES:

The goal at Jean Hamlyn is to ensure that every child is supported while being an active and engaged learner who explores the world in a creative, inquisitive way. Educators will provide provocations of interests to the children by offering them open ended play based materials to support play and learning. Children are given the freedom to explore by offering unstructured play opportunities. Building the confidence to engage in “risky play”, allows children freedom to experience their environment safely (e.g. Climbing, building, etc.) and will develop independent and productive children. Educators will be diligent in observation and documentation practices to support child-initiated play.

SUPPORT, PLAN AND CREATE POSITIVE LEARNING ENVIRONMENT AND EXPERIENCES:

Providing opportunities for children to express their interests, ideas and points of view in multiple ways gives adults the chance to get to know each child as an individual. At Jean Hamlyn, educators will plan to meet the needs of each child and support their individual learning and development. Through observation and documentation, we recognize and support a flexible learning environment based on the individual interests and needs of the children. Children have daily access to learning opportunities, fostering all areas of their development. Provocation of interests in creative, sensory, literacy, loose parts, science, dramatic play and blocks offer the children the opportunity to learn through their play. By engaging the children in open ended questions we can continue to affirm and build upon their learning skills and development.



DOCUMENT AND REVIEW MONORITING OF PROGRAM STATEMENT:

Our Program Statement is a living document and as such, will reflect the needs of the children, families and the Centre. Jean Hamlyn’s goal is to continue the process of developing, refining, implementing, documenting and reviewing our Program Statement. To maintain accountability and authenticity, the Program Statement will be monitored and reviewed at least annually and/or when changes are made by management and educators.

Mission Statement:

The County of Dufferin Community Service Department aspires to be at the forefront of delivering quality service to create an inclusive and accessible community.

Vision Statement:

The County of Dufferin Community Services Department is dedicated to improving the well-being of individuals and families in our community by connecting people to resources, supports and opportunities.

Family Involvement:

Families are essential in early childhood education. You signify a vital role in the development and education of your children. Your involvement in your child's program can greatly enhance and maximize your child's learning experience. Families bring diverse social, cultural, and linguistic perspectives. You are a valuable contributor to your child's learning, and deserve to be engaged in a meaningful way.

There are many ways in which you can become involved:

- Help us get to know your child and your family
- Support and offer opportunities for learning
- Assist with field trips, social events, or volunteer in the classroom
- Feel free to make arrangements with the Centre supervisor to visit with your child at any time during their day in the program



Inclusion:

The program is designed to meet all children's physical, social, emotional and intellectual needs. Our goal is to support the growth and development of each child as an individual. We recognize that positive behavior and relationships benefit all of those in the program. In the event that the Centre cannot meet your child's needs, every effort will be made to supply resources available to find a more suitable program.

Behaviour Management:

Jean Hamlyn Day Care Centre has a Behaviour Management Policy, which is posted in each classroom. The policy has been discussed and signed by all personnel and student teachers. The policy outlines the key strategies in handling any situation through anticipation, problem solving and preventing the need for further intervention.

At Jean Hamlyn we believe that children are capable, competent and curious. Our methods of behavior management reflect the College of Early Childhood Educators' Code of Ethics and Standards of Practices. By being respectful of the child and modeling effective methods of communication, we adapt behaviour management to the needs of each child. This includes open communication between staff, child and family. Through preventative planning, program development and child interaction, we make sure to focus on the development of social and emotional skills, problem solving, critical thinking and the well-being of the child.

Prohibited Practices:

Under no circumstances will corporal punishment be used for behavior management. Nor will the following actions be tolerated:

- Deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect
- Depriving the child of basic needs including food, shelter, clothing or bedding
- Locking the exits of the child care Centre for the purpose of confining the child
- Using a locked or lockable room or structure to confine the child if he or she has been separated from other children
- Physical Restraint of a child
- Inflicting any bodily harm on children including making children eat or drink against their will.

Staff Requirements:

Each full time & part time staff member is required to:

- Be a registered member in good standing with the College of Early Childhood Educators

Each full time, part time and relief staff is required to:

- Provide a current certificate of training in First Aid and CPR
- Provide proof of a current Criminal Reference Check, including a Vulnerable Sector Check

As members of the College of Early Childhood Educators, staff are supported through the Code of Ethics and Standards of Practice; both of which promote excellence in the professional practice and ethical standards. The Child Care and Early years Act (CCEYA) governs all licensed child care centres. Staff are mandated to adhere to all licensing requirements.

Volunteers and Student Teachers:

At Jean Hamlyn we provide learning and growth opportunities for volunteers and student teachers. Volunteer and student teachers have to abide by the Centre's policies. Volunteers and students do not have unsupervised access to children in child care centres. They are monitored by the Supervisor or their designate Early Childhood Educator in the classroom. All Volunteers and Students need to:

- Provide proof of a current Criminal Reference Check, including a Vulnerable Sector Check

Program Overview / Ages Served:

Jean Hamlyn Day Care Centre is a Municipal Child Care Centre, owned and operated by the County of Dufferin. It is licensed by the Ministry of Education.

Programming is planned to meet the needs of preschoolers and school age children, ages 31 months to 12 years. The Centre offers full and part time care.

Full Day (children 31 months – 4 years of age)	Any part of the day from 7:00 a.m. to 6:00 p.m.
Early Learning Program (Children 2.5-4 years of age)	Program runs Tuesday & Thursday mornings October – June 9:00 a.m. to 11:30 a.m.
Before School (Children 4 – 12 years of age)	Any part of 7:00 a.m. to 8:30 a.m.
After School (Children 4 – 12 years of age)	Any part of 2:50 p.m. to 6:00 p.m.
Before & After School (Children 4 – 12 years of age)	Any part of 7:00 a.m. to 8:30 a.m. plus any part of 2:50 p.m. to 6:00 p.m.

PA Days:

Full day programming is available for school age children on board regulated PA days. In September you will receive a form requesting your PA day needs from September through to the end of December. In December you will receive a form requesting your needs from January through to the end of June. Space is limited and is provided on a first come first serve basis.

Please note: If you have requested PA days, and in the event your needs change, the centre requires two weeks written notice of the change, otherwise you will be charged for the day.

Summer Camp Program:

The Centre offers care for Kindergarten and School Age children during the summer months with our Summer Camp Program. In keeping with our emergent practices and following the child's lead, we

Admission:

The family handbook contract, all applications, payment form, and the consent forms, must be signed, completed and returned to the Centre before admission. Children's allergies or food restrictions need to be written on appropriate forms. As per our license criteria, failure to complete all forms will result in not being admitted.



Change of Information:

The Centre must be notified in writing of any change in the original application or medical form (e.g. change of address, phone number, allergies). We also need to be notified of any change to persons authorized to pick up the child (ren).

Fee Schedule:

Jean Hamlyn Day Care Centre's fee payments are collected in advance on the 1st and 15th of each month unless otherwise stated on Jean Hamlyn Parent Fee Schedule. Fees are paid by pre-authorized payment. A "debit authorization" form will need to be completed and a voided cheque provided before admission.

Upon request through the supervisor, families can receive an invoice from the Treasury Department. This invoice will outline the amount of their next payment within two days prior to payment date. An email address will need to be provided to the supervisor.

If fees are returned Non-Sufficient Funds (NSF), the Supervisor will immediately notify the parent/legal guardian of the situation and calculate the new fees to be paid directly to the Treasury Department. This will include unpaid fees, and any NSF charges. Cash (exact change) or a money order can be paid in the Treasury Department at 55 Zina Street, Orangeville. These payments are due immediately. The parent/legal guardian will also receive a warning letter after two consecutive returned payments, or at the discretion of the director. Should another payment be missed within the next 3 months, the child may be removed from the program. Fee splitting between parents or guardians is not permitted.

There is a \$20.00 NSF charge for every returned payment.

For children who are regularly enrolled on a day that falls on a statutory holiday, payment is required for that day, even though the centre is closed. Families will not be charged for non-statutory holiday days during the Christmas Closure.

Registration Fee:

A \$25.00 non-refundable registration fee is required for each child enrolled. The registration fee is due upon registration by cheque made payable to 'County of Dufferin'. If you withdraw your child from the centre, the registration fee will be charged again if your child is re-registered.

Subsidy:

If you require financial assistance with payment of your child care fees contact, Dufferin County Community Services at (519) 941-6991 ext. 2223.

Tax Receipts:

Child care fees are tax deductible. Tax receipts will be provided by the end of February for the previous year. Families that withdraw their children are encouraged to provide any address changes to Jean Hamlyn to ensure they receive their tax receipts. Please inquire at the office with any further questions.

Withdrawing or Discharging a Child from the Program:

Two weeks' notice in writing, or via email, is required when a child is withdrawn from the Centre. Please note that if you withdraw from the Centre and wish to return at a later date, your child will be placed on the waitlist. Once the written letter of withdrawal has been received, payment will still be required for the following two week period. If it falls in between the regular pre –authorized payment period, then it will be withdrawn from the next scheduled payment.

Jean Hamlyn Day Care Centre may terminate child care to any family that fails to follow the Centre's policies as stated in the signed Family Handbook.

Availability / Waitlist:

A waitlist is created whenever there is a request for care and there are no available spaces in the requested program. Parent/guardians provide the supervisor with their childcare needs along with the following information: a) Parent/guardian name b) Phone number c) Child's name d) Child's date of birth. The waitlist is maintained on a first come first served basis. A child's status on the list will be shared with the parent/guardian upon request, in a manner that protects personal information. The supervisor communicates with those on the waitlist periodically via email or telephone. This is to ensure that the needs of those on the waitlist are current and that the list is authentic in nature.

For children enrolled and moving into another age grouping, every effort will be made by the Centre to accommodate your child in the next age group. However, you will be notified in writing in the event that there is no space for your child to move to the next age group and will therefore have to be withdrawn from the Centre.

Arrival and Departure from Child Care:

Arrival: An adult is required to accompany the child to the educator in charge for safety and a health inspection.

Departure: For the safety of the child, adults authorized to pick children up are asked to inform the classroom educator of their departure and accompany the child to the parking lot.

Release of Child:

Parent/legal guardians indicate who can pick up their child on the application form. If anyone other than the legal guardian(s) will be picking up a child, **please notify the staff by calling the Centre.** The adult picking up (minimum age 18 years) will need to show their photo ID to staff. If someone arrives at the Centre to pick up a child unannounced, the legal guardian will be contacted for release. If unavailable to give consent the child will not be released.

Late

Pick-up: Jean Hamlyn Day Care Centre remains open until 6:00 p.m. In the event you are going to be late, you are to make alternate arrangements for your child to be picked up by the emergency contact person you listed on your application form. If the Centre has not been contacted by 6:00 p.m. the staff will try to contact you. If no contact is made then staff will contact the emergency contact person(s) by 6:15 p.m. You will be required to sign a late form indicating date, time of arrival, and fee owing once you arrive.

Please Note: The late pick-up terms also apply to the Early Learning Program which has a scheduled pick-up time of 11:30 a.m. Tuesdays & Thursdays.

Late

Pick-up Fee: All late fee charges are per family and not per child. The following will outline the application of such fees:

- Each incident will carry a charge (to the family) of \$1.00 per minute for every minute after 6:00 p.m. until the child is picked up. (after 11:30 a.m. for Early Learning Program)
- The legal guardian or emergency contact person picking up the child will be required to sign a late form which will indicate the date, time of arrival, and fee owing.
- The fee will be added to the next regularly scheduled payment for the family.

Instances of late pick up will also carry progressive enforcement as outlined below:

1. First occurrence of a late pick up will result in a verbal notice to the parent/legal guardian listed on file.
2. Second occurrence of a late pick up will result in a written notice being issued to the parent/legal guardian listed on file by way of a letter or email communication.
3. The third occurrence may result in discontinuation of care.

Jean Hamlyn's service excellence approaches are constantly being practiced and improved. Child care providers are reliant on families to assist with the quality care of your children. Occurrences of late pick up affects not just the child care providers but also the children who are left waiting.

Emergency Closures & Inclement Weather:

Under certain conditions, the Centre may close early. In this event families will be notified by telephone. Your cooperation in picking up your child (ren) will be necessary. Remember, in planning for bad weather, it may be necessary to schedule extra time to travel to and from the Centre. Having the family's most current contact information is critical in such an event. No refunds will be provided when the Centre is closed unexpectedly.

Your Child's Adjustment to Child Care:

Children beginning in child care experience a period of adjustment. You may witness some changes in their behaviour, some of the changes you may observe are:

- Children may participate initially by observing the other children then later will join them in play
- Change in appetite may occur
- Changes in sleep patterns
- They may cry

The adjustment period will vary from child to child. Keep in mind that when a child moves to a different room he/she may also go through an adjustment period. At Jean Hamlyn, we foster the child's sense of belonging by responding to their needs for comfort.

Lunch and Snacks:

A hot meal plus two snacks are provided daily to the children. Families should advise the Centre about any allergies or food restrictions. Menus are posted by the front door. Children in the School Age Program will be provided a morning and afternoon snack. They will be provided a lunch on PA Days, winter/ March break and Summer Camp. If food restrictions occur for children after registration at the Centre, written instructions from the family will be required.



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Due to life threatening allergies NO outside food may be consumed at the Centre.

Rest Time

It is mandated by the Ministry, that children in our full day program have an opportunity to rest. Each child will be provided their own cot and sheet. We ask that a blanket be brought from home and children are welcome to have a stuffy and/or pillow as well. Though it is not mandatory that children sleep during this time, it is in our beliefs and best practices that if children do fall asleep during the time provided, it is a much needed rest and we do not encourage to deny or shorten their sleep. We will work with the family to come up with ideas and suggestions together. Please feel free to discuss your child's rest time needs with our staff and supervisor at any time.

Children's Clothing & Seasonal Needs:

When dressing children please keep in mind that they actively participate in creative and sensory activities daily and their clothing may get dirty. In order for your child to participate fully in the day's activities, it is important that their clothing be comfortable and appropriate for the weather. Please put your child's name on all of their clothing. When appropriate, staff encourage children to dress themselves. Therefore, it is helpful when your child has clothing that is age appropriate. Please ensure that your child has an extra change of clothing at the Centre daily.

Summer

- Water bottle
- Sun hat
- Jacket

- Bathing suit & towel
- Extra underpants
- Sun screen (if you are supplying)

Winter

- Snow pants or a snow suit
- Hat
- Two pairs of mittens / gloves
- Boots
- Extra pair of warm socks

Spring & Fall

- Sweater or jacket
- Splash pants
- Rubber boots

- Extra socks

Off-Site Trips:

On occasion our planned programming includes excursions to places of interest. On the registration form families sign consent in the event the children go off site for a short walk within the local community. Should a field trip be planned, we will let each family know verbally and have a separate consent form signed at that time.

Health and Safety:

Child Illness:

When a child has a temperature, is vomiting or has diarrhea, etc., we ask that you keep him / her at home. As per Public Health Department regulations, children must be symptom free for 24 to 48 hours before returning to the Centre. Please call in the morning if your child is going to be away sick or absent for the day. If a child develops an illness during the day, the family will be contacted and you will be asked to pick up your child within a reasonable amount of time agreed to by both parties. The Public Health Department requires all children with communicable diseases be excluded from the Centre. Each child who comes to the Centre will be expected to participate in all daily activities, including outdoor play.

Medication Policy:

Designated staff can administer only prescription drugs in the original container or non-prescription drugs accompanied by a doctor's note. Legal guardians must complete and sign the medication form kept in the classroom. Families must ensure that all medication has the original label with the child's name on it and a visible expiration date. Staff will store all medication in an appropriate locked container, either at room temperature or in the refrigerator. No medications should be left in the child's bag / cubby at any time.

Anaphylaxis:

Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications or other substances which can be fatal. The Centre has an anaphylactic policy to ensure that children at risk are identified. Strategies are in place to minimize the potential for accidental exposure. A communication plan has been developed to share information regarding life threatening allergies. All individual Anaphylaxis Emergency plans are acknowledged and signed by staff, students and volunteers.

Accidents / Incidents:

Should accidents/incidents occur, educators will complete an accident/incident report, which will be placed in the child's file and a copy will be given to the family. Families will be notified of less serious injuries at the end of the day. The parent/legal guardian or authorized adult, is required to sign the accident/incident report before the child is sent home. In the event that the child is being picked-up by an adult other than a parent/legal guardian, only verbal notice will be given at that time. The accident/incident report will need to be signed by the legal guardian or authorized emergency contact as soon as possible. In the case of more serious injuries, the parent/legal guardian will be notified immediately. All accident/incident reports are documented in our communication binder / log book.

Serious Occurrences:

A serious occurrence is an event/injury that occurs in which Jean Hamlyn staff reports to the legal guardian of a child involved as well as the Ministry of Education within 24 hours. The types of occurrences are; death of a child; serious injury caused by the service provider; serious injury that is accidental; serious injury that is self-inflicted or unexplained; allegations of abuse or mistreatment; missing child; disaster on the premise; complaint about service standards and; other complaints made by or about a child or any other serious occurrence. Serious occurrence notification forms are posted for families to view on the licensing board, just outside the office, for a minimum of 10 business days. The serious occurrence notification forms will include the following information; the Centre's name; the date it is posted; the date of the occurrence; the type of occurrence; description of the occurrence; action taken by the Centre and; the Supervisor's signature. Information such as the child/educator's name, age or group will not be included on the form to protect their privacy.

Duty to Report:

Jean Hamlyn Day Care Centre has a Child Abuse Policy that is posted in the office. We are committed to taking a pro-active position regarding the prevention of child abuse through:

- On-going observation of children
- Employee training
- Early intervention
- Legal obligations including reporting;
- Staying abreast of legislation and relevant issues
- Providing communication and support for children and families.

Staff is legally obligated to report any unusual marks on a child or any information that is disclosed to them.

Safety Preparedness:

Jean Hamlyn is dedicated to the safety of all the persons in the vicinity at all times. We have policies and procedures that are available, in written or electronic form, at any time to families for the following:

- **Fire** - Fire drills are practiced with the children at least once a month. The Centre has written procedures for fire drills that have been approved by the local Fire Department. Each staff member is familiar with this procedure and each room has a posted fire drill policy.
- **Tornado** - Tornado drills are practiced with the children monthly from May to October. The Centre has written procedures for tornado drills. Each staff member is familiar with this procedure and each room has a posted tornado drill policy.
- **Lockdown** – Lockdown drills are practiced with the children quarterly. The Centre has written procedures for lockdown drills. Each staff member is familiar with this procedure and each room has a posted lockdown policy.
- **Evacuation** - In the case of an emergency, children and staff will be evacuated to **The Tony Rose Memorial Sports Centre, 6 Northman Way at (519) 941-0120**. In the event of an emergency, which necessitates a closure, families will have to make alternate arrangements for care. The family should keep in touch by calling the Centre for information about re-opening or finding temporary care.

In the event of an emergency closure, while the children are still on the premises parents will be notified and asked to pick up their children immediately.

Security System & Code Disclosure:

Jean Hamlyn is only accessible through locked doors with a code entrance. This code will be given to the primary care provider(s) of each child enrolled in the program. **This code is not to be disclosed to the children, or other friends or family that will be coming to pick up or drop off children.** Individuals who are not primary care givers to the children are to ring the doorbell for assistance and entry. You will be notified by email or in person of any change to the code.



Smoke Free:

Under the Smoke Free Act, smoking is prohibited in the Centre, in the parking lot and in the playground area.

Communications between Centre & Families:

We know that communication between staff and families is important to the well-being of each child. Though we understand that pick up and drop off can be a hectic time of the day, we strive to have verbal communication each day regarding your child. Please feel free to ask questions or share comments at any time with any staff at the Centre. Through open communication we are able to create an environment of belonging for every child, family, and staff. Questions, comments or concerns can be communicated in person, via email, or by phone.

Centre information is also shared through our monthly newsletters via email and also available in hard copy at the Centre. In some instances, information is shared through postings on the Centre's door and our family board.

Please feel free to browse the following links for more information on Child Care Standards and Practices in Ontario:

College of Early Childhood Educators www.college-ece.ca

(Professional Standards)

"How Does Learning Happen?" www.edu.gov.on.ca/childcare/HowLearningHappens.pdf

Ontario's Pedagogy for the Early Years

(Ministry of Education)

Think, Feel, Act www.edu.gov.on.ca/childcare/ResearchBriefs.pdf

(Ministry of Education)

More Resources www.dufferincounty.ca/residents/raising-the-bar/resources

(Child Development focused videos & articles)

Effective Date: August 29, 2016

Fees:

	Effective February 1 st , 2016
Preschool (F/T)	\$43.00
Preschool (P/T)	\$45.10
JK/SK before school	\$13.00
JK/SK after school	\$18.00
JK/SK before & after school	\$20.00
JK/SK P.A. days/holidays (F/T)	\$45.00
JK/SK P.A. days/holidays (P/T)	\$45.10
SA before school	\$12.00
SA after school	\$16.00
SA before & after school	\$19.00
SA P.A. days/holidays (F/T)	\$43.00
SA P.A. days/holidays (P/T)	\$45.10
Early Learning Program	\$17.00

JK/SK = junior/senior kindergarten, SA = school age, F/T = 5 days a week, P/T = less than 5 days a week